



AIA International Region

NOTICE OF ANNUAL MEETING OF MEMBERS

The 2016 Annual Meeting of the members of the AIA International Region will take place Thursday, May 19, 2016, commencing at 2:00 p.m. (U.S. Eastern Daylight Time), in Room EV214, Pennsylvania Convention Center, 1101 Arch Street, Philadelphia, Pennsylvania 19107, USA. The meeting will be conducted for the purpose of nominating and electing the Secretary whose term expires at the end of 2016; for receiving the annual reports of the Board and the Treasurer; and for the transaction of such other business as may be appropriate.

All members of the AIA International Region are invited to attend.

For additional information, contact AIA Senior Vice President and General Counsel Jay Stephens, Hon. AIA, at jstephens@aia.org, or Emily Dorey, Director, International and Unstaffed Components, at emilydorey@aia.org. Additional information will also be available soon on the AIA International Region's Web Site at www.aiainternational.org.

LESTER KORZILIUS, FAIA, RIBA
SECRETARY
AIA INTERNATIONAL REGION
MARCH 1, 2016

**ADDITIONAL INFORMATION REGARDING
ANNUAL MEETING OF MEMBERS**

1. **Eligible Members.** You are eligible to participate in the 2016 Annual Meeting of the members of the AIA International Region if:
 - a) You are in good standing as an Architect member, Associate member, International Associate member, Fellow, or Emeritus member of the American Institute of Architects; **and**
 - b) You reside or work outside the United States; **and**
 - c) You are not assigned to any AIA chapter, **or** you are assigned to one of these AIA chapters:
 - AIA Continental Europe
 - AIA Hong Kong
 - AIA Japan
 - AIA Middle East
 - AIA Shanghai
 - AIA UK

2. **Participation in the Meeting.** The meeting will begin promptly on Thursday, May 19, 2016, at 2:00 p.m. (U.S. Eastern Daylight Time). If you are eligible to participate in the meeting (see Item 1, “Eligible Members,” above), you may attend in any of these ways:
 - **In Person.** You may attend the meeting in person by going to Room EV214, Pennsylvania Convention Center, 1101 Arch Street, Philadelphia, Pennsylvania 19107, USA, at the date and time shown above.
 - **By Telephone.** You may also participate by telephone. If you intend to participate by telephone, please contact AIA Senior Vice President and General Counsel Jay Stephens, Hon. AIA, at jstephens@aia.org or by fax to +1-202-626-7426, no later than Friday, May 6, 2016, at 5:00 p.m. (U.S. Eastern Daylight Time). We will then provide dial-in instructions to you.
 - **By Proxy.** If you are unable to attend the meeting in person or by telephone, you may select an eligible member attending the meeting to represent you by proxy and to vote on your behalf. You may do so by printing, filling out, and signing the proxy form found at www.aiainternational.org, and sending it to AIA Senior Vice President and General Counsel Jay Stephens, Hon. AIA, at jstephens@aia.org or by fax to +1-202-626-7426. (If you are unable to use the proxy form, you may simply send your proxy instructions in an e-mail or fax to Jay Stephens.) All proxy forms/instructions must be received no later than Friday, May 6, 2016, at 5:00 p.m. (U.S. Eastern Daylight Time).

- **By Electronic Vote/Proxy.** If you are unable to attend the meeting in person or by telephone, you may also indicate your preference for a candidate for Secretary electronically and select an eligible member attending the meeting to represent you by proxy and to vote on your behalf. Further information on electronic voting will be available shortly. All electronic voting/proxying must be completed no later than Friday, May 6, 2016, at 5:00 p.m. (U.S. Eastern Daylight Time).

Five percent of the membership entitled to vote shall constitute a quorum for the transaction of any business. Every decision at the meeting shall be by a majority vote of those eligible members who are present and voting either in person, by telephone, by proxy, or by electronic vote/proxy.

- 3. Business at the Meeting.** The following business will be conducted at the meeting:
- a) Annual Reports of the Board of Directors and the Treasurer.
 - b) Election of Secretary (2017-2018). (See Item 4, “Nomination and Election of Secretary,” below.)
 - c) Other Business, as appropriate.

