MEMORANDUM

DATE: August 2, 2012

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

FROM: Bruce Monighan, AIA, AIACC Secretary/Treasurer

REGARDING: 2013 AIACC Officers & AIA Regional Directors
Call for Nominations

In accordance with the AIACC Rules of the Board and Bylaws, this memorandum serves as the Call for Nominations for the open positions of the AIACC.

The elections will be held on Thursday, November 9, 2012 at The California Club in Los Angeles, CA during the AIACC Annual Board of Directors meeting. The City Club is located at 538 S. Flower St., Los Angeles, CA 90071.

Open Positions: Term:

- 1st Vice President/President Elect 2013
- Vice President of Communications & Public Affairs 2013-2014
- Vice President of Regulatory Affairs 2013-2014
- Vice President of California CACE 2013-2014
- Associate Director, South 2013-2014
- Young Architects Forum (YAF) Director, North 2013-2014
- Student Director, South 2013-2014
- AIA Regional Director, California 2013-2015
Disclaimer:
No member of the AIACC Executive Committee shall engage in the endorsement, sponsorship or nomination of any candidate for AIACC office.

Important Dates:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>Thur. Aug. 2, 2012</td>
<td>Call for Nominations published</td>
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<tr>
<td>Mon. Aug. 20, 2012</td>
<td>Nominations Due (All positions)</td>
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<tr>
<td>Tues. Aug. 21, 2012</td>
<td>List of Nominees posted on website and Relevance (in next issue)</td>
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<tr>
<td>Tues. Oct. 23, 2012</td>
<td>Candidate Materials Due (photos, bios, philosophies)</td>
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<tr>
<td>Tues. Oct. 29, 2012</td>
<td>Publicity for confirmed candidates distributed on website and in Relevance</td>
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<tr>
<td>Fri. Nov. 9, 2012</td>
<td>Additional Nominations from the floor accepted during the AIACC annual meeting, The California Club, Los Angeles, CA</td>
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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 p.m.
- To facilitate receipt of nomination letters by deadline, a copy may be faxed by the 5:00 p.m. deadline to: 916/442-5346, 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 9, 2012 in Los Angeles, California at the Annual meeting.
- Candidate materials received by posted deadlines will be published to AIACC membership; full candidate biographies to be posted on website: www.aiacc.org

Attention: Bruce Monighan, AIA, Secretary/Treasurer
AIA California Council
1303 J Street, Ste. 200,
Sacramento, CA 95814
916/448-9082
916/442-5346 Fax
Email questions to: mclark@aiacc.org
Candidates Must Provide (All Positions):

All candidates for open positions who meet the filing deadline shall provide below information by **5:00 p.m. Tuesday, October 23, 2012.**

1) **A resume, or a biography**
   - 100 words or less,
   - Summarizing candidate’s background, including education, professional history and service to the profession.

2) **A statement of philosophy**
   - 200 words or fewer,*
   - Expressing candidate’s philosophy, goals and objectives in serving in this office.
   *Candidates for Secretary/Treasurer are allowed 300 words or fewer

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) **Send to** the attention of:
   AIACC/Marian Clark
   1303 J Street, Ste. 200
   Sacramento, CA 95814
   916/642-1719 Phone
   916/442-5346 Fax
   mclark@aiacc.org

**AIACC Nominations Submission Requirements:**

**For nominations received by deadline of Monday, August 20, 2012 at 5:00 pm:**
- One nomination letter from an AIACC member in good standing
  - This letter should include a statement in support of the candidate
  - This letter should not exceed two pages in length
- Nominations received by this date will be:
  - Announced via the AIACC website and in AIACC newsletters
  - Full candidate biographies will only be published on the website

**AIA Regional Director Nominations Submission Requirements:**

The nomination process for AIA Regional Director 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 10 AIACC members in good standing; or
- By resolution of any California chapter’s Executive Committee or Board of Directors.
Elections Procedure:

The nominees for the 2013 open positions will be verified by the AIACC Secretary/Treasurer, Procedures & Documents Committee, and the AIA Executive Assistant. Qualifying nomination packages will then be forwarded to AIACC Communications for publication on the AIACC website and newsletter. The election for all open positions will be held during the AIACC Annual Board of Directors meeting, Friday, November 9, 2012 at The California Club in Los Angeles, CA. Candidates for all offices will give a speech of up to five minutes (specific time allotment will be announced October 29, 2012).

For more information on the roles and responsibilities of the open offices, please contact Marian Clark at 916/642-1719 or via email at mclark@aiacc.org.