MEMORANDUM

DATE: August 20, 2021

TO: Board of Directors

FROM: Bob Murrin, FAIA
Secretary/Treasurer

RE: Call for Nominations for Open 2022 AIA CA Offices &
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 19, 2021 virtually via Zoom during the AIA CA Annual Board of Directors meeting.

<table>
<thead>
<tr>
<th>Open Position(s)</th>
<th>Term(s)</th>
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<tbody>
<tr>
<td>1st Vice President/President Elect</td>
<td>22’</td>
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<tr>
<td>Secretary/ Treasurer</td>
<td>22’–23’</td>
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<td>Vice President of Strategic Planning &amp; Research</td>
<td>22’–23’</td>
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<td>Vice President of Professional Practice</td>
<td>22’–23’</td>
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<td>Vice President of the Academy of Emerging Professionals (AEP)</td>
<td>22’–23’</td>
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<td>Vice President of Climate Action</td>
<td>22’–23’</td>
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<td>AIA Regional Associate Director (RAD)</td>
<td>22’–23’</td>
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<td>AIA CA Associate Director, North</td>
<td>22’–23’</td>
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<tr>
<td>AIA CA Student Director, North</td>
<td>22’–23’</td>
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**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 20, 2021**: Call for nominations posted
- **Friday, September 24, 2021**: Nominations due (all positions)
- **Wednesday, September 29, 2021**: List of Nominees posted on AIA CA’s website and newsletter *Relevance*
- **Friday, October 15, 2021**: Candidate materials due (photos, bios, philosophies)
- **Wednesday, October 20, 2021**: Publicity for confirmed Candidates posted on AIA CA’s website and included in *Relevance*
- **Friday, November 19, 2021**: Additional nominations (if any) from the floor accepted during the AIA CA Annual Board of Directors Meeting

**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 24, 2021**:
  - To facilitate receipt of nomination letters by deadline, a copy may be or submitted via email to: anye@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 19, 2021 in virtually at the Annual Meeting.

**Submission Requirements**

No later than **Friday, October 15, 2021** Candidates must provide to anye@aiacalifornia.org:

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.
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 19 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 24, 2021 at 5:00pm deadline.

**Elections Procedure:**
1) The Nominees for the 2022 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 19, virtual via Zoom.
4) Candidates for all offices will give a speech of up to four minutes (*specific time allotment will be announced November 5, 2021*).
5) The 300-word statements of background and philosophy will be included in the agenda packet for the AIA CA Board of Directors November 19 meeting. 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, Amanda Nye at (916) 642-1712 or anye@aiacalifornia.org.
2022 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: Rona Rothenberg, FAIA

Staff Liaison(s): Nicki Dennis Stephens, Hon. AIA, Executive Vice President; Amanda Nye, Executive Assistant

Responsibilities:

1. Perform all 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. Co-chair the Long-Range Planning Committee
6. Serve as Ex-Officio of the Equity, Diversity & Inclusivity Committee
7. Serve as Ex-Officio of the Nominating Committee
8. Participate in annual review of the Strategic Plan
9. Serve as member of the Capitol Forum Board
10. Participate in monthly leadership calls

Secretary/Treasurer

Term: Two years

Current Officer: Bob Murrin, FAIA

Staff Liaison(s): Lori Vance, Director of Finance; Amanda Nye, Executive Assistant

Responsibilities:

Secretary:

1. Serve as Chair of the Procedures and Documents Committee.
2. Shall 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.

Treasurer:

Elections take place during the AIA California Annual Meeting in November. The elections notice with specifics on the nomination process will be distributed by August 2021.
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 AIACC’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):** Hillary Krek, Director of Programs  
**Responsibilities:**  
Specific duties include, but are not limited to, the following:  
1. Working collaboratively with the President Elect, facilitate the development, and updating, of 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. Lead original AIA CA surveys, research, or the development of “White Papers” of issues of strategic importance;  
4. Review and comment on industry research and related surveys, reports and studies  
5. Identification, developing, and monitoring 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):** Rebekah Patterson, Program Coordinator  
**Responsibilities:**  
1. 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.  
2. Coordinating 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.  
3. The Vice President shall assume other such responsibilities as instructed by the Executive Committee and the Board of Directors.  
4. Provide oversight of the AIA CA continuing education program.  
5. Serve as an ex-officio member on the Integrated Project Delivery Steering Committee.
6. Serve as AIA CA representative to the Center for Innovation in the Design and Construction Industry (CIDCI).
7. 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:** Carina Mills, AIA

**Staff Liaison(s):** Debbie Salindo, Program Coordinator

**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 Statewide Forum, Awards program, etc.
5. Participate in annual review of the Strategic Plan and development of the annual Operating Plan and budget.

**Vice President of Climate Action**

**Term:** Two years

**Current Officer:** Bill Leddy, FAIA

**Staff Liaison(s):** Hillary Krek, Director of Programs

**Responsibilities:**

1. Chair of CA COTE and CA COTE Steering Committee
2. Work with the program VPs and take responsibility for oversight of AIA CA efforts in Climate Action
3. Marshall forces to address the rapidly changing landscape in architecture
4. Provides AIA CA with knowledge about environmental issues and advises the Institute on environmental policy matters affecting the practice of architecture
5. Work with local AIA components to maximize resources and build a network committed to the environment
6. Take lead in educating and informing the design community about environmental and preservation issues
AIA REGIONAL ASSOCIATE DIRECTOR

Term: Two years  
Current Officer: Rachel Martinelli, Assoc. AIA  
Staff Liaison(s): Debbie Salindo, Program Coordinator  
Responsibilities:

1. Represent the California Region (through the Academy for Emerging Professionals) on the AIA National Associates Committee, attend the fall meeting and carry the AIA CA proxy.
2. Participate with AIA CA leadership and regional directors in annual planning meeting to discuss issues of national concern.
3. Outreach with collateral organizations representing associate members.
4. Participate as a member of the Academy for Emerging Professionals Council of Advisors and attend all meetings.
5. Serve on the AIA CA Board of Directors.

ASSOCIATE DIRECTOR, NORTH

Term: Two years  
Current Officer: Kevin Riley Jr., Assoc. AIA  
Staff Liaison(s): Debbie Salindo, Program Coordinator  
Responsibilities:

1. Serve as liaison between AIA CA and organizations of the Associate members, including Associate Directors in each of the 21 local AIA components in California.
2. Coordinate and attend all Emerging Professionals Forums.
3. Act as full voting members of the Board during the second year of the two-year term (attendance at AIA CA Board meetings is also funded).
4. Attend the Academy for Emerging Professionals annual meeting as a member of the Academy for Emerging Professionals (AEP) Council of Advisors.
5. Attend the AIA Grassroots Conference.
6. Prepare and present reports to the Board, vote at Board meetings, provide leadership and continuity in identifying and implementing nationwide Associate goals, and may serve on the Executive Committee representing the Academy for Emerging Professionals.
7. Shall be an Associate member at the time of election.

STUDENT DIRECTOR, NORTH

Term: Two years  
Current Officers: Adeline Leung, AIAS  
Staff Liaison(s): Debbie Salindo, Program Coordinator  
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 Scholarship.
3. Provide leadership and continuity in identifying and implementing statewide student goals.
4. Vote at Board meeting in the second year of a two-year term.
5. Prepare and present reports to the Board, vote at Board meetings, provide leadership and
continuity in identifying and implementing nationwide student goals, and may serve on the
Executive Committee representing the Academy for Emerging Professionals

6. 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

7. Shall be a student member at the time of election