

## 2017 AIAS ELECTIONS GUIDELINES

Thank you for answering the call to leadership, and considering candidacy in the 2017 elections cycle. Win or lose, participating in the elections cycle is an incredibly rewarding and fulfilling opportunity, and will provide you with valuable experience in public speaking, consensus building, writing, and listening. Throughout the elections proceedings, you will be given opportunities to demonstrate your vision for the organization, and the membership will in turn elect its Board of Directors based on their own views for our collective future. Moreover, by sharing your perspective on the future of the AIAS, you raise the level of discourse with and among our members, to ensure our continued progress and growth.

In order to ensure the success of the 2017 elections cycle, the AIAS Elections Committee puts forward the following Elections Guidelines for FORUM 2017 in Austin, Texas. The following information is for candidates for the AIAS National Board of Directors, including President, Vice President, and the four Quadrant Directors. Any and all questions should be directed to Sarah Wahlgren, Assoc. AIA, Past President and Elections Committee Chair, at [pastpresident@aias.org](mailto:pastpresident@aias.org).

### BOARD OF DIRECTORS OVERVIEW

Information regarding the positions and respective roles of the AIAS Board of Directors can be found in Chapter 3 of the AIAS Bylaws and Chapter 5 of the Rules of the Board. Information specifically regarding the elections process can be found in Chapter 6 of the AIAS Bylaws and Chapter 13 of the Rules of the Board.

The Board of Directors is comprised of 11 members; 6 elected members (President, Vice President, and four Quadrant Directors), 3 appointed Liaisons (Appointed by the AIA, NCARB and ACSA), the Past President and the Executive Director as an ex-officio member. This group governs the strategic and operational aspects of the AIAS, as representatives of its membership, and duly empowered executors of such authority. The Board collectively speaks as the leading authority on issues related to students of architecture and design, design education, and the future of the profession.

Serving on the AIAS Board of Directors, whether as President, Vice President or Quadrant Director, is an empowering and rewarding opportunity to both serve your peers and advance your personal career goals. That said, the decision to pursue elected office on the AIAS National Board of Directors should not be taken lightly, as it is a significant commitment to fulfill the obligations and duties described herein and in the governing documents of the AIAS. Failure to perform the obligations of office can result in disciplinary action, including removal from the Board, as described in section 3.14 of the AIAS Bylaws.

### BOARD OF DIRECTORS REQUIREMENTS

Elected members of the Board of Directors will serve a one-year term, beginning on the first day of the 2018 Grassroots Leadership Conference, and ending at the Board of Directors meeting immediately preceding the 2019 Grassroots Leadership Conference. The six newly-elected members of the Board, along with the 2017-2018 President, Executive Director, and three Liaisons, will comprise the 2017-2018 Board of Directors.

The President and Vice President are required to maintain a full-time, salaried position in Washington, DC, and are provided space at the AIAS National Office during the year of their term. These two positions include an equal salary and set of benefits commensurate with an entry-level position in an architecture firm in the DC area. Directors are required to be full-time students at the time of announcing their candidacy (by means of submitting a candidacy packet to the Elections Chair) and may serve as full-time students or recent graduates

throughout their term. A detailed description of the salary, benefits, contract, and logistical expectations will be delivered to each Presidential and Vice Presidential candidate shortly after the Call for Candidates closes. Furthermore, casual check-ins will be scheduled separately between each officer candidate and the current President, Vice President, and Executive Director to allow for questions and dialogue about the positions.

Quad Directors are expected to treat their role as comparable in demand to a part-time job or additional intensive course, and must be capable of balancing the work inherent in their position with their educational, professional, and family obligations.

As outlined in Chapter 5 of the Bylaws, there are four meetings of the Board of Directors each year, at which attendance is mandatory for members of the Board. Extenuating circumstances may be excused at the discretion of the President, and digital presence at the meeting may be considered equivalent to in-person presence, also at the discretion of the President. These meetings typically take place in October, December (as part of FORUM 2018 in Seattle, WA), March, and July (as part of Grassroots 2019 in Washington DC). Additionally, Directors-Elect and Officers-Elect are invited as guest observers for the Spring and Grassroots meetings of the 2017-2018 Board of Directors, both to be held in Washington DC. Specific dates of each meeting of the Board will be determined by the President of that Board, in conjunction with the Executive Director, and every attempt will be made to accommodate the respective schedules of all members of the Board.

