

DELEGATE GUIDE



THE AMERICAN INSTITUTE
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THE DELEGATE'S GUIDE TO THE COUNCIL OF PRESIDENTS

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WHAT IT MEANS TO BE A DELEGATE

As a **Delegate to the AIAS Council of Presidents (CoP) Meetings**, you assume an important role in shaping the future of the American Institute of Architecture Students, and, in turn, your education and the education of your peers. Your active involvement in the general business, new discussions, and the election of the next national officers will cast forever your mark upon the AIAS. This will serve as stimuli to the future of the AIAS.



Decisions you make during the course of these sessions, if performed thoughtfully, will send vibrations throughout the academic and professional communities.

Due to the efforts of those who have preceded you, there is an inherent special character which AIAS brings to the architectural community. Our programs challenge all students to explore their creativity; our publications present provocative insights on the cutting edge of theoretical discourse; and the combined wealth of opportunities signify to all students the tremendous rewards that this network can offer to them.

The value of AIAS programs and opportunities has the capacity to affect every architectural program in the world. In growing numbers, the AIAS is indeed impressing faculty and administrations as a substantial resource for academic enrichment. And as AIAS graduates begin to surface as leaders in the academic and professional circles, they will undoubtedly pause to reflect upon the important role AIAS played in their educational development.

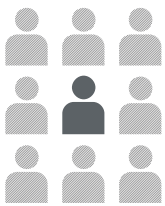
The future of the architectural profession and the design world will eventually rest in your hands. You will be called upon to respond to society's various needs and desires. You must seek the challenges that are not just waiting to be solved, for these are obvious and are often only exercises. The challenges that you will need to meet are still to be discovered, and it is our responsibility as leaders to be proactive and do our best to create these challenges.



The AIAS is a vehicle to discover, to explore, to challenge, and to create your future. Your contributions at these meetings may very well bring out new challenges for the future of our profession and how we educate those who will join us.

Delegates are typically chapter presidents. If a chapter president cannot attend a CoP meeting, another chapter member may be designated as the chapter delegate. If no chapter member can attend a CoP meeting, a proxy delegate from another chapter may be selected to participate on their behalf.

REPRESENTING YOUR CHAPTER



Your chapter has its own ideas on education, professional issues, and how these should be reflected in the operation and governance of the American Institute of Architecture Students. As your chapter's designated representative, you take on the challenge and responsibility of conveying its opinions through the AIAS Council of Presidents. Together, this group of involved and informed architecture students will set the direction for the future of AIAS.

THE ROLE OF THE COP

Over the years, each Council of Presidents has succeeded in establishing its own unique character, shaped by the many bright and energetic individuals like yourself. The question remains, however, whether this CoP will shape the future of the AIAS. You and your peers from the 150+ chapters of the AIAS are invited to come together to discuss pressing issues, select new officers and directors, and to strengthen the bond between our collective membership body.

In order to perform in these sessions effectively, you must be prepared to participate. This booklet should help by giving you some basic facts about the procedures at the Council of Presidents Meetings, as well as assistance in following "Roberts Rules of Order".

PARLIAMENTARY PROCEDURE

DELEGATE



The AIAS uses “Roberts Rules of Order” to conduct its meetings. Remember, rules and procedures protect the individual and the group's right of free speech, free assembly, and freedom to unite as organizations for the achievement of common goals.

"WHAT IS PARLIAMENTARY LAW?"

Parliamentary law is the code of rules and ethics for working together in groups. It has evolved through centuries out of the experience of individuals working together for a common purpose. It provides the means for translating beliefs and ideas into effective group action. It is logic and common sense crystallized into law, and is as much a part of the body of law as is civil or criminal procedure. The rules of parliamentary procedure are found in both common law and in statutory law.

THE PURPOSE OF PARLIAMENTARY PROCEDURE is to facilitate the transaction of business so as to promote cooperation and harmony.

ALL MEMBERS have equal rights, privileges, and obligations.

THE MAJORITY VOTE decides the outcome of all discussed matters.

THE RIGHTS OF THE MINORITY must be protected.

FULL AND FREE DISCUSSION of every proposition presented for decision is an established right of members.

ALL MEMBERS have the right to know the meaning of a question before the assembly and its potential effect.

ALL MEETINGS must be characterized by fairness and good faith.

"PARLIAMENTARY PROCEDURE IS EASY TO LEARN?"

It is essentially common sense. It is simple to understand and easy to use. It gives confidence and power to those who master it. It enables members and organizations to present, consider, and carry out their ideas with efficiency and harmony.

PARLIAMENTARY PROCEDURE



ORDER OF BUSINESS

- Call to Order — Roll Call — Past Minutes
- Announcements of Reports by President — Reports of Directors
- Old Business — New Business — Town Hall: Informal Member Discussion
- Adjournment

CALL TO ORDER

The chair calls the meeting to order simply by requesting, “Will the meeting please come to order?”

CORRECTING AND APPROVING THE MINUTES

At the conclusion of the reading of the minutes, the chair will ask, “Are there any corrections to the minutes as distributed?” After addressing the chair and being recognized, any member can bring up a correction.

OBTAINING FLOOR FOR SPEAKING

Address the chair as “Mr. President” or “Madame President”, present well-organized statements, and keep presentations short and to the point

INTRODUCING MOTIONS

Address the chair and make a motion by saying, “I move that...”. Motions must be stated positively; there are no negative motions. Motions should be precise, clear, well-articulated, and short.

