



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 AIA 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: _____

Person completing this form:

Name: _____

Email: _____

SUBMIT ALL MATERIALS VIA EMAIL by 5:00 p.m. (ET), MARCH 3, 2023, 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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Appendix

Thinking about submitting a resolution for consideration by the delegates at 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 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.

What type of action are you seeking with this resolution?

- Development of or revision to a [Public Policy or Position Statement](#)
- Request for amendment of [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.



NOTE: If you are unsure of who to contact, Pam Day (pday@aia.org) can assist in connecting you to the appropriate party/individual.

Discussion with affected stakeholder groups (component, Knowledge Community, or other national committee).

Name of party contacted: _____

Contact response: _____

Discussion with a Board member:

Name of party contacted: _____

Contact response: _____

Discussion with a Strategic Council state or other representative:

Name of party contacted: _____

Contact response: _____

Discussion with affected national staff:

Name of party contacted: _____

Contact response: _____



Timeline:

- March 3 Deadline for submittal of resolutions (5pm ET)
- March 6-10 Resolutions Committee's initial review of submittals
- March 13-17 As needed, Resolutions Committee's calls with sponsors to consider combination of similar resolutions, ensuring clarity of intent and outcomes, etc.
- March 20-24 As needed, Secretary's discretionary gathering of additional information
- March 27-31 (*tbd*) Webinar with components – opportunity for sponsors to present their resolutions, to gather feedback and support
- April 7 Distribution of resolutions to components
(Official Delegate Information Booklet posted on [2023 Annual Meeting page](#))
- June 7 AIA Annual Meeting (*anticipated 10am-1pm PT*)