MEMORANDUM

DATE: August 3, 2017

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

FROM: Bob DeGrasse, AIA, AIACC Secretary/Treasurer

REGARDING: Call for Nominations for Open 2018 AIACC Offices, AIA Strategic Council Representative, & Directors Representing the Academy for Emerging Professionals

Introduction: This memorandum serves as a Call for Nominations for the open positions of the AIACC and the AIA. Please note that there are important differences in the nominating procedures for open offices of the AIACC 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 AIACC’s Bylaws and Rules of the Board and are repeated below.

Date of Elections: The elections will be held on Friday, November 3, 2017 at Stanford University in Stanford, CA during the AIACC Annual Board of Directors meeting.

Open Position(s) | Term(s)
--- | ---
1st Vice President/President Elect | 2018
Secretary/Treasurer | 2018–2019
Vice President of Strategic Planning and Development* | 2018–2019
Vice President of Professional Practice | 2018–2019
August 3, 2017
2018 AIACC Offices, AIA Strategic Council Representative, & Directors Representing the Academy for Emerging Professionals
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- Vice President of the Academy for Emerging Professionals 2018-2019
- AIA Regional Associate Director (RAD) 2018-2019
- AIACC Young Architects Regional Director (YARD), South 2018-2019
- AIACC Associate Director, North 2018-2019
- AIACC Student Director, North 2018-2019
- AIA Strategic Council Representative, California 2018-2020

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

Important Dates
Thursday, August 3, 2017  Call for nominations posted
Wednesday, August 30, 2017  Nominations due (all positions)
Friday, September 1, 2017  List of Nominees posted on AIACC’s website and newsletter Relevance
Friday, September 22, 2017  Candidate materials due (photos, bios, philosophies)
Wednesday, September 27, 2017  Publicity for confirmed Candidates posted on AIACC’s website and included in Relevance
Friday, November 3, 2017  Additional nominations (if any) from the floor accepted during the AIACC Annual Board of Directors Meeting at Stanford University, Stanford, CA

Nomination Submittals – General Information (All Positions)
- Nominees must be AIACC 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 Wednesday, August 30, 2017:
  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@aiacc.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 AIACC Board of Directors, Friday, November 3, 2017 in Stanford, CA at the Annual Meeting.
Submission Requirements

No later than Friday, September 22, 2017 Candidates must provide to:

Bob DeGrasse, AIA, AIACC Secretary/Treasurer
c/o Debbie Salindo, Executive Assistant
AIA California Council
1303 J Street, Suite 200
Sacramento, CA 95814

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 3 election meeting.
   b. Letters will not be published on the AIACC’s website nor included in Relevance.

Nomination Submission Requirements for AIACC offices:
- One nomination letter from an AIACC member in good standing.
  - This letter should include a statement in support of the candidate.
  - Received by the August 30, 2016 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 AIACC open positions. The nomination may be by one of two methods:

- By a petition of signatures of at least ten (10) AIACC 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 2018 open positions will be verified by the AIACC Secretary/Treasurer.
2) Qualifying nomination packages will then be forwarded to AIACC Communications for publication on the AIACC website and newsletter.
3) The election for all open positions will be held during the AIACC Annual Board of Directors Meeting, Friday, November 3, in Stanford, CA.
4) Candidates for all offices will give a speech of up to four minutes (specific time allotment will be announced October 20, 2017).
5) The 300-word statements of background and philosophy will be included in the agenda packet for the AIACC Board of Directors November 3 meeting on November 3 in Stanford California. Accordingly, the materials will also be posted on AIACC Basecamp approximately two weeks prior to the elections meeting.

For more information on the roles and responsibilities of the open offices, please contact AIACC Executive Assistant, Debbie Salindo at (916) 642-1721 or dsalindo@aiacc.org.
2018 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: Britt Lindberg, AIA
Staff Liaison(s): Paul W. Welch Jr., Hon. AIA, Executive Vice President; Nicki Dennis Stephens, Hon. AIACC, Chief Operating Officer
Responsibilities:
1. Perform all of the duties of the President in his/her absence
2. Have primary responsibility for the AIACC 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: Robert T. DeGrasse, 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. 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 AIACC; keep its membership role; keep the AIACC 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 AIACC except as otherwise provided in the AIACC Bylaws.
4. Monitor the activities of the AIACC for conformance with the policies stated in the AIACC documents.
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 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 Development*

Term: Two years
Current Officer: New Position
Staff Liaison(s): Paul W. Welch Jr., Hon. AIA, Executive Vice President; Nicki Dennis Stephens, Hon. AIACC, Chief Operating Officer

Responsibilities: This position is being developed in response to the Board of Directors’ action during the July 27-28 meeting. The AIACC Procedures and Documents Committee is developing the specific responsibilities and will publish their work no later than Wednesday, August 16, 2017.

*Official title is still under review.

Vice President of Professional Practice

Term: Two years
Current Officer: Laurel Gillette, AIA
Staff Liaison(s): Nicki Dennis Stephens, Hon. AIACC, Chief Operating Officer

Responsibilities:
1. Identify emerging issues affecting the practice of architecture, develop appropriate responses and refer those responses to other AIACC 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 AIACC’s continuing education program.
5. Serve as an ex-officio member on the Integrated Project Delivery Steering Committee.
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: Benjamin I. Kasdan, AIA
Staff Liaison(s): Nicki Dennis Stephens, Hon. AIACC, Chief Operating Officer; Hillary Krek, Program Coordinator
Responsibilities:
1. Serve as the liaison to the AIACC 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 AIACC’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.

AIA REGIONAL ASSOCIATE DIRECTOR

Term: Two years
Current Officer: Megan Dougherty, Assoc. AIA
Staff Liaison(s): Nicki Dennis Stephens, Hon. AIACC, Chief Operating Officer; Hillary Krek, 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 AIACC proxy.
2. Participate with AIACC 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 AIACC Board of Directors.

ASSOCIATE DIRECTOR, NORTH

Term: Two years
Current Officer: Laura Wood, AIA
Staff Liaison(s): Nicki Dennis Stephens, Hon. AIACC, Chief Operating Officer; Hillary Krek, Program Coordinator
Responsibilities:
1. Serve as liaison between the Council and organizations of the Associate members, including Associate Directors in each of the 22 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 AIACC 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 in Washington, D.C.
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

**Young Architect Regional Director (YARD), South**

**Term:** Two years  
**Current Officers:** Leanna Libourel, AIA  
**Staff Liaison(s):** Nicki Dennis Stephens, Hon. AIACC, Chief Operating Officer; Hillary Krek, Program Coordinator  
**Responsibilities:**
1. Serve as liaison between the AIA Young Architects Forum (YAF) and California members of the AIA YAF
2. Prepare and present reports to the Board, vote at Board meetings during second year of two-year term, provide leadership and continuity in identifying and implementing nationwide YAF goals
3. Attend the Academy for Emerging Professionals annual meeting as a member of the Academy for Emerging Professionals (AEP) Council of Advisors

**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:** Ricardo Ayala, AIAS  
**Staff Liaison(s):** Nicki Dennis Stephens, Hon. AIACC, Chief Operating Officer; Hillary Krek, 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

**AIA Strategic Council Representative, California** *(one open position)*

**Term:** Three years  
**Current Officers:** Brian P. Dougherty, FAIA; Ric Abramson, FAIA; Phil Bona, AIA  
**Staff Liaison(s):** Nicki Dennis Stephens, Hon. AIACC, Chief Operating Officer; Hillary Krek, Program Coordinator

**Responsibilities:**

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