Candidate information booklet

Updated as of November 2026

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Message from the Secretary

Dear candidates for AIA Board of Directors,

On behalf of The American Institute of Architects (AIA), we are pleased to welcome this year's candidates for election to the AIA Board of Directors. The positions open for the 2028 Board include:

- 2028 President-elect/2029 President
- 2028-2029 Treasurer
- 2028-2030 At-Large Director

Service on the AIA Board of Directors is both an honor and a profound commitment. As leaders, our officers and directors play a critical role in shaping the future of the profession, guiding the Institute with vision, integrity, and a steadfast dedication to the architectural community and the public we serve.

The Board of Directors provides strategic governance, fiduciary oversight, and mission-based leadership. Together, Board members ensure that AIA remains a catalyst for positive change, fostering an inclusive, resilient, and sustainable future for the built environment. Through their work, they strengthen the Institute's role as the voice of the profession and as a leader in design excellence, climate action, equity, and social impact.

We thank all candidates for stepping forward in service to AIA. Your leadership, expertise, and passion embody the highest ideals of the profession. We also thank our members who will engage in this important election process, helping to ensure that AIA continues to thrive through strong, visionary governance.

We wish all candidates the very best in the 2027 election process.

Sincerely,

Jonathan Matthew Taylor, AIA
Institute Secretary (2027–2028)

Introduction to AIA

Founded in 1857, AIA consistently works to create more valuable, healthy, secure, and sustainable buildings, neighborhoods, and communities. Through more than 200 international, state, and local chapters, AIA advocates for public policies that promote economic vitality and public well-being.

AIA provides members with tools and resources to assist them in their careers and businesses and engage with civic, government, and public leaders to find solutions to pressing issues facing our communities, institutions, nations, and world. Members adhere to a Code of Ethics and Professional Conduct to ensure the highest professional standards.

Mission

AIA drives positive change through the power of design and focused advocacy..

Vision

An empowered profession creating transformative places.

History

To promote architects and architecture, AIA was founded in 1857 by 13 architects who met in the office of Richard Upjohn in New York City. Soon after, chapters were established in Philadelphia, Chicago, and Boston. Today, AIA has over 200 components around the world.

In 1898, AIA relocated its headquarters to Washington, D.C., where it remains today. Throughout its more than 150-year history, the Institute has grown to become the largest and most influential network of architecture professionals. Our more than 96,000 members share your passion for architecture and your desire to change the world through the power of design.

Our staff and member engagement philosophy

We believe that the member-staff partnership is critical to AIA's success. Our Board of Directors is committed to supporting our members' professional and personal growth when volunteering for AIA. As an AIA volunteer, we strive to ensure that you use your time and talent to support program development and learning skills and tools to help you thrive and grow professionally.

We strive to have the right people in the right roles doing the right things at the right times. This is captured in our member engagement philosophy and depicted in the image below. We also believe that this extends to our staff partners. AIA's professional staff bring specific expertise to AIA that, when teamed with our members, is unparalleled and propels our organization forward.

2026-2030 Strategic Plan

The Board of Directors holds ultimate fiduciary responsibility for shaping and stewarding the organization's strategic direction. The Board develops and adopts the AIA Strategic Plan, translating the profession's aspirations and member priorities into a forward-looking framework that guides decision-making across the Institute.

Through stakeholder engagement, the Board defines AIA's long-term vision, sets the strategic direction for AIA, responds to emerging challenges, and positions architects at the center of solutions that strengthen communities and advance the built environment.

Now that the Strategic Plan is approved, under the direction of the EVP/CEO, the AIA team leads its implementation, translating Board direction into measurable actions, programs, and outcomes. The Board provides ongoing oversight to ensure alignment with the plan's goals, monitors progress through regular reporting, and assesses outcomes to inform future strategic updates.

This partnership between volunteer leadership and the AIA team ensures that AIA remains both visionary and accountable, focusing on impact, measuring results, and adapting to new opportunities as the organization moves from planning to execution.

The Board and AIA team bring the Strategic Plan to life, advancing AIA's mission to inspire and empower architects to improve society and change the world.

A current version of the AIA Strategic Plan can be found at https://www.aia.org/aia-strategic-plan.

Strategic Priorities

The plan is organized around four (4) interconnected goals that reflect what members told us that matters most: **P**ractice, **A**dvocacy, **C**limate, **E**quity (**PACE**):

- *Activate Practice Success*. AIA will focus on strengthening the business, financial, and strategic acumen of its members and firms so they can make informed decisions that support long-term financial stability, responsible growth, and individual economic prosperity in a rapidly evolving practice environment.
- *Strengthen Our Voice as Advocates*. Architects are confident advocates and trusted civic leaders—clearly articulating the value of architecture and shaping the decisions that affect our communities.
- *Elevate Community Resilience to Address Climate*. More firms and practitioners actively use AIA tools, resources, and partnerships to advance climate action and regenerative practice.
- *Advance an Equitable and Accessible Profession*. Over time, the architecture profession more closely reflects the diversity of the communities it serves, with more people from historically underrepresented backgrounds entering, remaining, and advancing.