In addition to attending the meetings of the AIAS Board of Directors, Board members may have additional opportunities to participate in meetings and events of both the AIAS and its affiliate organizations. The President and Vice President will conduct extensive travel over the course of their term. Such travel is on behalf of the organization, and is considered to represent the student voice at critical gatherings of the architectural professional community and other interested parties. Directors are expected to assist and participate in the planning and execution of the respective Quad Conferences during the spring of their term, in coordination with the National Office.

Funding and/or reimbursement is provided to Directors for their travel, accommodations, and other approved expenses in conjunction with all required meetings and events, including Board meetings, Grassroots, FORUM, and their Quad Conference. Directors are also eligible to make specific and limited requests for support in traveling within their region, either to visit Chapters, or attend particularly relevant events hosted by outside organizations.

Finally, members Board of Directors will be expected to serve on committees, task forces, and working groups. Appointments to these groups are at the discretion of the President, and are made in conjunction with the Grassroots Leadership Conference commencing their term.

## RULES AND PROCEDURES

AIAS Elections will be conducted in a professional manner. Elections will follow the AIAS Bylaws and Rules of the Board, as well as these Elections Guidelines and Elections Code of Ethics as revised and distributed October 2017. All candidates are expected to thoroughly review and abide by the procedures described in these documents.

### CANDIDACY SUBMISSION REQUIREMENTS

In order to declare an intention to run, the following materials must be submitted to the Elections Chair, Sarah Wahlgren, at PastPresident@aias.org, no later than 11:59pm HST (Hawaii Standard Time) on Sunday, November 26<sup>th</sup>, 2017.

- Letter of Intent, addressed to Sarah Wahlgren, Assoc. AIA, Elections Chair
- Resume or Curriculum Vitae (limit two pages)
- Letter of school support from the student's department head or more senior administrator
- Responses to Candidate Questionnaire (see below)
- Signed statement on the AIAS Policy on Intern Compensation (see below)
- Signed statement on AIAS Elections Code of Ethics (see below)
- Completed Contact Information Sheet (see below)
- Optional: 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); **PLEASE NOTE:** This is the only campaigning allowed prior to FORUM. Any explicit campaigning, other than that executed by the National Office, may be cause for immediate disqualification.

### CERTIFIED CANDIDATES

Candidates who submit their candidacy packet on or before 11:59pm HST on November 26<sup>th</sup>, 2017, shall be eligible for review by the Elections Committee. After approval of candidacy materials by the Elections Committee, candidates shall be considered duly certified, and shall be so notified by the Elections Chair. Certified Candidates shall have all privileges stated within the campaign guidelines of this document, shall understand all procedures, policies, and expectations relating to the position for which they intend to run, and may contact the Elections Chair at any time with questions or concerns.

### UNDECLARED CANDIDATES

Members who miss the submission deadline may announce their candidacy at the designated time during the opening meeting of the Council of Presidents (referred to as the General Business Session), and run as an Undeclared Candidate. It is highly recommended that Undeclared Candidates communicate with the Elections Chair prior to announcing their candidacy, to expedite the necessary review and approval process.

Undeclared Candidates in races with two or more Certified Candidates must submit all candidacy materials to the Elections Chair prior to the opening of the first General Business Session. Undeclared Candidates in races with fewer than two Certified Candidates may run 'from the floor', at which point their eligibility must be verified by the Elections Chair.

Upon announcing their candidacy, any Undeclared Candidate must be nominated by a member of the Council of Presidents, and that nomination must be seconded by another member of the COP. Nominations and seconds may not come from the home Chapter of the candidate, and those for Directors must come from Chapters within the Quad for which the Candidate is running. **Please note** that undeclared candidates **WILL NOT** have the opportunity to present an opening speech to the membership or the Council of Presidents, and will forfeit their privilege to handout campaign materials.

