

MEMORANDUM

DT: July 3, 2019

TO: AIA Illinois Board of Directors
 AIA Illinois Chapter Presidents
 AIA CACE Executives in Illinois
 Jeremy Gentile, Assoc. AIA – Regional Associate Director
 Carl Sergio, AIA – Young Architects Regional Director

FR: Terence Moeller, AIA
 AIA Illinois President

RE: **AIA Illinois 2020 Call for Nominations**

The American Institute of Architects

AIA Illinois
 201 East Adams St.
 Suite 1 A
 Springfield, IL 62701

☎ (217) 522 2309

www.aiaill.org

In accordance with the AIA Illinois Board and Bylaws, this memorandum serves as the Call for Nominations for the open positions of the AIA Illinois Board of Directors and Illinois Region of the AIA.

The elections will be held Friday, August 23, 2019 at the Board of Directors meeting in Rockford, Illinois.

Open Positions:	Term:
President-elect/Treasurer	2020
Secretary	2020
At-Large Director	2020
At-Large Director	2020
AIA Strategic Council	
Regional Representative	2020-2022
AIA Regional Associate Director	2020-2021
Chapter Director – Chicago	2020-2022
Chapter Director – Eastern	2020-2022

Nomination Submittals – General Information (All Positions)

- Nominee must be an AIA Illinois member in good standing, and be able to attend all regularly scheduled meetings during the term of office. (At-Large directors are not required to be a member of the AIA)
- Prospective candidates are encouraged to be in attendance at the August 23rd board meeting where they will have the opportunity to make a presentation and answer questions. The elections will take place immediately following the presentations. Travel reimbursements are available upon request.

Candidates Must Provide (All Positions)

All candidates for open positions who meet the filing deadline shall provide the information listed below by **5:00 p.m. on Friday, August 9, 2019.**

1. A letter of interest regarding the position they are interested in. The letter should include a statement of philosophy expressing the candidates goals and objectives for serving in this office
2. A resume or biography summarizing candidate's background, including education, professional history and service to the profession.
3. Send to the attention of: AIA Illinois
 201 East Adams St., Ste. 1A
 Springfield, IL 62701
 Phone: 217-522-2309 x 2
 Email: council@aiaill.org

AIA Illinois 2020 Open Elected Positions

President-elect/Treasurer

Expenses for this Board position are paid for by the AIA Illinois Council.

6.33 President-Elect/Treasurer. The President-Elect/Treasurer shall possess all the powers and perform all the duties of the President in the event of the absence of the President or of the President's disability, refusal, or failure to act and shall perform such other duties as are properly assigned by the Executive Committee or the President. The President-Elect/Treasurer shall have charge and shall exercise general supervision of the financial affairs and keep the records and books of account of this Council; prepare the budgets, collect amounts due this Council, and give receipts for and have the custody of its funds and monies and make all disbursements of funds; have custody of its securities and of its instruments and papers involving finances and financial commitments; conduct the correspondence relating to the office; and perform all duties usual and incidental to the office.

6.331 Succession. The President-Elect/Treasurer shall succeed to the office of President upon expiration of the term of office of the President.

6.332 Reports. The President-Elect/Treasurer shall make a written report to each annual meeting of this Council and a written report to each regular meeting of the Executive Committee and the Council Board. Each of said reports shall set forth the financial condition of this Council, and its income and expenditures for the period of the report and the President-Elect/Treasurer's recommendations on matters relating to the finances and general welfare of this Council.

6.333 Delegation of Authority. The President-Elect/Treasurer shall not authorize any person to sign any order, statement, agreement, check or other financial instrument of this Council that requires the signature of the President-Elect/Treasurer, unless such delegation is expressly permitted in these bylaws. The President-Elect/Treasurer may delegate to a Director or an assistant employed by this Council the actual performance of any or all duties as Treasurer, but shall not delegate responsibility for the property of this Council, or the signing of any document requiring the signature of the Treasurer.

Current Officer: Terence Moeller, AIA
Contact Info: tmoeller@wightco.com

Secretary

Expenses for this Board position are paid for by the AIA Illinois Council.

