



# **2026 Resolutions Packet**



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# Resolution Submittal Format

The title of the resolution should accurately reflect its 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 requester’s course of action.

## Intent Statement

Specific summary of the intent of the proposed resolution. Maximum of one hundred (100) words.

- What the resolution seeks to achieve
- Why the issue matters
- The intended impact if adopted

## 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 (2) 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 resolved portion is forwarded to the Board of Directors for ratification. The “resolved” must be fully understood and should stand alone.

- Each “Resolved” is written as a complete, actionable statement.
- The meaning must be fully understood even if the whereas clauses were removed.
- Avoid operational micromanagement or actions outside AIA's authority.

## 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 (2) 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 on the timeliness or urgency of the problem, the effect of the issue, and indicate whether the proposed action called for is contrary to or will revise current AIA policy. Inflammatory statements that reflect poorly on the organization will not be permitted.

Whereas clauses provide background and rationale that logically support the resolved actions. They must:

- Present factual, non-inflammatory information
- Identify the issue or need
- Explain why the action is timely or important
- Clarify how the resolution aligns with (or updates) AIA policies
- Reference statistics, reports, or existing AIA documents when relevant



# 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** (The intent summarizes the purpose in under one hundred (100 words) be as specific as possible.

**RESOLVED STATEMENTS** (Resolved clauses must stand alone and be a maximum five hundred (500) words).

**WHEREAS STATEMENTS** (Whereas clauses provide a rationale for the resolution intent and should be a maximum of 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 27, 2026, via email to:  
AIA Secretary, Joshua Flowers, FAIA, and the Resolutions Committee  
c/o Caitlin Couture, CAE, Senior Director, Governance at [boardofdirectors@aia.org](mailto:boardofdirectors@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.

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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 [boardofdirectors@aia.org](mailto:boardofdirectors@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, 2026	Call for Resolutions published, including process and deadlines.
February 27, 2026, at 5:00 pm ET	Deadline for resolution submissions.
Week of March 9, 2026	Resolutions Committee initial review of submittals
March 9-16, 2026	Committee holds optional calls with sponsors to clarify intent, suggest edits, and merge similar resolutions as appropriate.
No later than April 2, 2026	Announcement of Annual Meeting date and location <i>(60 days prior to meeting).</i>
No later than April 24, 2026	Distribution of Resolutions to components <i>(40 days prior to meeting).</i>
May 13, 2026	Board of Directors Meeting (consideration of resolutions)
May 15, 2026	AIA Townhall <ul style="list-style-type: none"><li>• Overview of Resolutions</li><li>• Review of proposed Bylaw amendments</li></ul>
June 10, 2026	Annual Business Meeting (1:00-4:00 pm ET)