## **CANDIDATES FOR PRESIDENT AND VICE PRESIDENT**

### **CAMPAIGN MATERIALS**

Candidates for President and Vice President may choose to distribute one item at the opening General Assembly. The item (paper or otherwise) shall be no larger than 8.5"x11", and no more than 500 pieces should be produced. These items may be placed on the chairs in the General Assembly room 30 minutes prior to the first opening General Assembly.

The same or other item may be distributed at the first meeting of the Council of Presidents (referred to as a General Business Session) on December 30<sup>th</sup>. These items may be placed on the tables in the General Business Session room no more than 30 minutes prior to the meeting.

Remaining campaign items may also be informally distributed by hand – **directly to individual attendees** – at the candidate's discretion during non-business sessions of the annual meeting.

Candidates and their campaign teams **must remove all unclaimed campaign items** from meeting venues immediately following the close of the session, and recycle/dispose of them appropriately. When these materials are not in use they should be stored in your hotel room.

### **SPEECHES**

For the 2017 election cycle, Certified Presidential and Vice Presidential candidates will deliver one speech during the opening General Assembly on December 29<sup>th</sup>. This opening speech will be limited to 4 minutes for all Presidential and Vice Presidential candidates. Time will be allocated for practicing speeches prior to the Opening General Assembly.

During the General Assembly on December 31<sup>st</sup>, all Presidential and Vice Presidential candidates will be given 2 minutes to deliver a closing speech before the voting cycle that will take place the next morning, January 1<sup>st</sup>, 2018. This will be the last opportunity candidates will have to formally address the membership.

### **QUESTION & ANSWER**

Presidential and Vice Presidential candidates will participate in a Q&A session in conjunction with the four Quadrant Breakout Sessions, held on December 30<sup>th</sup>. At these events the membership will have the opportunity to ask the candidates questions. Each candidate will have the opportunity to answer the same question once. Candidates will be allotted 60 seconds to respond for each question. Members of the Elections Committee will supervise, and guide candidates through each of the four breakouts.

## **CANDIDATES FOR QUAD DIRECTOR**

### **CAMPAIGN MATERIALS**

Certified Candidates for Quadrant Director may choose to distribute one item at the opening General Assembly on December 29<sup>th</sup>. The item (paper or otherwise) shall be no larger than 8.5"x11", and no more than 500 pieces should be produced. These items may be placed on the chairs in the General Assembly room 30 minutes prior to the first opening General Assembly.

The same or other item may be distributed at the first meeting of the Council of Presidents (referred to as the General Business Session), on December 30<sup>th</sup>. These items may be placed on the tables in the General Business Session room no more than 30 minutes prior to the meeting.

Remaining campaign items may also be informally distributed by hand – **directly to individual attendees** – at the candidate's discretion during non-business sessions of the annual meeting.

Candidates and their campaign teams **must remove all unclaimed campaign items** from meeting venues immediately following the close of the session, and recycle/dispose of them appropriately. When these materials are not in use they should be stored in your hotel room.

### **SPEECHES**

Certified Director candidates will deliver one speech during the Opening General Assembly on December 29<sup>th</sup>. This opening speech will be limited to 2 minute for all Director candidates. Time is allocated for practicing speeches prior to the General Assembly.

During the General Assembly on December 31<sup>st</sup>, all Director candidates will be given 60 seconds to deliver a closing speech before the voting cycle that will take place the next morning, January 1<sup>st</sup>, 2018. This will be the last opportunity candidates will have to formally address the membership.

### **QUESTIONS & ANSWER**

Director candidates will participate in a Q&A session in conjunction with the Quad Breakout Sessions on December 30<sup>th</sup>. At this event the membership of that Quad will have the opportunity to ask the candidates questions. Candidates will be allotted 60 seconds to respond for each question.

## ELECTIONS 2017 TIMELINE

Deadlines are subject to change at the discretion of the Elections Chair. Any changes will be posted on [www.aias.org](http://www.aias.org) on the elections page, and communicated via email and social media.