6.34 The Secretary. The Secretary shall act as the recording and corresponding secretary of this Council and the Council Board, and the Executive Committee, and shall attend all their meetings and keep minutes of the proceedings; have custody of and shall safeguard and keep in good order all property of this Council, except property that is placed under the charge of the President-Elect/Treasurer; issue all notices of this Council; keep its membership roll; sign all instruments and matters that require the attestation or approval of this Council, except as otherwise provided in these bylaws; keep its seal, and affix it on such instruments as require it; prepare the reports of the Executive Committee and this Council; in collaboration with the President, have charge of all matters pertaining to the meetings of this Council, and shall perform all other duties usual and incidental to the office.

6.341 Reports. The Secretary shall furnish the Institute, with such reports as may be required from time to time and at least annually shall furnish the Secretary of the Institute with the names and addresses of all officers (and Directors) of this Council Board and report changes in the membership as may be required to keep the records of those organizations current and complete.

6.342 Delegation of Authority. The Secretary may delegate to a member on the board or an assistant employed by this Council, the actual performance of any or all duties as recording or corresponding secretary, but shall not delegate responsibility for the property of this Council, or the making of any attestation or certification required to be given by the Secretary, or the signing of any document requiring the signature of the Secretary.

Current Officer: Fred Brandstrader, AIA
Contact Info: fred.brandstrader@hyatt.com

AIA Illinois 2020 Open Elected Positions (cont.)

At-Large Director

Expenses for this Board position are paid for by the AIA Illinois Council.

4.31 At-Large Directors – The board shall elect as many as two directors (who need not be members of the association) to reflect the diversity and broader interests of the profession.

4.32 Nomination and Election of At-Large Directors. At-Large Directors may be nominated by any Council member. The Council shall annually elect two (2) At-Large Directors from among those nominated.

4.33 Term of Directors. Each At-Large Director shall serve a term of one (1) year, or until a successor is elected or appointed. An At-Large Director shall not serve more than two consecutive full one (1) year terms unless selected as an officer of this Council.

Current Director: Steve Andersson & Terran Wilson, AIA
Contact Info: steve@stevemail.us twilson@landonbonebaker.com

AIA Illinois Chapter Director (2)

Expenses for this Board position are paid for by the AIA Illinois Council.

4.21 Chapter Representation on Council Board. Each Chapter as defined in Article 2.01 of these bylaws shall have representation from that chapter on the Council Board. Such representatives shall be known as Chapter Directors. Each Chapter shall be represented by One (1) Chapter Director, with the exception of the Chicago Chapter which shall be represented by Three (3) Chapter Directors.

4.22 Chapter Director Qualifications. Chapter Directors shall be individuals who are Architect or Associate members in good standing of the American Institute of Architects.

4.23 Chapter Director Nominations. The Nominations for the Chapter Directors shall be determined by a Nominating Committee. The Nominating Committee shall Consist of the President-Elect of the Council Board as Chair, and the Presidents-Elect of each Illinois component board. Nominations may be put forward by any Council member for consideration.

4.24 Chapter Director Elections. Chapter Directors shall be elected pursuant to the process stated in Article 6.1 of these bylaws.

4.25 Term of Chapter Directors. Except as otherwise provided in these bylaws, each Director shall serve for a term of three years, or until a successor is elected or appointed. A Director shall not serve more than two consecutive full three-year terms unless selected as an officer of this Council.

4.26 Chapter Director Vacancies on The Council Board. The Executive Committee shall appoint a successor of a director for the unexpired term created by the resignation or incapacity of that director. If the Executive Committee does not select the successor within 60 days of resignation or incapacity, the Local Chapter may appoint a successor from that Chapter and notify the Council.

Chicago Chapter Director (1)

Current Representative: Jose Rodriguez, Intl. Assoc. AIA
Contact Info: jose.b.rodriguez@wsp.com

Eastern Chapter Director (1)

Current Representative: James Maciejewski, AIA
Contact Info: jim@jmaarchitects.com

AIA Illinois 2020 Open Elected Positions (cont.)

Regional Representative

Expenses for this position are paid for by the AIA.

