

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 on~~ nominations if at least nine (9) members ~~vote to approve the nomination~~ are present.

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

responsible for selecting the appropriate category for a submission. The Committee is not obligated to reassign the category for a submission after the submission deadline.

4.7.9 Report of Nominations to the Board. Nominations from the Committee shall be made to the Board by the Committee chairperson. The report shall be in writing and all necessary background materials shall be available to the chairperson for his or her presentation to the Board, if necessary. Final action on the recommendations will be taken by the Board.

4.7.10 Ineligibility of Board or Committee Members for Honors. Current members of the Committee and current members of the Board are ineligible to receive any honor or award during their period of service.

4.7.11 Code of Conduct. No current member of the Honors Committee may be used as an advisor, a reference for an advisor, or a nominator.

4.8 Nominating Committee.

4.8.1 Committee Purpose. The Committee is responsible for recommending to the Board for approval candidates for each officer position and, when applicable, any director position which is selected by the Board. The Committee is chaired by the President-Elect and consists of the President, Immediate Past-President, and two (2) Non-Board Members-At-Large.

4.9 Audit Committee.

4.9.1 Committee Purpose. The Committee is responsible for managing the overall audit and financial review process for the Board. The Committee consists of five members: two (2) Officers, two (2) Directors, and one (1) Non-Board Member-At-Large. One of the Officer positions should be reserved for the Treasurer.

4.10 Secretary's Advisory Committee.

4.10.1 Membership. The Committee shall be composed of six members, one member from each component region of the state and the Secretary, who shall serve as chair. The Secretary annually recommends for approval by the Executive Committee two new members to serve two-year terms, each to be reaffirmed annually. Appointments are made by the President.

4.10.2 Duties. Among other matters on which the Secretary may seek advice, the committee shall work with sponsors of proposed resolutions to be offered before a meeting of AIA Virginia membership and formally requesting the Board to take a particular action.

4.11 Disaster Assistance Committee.

4.11.1 Committee Purpose. The Committee is responsible for managing the readiness of AIA Virginia for serving as second-responders in the Commonwealth after a natural disaster. The Committee is chaired by the AIA Virginia State Disaster Coordinator and consists of the Alternate State Disaster Coordinator, one member from each local AIA component and a representative from the Virginia Department of Emergency Management. The term of service is two-years and staggered so that three local AIA component representatives rotate off followed by two the next year.

4.11.2 Duties. The Committee shall meet at least once per year to review the number of

will be referred to the first meeting of the Boards following the meeting for consideration of ratification and implementation.

- 9.1.9 Notice of Resolution Ratification. Immediately after the meeting of the Board of Directors following the membership meeting, the Secretary shall report to each sponsor of a resolution the action taken on that resolution and, as appropriate, the assignment of responsibility for implementation of that resolution.

CHAPTER 10

HONORS AND AWARDS

10.1 The William C. Noland Medal.

- 10.1.1 The William C. Noland Medal is the highest honor bestowed by AIA Virginia, is for architects and is intended to honor a distinguished body of accomplishment, sustained over time, which spans a broad spectrum of the profession, and which transcends the scope of normal professional activities. Assigned Architect members of AIA Virginia are eligible.

- 10.1.2 Only one medal may be bestowed each year and requires eighty percent (80%) of the votes of the Honors Committee in attendance and voting ~~or with~~ affirmative a minimum of seven (7) votes to pass.

10.2 Award for Distinguished Achievement.

- 10.2.1 The Award for Distinguished Achievement recognizes either a singular achievement by an architect or the work of an entire career in any of the following: design, practice, education, service as a “citizen architect,” service to the profession, or initiatives to advance social justice, equity, diversity, or inclusion. Assigned Architect members of AIA Virginia are eligible.

- 10.2.2 Up to three awards may be bestowed each year. Voting requirements shall be the same as those for the Noland Medal.

10.3 The Fitz-Gibbon Architecture Firm Award.

- 10.3.1 The Fitz-Gibbon Architecture Firm Award is the highest honor bestowed by AIA Virginia to a Virginia-based architecture firm and is intended to recognize a firm which has consistently demonstrated outstanding and continuous contributions to the profession, to the community, and are known for the quality of their work. The firm must have been in practice for at least ten (10) years. Firms are eligible to be nominated again no fewer than 20 years after being honored with this award.