### November 26<sup>th</sup>

Required materials to be submitted by 11:59pm HST:

- Letter of Intent addressed to Sarah Wahlgren, Assoc. AIA, Elections Chair
- Resume or Curriculum Vitae (limit two pages)
- Letter of School Support from the student's department head or more senior administrator
- Responses to Candidate Questionnaire (see below)
- Signed statement on the AIAS Policy on Intern Compensation (see below)
- Signed statement on AIAS Elections Code of Ethics (see below)
- Completed Contact Information Sheet (see below)
- Optional: 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)

### November 27<sup>st</sup>

- Confirmation of receipt of submission from Elections Chair
- Elections Committee begin review of submitted materials

### December 4<sup>th</sup>

- Certified Candidates posted to [www.aias.org](http://www.aias.org), and shared via social media
- Next steps email from Elections Chair to all certified candidates
- Certified Candidate campaign flyers posted to [www.aias.org](http://www.aias.org)

### December 28<sup>th</sup>

AIAS 2017-2018 Board of Directors Meeting – all candidates invited and encouraged to attend as observers. Please make travel plans accordingly.

### December 29<sup>th</sup>

Opening General Assembly – Opening speeches delivered

### December 30<sup>th</sup>

General Business Session – Campaign materials permitted to be distributed; Candidates required to attend  
Council of Presidents' Reception – All Candidates invited to casually engage with COP delegates

### December 31<sup>st</sup>

Quad Breakouts – Candidates participate in Q&A's; elections committee to coordinate  
General Assembly – Closing speeches delivered

### January 1<sup>st</sup>

General Business Session – Council of Presidents to cast votes for all positions; candidates required to attend  
Candidate Meeting – Candidates will be invited to a private announcement of the elections results; candidates must immediately return to their rooms after this meeting and are **prohibited from speaking** with any member until after the elections are announced to the general membership at the General Assembly  
General Assembly – Elections results to be announced to general membership in attendance and posted to the AIAS website and social media; all candidates required to attend

## ELECTIONS QUESTIONNAIRE

The Election Questionnaire is for all Officer and Quadrant Director candidates. Please limit your responses to two pages total, and submit responses as a .PDF file, compiled with all other election materials, to the Elections Chair, Sarah Wahlgren, at PastPresident@aias.org.

1. **Describe your origin story as a student leader.** What prompted you to get involved? What advice would you give others who have yet to realize their potential for leadership?
2. In recent years, the AIAS has increased its efforts in advocacy for architecture students on issues including but not limited to student loan debt, studio culture, intern development, leadership, technology, and diversity. **What one issue do you personally find the most important?** How would you make progress on this issue as an elected leader on the AIAS National Board of Directors?
3. The AIAS has over 160 chapters across the U.S. and around the world, ranging in size from just a few students to hundreds. **How would you use your position on the Board to better connect and engage our geographically and culturally diverse membership?** What resources would you propose to better serve Chapter leaders seeking to grow their chapters and connect to other students around the world?
4. **Describe one area in which you see an untapped opportunity for the AIAS** to engage in a new way. Either with other organizations, with school faculty and administrators, with the profession, with the international design community, or any other audience or venue.



## **AMERICAN INSTITUTE OF ARCHITECTURE STUDENTS POLICY ON COMPENSATION FOR INTERNS**

In July 1993, the AIAS Board of Directors adopted a “Public Policy on Uncompensated Interns.” The policy has been subsequently reviewed and reaffirmed by the Board and reads as follows:

The AIAS maintains that employers must properly compensate all employees. Compensation must be in compliance with the regulations for the jurisdiction in which they are working.

In 2010, AIAS crafted a public statement on intern compensation in conjunction with the Association of Collegiate Schools of Architecture and the American Institute of Architects, which reads as follows:

The Association of Collegiate Schools of Architecture, the American Institute of Architects, and the American Institute of Architecture Students recognize that architects are bound by law and ethics to pay interns, and strongly advocate for the appropriate compensation of architectural students and interns. Because of current economic transformations, some architects have both solicited and accepted the services and labor of interns without pay. We strongly urge architectural firms and other for-profit employers to respect the law and comply with the ethical standards of our profession, and we strongly encourage interns to refuse to accept employment without pay, and to notify the Department of Labor in cases where employers propose such an arrangement. For more information on labor laws and professional ethics, please see the AIA Code of Ethics and the U.S. Labor Department standards under the Fair Labor Standards Act.

