

MOTION | AIA Virginia Board of Directors
FRI 20 JUNE 2025

Item

AIA Virginia Notetaking Proxy Policy

Background

While our Governance Documents allow for virtual meetings and proceedings, proxy notetakers can present liability and concern from the potential for breaches in confidentiality and/or misrepresentation. Conceding that there are advantages to proxy notetakers (efficiency, convenience, accommodation, increased accessibility), it would be most prudent to have a default policy governing their use.

Proposed Policy

“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.”

Motion

That the Notetaking Proxy Policy be approved as presented, and that the Secretary be directed to commit this policy to the RULES.