MEMORANDUM

DATE: August 16, 2019

TO: AIA CA Executive Committee
    AIA CA Board of Directors
    Academy for Emerging Professionals Council of Advisors
    Chapter Executives
    Chapter Presidents
    Chapter Associate Directors

FROM: Brett Dougherty, AIA
      AIA CA Secretary/Treasurer

RE: Call for Nominations for Open 2020 AIA CA Offices, AIA Strategic
    Council Regional Representatives, & Directors Representing the
    Academy for Emerging Professionals

Introduction: This memorandum serves as a Call for Nominations for the open positions of the AIA California and the AIA. Please note that there are important differences in the nominating procedures for open offices of the AIA CA and the AIA. Specifically, to nominate candidates to represent California on AIA’s Strategic Council of Advisors, National AIA Bylaws and Rules of the Board dictate required nomination procedures. These procedures are replicated in AIA CA’s Bylaws and Rules of the Board and are repeated below.

Date of Elections: The elections will be held on Friday, November 15, 2019 in Los Angeles, CA during the AIA CA Annual Meeting.

Open Position(s) Term(s)
• 1st Vice President/President Elect 2020
• Secretary/Treasurer 2020-2021
• Vice President of Strategic Planning and Research 2020-2021
• Vice President of Professional Practice 2020-2021
• Vice President of the Academy for Emerging Professionals 2020-2021
• AIA Regional Associate Director (RAD) 2020-2021
• AIA CA Young Architects Regional Director (YARD), South 2020-2021
• AIA CA Associate Director, North 2020-2021
• AIA CA Student Director, North 2020-2021
• AIA Strategic Council Representative, California 2020-2022
• AIA Strategic Council Representative, California 2020-2022*
*Note: AIA CA was recently notified by AIA the number of representatives on the Strategic Council will increase to four, starting January 1, 2020. This is a result of an increased percentage of members in California as compared to other regions.

**Disclaimer**
No member of the AIA CA Executive Committee shall engage in the endorsement, sponsorship or nomination of any candidate for AIA CA or AIA office.

**Important Dates**
- **Friday, August 16, 2019**  Call for nominations posted
- **Friday, September 13, 2019**  Nominations due (all positions)
- **Wednesday, September 18, 2019**  List of Nominees posted on AIA CA’s website and newsletter
- **Monday, September 30, 2019**  Candidate materials due (photos, bios, philosophies)
- **Wednesday, October 2, 2019**  Publicity for confirmed Candidates posted on AIA CA’s website and included in *Relevance*
- **Friday, November 15, 2019**  Additional nominations (if any) from the floor accepted during the AIA CA Annual Board of Directors Meeting in Los Angeles, CA

**Nomination Submittals – General Information (All Positions)**
- Nominees must be AIA CA members in good standing and be able to attend all regularly scheduled Board meetings.
- Nomination letters must be received on original letterhead with signature by the posted deadline of **5:00 pm on Friday, September 13, 2019**:
  - To facilitate receipt of nomination letters by deadline, a copy may be faxed by the 5:00 pm deadline to: (916) 442-5346, or submitted via email to: dsalindo@aiacalifornia.org, with original to follow by mail.
- Nominations for any office not received by posted deadline must be made from the floor by 2/3 vote of the AIA CA Board of Directors, Friday, November 15, 2019 in Los Angeles, CA at the Annual Meeting.

**Submission Requirements**
No later than **Monday, September 30, 2019** Candidates must provide to:

Brett Dougherty, AIA, AIA CA Secretary/Treasurer
c/o Debbie Salindo, Executive Assistant
AIA California
1931 H Street
Sacramento, CA 95811

1) A 100-word or less summary of the candidate’s background, education, professional history, and service to the profession.
2) A 200-word or less summary of the Candidate’s philosophy, goals, and objectives in serving in this office.
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3) A business portrait:
   - Full-color or black and white, professional business pose
   - Either original photograph or electronic image
   - E-photos: please save as a 300 dpi TIFF file, average size is 2” x 3”

4) Candidates are also permitted to submit a letter of support for their nomination from any individual, AIA member or otherwise. This letter shall not be longer than two pages in length including letterhead. Letters exceeding this requirement will not be accepted.
   a. Letters meeting this requirement will be included in the Board of Directors agenda packet posted on Basecamp for the November 15 election meeting.
   b. Letters will not be published on the AIA CA’s website nor included in Relevance.

Nomination Submission Requirements for AIA CA offices:
- One nomination letter from an AIA CA member in good standing.
  - This letter should include a statement in support of the candidate.
  - Received by the September 13, 2019 at 5:00 pm deadline.

Nomination Submission Requirements for AIA Strategic Council Representative:
The nomination process for AIA Strategic Council Representative is different from the process required for the AIA CA open positions. The nomination may be by one of two methods:
- By a petition of signatures of at least ten (10) AIA CA members in good standing; or
- By resolution of any California chapter’s Executive Committee or Board of Directors.

