

MEMORANDUM

DATE: February 24, 2025

TO: AIA CA Board of Directors
Academy for Emerging Professionals Council of Advisors
Component Executives
Component Presidents
Component Emerging Professional Directors

FROM: Sujendra Mishra, AIA, AIA CA Secretary/Treasurer

REGARDING: **2024 Special Election: Vice President of the Academy for Emerging Professionals (AEP)**

This memorandum serves as the Call for Nominations 60-day notice for the open position of Vice President of the Academy for Emerging Professionals (AEP). Due to a resignation, this election is to fill the remaining term of service, ending December 31, 2025. The election for this position will take place during the April 24, 2025 in person meeting.

Vice President of the Academy for Emerging Professionals (AEP)

Staff Liaison(s): Ashley Taylor, Program Coordinator

Responsibilities:

1. Lead the AEP Council of Advisors (AEP COA), coordinating meetings and regular conference calls
2. Serve as the liaison to the AIA CA Executive Committee, responsible for reporting relevant issues of the Academy as well as current activities being pursued and insight into the life of today's Emerging Professional
3. Serve as the liaison to AIA Component Executives in California (CA CACE) and to the California Architects Board (CAB) on issues relating to Emerging Professionals in conjunction with California's Licensing Advisors
4. Provide oversight of the AIA CA's annual AEP events including the AEP Summit, AEP Awards program, etc.
5. Participate in annual review of the Strategic Plan and development of the annual Operating Plan and budget
6. Participate in leadership development in support of any and all committees, task forces and working groups related to this program

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2025 Special Election: Vice President for the Academy for Emerging Professionals (AEP)

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Disclaimer

No member of the AIA CA Executive Committee shall engage in the endorsement, sponsorship or nomination of any candidate for this position.

Important Dates

Monday, February 24, 2025 Call for Nominations Published

Tuesday, March 25, 2025 Candidate Response Forms and letters of support are due by 12:00PM PST and will be included in the meeting's agenda packet.

Thursday, April 24 2025 Nominations from the floor accepted during the in-person AIA CA Board of Directors meeting by 2/3 vote.

Nomination Submittals – General Information

- Nominees must be AIA California members in good standing and be able to attend all regularly scheduled Board meetings.
- Person submitting the nomination must be an AIA California member in good standing and submit their nomination letter, which includes a statement in support of the candidate, on their company letterhead and must be submitted via email to mdouet@aiacalifornia.org by **12:00pm PST on Tuesday, March 25, 2025.**
- Nominations not received by the posted deadline must be made from the floor by 2/3 vote of the AIA CA Board of Directors on Thursday, April 24, 2025.

Submission Requirements

- No later than **Tuesday, April 8, 2025 by 12pm PST,** candidates must complete the Candidate Response Form and submit, via email, to mdouet@aiacalifornia.org:
 - A 100-word (maximum) summary of the candidate's background, education, professional history, and service to the professions.
 - A 200-word (maximum) summary of the candidate's philosophy, goals, and objectives in serving in this office.
 - Picture (if not a current board member)

Nomination Information

- Interested candidates for this position will be given contact information for Board members, upon request.

Elections Procedures

See attachment

For more information on the roles and responsibilities of the open office, please contact the AIA CA Executive Assistant, Mirna Douet, at (916) 642-1712 or MDouet@aiacalifornia.org.

Attachments:

2025 Candidate Response Form

2025 Election Procedures



2025 Nominee for the VP of the Academy for Emerging Professionals (AEP)

Name:	
A 100-Word (maximum) summary of your background, education, professional history, and service to the professions.	
A 200-word (maximum) summary of the candidate's philosophy, goals, and objectives in serving in this office.	
E-photos: please provide an image with a minimum of 300 dpi, average size is 2"x3", in either jpeg or png	Please attach to your email response.
Candidates are also permitted to submit a letter of support for their nomination from any individual, AIA member or otherwise. This letter shall not be longer than 2 pages in length, including letterhead. Letters exceeding this requirement will not be accepted.	Please attach to your email response.

Next Steps:

- Candidates will receive the meeting invitation for the Thursday, April 24, 2025 Board of Directors in person meeting.
- Candidates will give a speech not to exceed 3 minutes during the April 24, 2025 board meeting. Speech can be in-person, virtually, or pre-recorded.



2025 ELECTION PROCEDURES

For the Vice President of the Academy for Emerging Professionals (AEP)

1. AIA CA Secretary/Treasurer, Sujendra Mishra, AIA will conduct the Election on April 24, 2025.
2. The Secretary/Treasurer will announce, in alphabetical order, all candidates nominated during the nomination process as validated by the Procedures and Documents committee.
3. The Board will be asked to open nominations from the floor.
4. The Board will be asked to approve, by two-thirds vote, the opening of nominations for office. ✓
5. The Board will be asked for such nominations.
6. Candidates running from the floor will need to be nominated by a Board member and seconding the nomination is optional. AIA CA Staff will record all nominations from the floor and update the presentation with the nominee's name.
7. Members of the Executive Committee are precluded from nominating.
8. The election will be closed to further nominations and the Board will be asked to close nominations from the floor. ✓
9. All candidates will be provided with three minutes to give a speech.
10. In alphabetical order, by the last name, nominees will give their speech.
11. AIA CA Staff will activate a 3-minute timer, which everyone will see on their screens.
12. Only Board members qualified to vote will cast their votes electronically via Survey Monkey (AIA CA staff will post the link in the chat and provide a QR code on the screen).
13. The election results will be collected and validated by members of the Procedures and Documents Committee and AIA CA staff in a separate breakout room; the Secretary/Treasurer will lead this effort and report the results of the election to the President.
14. If the race is not a tie, then the Secretary/Treasurer will ask the Board for a motion to elect by acclamation the candidate. The election will then be concluded. ✓
15. Should there be a tied, a runoff election is held and the nominee receiving the majority in the runoff election shall be elected to the position. In the event of a tie vote after two consecutive run-off elections, the winning candidate shall be selected by the AIA CA President within 30 days of the election.
16. The President shall officially announce the result of the special election.