Organizational Priorities—CORE

CORE is the set of organizational priorities that govern how AIA operates internally to deliver on PACE's strategic direction. Where PACE answers where AIA is taking the profession, CORE answers what AIA needs to be, internally, to get us there.

CORE is organized around four priority areas:

- Culture & People
- Operational Effectiveness
- Revenue Growth
- Membership Experience & Value

CORE was developed as part of a broader set of organizational goals that were consolidated into the four priorities above as the framework matured.

Board role & expectations

The role of each member of the AIA Board of Directors (Board) varies significantly based on the responsibilities assigned in AIA's governing documents. The Rules of the Board provide an overall scope of responsibility for members of the Board of Directors. The roles and expectations below have been created to provide AIA members, potential candidates, and the Board with an overview of roles and responsibilities. All elected or appointed members of the Board are expected to meet the following qualities and responsibilities.

The Board will support the work of AIA and provide mission-based leadership and strategic governance. While day-to-day operations are led by AIA's EVP/Chief Executive Officer, the Board-EVP/Chief Executive Officer relationship is a partnership, and the Board's involvement is both critical and expected.

Roles of the AIA Board of Directors

Specific Board member responsibilities include:

1. Participate as a voting member of the Board of Directors as defined in the bylaws (Section 6.4).
2. Conduct the general management of AIA affairs, maintain control of AIA property, develop its policies, authorize expenditures, and take all necessary and proper steps to carry out the purposes of the AIA and promote its best interests.
3. Approve affiliations with organizations.
4. Establish the location of the annual Conference on Architecture & Design.
5. Sponsor resolutions as determined to be appropriate and necessary on behalf of AIA members.
6. Approve the annual budget, audit reports, and material business decisions; be informed of, and meet all, legal, ethical, and fiduciary responsibilities.
7. Periodically develop, review, and adopt a strategic framework that integrates a long-range plan with the AIA's strategic plan.
8. Act in a forward-looking, strategic, and anticipatory manner, inspire the organization through the adoption of the broadest organizational values and perspective.
9. The Board is to be accountable to the membership for competent and effective accomplishment of the Board's obligations.

Roles & expectations of an AIA Board Member

1. Be committed to the AIA mission and vision and ensure that the AIA is committed to a diverse board and staff that reflects the AIA membership.
2. Actively participate in all in-person and virtual meetings of the Board of Directors throughout their term.
3. Exercise due diligence and the duties and responsibilities of the Board of Directors with integrity, collegiality, and care.
4. Be free from self-dealing or any conduct of private business or personal services between AIA.
5. Do not use their leadership position for direct personal financial gain.
6. Should not accept direct compensation for sponsorship relating to the architectural industry.
7. Do not publicly express defamatory remarks about AIA.
8. Ensure the integrity of the Board process, and that AIA meetings and discussions are within the confines of its authority and are carried out in a timely, fair, and orderly manner.
9. Make decisions on behalf of the Board that fall within a reasonable interpretation of Board policies and the governance process.
10. Protect the confidentiality of Board discussions, particularly when documents are provided under client-attorney privilege or discussions that occur during an Executive Session of the Board.
11. Be free of any conflict of interest that would prevent them from serving objectively and disclose all conflicts in advance per the AIA Conflict of Interest Policy.
12. Adhere to all AIA policies, procedures, and rules, including adhering to the organization's policy of strict compliance with federal and state antitrust laws.
13. Obey all applicable laws and regulations of the relevant local, state, and national government entities while acting on behalf of AIA.
14. Serve on committees or task forces and take on special assignments as assigned by the President.
15. Assist the EVP/Chief Executive Officer and Board in identifying and recruiting new Board members.

Fiduciary duties

AIA is a 501(c)(6) not-for-profit corporation. As a volunteer, you are now a member of AIA's leadership community. Your responsibilities not only include those defined in the job description within this document, but you also must act in the best interest of AIA and disclose any leadership roles or responsibilities that may be considered an actual or perceived Conflict of Interest.

As a member of our non-profit organization's leadership community, please remember these three (3) fiduciary responsibilities for leaders.

1. *Duty of Care* – Act in good faith, encourage discussion, and make decisions based on the best available information.
2. *Duty of Loyalty* – Act in the organization's best interests and to enhance AIA's reputation. Ensure that AIA's interests drive discussions and decision-making.
3. *Duty of Obedience* – Disclose and discuss any actual and/or perceived Conflicts of Interest that you or other committee members may have. Identify and discuss these (if applicable) at the beginning of each meeting. Ensure that committee members honor confidentiality when discussing AIA's competitive advantage or sensitive information.

