



**Thinking about submitting a resolution to the AIA Annual Meeting?
Here are some helpful tips to guide your process.**

Prior to submission, here are some suggested steps to help you to fully develop your concept into a clear resolution. You should start these discussions prior to the deadline for submittal of resolutions (March 11, 2022).

You won't need to submit this information with your resolution, but it's a good idea to keep handy, when you need to garner support later for your published resolution.

NOTE: If you are unsure of with whom you should be discussing your idea, reach out to [Pam Day, Hon. AIA](#) to connect with the appropriate party/individual.

1. Discussion with affected stakeholder groups (i.e., AIA component, Knowledge Community, other national committee).

a. Name of party contacted: _____

b. Contact response: _____

2. Discussion with a Strategic Council state or other representative:

a. Name of party contacted: _____

b. Contact response: _____

3. Discussion with affected national staff:

a. Name of party contacted: _____

b. Contact response: _____



4. What type of action are you seeking, with the resolution?

- Research
- Development of a [Public Policy or Position Statement](#)
- Request for Amendment to the [AIA Bylaws](#)
- Other: _____

Note these provisions of the AIA Rules of the Board:

Secretary's Discretion. The Secretary shall have the discretion to seek comments on resolutions from groups and individuals who may have a particular interest in the resolutions; to consult groups or individuals whose specialized knowledge, information, or opinions may assist the delegates at the annual meeting in their consideration of the resolutions. These consultations may include opinions from legal counsel about whether actions sought by a resolution would comply with applicable law and the Bylaws, analyses from financial personnel concerning the fiscal consequences of such actions, or staff reports on their potential effects on membership and components.

Board Discretion. If the Resolutions Committee determines that a resolution is frivolous, proposes action that would be illegal or otherwise improper, or is otherwise inappropriate for consideration by the delegates at the annual meeting, it shall report its findings to the Board. The Board shall then have the discretion, by the vote of two-thirds (2/3) of the voting membership of the Board, to direct that the resolution not be presented to the delegates at the annual meeting. Such action by the Board shall not preclude the sponsor(s) of the resolution from seeking its consideration by the delegates as a new resolution at the annual business meeting.



5. Timeline

Mar 11	Deadline for submittal of resolutions (5pm ET)
Week of Mar 14	Resolutions Committee initial review of submittals
Week of Mar 21	Resolutions Committee calls with sponsors to consider combination of similar resolutions, ensuring clarity of intent and outcomes, etc.
Week of Mar 28	Secretary's discretionary gathering of additional information
Mar 30	Webinar with components – opportunity for sponsors to present their resolutions, to gather feedback and support
April 20	Board of Directors meeting – Board may take a position on resolutions
April 29	Distribution of resolutions to components (Official Delegate Information Booklet)

Ready to submit a resolution? The **required form is below.**



RESOLUTION SUBMITTAL FORM

Complete one form for each resolution submitted.

TITLE

SPONSOR

per the AIA Rules of the Board, acceptable sponsors are:

- State organization
- Local component (provided it is supported, in writing, by the state of which the component is a member)
- AIA Board of Directors
- AIA Strategic Council
- American Institute of Architecture Students (AIAS)
- A minimum of 50 AIA members (specifying the lead sponsor among their number).
The support of the 50 members shall be evidenced by their signatures on the attached verification form.

INTENT OF RESOLUTION (maximum 100 words; be as specific as possible)



Sponsor contact authorized to answer questions and approve changes suggested by the Resolutions Committee:

Name: _____

Telephone: _____

Email: _____

Individual completing this form:

Name: _____

Email: _____

SUBMIT ALL MATERIALS VIA EMAIL by 5:00 p.m. (Eastern), March 11, 2022, TO:

Resolutions Committee, c/o Pam Day, Hon. AIA at pday@aia.org.



In accordance with the AIA Rules of the Board, if the resolution sponsor is a minimum of 50 AIA members, the support of those 50 members shall be evidenced by their signatures below. Electronic signatures are accepted.

	<i>Member Name (printed)</i>	<i>Member Signature</i>	<i>Member Number</i>
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	<i>Member Name (printed)</i>	<i>Member Signature</i>	<i>Member Number</i>
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	<i>Member Name (printed)</i>	<i>Member Signature</i>	<i>Member Number</i>
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