



2025 Resolutions Packet



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Resolution Submittal Format

The title of the resolution must appropriately reflect the intent. Resolutions begin with “Whereas” statements, which provide the basic facts and reasons for the resolution, and conclude with “Resolved” statements, identifying the specific proposal for the requestor's course of action.

Intent Statement

Specific summary of the intent of the proposed resolution. Maximum 100 words.

Resolved Statements

Resolve statements are the only parts of a resolution that the Board of Directors acts upon. Conceptually, resolves can be classified into two categories – policy resolves and directives. A policy resolution calls for changes in AIA policy. A directive is a resolution that calls for AIA to take some action. Adoption of a directive requires specific action but does not directly affect AIA policy.

Regardless of the type of resolution, the resolve should be stated as a motion that can be understood without the accompanying whereas statements. When the board adopts a resolution, only the resolve portion is forwarded to the Board of Directors for ratification. The “resolved” must be fully understood and should stand alone.

Whereas Statements

Background or “Whereas” information provides the rationale for the “resolved” course of action. Whereas statement(s) should lead the reader to your conclusion (resolved). Maximum two pages.

In writing, whereas statements begin by introducing the topic of the resolution. Be factual rather than speculative and provide or reference statistics whenever possible. The statements should briefly identify the problem, advise the timeliness or urgency of the problem, the effect of the issue, and indicate if the action called for is contrary to or will revise current AIA policy. Inflammatory statements that reflect poorly on the organization will not be permitted.



Resolution Submittal Form

Complete one (1) form for each resolution submitted.

TITLE: _____

SPONSOR(S): _____

Per [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); or
- A minimum of fifty (50) AIA members (specifying the lead sponsor among their number). The support of the fifty (50) AIA members shall be evidenced by their signatures on the attached verification form.

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

TEXT OF RESOLUTION (maximum five hundred (500) words)

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 RESOLUTIONS MATERIALS BY
5:00 p.m. (ET), February 28, 2025, via email to:
AIA Secretary, Joshua Flowers, FAIA, and the Resolutions Committee
c/o Caitlin Couture, CAE, Senior Director, Governance at caitlincouture@aia.org**

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

	Member Name (printed)	Member Signature	Member Number
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Appendix

Thinking about submitting a resolution for consideration by the delegates at AIA Annual Meeting. Here are some helpful tips to guide your process. Prior to submission, here are some suggested steps to help you 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 it 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 [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 and 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 an 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 is not 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 need assistance identifying the appropriate individual or leadership group to contact, please contact Caitlin Couture at caitlincouture@aia.org for assistance.

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: _____



Resolutions Timeline

No later than January 31, 2025	Call for Resolutions announced (timeline and process published)
February 28, 2025	Deadline to submit resolutions
Week of March 10, 2025	Resolutions Committee initial review of submittals
March 11-17, 2025	As needed, the Resolutions Committee calls with sponsors to consider a combination of similar resolutions, ensuring clarity of intent and outcomes, etc.
April 7-11, 2025	AIA Townhall <ul style="list-style-type: none">• Overview of Resolutions• Review of proposed Bylaw amendments
No later than April 5, 2025	Announcement of Annual Meeting date and location <i>(60 days prior to meeting).</i>
No later than April 25, 2025	Distribution of Resolutions to components <i>(40 days prior to meeting).</i>
May 7, 2025	Board of Directors Meeting (consideration of resolutions)
June 4, 2025	Annual Business Meeting (1:00-4:00 pm ET)