Time commitment

The time commitment varies depending on the position. In 2027, the Board of Directors is scheduled to meet six (6) times—four (4) in person and two (2) virtually. This schedule fosters ongoing dialogue among Board members throughout the year and reduces the need for unscheduled meetings. In-person meetings will align with existing AIA events, such as the AIA27 and Governance Week, to maximize your time and AIA's travel resources. The remaining two (2) in-person meetings, the Board Retreat in January and the September meeting, will serve as standalone gatherings to focus on strategic priorities. Virtual meetings will be 90-minute sessions.

In addition to the official board meetings, Board members are expected to participate in quarterly Leadership Exchange calls. As well as being invited to social events, dinners, and receptions throughout the year. Full in-person attendance is expected at all meetings. If it is necessary to miss a meeting, the Board member should advise staff as early as possible.

The role of each member of the Board varies significantly based on the responsibilities assigned in AIA's governing documents. The Rules of the Board provide an overall scope of responsibility for members of the Board of Directors.

Candidate process

Per Rules of the Board, Section 6.4,

"*Any Architect member in good standing may declare their intended candidacy for national office as an elected AIA officer. Any individual eligible under the Bylaws for selection as an At-large Director by the delegates at the annual meeting may declare their intended candidacy for that office. A member or other individual becomes subject to the campaign rules stated in Section 6.6, upon providing written notice to AIA of their intent to seek national office or upon making a public declaration of their intended candidacy. A public declaration includes, but is not limited to, statements made through social media, campaign websites, electronic communications, or meetings comprised largely of AIA members*."

This document combines applicable provisions of the Rules of the Board with explanatory summaries and procedural guidance to help candidates navigate the nomination, registration, and election process. Quoted provisions reproduce the governing rules; accompanying text provides context and practical instructions for candidates. Candidates remain responsible for complying with the applicable Rules of the Board, Bylaws, and other AIA policies.

Candidate timeline

The candidate timeline outlines the key milestones and deadlines in the nomination, registration, and election process for AIA's Board of Directors. From the initial call for nominations through the election at AIA's Annual Meeting, it identifies the requirements and key activities for candidates to prepare and present their qualifications and vision, engage with members, and complete required disclosures and campaign activities. Adherence to these deadlines is essential to complying with candidate requirements and ensuring delegates have the information needed to make informed decisions.

Thursday, October 15, 2026	AIA Announcement: Candidate Information Booklet published. Call for Candidates Made (Nominations by Petition). Candidates must have been members in good standing on this date.
Monday, October 19, 2026	Candidate Development Committee (CDC) Office Hours begins.
Thursday, October 29, 2026	National Board Candidate Panel and Information Session – with CDC members – *register*
Thursday, November 5, 2026	Nominations Open for National Office.
Tuesday, December 1, 2026	Candidate registration process opens. (Anticipated candidates cannot publicly campaign until after COI disclosure review period is complete and candidates are notified by AIA Corporate Secretary). AIA Announcement: Candidate Information Booklet published.
Wednesday, December 16, 2026	Office Hours conclude this week – with CDC members
Tuesday, January 5, 2027	Candidates' Briefing Session with Secretary Taylor (3:00pm–4:00pm ET) – *register*
Friday, January 29, 2027	Candidate Declaration Deadline: Members intending to become candidates must declare intended candidacy by this date in order to speak at the Leadership Summit.
Friday, January 29, 2027	Candidate Submission Deadline: Read and sign the Candidate Declaration Form.
Friday, January 29, 2027	Candidate Submission Deadline: Read and sign the AIA Volunteer Leadership Agreement.
Friday, January 29, 2027	Candidate Submission Deadline: Submit Headshot for AIA use.
Friday, January 29, 2027	Candidate Submission Deadline: Submit Philosophy Statement and Leadership and Experience Statement for Delegate Information Booklet.
Friday, January 29, 2027	Candidate Submission Deadline: Submit Transcript of AIA Leadership Summit introductory speech.
Friday, February 5, 2027	AIA Announcement: List of Registered Candidates (names and component affiliation) will be published.
Friday, February 5, 2027	AIA Announcement: Draft Delegate Information Booklet published.