The ACSA, AIA, and AIAS further support architects, students, and recent graduate doing pro-bono work. We recognize the distinction between unpaid work for profit-making employers, and unpaid work for non-profit organizations, communities in need, and volunteer activities, which allows participants to determine their own hours and degree of involvement. The AIA has established guidelines for service that are provided on a Pro Bono basis. They can be found under the member section of the AIA website.

## **POLICY ON COMPENSATION FOR INTERNS AFFIRMATION**

As a way of confirming that the AIAS is not promoting or being promoted by architects employing unpaid interns, we ask that each participant in an official AIAS function review and sign the following statement. We appreciate your participation in our event and thank you for your support of our position against unpaid internships. This position is supported as well by the Board of Directors of the Association of Collegiate Schools of Architecture (ACSA) and the American Institute of Architects (AIA).

Name: \_\_\_\_\_

I do hereby affirm that I understand and support the AIAS policy on the compensation for interns. If I employ interns, I further affirm that I do not use unpaid architectural interns in my professional practice when applicable by federal wage and hour laws.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_





## AMERICAN INSTITUTE OF ARCHITECTURE STUDENTS ELECTIONS CODE OF ETHICS

Elections are a critical step by which the American Institute of Architecture Students is governed. Annual elections, as outlined in the Bylaws and the Rules of the Board, ensure that the membership of the organization participates in the selection of the best candidates to serve on the national Board of Directors.

Individuals elected to the Board of Directors represent the membership and ensure the continued success of the organization. Therefore, participants who are involved in the elections process, including candidates, Board members and elections committee members, are expected to demonstrate the highest standards of professionalism, integrity, and good judgment.

Confidentiality is required of all participants in the elections process. Participants should not discuss details of the elections process to the general membership before, during or after FORUM. Elections information that is considered public knowledge, and therefore can be shared with the membership, occurs during the General Business Sessions and at the General Assemblies.

Campaigning is strictly prohibited prior to FORUM. Conversation between chapters regarding candidates should not take place. Campaigning will only begin at the first General Assembly of FORUM.

Campaigning during FORUM shall be professional. Candidates and candidate support groups should be respectful in their campaigning efforts. Disrespectful campaigning will be a violation of the Elections Code of Ethics, and will be grounds for immediate review by the Elections Committee.

Campaigning materials should follow the Election Guidelines, and should be distributed in appropriate venues only. Appropriate venues include FORUM General Business Sessions, General Assemblies, and Quad Breakouts.

As leaders of this organization, and future leaders of this profession, we must uphold the highest ethical practice. Questionable behavior during elections will not be tolerated. Any concerns should be immediately raised with the Elections Chair.

### ELECTIONS CODE OF ETHICS AFFIRMATION

To promote the highest level of professionalism during elections, we ask that each participant in the elections process review and sign the following statement. We appreciate your participation and thank you for your support and dedication to the organization.

Name: \_\_\_\_\_

I do hereby affirm that I have read, understand and agree to abide by the AIAS Elections Code of Ethics and the Elections Guidelines.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please submit this form with your confirmation for participation.



**AMERICAN INSTITUTE OF ARCHITECTURE STUDENTS  
CANDIDATE CONTACT INFORMATION FORM**

Candidate contact information will only be used by the Elections Committee to communicate elections-related information. If provided, social media handles will be shared when candidates are posted publicly on AIAS website and social media.

Name (as preferred): \_\_\_\_\_

Chapter: \_\_\_\_\_

Chapter Leadership Position (if any): \_\_\_\_\_

Email Address: \_\_\_\_\_

Mobile Phone Number: \_\_\_\_\_

Social Media Account Handles (optional):

- Facebook: \_\_\_\_\_
- Twitter: @ \_\_\_\_\_
- Instagram: \_\_\_\_\_
- Other: \_\_\_\_\_