- 10.3.2 Only one award may be bestowed each year. Voting shall require sixty-seven percent (67%) of the votes of the Honors Committee in attendance and voting to pass.

10.4 The Architecture Medal for Virginia Service.

- 10.4.1 The Architecture Medal for Virginia Service is the highest honor bestowed by the Virginia AIA to a citizen of Virginia who is not eligible to be an architect and is intended

to recognize persons who have made significant contributions to architecture and the built environment.

- 10.4.2 Only one medal may be bestowed each year, but may be simultaneously given to more than one person. Voting requirements shall be the same as those for the Noland Medal.

10.5 Honorary Membership.

- 10.5.1 Honorary Membership is bestowed upon a person of esteemed character who is not eligible for membership in the Virginia AIA but who has rendered distinguished and exemplary service, over a sustained period of time, to architecture and the built environment within the domain of AIA Virginia.

- 10.5.2 No more than three honorary memberships may be bestowed each year. Voting shall require sixty-seven percent (67%) of the votes of the Honors Committee in attendance and voting to pass.

10.6 AIA Virginia Honors.

- 10.6.1 AIA Virginia Honors is bestowed upon organizations or individuals not eligible for membership who have inspired, influenced, or complemented the architecture profession in Virginia. Contributions may be made through allied professions, research, education, planning, legislation, architectural writing, the arts, and crafts.

- 10.6.2 Up to five awards may be bestowed each year. Persons who have previously been awarded Honorary Membership in AIA Virginia are not eligible for AIA Virginia Honors. Voting shall require sixty-seven percent (67%) of the Honors Committee in attendance and voting to pass.

10.7 Test of Time Award.

- 10.7.1 Test of Time Award recognizes architectural design of enduring significance that meets the following eligibility conditions:

10.7.1.1 The project shall be not less than 25 years nor more than 75 years from the date of initial construction.

10.7.1.2 The project should still carry out the original program in a substantial manner and must be standing as originally designed in appearance and in good condition.

10.7.1.3 The project must be located in the Commonwealth of Virginia.

- 10.7.2 The primary purpose of the award is to recognize the structure(s) itself and not necessarily the architect, owner or tenant (who may indirectly receive publicity by the awards.)

- 10.7.3 Only one award may be bestowed each year. Voting shall require sixty-seven percent (67%) of the Honors Committee in attendance and voting to pass.

10.8 Virginia Emerging Professional Award.

- 10.8.1 The Virginia Emerging Professional Award recognizes the accomplishments of an

emerging leader in Virginia for their contributions to the profession in any of the following: design, research, education, service as a “citizen architect,” service to the profession, service to the community, or initiatives to advance social justice, equity, diversity, or inclusion.

- 10.8.2 Assigned Associate or Architect members of AIA Virginia who graduated from an accredited school of architecture no more than 15 years prior to the current year are eligible. Up to three awards may be bestowed each year. Voting requirements shall be the same as those for the Noland Medal.

CHAPTER 11

REPRESENTATION IN RELATED INSTITUTE ORGANIZATIONS

11.1 The Institute.

- 11.1.1 Delegates to Institute Meetings. The assigned members in good standing of AIA Virginia shall select the number of member delegates they are entitled to have represent them at meetings of the Institute from among the assigned members of AIA Virginia in the number prescribed in the Institute Bylaws in the manner set forth below.
- 11.1.2 Representation. AIA Virginia and its members shall be represented at meetings of the Institute as provided in the Institute Bylaws.
- 11.1.3 Nominations for Regional Representatives. Nominations for individuals to represent The Virginias Region on the Strategic Council are elected through a process as designated in the Regional Bylaws.
- 11.1.4 Reports. The Secretary shall furnish the Institute with such reports as may be required from time to time; shall, at least annually, furnish the Institute Secretary with names and addresses of all officers and assigned members of AIA Virginia required to keep the Institute's records up to date and complete; and shall periodically report all resignations, requests for transfers, or defaults of its assigned members.

(End)