Friday, February 5, 2027	Candidate Registration Deadline: Eligibility review of candidates will be complete.
Wednesday, February 10, 2027	AIA Leadership Summit begins.
Friday, February 12, 2027	Candidate Introduction - at AIA Leadership Summit - introductory speech.
Friday, February 12, 2027	AIA Announcement: Annual Meeting Notice provided at least 60 days prior to the meeting including the date and location.
Saturday, February 13, 2027	AIA Leadership Summit ends.
Friday, March 5, 2027	Candidate Submission Deadline: Submit Letter of Support from Chapter or State Organization.
Friday, March 5, 2027	Candidate Submission Deadline: Submit Three (3) petitions with six (6) signatures each.
Friday, March 5, 2027	Candidate Submission Deadline: Submit recorded speech for delegate preparation.
Friday, March 19, 2027	Delegate Apportionment: AIA membership is counted for apportionment of voting delegates for the Annual Meeting.
Wednesday, March 31, 2027	AIA Announcement: Draft Delegate Information Booklet published - Proposed Bylaw Amendments (no less than 30 days) - Distribution of Resolutions (40 days prior to meeting)
Thursday, April 1, 2027	Candidate Forum: with NAC & YAF - 12:00pm-2:00pm ET - Registered candidates respond to Associate and Young Architect member questions.
Thursday, April 8, 2027	Candidate Forum: with SFx - 12:00pm-2:00pm ET - Registered candidates respond to Small Firm member questions.
Friday, April 9, 2027	Candidate Forum: AIA Townhall - 3:00pm ET - *register* - Introduction of proposed Resolutions - Introduction of proposed Bylaw amendments - Introduction of registered candidates
Friday, April 9, 2027	Official Delegate Information Booklet published - Proposed Bylaw Amendments (no less than 30 days) - Distribution of Resolutions (40 days prior to meeting)
Monday, April 12, 2027	CACE Delegate Accreditation Session - ED/President renewed; - Delegates renewed; and - Member IDs.

Tuesday, April 13, 2027	Delegate Accreditation Begins: Portal opens for Online Accreditation of Delegates to the Annual Meeting. Delegates must be accredited to be allowed to vote at the annual meeting and in the election.
Friday, April 16, 2027	AIA Announcement: Updated candidate recorded speeches posted to the Annual Meeting page (no later than 30 days before Annual Meeting).
Monday, April 19, 2027	AIA Announcement: Publish Deadline for Delegate Information Booklet - Proposed Bylaw Amendments (no less than 30 days) - Distribution of Resolutions (40 days prior to meeting)
Tuesday, May 4, 2027	Delegate Accreditation Closes: Portal closes ending Online Accreditation of Delegates to the Annual Meeting. Delegates must be accredited to be allowed to vote at the annual meeting and in the election.
Friday, May 15, 2026	Last day for Candidate Email: As a courtesy to delegates, candidates are asked to refrain from sending any campaign emails after this day.
Wednesday, May 19, 2027	AIA27: AIA Conference on Architecture & Design 2027 begins.
Wednesday, May 19, 2027	AIA Annual Business Meeting (1:30pm-3:30pm ET)
Wednesday, May 19, 2027	Candidate Caucuses with delegates (approx. 4:00pm-5:00pm ET)
Wednesday, May 19, 2027	Candidate Election: Online electronic voting (6:00pm-10:00pm ET)
Thursday, May 20, 2027	Election results announced (approx. 8:30am). Annual Business Meeting Adjournment (if no runoff).
Thursday, May 20, 2027	Candidate Runoff Election: Online Electronic voting (12:00pm-4:00pm ET)
Friday, May 21, 2027	Candidate Runoff Election results announced (approx. 8:30am). Annual Business Meeting Adjournment (if runoff).
Saturday, May 22, 2027	AIA27: AIA Conference on Architecture & Design 2027 ends.

Acknowledgment of statements, policies, & procedures

Volunteer leaders of The American Institute of Architects (AIA) are expected to act in accordance with AIA's mission and vision. Volunteers are expected to act in an ethical and businesslike manner, avoid any conflicts of interest, and represent unconflicted loyalty to the interests of AIA. All candidates must disclose any potential conflicts of interest related to their fiduciary responsibilities to AIA.

Annually, individuals involved in AIA's governance, including but not limited to AIA officers, directors, committee and council members, jury members, and other volunteer leaders must sign and return to the Institute Secretary, AIA Volunteer Leadership Agreement, including completed disclosure statements. The agreement affirms full adherence to all applicable AIA rules, statements, policies, and procedures which include:

- AIA's Antitrust Statement;
- Non-Discrimination, Anti-Harassment, and Complaint Policy;
- Conflict of Interest Policy;
- Volunteer Leader Media Release;
- Working Students (aka "unpaid interns") Declaration Statement;
- Volunteer Intellectual Property Contribution Release;
- Rules of the Board; and
- Elected Officer Acknowledgment.

Institute resources

Candidacy Portal: An online website where candidates can upload material for submission. If the portal cannot support material file size, a Dropbox link will be provided.

