



2016 Call for Candidates of the 2017-2018 AIAS Board of Directors

October 21, 2016

Dear Member,

This letter serves as the official Call for Candidates for the 2016 AIAS elections cycle. Enclosed, please find the necessary guidelines that will instruct and inform as you thoughtfully prepare your candidacy for the 2016 elections. Elections are held annually in conjunction with AIAS FORUM. This year FORUM will take place in Boston, Massachusetts, from December 29th, 2016 to January 1st, 2017. Members interested in pursuing leadership positions within the organization have the opportunity to run for President, Vice President, Midwest Quadrant Director, Northeast Quadrant Director, South Quadrant Director, and West Quadrant Director. These positions will comprise the elected 2017-2018 AIAS Board of Directors.

Elections will follow the AIAS Rules of the Board and Bylaws, as well as the attached [Elections Guidelines](#) and the Elections Code of Ethics put forward in the attached document released October of 2016. In order to be considered a certified candidate the interested person must meet all eligibility requirements in the Bylaws and Rules of the Board as well as submit the following materials. All items must be submitted via email no later than 11:59pm HST, Sunday, November 20th, 2016. All documents should be in PDF form, combined into one single document not exceeding 3MB, and submitted by email to the Elections Chair, Danielle Mitchell, Assoc. AIA, at DanielleMitchell@aias.org.

- Letter of intent to run addressed to Danielle Mitchell, Assoc. AIA, Chair of the Elections Committee
- Resume or Curriculum Vitae (limit two pages)
- Letter of school support
- Responses to Candidate Questionnaire
- Signed statement on the AIAS Policy on Intern Compensation
- Signed statement on AIAS Elections Code of Ethics
- Completed Contact Information Sheet
- One page campaign flyer to be posted on AIAS website and social media (no larger than 8.5"x11" must be .pdf format no larger than 3 MB)
- All documents should be compiled into a single file, in .PDF format
- Files should be titled "**LastName_Elections 2016.pdf**"

Upon receiving the required materials, each certified candidate will receive further instructions on the elections and campaigning process from the Elections Committee. All certified candidates' submissions will be posted on the AIAS website and social media in advance of FORUM 2016 for other chapter leaders and members to review. The above candidate package materials will be one of the most important tools that your colleagues will use to evaluate each candidate's credentials. While at the Election Chair's discretion, all candidates may be invited to submit an additional electronic message to be posted on the website shortly before the FORUM convention. **Submission of these materials for posting on the AIAS Web site is the ONLY method of campaigning allowed before FORUM.**

The AIAS is an extremely successful organization because of the dedication and passion of its grassroots student leadership. I can personally attest to the incredible influence this organization and this position have had in my life, and in my career. I strongly recommend running for the position you feel most qualified for. If you are interested in running as a certified candidate, please contact me prior to submission of materials so I can answer questions to all candidates equally. If you have any questions, please feel free to contact me at DanielleMitchell@aias.org, or by text message at (484) 919-1567.

Respectfully,

Danielle Mitchell, Assoc. AIA
Past President & Elections Committee Chair
American Institute of Architecture Students