Elections Procedure:
1) The Nominees for the 2020 open positions will be verified by the AIA CA Secretary/ Treasurer.
2) Qualifying nomination packages will then be forwarded to AIA CA Communications for publication on the AIA CA website and newsletter.
3) The election for all open positions will be held during the AIA CA Annual Board of Directors Meeting, Friday, November 15, in Los Angeles, CA.
4) Candidates for all offices will give a speech of up to four minutes.
5) The 300-word statements of background and philosophy will be included in the agenda packet for the AIA CA Board of Directors November 15 meeting in Los Angeles, CA.
6) Accordingly, the materials will also be posted on AIA CA Basecamp approximately two weeks prior to the elections meeting.

For more information on the roles and responsibilities of the open offices, please contact AIA CA Executive Assistant, Debbie Salindo at (916) 642-1721 or dsalindo@aiacalifornia.org.
2020 ELECTIONS

OPEN ELECTED POSITIONS

(Available positions and the position descriptions)

1ST VICE PRESIDENT/PRESIDENT-ELECT

Term: One year, automatically succeeding to the office of President

Current Officer: Debra Gerod, FAIA

Staff Liaison(s): Nicki Dennis Stephens, Hon. AIA CA, Executive Vice President; Debbie Salindo, Executive Assistant

Responsibilities:

1. Perform all of the duties of the President in his/her absence
2. Have primary responsibility for the AIA CA Policy Book
3. Have primary responsibility for monitoring the annual Operating Plan
4. Co-chair the Planning and Finance Committee with the Secretary/Treasurer
5. Serve as liaison to the Long-Range Planning Committee
6. Participate in annual review of the Strategic Plan
7. Serve as member of the Capitol Forum Board
8. Participate in monthly leadership calls

SECRETARY/TREASURER

Term: Two years

Current Officer: Brett Dougherty, AIA

Staff Liaison(s): Bernadette Frank, Director of Finance & MIS; Debbie Salindo, Executive Assistant

Responsibilities:

Secretary:

1. Serve as Chair of the Procedures and Documents Committee.
2. Act as recording and corresponding secretary, and as secretary and parliamentarian of the meetings of the Board and Executive Committee.
3. Perform all duties required by state law of corporate secretaries; issue all notices of the AIA CA; keep its membership role; keep the AIA CA seal and affix it on such instruments as require it; sign, along with the President, all instruments and matters that require attestation, approval, or contractual commitment of the AIA CA except as otherwise provided in the AIA CA Bylaws.
4. Monitor the activities of the AIA CA for conformance with the policies stated in the AIA CA documents.

Elections take place during the AIA CA Annual Meeting on November 15, 2019 in Los Angeles, CA.
Treasurer:

5. Co-chair the Planning and Finance Committee with the 1st VP/President-Elect.
6. Ensure that all member dues, contributions and assessments are collected; exercise general supervision of the AIA CA’s funds and financial transactions using established procedures for their accounting.
7. Perform all the duties required by corporate financial officers as required by state law.
8. Serve on the Pension Plan Advisory Committee.
10. Serve as liaison to the California Architectural Foundation (CAF).

Vice President of Strategic Planning and Research

Term: Two years
Current Officer: Mark Paone, AIA
Staff Liaison(s): Nicki Dennis Stephens, Hon. AIA CA, Executive Vice President; Katie Dahl, Director of Programs
Responsibilities:

1. Chair the Long Range Planning Committee and work collaboratively with the President Elect to facilitate the development and update the Long Range and Strategic Plans.
2. Recommend and comment on particular strategies and tactics in development of the Annual Operating Plan and Budget;
   - Monitor and report on the status of related strategic implementation initiatives
3. Review and comment on industry research and related surveys, reports and studies.
4. Lead original AIA CA surveys, research, or the development of “White Papers” of issues of strategic importance;
5. Identify, develop, and monitor organizations, and/or partnerships that may facilitate AIA CA member service delivery and achievement of strategic goals and objectives.

Vice President of Professional Practice

Term: Two years
Current Officer: Steven Hall, AIA
Staff Liaison(s): Amanda Green, AIA, Director of Design and Practice
Responsibilities:

1. Co-chair with the Vice President of Professional Development, the Professional Practice Committee.
2. Identify emerging issues affecting the practice of architecture, develop appropriate responses and refer those responses to other AIA CA programs and committees for appropriate implementation.
3. Coordinate programs to enhance the educational and professional development of architects at the state level and serve as primary leadership liaison to conference(s) and/or committees.
4. Serve as liaison to committees within Practice Program.
5. Participate in annual review of the Strategic Plan and development of the annual Operating Plan and budget.
VICE PRESIDENT OF THE ACADEMY FOR EMERGING PROFESSIONALS (AEP)

Term: Two years
Current Officer: Megan Dougherty, AIA
Staff Liaison(s): Hillary Krek, Associate Director of Programs

Responsibilities:
1. Serve as the liaison to the AIA CA Executive Committee, responsible for reporting relevant issues of the academy as well as current activities being pursued and insight into the life of today’s Emerging Professional.
2. Serve as the liaison to AIA Component Executives in California (CA CACE) and to the California Architects Board (CAB) on issues relating to Emerging Professionals in conjunction with California’s Licensing Advisors.
3. Lead the AEP Council of Advisors (AEP COA), coordinating meetings and regular conference calls.
4. Responsible for oversight of the AIA CA’s annual AEP events including the AEP Summit, Awards program, etc.
5. Participate in annual review of the Strategic Plan and development of the annual Operating Plan and budget.