Per Rules of the Board, Section 6.4: "*Candidate Services and Election-related Reimbursements. Institute-provided candidate services and election-related reimbursements shall be available only to registered candidates participating in the candidate registration process, except that an individual elected to office shall remain eligible for any election-related reimbursement budgetarily available and authorized under these Rules regardless of whether the individual participated in the candidate registration process*."

Candidates' supporting materials

Candidate Biography: A candidate biography will be published in the Delegate Information Booklet. The biography will consist of the candidate's Philosophy Statement, Leadership & Experience Statement, and headshot.

- *Philosophy Statement*: Philosophy statements should be no more than 400 words. Think of it as: *values + vision + approach*. See the timeline for submission deadline.
- *Leadership & Experience Statement*: Leadership & Experience statements should be no more than 500 words. This submission should summarize the candidate's leadership experience, professional background, AIA involvement, and other qualifications relevant to the office sought. Candidates may include a link to their résumé, but it is not required. See the timeline for submission deadline.
- *Headshot*: This photo will be posted on AIA's website and included in the Delegate Information Booklet. Candidates should dress in business casual or smart casual attire and are encouraged to wear solid colors. See the timeline for submission deadline.
- *Candidate Biography Template*:
    - Philosophy Statement (400 words)
        - Values + Vision + Approach
        - Why this office
        - Key priorities
    - Leadership and Experience Statement (500 words; may use a bulleted format)
        - AIA National and Roles
        - State Organization/International Chapter and Roles

        - Local Chapter and Roles
        - Other Board Experience
    - Credentials
        - Professional Experience, Firm type, and size.
        - Link to Candidate Website (Optional)
        - Link to LinkedIn profile (Optional)

Live Candidate Speech Transcript: A transcript of candidates' speeches must be reviewed and approved before the Leadership Summit. The President-elect's position speech is to be five (5) minutes max, and all other positions' speeches are to be three (3) minutes max. Speeches shall be verbal only; the use of media or other presentation materials, including video, slides, music, or similar aids, is prohibited. A digital timer will be visible to candidates to count down for them. See the timeline for submission deadline.

Letter of Support: Per Rules of the Board, Section 6.4: "*Each candidate shall also obtain a letter of support from the candidate's chapter or state organization or as applicable, the International Component*." Letters shall not be more than two (2) pages. If from the candidate's chapter, the state organization or International Component should be copied, so they are aware of the candidacy. See the timeline for submission deadline.

Candidate Petitions: Candidates must submit petitions from three (3) different components, each of which must include the signatures of six (6) component members. In addition, candidates must submit a printed or typed list containing the names and AIA membership numbers of each signing member. Only the signatures of Architect or Associate members, including Members Emeritus, are valid. Associate members may not count for more than one-third (1/3) of the required signatures on any single petition. Candidates should not approach more than five (5) different components to sign petitions. Candidates may not sign their own petition. See the timeline for submission deadline.

Recorded Speech: "Registered candidates for election as officers or At-large Director shall be invited to submit one (1) recorded speech to be made available by the Institute to each component and prospective delegates in advance of the annual meeting. Recorded speeches shall be subject to uniform time limits by position, submission deadlines, content requirements, and distribution procedures established by the Secretary."

- Candidates for President-elect should make their recorded speech no longer than five (5) minutes maximum, and all other positions should be no longer than three (3) minutes maximum.
- Subtitles should be included in the MP4 file at the bottom of the screen.
- Candidates name and office they are running for should be included on all videos, in the top left corner: *i.e.*

  Jane Smith, FAIA
  Candidate for At-large Director

- Do not include background music.
- The focus is on the candidate and their campaign; this means no cutaways to images or secondary video. Do not include additional guests.
- Speech must align with AIA and its values.
- Per the Rules of the Board, Section 6.4: "*Recorded speeches hosted by the Institute shall be reviewed for compliance with these Rules and other applicable Institute policies. If a recorded speech does not comply, the candidate shall be notified and, if time permits before the submission deadline, afforded an opportunity to submit a corrected version. If a compliant recording is not submitted by the applicable deadline, the Institute shall not host the recorded speech*."
  "*These provisions apply only to recorded speeches hosted or distributed by the Institute as part of the official election process and do not prohibit candidates from posting campaign videos on non-Institute platforms, provided such communications otherwise comply with these Rules*."
- See the timeline for submission deadline.

Campaigning rules

Start of a Campaign: Candidates may publicly declare their intended candidacy as permitted under Section 6.4 of the Rules of the Board. Candidates become subject to the campaign rules and procedures upon providing written notice to AIA of their intent to seek national office or making a public declaration of intended candidacy.

> Until registration as a candidate is confirmed, individuals who have declared their intended candidacy may not make other public statements regarding their intended candidacy, except as permitted under the Rules of the Board, including declarations of intended candidacy and communications necessary to coordinate component nominating petitions or obtain a component letter of support.