The Strategic Council is composed of Current officers and the immediate Past President of the Institute, Regional representatives, At-large representatives, Associate representative, Student representative, CACE representative, and additional representatives as the Council may appoint (subject to Board approval), to ensure that its size, composition, and competencies support the goals of flexibility, diversity, and representation.

Councilors serve as links regarding deliberations and actions of the AIA. In that role they inform the Institute as advisors in identifying and developing issues that are most relevant to the profession and society.

The Council will approach its tasks with an emphasis on outward vision, encouragement of diverse viewpoints, strategic leadership, clear understanding of Board, Council and staff roles, an orientation to the future rather than the past or present, and anticipation rather than reaction. In this spirit, the Council will: 1) focus on intended long term effects and outcomes of the Institute's work, not on the administrative or programmatic means of attaining those effects, 2) be accountable to the membership for competent, conscientious and effective accomplishment of the Council's obligations as a body, and 3) monitor and regularly discuss the Council's own process and performance, and ensure the continuity of its capability.

The Council shall act in accordance with the mission and vision of the Institute and provide insight into association and professional issues through the following contributions: 1) representation of the interests of the membership in the matters within its charge, and appropriate communication with members, and 2) fulfillment of its planning role to develop and periodically review a long-range strategic framework, in accordance with the Institute Bylaws.

Councilors, whose actions support and promote the mission, vision, strategic plan, and policies of the Institute, will: 1) attend all assemblies of the Council, be well prepared, and participate fully, 2) advance the overall interests of the Institute and its members, and serve as a link between the members of their respective constituencies and the Institute by regularly corresponding with the members to seek input on issues and communicate Council actions, 3) take up issues only through the Council acting as a whole, 4) keep all Council deliberations (as contrasted to actions) confidential, 5) accept and support Council decisions once decisions have been made, 6) seek to identify and nurture diverse leadership at all levels of the Institute, and promote capable leaders for important roles, 7) be knowledgeable about the principles and documents that guide the operation of the Council.

Councilors are expected to attend two regular in-person assemblies of the Council each year. (Subject to Board approval, additional in-person assemblies of the Council may take place.) At its discretion, the Council may also meet by telephone conference call or by webinar.

Current Representative: Rik C. Master FAIA
Contact Info: ecosculpt@gmx.com

AIA Illinois 2020 Open Elected Positions (cont.)

AIA Regional Associate Director

The Regional Associate Director shall be an Associate member in good standing with the American Institute of Architects at the time of their election and shall remain a member in good standing as an Associate AIA or AIA member, as appropriate, throughout the duration of the two (2) year term, from 2016-2017. The Regional Associate Director is a voting member of the National Associates Committee (NAC). The NAC is dedicated to representing and advocating for Associate members, both mainstream and non-traditional, in the national, regional, state, and local components of the AIA. By promoting excellence, providing information and leadership, fostering inclusiveness, and encouraging individual, community, and professional development, the NAC strives to encourage the growing Associates community of the profession to have a strong voice within the American Institute of Architects.

The Regional Associate Director is expected to attend the following national meetings each year: Grassroots (funding through the region if available); an in-person meeting at Convention for National Associates Committee's annual meeting, including voting for committee leadership (funded through National), an in-person National Associates Committee Fall Meeting, for committee work, usually in October or November (meeting only occurs if funding is available through National). The RAD will also participate and contribute to all committee communications, knowledge, and advocacy efforts to effect positive change for the Associate membership nationally and regionally. The level of involvement may vary depending on the committee's advocacy efforts and involvement in various initiatives. Opportunities for future involvement in other national committees or initiatives may be possible. The RAD should plan to participate in quarterly or monthly full-committee conference calls (average 1-2 hours per call, may be during business hours). Participate in monthly sub-committee conference calls to move various initiatives forward (average 1 hour, may be during business hours). Contribute time, energy, or content as relevant to committee agendas. The Regional Associate Director should also plan to attend regional events such as Prairie Grassroots. They will report relevant and important information and events back to AIA Illinois' leadership and Associate members.

Current Director: Jeremy Gentile, Assoc. AIA
Contact Info: jeremygentile@me.com