Written minutes of the meeting shall be kept by the Secretary and thereafter filed in the AIA International Region’s records.

- 4. Nomination and Election of Secretary.** The eligible members at this meeting will elect a new Secretary, who will serve in that capacity from January 1, 2017, through December 31, 2018.

A corporate officer of the AIA International Region, the Secretary records all actions taken at meetings of the Board of Directors, and performs other duties assigned by the President or by the Board of Directors.

Any member eligible to participate in the Annual Meeting may be nominated for Secretary. (See Item 1, “Eligible Members,” above.)

Nominations for Secretary may be submitted:

- by the Board of Directors; **or**
- by any AIA chapter located outside the United States; **or**
- through a petition containing the signatures of ten eligible members. (See Item 1, “Eligible Members,” above.) A copy of the petition may be found at www.aiainternational.org. If not

all the nominating members are able to sign one petition form, multiple forms may be used to collect the required ten signatures.

All nominations should be submitted to AIA Senior Vice President and General Counsel Jay Stephens, Hon. AIA, at jstephens@aia.org or by fax to +1-202-626-7426. All nominations including the candidate biography and platform (final page of this notice) must be submitted no later than April 1, 2016, at 5:00 p.m. (U.S. Eastern Daylight Time).

The Secretary will be elected by a secret ballot of those present and voting at the meeting (including those represented by proxy or by electronic vote/proxy). The candidate receiving a majority of the votes cast for the office will be elected. If no candidate receives a majority of the votes cast on the first ballot, a runoff ballot will take place between the top two vote recipients from the first ballot.

For additional information, contact AIA Senior Vice President and General Counsel Jay Stephens, Hon. AIA, at jstephens@aia.org, or Emily Dorey, Director, International and Unstaffed Components, at emilydorey@aia.org.

**AIA INTERNATIONAL REGION
2016 ANNUAL MEETING OF MEMBERS
PROXY AUTHORIZATION FORM**

I, _____ (Member # _____), do hereby
authorize _____ (Member # _____) to
represent and cast all votes by proxy on my behalf at the 2016 Annual Meeting of the AIA
International Region.

Signature

Date

**AIA INTERNATIONAL REGION
2016 CANDIDATE NOMINATING PETITION**

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

do hereby nominate

(Name of nominee)

for the office of Secretary of the AIA International Region.

PRINTED Name	Signature	Member Number
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____

**COMPLETED PETITIONS SHOULD BE SENT TO:
Jay Stephens, Hon. AIA,
at jstephens@aia.org or by fax at +1-202-626-7426
NO LATER THAN 5:00 P.M. ON FRIDAY, APRIL 1, 2016.**

**If you have any questions, please contact
Jay Stephens, Hon. AIA, at +1-202-626-7379, or at jstephens@aia.org.**

Candidate for 2017-2018 Secretary
[Name, AIA Designation]
[Chapter]

Picture
(send file separately)

Formal head-and-shoulders photo (preferably color)

Prefer .tiff format at a resolution of 300dpi

[Name, AIA Designation]

(Note: 450-word max.)

[Insert **AIA Relevant Experience**: past AIA activities and posts (*please include elected offices, committee experience, dates*); other architecture-related activities (*please include dates*); community activities (*please list up to five organization(s) and date(s) of involvement, as well as any offices held*); other activities of note.]

[Insert **Platform**: What you intend to do during your term as Secretary, planned initiatives, agenda, etc.]

[Insert **Professional Background here**: education; military experience; professional experience (*include firm names and dates*); states in which you are licensed]

COMPLETED BIO/PLATFORM SHOULD BE SENT TO:
Jay Stephens, Hon. AIA,
at jstephens@aia.org or by fax at +1-202-626-7426
NO LATER THAN 5:00 P.M. ON FRIDAY, APRIL 1, 2016.

If you have any questions, please contact

Jay Stephens, Hon. AIA, at +1-202-626-7379, or at jstephens@aia.org