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# 1. Delegate Business Schedule

**Wednesday,  
June 5, 2019**

11:00am–12:00pm  
**Onsite Delegate Accreditation**

AIA Accreditation & Voting  
Registration area  
Las Vegas Convention Center

(See Accreditation and Voting Procedures, below, regarding advance online accreditation option.)

**Wednesday,  
June 5, 2019**

1:00–2:00pm  
**Candidate Speeches**

Hall N1  
Las Vegas Convention Center

2:15–3:15pm  
**Regional Caucuses**

(See rooms listed below)  
Las Vegas Convention Center

Room N201  
California, Middle Atlantic, New Jersey, North Central States, Ohio  
Valley, and South Atlantic Regions

Room N209  
Central States, Florida/Caribbean, Michigan, New York, Northwest and  
Pacific, and Virginias Regions

Room N219-N220  
Gulf States, Illinois, New England, Pennsylvania, Texas, Western  
Mountain, and International Regions

*(see next page)*

**Wednesday,  
June 5, 2019**

3:45–5:45pm

**AIA Annual Meeting**

**Voting on Bylaws Amendments and Resolutions, and Consideration of Other Business**

Hall N1

Las Vegas Convention Center

**DELEGATES WHO FAIL TO CLAIM THEIR VOTING KEYPADS AND TO USE THEM TO REGISTER THEIR PRESENCE AT THE START OF THE ANNUAL MEETING WILL NOT BE ABLE TO VOTE AT THE MEETING.**

**Thursday,  
June 6, 2019**

8:00am–1:30pm

**Voting for Officers and At-large Director**

AIA Accreditation & Voting

Registration area

Las Vegas Convention Center

**Friday,  
June 7, 2019**

9:30am–1:30pm

**Voting—Runoff Election for Officers** (*if necessary*)

AIA Accreditation & Voting

Registration area

Las Vegas Convention Center

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## 2. Accreditation and Voting Procedures

### Duties of the Credentials Committee

The Credentials Committee, in conjunction with the Institute Secretary, is charged with overseeing the accreditation of delegates and balloting for the election of officers. The staff at the accreditation desk will refer disputes or problems to the committee for decision.

Following the close of accreditation, the committee reviews and certifies the credentials report before it is presented to the convention. The credentials report will be presented on Wednesday, June 5, 2019, during the annual meeting, for acceptance prior to voting on business items.

### Accreditation

Delegate votes are allocated to each chapter according to a formula in the Bylaws based on the number of its assigned Architect and Associate members in good standing.

Chapters will have an opportunity to accredit their delegates before arrival at the convention. Online accreditation will go live on or about April 8, 2019; information will be shared in “Component Update.”

If the chapter instead prefers to have its delegates accredited onsite, it can still do so. One delegate card will be sent to each chapter prior to the annual meeting (mailed on or about April 8, 2019), to be photocopied and distributed as the chapter decides. Each chapter may elect to distribute its delegates’ votes among members attending the conference or have the votes all held by one individual, such as the chapter president.

**However the chapter does it, every delegate must be accredited to vote at convention by 12pm on Wednesday, June 5, 2019.**

To be able to vote, each delegate must wear a conference badge and appear at the accreditation and voting booth in the registration area at the Las Vegas Convention Center during the posted hours for voting (Thursday, June 6, 2019, 8:00am–1:30pm, and—if there is a runoff—Friday, June 7, 2019, 9:30am–1:30pm). **Note that each delegate must be accredited according to the process described above in order to be eligible to vote.**

*(see next page)*

**Accreditation,  
continued**

Each chapter's total votes are evenly divided among the accredited delegates (subject to rules concerning Associate members). For example, if a chapter has nine delegate votes which it distributes to three individuals who are Architect members, each individual's vote would count as three votes; if only one delegate is accredited from the chapter, only that person can cast the chapter's nine votes. (Note below, however, the rules on Associate members who serve as delegates.)

Associate members may serve as chapter delegates, but they may not be accredited to cast more than one-third of the votes of an AIA chapter.

Associate members may be accredited and vote, but their votes will not be counted until the chapter's Architect member delegate(s) has been accredited and voted.

Associate delegates should verify prior to coming to the conference that at least one (1) Architect member will also be accredited as a delegate and attend the convention to cast a vote.

**Voting for  
Officers**

If an accredited delegate (Associate or Architect member) does not vote in the election of officers and the At-large Director, the chapter loses that portion of its voting power.

Voting for officers and the At-large director will occur on **Thursday, June 6, at 8:00am–1:30pm** in the accreditation and voting booth in the registration area at the Las Vegas Convention Center.

No voting for officers or At-large Director will be permitted after 1:30pm on Thursday, June 6, 2019, except in the event of a runoff election for the First Vice President or the Treasurer on Friday, June 7, 2019 (9:30am– 1:30pm).

**Voting for Bylaws  
Amendments and  
Resolutions**

Proposed Bylaws Amendments and Resolutions are debated and put to a vote at the annual meeting to be held **Wednesday, June 5, 2019, at 3:45–5:45pm**, in Hall N1 in the Las Vegas Convention Center.

Annual meeting voting is usually done by roll call vote (keypad voting), although a voice vote may also be taken. (See Voting at the Annual Meeting, below.)

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