MEMORANDUM

DATE: August 6, 2018

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

FROM: Brett Dougherty, AIA, AIACC Secretary/Treasurer

REGARDING: Call for Nominations for Open 2019 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 2, 2018 at the Newport Beach Civic Center during the AIACC Annual Board of Directors meeting.

Open Position(s) Term(s)
1st Vice President/President Elect 2019
Vice President of Communications/Public Affairs 2019-2020
Vice President of Government Relations 2019-2020
Vice President of Education and Development 2019-2020
AIACC Young Architects Regional Director (YARD), North 2019-2020
AIACC Associate Director, South 2019-2020
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- AIACC Student Director, South 2019-2020
- AIA Strategic Council Representative, California 2019-2021

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
Monday, August 6, 2018 Call for nominations posted
Monday, September 3, 2018 Nominations due (all positions)
Wednesday, September 5, 2018 List of Nominees posted on AIACC’s website and newsletter Relevance
Monday, September 24, 2018 Candidate materials due (photos, bios, philosophies)
Wednesday, October 3, 2018 Publicity for confirmed Candidates posted on AIACC’s website and included in Relevance
Friday, November 2, 2018 Additional nominations (if any) from the floor accepted during the AIACC Annual Board of Directors Meeting at the Newport Beach Civic Center

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 Monday, September 3, 2018**: 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 the posted deadline must be made from the floor by 2/3 vote of the AIACC Board of Directors, Friday, November 2, 2018 in Newport Beach, CA at the Annual Meeting
Submission Requirements
No later than Monday, September 24, 2018 Candidates must provide to:

Brett Dougherty, 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 2 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 2019 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 2, in Newport Beach, CA
4) Candidates for all offices will give a speech of up to four minutes (specific time allotment will be announced October 20, 2018)
5) The 300-word statements of background and philosophy will be included in the agenda packet for the AIACC Board of Directors meeting on November 2 in Newport Beach, CA. Accordingly, the materials will also be posted on 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. If you have questions prior to September 1, please contact Lauryn Evdokimov at (916) 642-1712 or levdokimov@aiacc.org.
2019 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: Benjamin I. Kasdan, AIA
Staff Liaison(s): Nicki Dennis Stephens, Hon. AIACC, 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 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

Vice President of Communications & Public Affairs

Term: Two years
Current Officer: Wyatt Frantom, AIA
Staff Liaison(s): Nicki Dennis Stephens, Hon. AIACC, Executive Vice President; Shannon Calder, Director of Communications; Cam Pietralunga, Web & Graphic Designer

Responsibilities:
1. Coordinate activities relating to the internal and external communication and promotion of the profession's concerns and its activities toward enhancing the environment
2. Chair the Communications Advisory Committee
3. Identify ways to communicate the “value of design”
4. Liaison with other programs and committees (as needed) to identify opportunities for enhanced communications efforts
5. Identify and respond to public issues and concerns
6. Serve as liaison to the Design Awards, Residential Awards and Council Awards Committees
7. Participate in annual review of the Strategic Plan and development of the annual Operating Plan and budget

Elections take place during the AIACC Annual Meeting on November 2, 2018 in Newport Beach. The elections notice with specifics on the nomination process will be distributed by August 3, 2018.
VICE PRESIDENT OF GOVERNMENT RELATIONS

**Term:** Two years  
**Current Officer:** Mary Follenweider, AIA  
**Staff Liaison(s):** Mark Christian, Hon. AIACC, Director of Government Relations; Melissa Barton, Government Relations Program Coordinator

**Responsibilities:**
1. Identify emerging issues affecting the practice of architecture, developing appropriate responses, and referring those responses to other Council programs and committees for appropriate implementation and developing appropriate legislative response.
2. Coordinate activities relating to the state level regulatory process.
3. Responsible for the coordination of activities relating to the state level legislative process including the annual day at the legislature.
4. Work with staff as liaison to various regulatory agencies including DSA, CAB, OSHPD, etc.
5. Chair the Advocacy Advisory Committee to develop responses to legislative initiatives of others
7. Participate in annual review of the Strategic Plan and development of the annual Operating Plan and budget

VICE PRESIDENT OF EDUCATION AND PROFESSIONAL DEVELOPMENT

**Term:** Two years  
**Current Officer:** Donald Caskey, FAIA  
**Staff Liaison(s):** Nicki Dennis Stephens, Hon. AIACC, Executive Vice President; Amanda Green, Assoc. AIA, Director of Professional Practice

**Responsibilities:** The Vice President of Education and Professional Development is responsible for the coordination of activities relating to the colleges, universities, and schools of architecture concerning professional education. Specific duties include, but are not limited to, the following:
1. Working collaboratively with the Vice President of Professional Practice
2. Monitor emerging issues and opportunities concerning continuing education and related programs and activities included in the Council’s annual operating plan and budget.
3. Implementation of continuing education activities of the Council, the Institute, and local AIA chapters in California.
4. Assume other such responsibilities as instructed by the Executive Committee and the Board of Directors.
VICE PRESIDENT OF CALIFORNIA CACE

Term: Two years

Current Officer: Jeffrey Gill, FAIA

Staff Liaison(s): Nicki Dennis Stephens, Hon. AIACC, Executive Vice President; Hillary Krek, Program Coordinator

Responsibilities:

1. Serve as the Principal liaison to the California Council of Architectural Component Executives (CA CACE)
2. Represent the interests and concerns of the California AIA Chapters regarding the design, development and implementation of AIACC programs and activities
3. Assume other such responsibilities as instructed by the Executive Committee and the Board of Directors
4. Monitor activities related to membership such as recruitment, retention, mentorship and may chair any task forces and committees charged with such activities
5. Serve as Chair of the Membership Development Committee
6. Serve as Chair of the CACE Opportunity Fund Grant Review Committee
7. Participate in annual review of the Strategic Plan and development of the annual Operating Plan and budget.
ASSOCIATE DIRECTOR, SOUTH

Term: Two years
Current Officer: Hector Puga, Assoc. AIA
Staff Liaison(s): Nicki Dennis Stephens, Hon. AIACC, Executive Vice President; 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), NORTH

Term: Two years
Current Officers: Ian Merker, AIA
Staff Liaison(s): Nicki Dennis Stephens, Hon. AIACC, Executive Vice President; 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, SOUTH

Term: Two years
Current Officers: Liam Hanlon, AIAS
Staff Liaison(s): Nicki Dennis Stephens, Hon. AIACC, Executive Vice President; 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: Ric Abramson, FAIA; Phil Bona, AIA; Jana Itzen, AIA
Staff Liaison(s): Nicki Dennis Stephens, Hon. AIACC, Executive Vice President; 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 National Convention
6. Attend the California Leadership Coordination meeting