SECONDING MOTIONS

After a motion is made, it must be seconded by another person. If no second is heard, “The motion is lost for want of a second.” If there is a second, “The motion has been seconded.” The chair will then open the motion up for discussion.

Knowledge of the basic principles of parliamentary law enables one to reason out the answers to most parliamentary questions. When one understands the basic principles, it is easy to become familiar with the rules, because most of them follow logically from the principles.

The secret to your understanding of the Rules is practice. Conducting mock meetings with your chapter’s Executive Board is a good way to gain this valuable experience. It is important that members are educated on Roberts Rules of Order.

PROCESS FOR PROPOSING RESOLUTIONS

The following procedure has been developed in order to provide delegates an effective means to bring resolutions to the floor of the Council of Presidents. As your chapter's delegate, you should understand this procedure and convey it to your chapter members so that they may participate effectively in the resolution of issues.



The procedure for bringing a resolution to the floor of the CoP is really very simple and is based upon the standard process used in organizations that are equivalent in size and scope to the AIAS.

CALL FOR RESOLUTIONS

Members may propose resolutions to the AIAS National President by the declared deadline.

RESOLUTIONS PUBLISHED

Following review by the President, all proposed resolutions are published on the AIAS website for review by the membership.

CALL FOR AMENDMENTS TO PROPOSED RESOLUTIONS

Members may propose amendments to all published resolutions prior to the declared deadline - usually about 3 weeks prior to each CoP meeting.

AMENDMENTS PUBLISHED

All proposed resolutions and associated amendments published on the AIAS website for review by the membership prior to the CoP meeting.

COUNCIL OF PRESIDENTS (COP) REVIEW

At the next scheduled meeting of the CoP, each proposed resolution and associated amendments will be placed on the agenda for discussion and debate.

- If the CoP has confidence in a resolution as proposed, they vote in favor of it.
- If they feel it needs more development or that information is needed to make an informed decision, then it is tabled and returned to the author.
- If, however, they feel that a presentation is complete with sufficient information but disagree with the idea, a resolution fails.

IF A PROPOSED RESOLUTION

- Passed, the resolution is handed to the AIAS National Board of Directors for action.
- Failed or Tabled, the resolution is dropped or moved to Old Business at the next CoP meeting.

LANGUAGE OF MEETING TERMS

ADJOURN	To end a meeting officially. A motion to adjourn is undebatable, but has the potential to fail.
AGENDA	A list of the order of work to be considered.
AMEND	To change by striking out, inserting, substituting, or adding to a motion on the table.
AYE OR NO	Yes or No in a voiced vote; a member can request a recount.
BALLOT	A written vote, which assures secrecy.
BYLAWS	Set rules of procedure; they are more specific than a constitution.
CHAIR	The presiding officer, usually the President of an organization.
COMMITTEE OF THE WHOLE	The entire organization when it enters into informal discussion of a proposal or intended action.
CONSTITUTION	The basic rules guiding an organization.
DECISION OF THE CHAIR	A ruling made by the chair. It may be appealed by a member; a majority vote settles the dispute.
DIVISION OF ASSEMBLY	A request for a rising vote, instead of a voiced "Aye" or "No".
FLOOR	A member recognized by the chair is regarded as having the floor.
INCIDENTAL MOTION	A motion that assists in clarifying a main motion, or helps to speed up the business at hand.
INFORMAL DISCUSSION	Free discussion of a proposal without making a motion.
MAIN MOTION	Proposal for action by the group; must be discussed and voted on by members.
MAJORITY VOTE	More than one-half the legal votes cast. Blank votes and members not voting are ignored in determining the majority.
MINUTES	The record of a meeting; usually kept by the secretary.
MOTION	A proposal for action by the group. It should be introduced by the words, "I move that..." and should be affirmative.
NEW BUSINESS	Motions presented for the first time.

LANGUAGE OF MEETING TERMS

OPPOSE	To work actively against a proposal.
ORDER OF BUSINESS	The same as "agenda"; the order in which items are to be considered.
OUT OF ORDER	A main motion is out of order when there is a main motion already on the floor. An amendment is out of order when it does not apply to the intention of the main motion or when more than two amendments are suggested. A remark or action is out of order when it violates the rights of any member.
POINT OF ORDER	A demand addressed to the chair that a rule be enforced or a mistake be corrected; the chair rules on the demand.
PREVIOUS QUESTION	A motion to stop debate; requires two-thirds vote; is not debatable; hence requires immediate vote.
PUT THE QUESTION	A parliamentary phrase used by the chair meaning to take a vote.
QUESTION	Proposal for action presented in the form of a motion.
QUESTION OF INFORMATION	Request by a member for information; the form is, "I rise to a point of information".
QUORUM	Percentage of members needed to hold a meeting, as indicated in the by-laws.
RECESS	A request for a break in the meeting at the discretion of the chair.
RECONSIDER	A motion to review a previous decision.
REFER TO A COMMITTEE	A motion to delegate a problem to a small group for special study or action.
RESOLUTION	A formal proposal submitted to the group; it usually gives reasons, which should be prefaced with the word "whereas".
RISING VOTE	A form of voting where members stand and are counted as being for or against a motion.
SECOND	Endorsement of a motion; done by stating, "I second the motion".
TABLE	To put a proposal aside for another time.
TAKE FROM THE TABLE	To renew a proposal. This requires a majority vote.
TIE VOTE	A vote in which each side has an equal number; the deciding vote is cast by the chair if they had not previously voted.
UNFINISHED BUSINESS	A motion being discussed at a meeting, but interrupted by a motion to adjourn; readdressed at the next regular meeting as unfinished business.



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