Candidate registration

Per the Rules of the Board, Section 6.4:

> "*Candidate Registration Process. The Institute shall establish a candidate registration process for individuals seeking election as officers or At-large Directors at a meeting of the Institute. The registration process shall provide a uniform pathway for candidates to receive ballot eligibility, and Institute-supported election services, including candidate communications, recorded speeches, interviews, election-related reimbursements, and other services established in these Rules or by the Secretary pursuant to these Rules. For purposes of Section 6.11 of the Bylaws, acceptance of a completed candidate registration shall constitute nomination by petition*."
>
> "*To become a registered candidate*:"
>
> "*Each individual who declared intended candidacy must sign and return to the Secretary the AIA Volunteer Leadership Agreement agreeing to abide by the campaign rules and procedures, acknowledge and comply with AIA policies outlined in the agreement, and certify that neither the candidate individually nor any firm of which the candidate is an owner or manager employs unpaid intern architects, including working students (as defined in Section 11.0). Candidates' disclosures shall be submitted for legal counsel review to determine, in coordination with the Secretary, if the candidate is eligible to proceed with candidacy*."
>
> "*Registered Candidate Eligibility. An individual whose candidate registration is accepted in two (2) consecutive election cycles shall not be eligible to participate in the candidate registration process for any office for the following two (2) election cycles, unless elected during either of those election cycles. For purposes of this Rule, participation in the candidate registration process begins upon acceptance of a completed candidate registration and shall be deemed to continue through the conclusion of the election process, regardless of whether the individual withdraws as a candidate before the election*."
>
> > "*If the Secretary determines that a declared candidate would be ineligible for election, the Secretary shall inform the declared candidate and the Board, and the candidacy will not be permitted to go forward for registration*."
>
> "*Transition Provision for Registered Candidate Eligibility. For purposes of these Rules, participation in the 2025 and 2026 candidate certification process under the Rules in effect prior to October 1, 2026, shall be deemed registered in the candidate registration process*."

In plain language: Individuals who participated in the candidate certification processes in both 2025 and 2026 and were not elected are ineligible to register as candidates in the 2027 election cycle. They may instead: (1) seek floor nomination for an open officer position in accordance with the Bylaws and Rules of the Board; (2) seek election as a At-large Director from the Strategic Council; or (3) wait until the 2029 election cycle to register as a candidate

"*Registration of Candidates. The Secretary or designee shall establish the validity of all declared nominations by verifying each candidate's declaration and signature of agreement to abide by the campaign rules and the validity of the nominating petitions. When the Secretary or designee has confirmed that the petition signers are qualified and that the candidate is in compliance with all relevant provisions of the Bylaws and these Rules, the Secretary or designee shall confirm the candidate's nomination and enter the candidate on the official register of candidates and notify the membership and the candidate of the candidate's registration*."

Communications & electronic media

- Candidates are encouraged to campaign thoughtfully and respectfully by using appropriate communication channels, avoiding excessive outreach, and focusing on meaningful engagement.
- Electronic Media. Candidates are permitted to create and maintain, at their own expense, websites and social media accounts in support of their candidacy.
- Materials Provided to Registered Candidates. Each registered candidate shall receive the names, telephone numbers, and e-mail addresses for anticipated delegates, to include members of the Board of Directors, members of the Strategic Council, component presidents, component presidents-elect, and CACE members , as a mergeable/sortable electronic database.
    - This document is strictly confidential and should not be shared or used for purposes other than the candidate's communications.
- There shall be no restriction on the number of e-mail or other electronic communications by candidates to members of the Board of Directors, members of the Strategic Council, component presidents, component presidents-elect, or members of CACE; provided that such communications are made in connection with the candidate's campaign in the current election cycle.
    - Candidates should be respectful of recipients' inboxes and coordinate communications appropriately during the campaign period.
    - Sending multiple emails to the same recipients in the same week is discouraged.

Candidate appearances

Candidate appearance approval process

- Candidates shall notify the Institute Secretary and the staff Corporate Secretary promptly upon receiving an invitation that may constitute a candidate appearance. The notification should include the invitation and available information about the event's purpose, audience, format, location, and proposed role of the candidate.
- The Institute Secretary shall determine whether the proposed activity constitutes a candidate appearance and whether approval is required under the applicable Rules.
- When approval is required, candidates shall provide any additional information requested by the Secretary and shall not accept or confirm the appearance until approval is received.
- For appearances subject to equal-invitation requirements, the inviting organization is responsible for inviting all candidates for the same office. AIA staff may remind the inviting organization of this requirement and coordinate with the host as needed.
- The Institute Secretary shall determine whether the proposed appearance and any conditions of participation comply with the applicable Rules. Approval may be subject to conditions necessary to ensure equitable treatment of candidates.
- The Secretary's determination and any conditions of approval shall be communicated to the candidate and, as appropriate, the inviting organization. AIA staff may assist with documenting the determination and communicating the decision.

