

4.6 Meetings.

4.6.1 Meeting Type. A Committee or Advisory Council may meet, either in full or in part, in person, by phone, by online conferencing service, or by other similar electronic means. A Committee or Advisory Council may act by exchange of emails or written communications if all members agree.

4.6.2 Notetaking at Meetings. During meetings, the use of any AI/proxy notetaking tools is prohibited, unless explicitly approved by the Presiding Officer and/or Chair. Participants are expected to rely on traditional methods of notetaking to ensure the confidentiality and security of the discussion.

4.7 Honors Committee.

4.7.1 Committee Purpose. The Committee is responsible for recommending to the Board those individuals upon which AIA Virginia should bestow an AIA Virginia honorary award.

4.7.2 Membership. The Honors Committee shall be composed of the following members: the chair, who shall also be a Fellow or a Past President of AIA Virginia; two Fellows of the Institute; two Past Presidents of AIA Virginia; and eight at-large members of AIA Virginia. At least two at-large members should be a former honoree in any category who is neither a Fellow nor a Past President of AIA Virginia. Each member shall serve for two years and terms shall be staggered. The terms shall be staggered so that six members rotate off the Committee each year. Members shall not be eligible for reappointment for one year following the expiration of a term. The chair shall be appointed by AIA Virginia President for a one-year term.

4.7.3 Duties. The Committee shall work annually to enable AIA Virginia to recognize, encourage, and honor distinguished achievements that constitute a beneficial influence on the built environment and/or the profession of architecture. The Committee shall bring annually to the Board a series of recommendations for honors and awards to be bestowed as selected through processes outlined in the Administrative Procedures document. All honor and award nominations made by the Committee must be approved by the Board. The Board may, under unusual circumstances and at its discretion, make additional honor and award nominations.

4.7.4 Meeting Notice. The Committee shall provide meeting notice to the members of the Committee at least twenty-one (21) calendar days before the date fixed for the meeting.

4.7.5 Meeting Frequency. The Committee shall meet as often as necessary to carry out the responsibilities of the Committee. The Committee shall meet at least once each calendar year.

4.7.6 Meeting Quorum. The Committee may only act to approve final honor and award nominations if at least nine (9) members vote to approve the nomination.

4.7.7 Voting. The Board may establish different voting thresholds for each honor or award category.

4.7.8 Nominating Procedure. The Committee shall request nominations from AIA Virginia members, components, and Board members. All submitted nominations must be in the form approved by the Committee. Forms shall be those created by and issued by the Committee from time to time. The Committee may, but is not obligated to, consider any submission which is incomplete, which fails to comply with the Committee's nomination submission guidelines, or which fails to meet the submission deadlines. Nominators are