AIA REGIONAL ASSOCIATE DIRECTOR

Term: Two years
Current Officer: David Garcia, Assoc. AIA
Staff Liaison(s): Hillary Krek, Associate Director of Programs

Responsibilities:
1. Serve as liaison between the AIA National Associates Committee (NAC) and California Associate members
2. Act as a full voting member of the Board for the duration of their term (attendance at AIA CA Board meetings is funded)
3. Participate as a member of the Academy for Emerging Professionals Council of Advisors and attend all meetings and AEP hosted events.
4. Represent Emerging Professionals at the annual planning meeting with AIA CA leadership and regional directors to discuss issues of national concern.
5. Attend the national AIA Grassroots conference.
6. Assist with the coordination of the annual AEP Awards program.

ASSOCIATE DIRECTOR, NORTH

Term: Two years
Current Officer: Lydia Peros, Assoc. AIA
Staff Liaison(s): Hillary Krek, Associate Director of Programs

Responsibilities:
1. Serve as liaison between the AIA CA and the Associate and Emerging Professional Directors the local AIA components in Northern California
2. Coordinate the annual AEP Summit.
3. Act as full voting member of the Board during the second year of the two-year term (attendance at AIA CA Board meetings is funded)
4. Participate as a member of the Academy for Emerging Professionals Council of Advisors and attend all meetings and AEP hosted events.
5. Shall be an Associate member at the time of election

**YOUNG ARCHITECT REGIONAL DIRECTOR (YARD), SOUTH**

**Term:** Two years  
**Current Officers:** Leanna Libourel, AIA  
**Staff Liaison(s):** Hillary Krek, Associate Director of Programs  
**Responsibilities:**
1. Serve as liaison between the AIA Young Architects Forum (YAF) and California members of the AIA YAF  
2. Serve as liaison between the AIA CA and Young Architect Directors the local AIA components in Southern California  
3. Act as full voting member of the Board during the second year of the two-year term (attendance at AIA CA Board meetings is funded)  
4. Participate as a member of the Academy for Emerging Professionals Council of Advisors and attend all meetings and AEP hosted events.  
5. Attend the national AIA Grassroots conference in the first year of the two-year term.

*Note:* AIA associates who are not licensed but expect to become licensed within the first year of their term may run for election to this position. However, if they do not complete their full licensure process within the first year, they cannot continue into the second year of their term.

**STUDENT DIRECTOR, NORTH**

**Term:** Two years  
**Current Officers:** Krish Patel, AIAS  
**Staff Liaison(s):** Hillary Krek, Associate Director of Programs  
**Responsibilities:**
1. Serve as liaison between the Board and the AIAS  
2. Serve as liaison to the California schools of architecture and Emerging Professionals in the promotion of the Paul W. Welch, Jr. ARE and Chet Widom Scholarships  
3. Act as full voting member of the Board during the second year of the two-year term (attendance at AIA CA Board meetings is funded)  
4. Provides outreach to local schools of architecture and AIAS chapters and as such is charged with maintaining the Student Chapter Database. This Database will contain all contact information, Chapter President, Faculty Advisor, Department Chair, and school address, for each Accredited Student Chapter School of Architecture within California. This Database will be used for information sharing, event planning, and communications  
5. Shall be a student member at the time of election.
AIA STRATEGIC COUNCIL REPRESENTATIVE, CALIFORNIA (two open positions)

Term: Three years

Current Officers: Phil Bona, AIA, Jana Itzen, AIA, Brian Sehnert, AIA

Staff Liaison(s): Nicki Dennis Stephens, Hon. AIA CA, Executive Vice President; Debbie Salindo, Executive Assistant

Responsibilities:

1. Represent the AIA CA members on the AIA Strategic Council as provided in the Institute Bylaws.
2. Consult with AIA CA officers and representatives of the chapters on issues of importance to California members.
3. Attend the three AIA CA Board meetings as voting members and prepare and present reports to the AIA CA Board.
4. Liaison with AIA CA Executive Committee (as appropriate).
5. Attend the two national Strategic Council meetings, including the AIA Grassroots Conference and the AIA Conference on Architecture.
6. Attend the California Leadership Coordination meeting.