"*Except as directed by the Secretary or otherwise permitted under these Rules, candidates shall not make candidate appearances outside their own states or as applicable, the International Component, and non-member candidates may not make candidate appearances outside the states in which they reside. A candidate may accept other speaking engagements as an individual, provided the candidate is not introduced as a candidate and does not engage in campaign-related activities in conjunction with such engagements*."

- "*Criteria for Candidate Appearances. In determining whether to approve candidates' appearances outside their own states or as applicable, the International Component, the Secretary may consider all relevant factors, including the following*:"
    - "*If a component or other AIA body takes the initiative to invite candidates to appear before it even if one (1) or more of the candidates are not from the state or, as applicable, the International Component where the appearance will take place, candidates may be permitted to make such appearances provided each candidate for the same office is invited. This general approval applies whether the appearance is in person or conducted virtually/remotely*."
    - "*Candidates must demonstrate good cause for the Secretary to approve an appearance by the candidate in a state other than the candidate's own state, or as applicable, the International Component*."

Restrictions at Leadership Summit & the Conference on Architecture

- Notify the Institute Secretary and the staff Corporate Secretary of invitations to other than your home state events at Leadership Summit.
- "*Except as approved by the Secretary, no candidate shall serve as a speaker, presenter, or moderator or in any similar role at Leadership Summit or the Conference on Architecture. Nothing herein shall be construed, however, as precluding candidates from fulfilling duties inherent in their roles as AIA officers or directors*."
- "*Meetings and Social Functions. Except as otherwise provided, a candidate may accept an invitation to attend or participate in any capacity at any event at Leadership Summit and the Conference on Architecture at the candidate's own expense, and as long as all candidates for the same position(s) have been invited equally. The Secretary, however, shall have the authority to set conditions on candidate participation in such events to the degree appropriate to ensure equitable fairness to each affected candidate*."
- Restricted attendance at certain Leadership Summit sessions:
    - Some sessions are designated only for:
        - CACE members
        - Component Presidents
        - Component Presidents-Elect
    - Candidates who are not attending in one of those roles should not:
        - Attend the session.
        - Wait immediately outside the session.
        - Approach attendees during scheduled breaks.

Campaign events

- All candidates will be invited to speak at AIA's Leadership Summit (See timeline for date) to initiate their candidacy.
- AIA, its components, and member groups will initiate and organize interviews, forums, and/or town hall events; all candidates for each board position must be invited and available to participate.
    - General Rule: Any campaign event initiated by AIA, a component, or another AIA-affiliated body must provide equal participation opportunities to all registered candidates for the same office.

- Scheduled Engagement Types:
    - In-person meetings
    - Virtual conversations (*i.e.*, Zoom, Teams)
- Individual Scheduled Engagement:
    - One-on-one engagement is always allowed.
    - Candidates may reach out directly to members/delegates/interested parties or vice versa.
    - An engagement involving three or more individuals that is scheduled or organized as a meeting constitutes a group engagement. Incidental conversations and informal interactions, including those occurring at AIA functions, do not constitute group engagements under this requirement.
- Group Scheduled Engagement:
    - Group engagement could be with members from a single-component, multiple-components, and/or member groups.
    - Copy boardofdirectors@aia.org on all invitations to registered candidates. Registered candidates must also copy these accounts when responding.
    - Group Engagement Formats:
        - Candidate Interviews
            - Individual Candidate interviews for a single office are allowed, provided all candidates for that office receive an interview.
            - All registered candidates for the same office must receive equal invitation opportunities.
            - Each registered candidate is given a unique time to engage with attendees. Candidates and the host must reach agreement on a mutually agreeable time to meet.
            - Both parties must attend. Candidate no-shows must be rescheduled, out of fairness to other candidates who have interviews scheduled. The Institute Secretary can waive this requirement after two no-shows.
        - Candidate Forums
            - Candidate forum for a single office
                - Group interviews
                - All registered candidates running for the same office are invited and participate at the same time.
            - Candidate forum for all offices
                - Group interviews
                - All registered candidates running for office are invited and participate.
            - For both forum types:
                - Candidates and the host must reach agreement on a mutually agreeable time to meet.
                - Candidate no-shows do not require the event to be canceled.
                - If a follow-up interview is scheduled to accommodate no-shows, then equal time 2nd interview needs to be provided to all candidates for that office.
- Official AIA Town hall
    - All registered candidates are invited
    - Delegates may submit questions of candidates in advance of the town hall
    - All registered candidates may be given time for a presentation
    - Moderator asks submitted questions to each candidate
- Delegate caucuses
    - All registered candidates are invited
    - Delegates may submit questions to candidates in advance of the caucus
    - Caucus moderator asks submitted questions to each candidate

AIA meetings & official functions

- Leadership Exchange Calls. Registered candidates may participate in Leadership Exchange calls and other AIA meetings due to their volunteer roles.
- Do not campaign during official AIA meetings. Candidates should not announce their candidacy during those meetings or use official AIA meetings as a campaign platform.
    - Q&A sessions are not campaign opportunities
        - Candidates may attend governance town halls and educational sessions.
        - Candidates may ask questions.
        - Candidates should be mindful of the amount of time they use during Q&A.
        - Candidates should not use Q&A time to promote their platform or candidacy.
        - Candidates should avoid behavior that could be perceived as campaigning during member engagement sessions.
- "*Attendance at Meetings. Declared candidates may attend national programs prior to the annual meeting. Registered candidates shall be reimbursed for their individual travel expenses, on the same basis as Board members and in accordance with AIA policy*."
- "*Candidate Attendance at Business Meetings. At national programs and at the annual meeting, each candidate may attend business meetings sponsored by that candidate's state, or as applicable, the International Component. A candidate may also attend any business meetings sponsored by other states or as applicable, the International Component, if all candidates for the same positions are equally invited*."
- "*Parties for Candidates. Parties or similar events in support of a candidate are not permitted at AIA meetings and events*."

Campaign materials & promotional items

- "*At least thirty (30) days prior to the annual meeting, each registered candidate's photograph, biography, and statement of philosophy shall be published. The Secretary shall set requirements of length and format that are uniform for all candidates and may edit material that does not conform to meet space requirements. AIA may publish such other campaign information provided that candidates for the same office receive equivalent coverage. The AIA Annual Meeting Delegate Information Booklet shall contain such candidate information as the Secretary directs. The AIA shall not distribute any other information about candidates except as specifically provided herein*."
- "*Campaign Literature. Neither candidates nor their supporters shall display or distribute campaign literature, buttons, or other collateral at AIA meetings and events*."

Candidate support by others

- "*Candidate Support by Directors. Members of the Board of Directors and officers-elect are prohibited from campaigning for, promoting, or otherwise publicly supporting any candidate for AIA office, including the Board of Directors, or the Strategic Council*."
- Activities that could be construed as campaigning for or promoting a candidate include sending emails and making phone calls on behalf of the candidate, and social media engagement specifically on candidacy related postings.

Campaign violations

- "*A violation of the campaign rules and procedures shall be brought to the attention of the Secretary. The Secretary shall notify candidates when violations are reported in writing. Repeated failure to abide by the rules shall result in disqualification of a candidate*."
    - When a violation is reported in writing, the Secretary will notify the candidate of the reported violation.
    - The candidate will be provided an opportunity to respond before the Secretary determines what action, if any, is warranted.

- In evaluating a reported violation, the Secretary may consider its nature and severity, whether it was inadvertent or intentional, whether it was corrected, and whether prior violations have occurred.
- Where appropriate, the Secretary may direct corrective action or provide a warning.
- The Secretary will document the determination and any action taken.

Frequently asked questions

Q. May a component president or executive director have a one-on-one conversation with a candidate?
A. Yes.

Q. If a component sponsors a candidate event, must all candidates be invited?
A. Yes. At a minimum all candidates for that office must be invited. The event could be organized as individual interviews or a group forum/townhall.

Secretary's authority and staff coordination

The Institute Secretary exercises the authority assigned to the Secretary under the Bylaws and Rules of the Board, including authority relating to candidate appearances, participation in candidate events, and enforcement of campaign rules. AIA staff provide administrative support and coordinate the candidate process under the Secretary's direction. Staff coordination does not independently confer decision-making authority assigned to the Secretary. Where the Rules permit the Secretary to designate another individual to act on the Secretary's behalf, the scope of that individual's authority is limited to the designation.

> Staff Corporate Secretary: AIA’s staff member serving in the Corporate Secretary role, as distinguished from the elected Institute Secretary.

Questions

Questions about the candidate process should be directed to the Institute Secretary at boardofdirectors@aia.org.

2027 Candidate Petition Form

We, the undersigned members of the AIA in good standing of

_____,

(Name of AIA local chapter, state organization, or AIA International component)

do hereby nominate

_____

(Name of candidate)

for the office of

_____

(Title of position)

of The American Institute of Architects.

	Printed Name	**Signature**	**AIA Member number**
1			
2			
3			
4			
5			
6			

Candidates may not sign their own petition.
Submit by Friday, March 19, 2027 - 5:00 pm ET, through the Candidacy Portal.

Any questions, you may email Institute Secretary Jonathan Matthew Taylor, AIA
c/o Caitlin Couture, CAE, Vice President, Governance & Awards at boardofdirectors@aia.org.