NOTICE OF ANNUAL MEETING OF MEMBERS

The 2018 Annual Meeting of the members of the AIA International Region will take place Thursday, June 21, 2018, commencing at 2:00 p.m. (U.S. Eastern Daylight Time), in Room 1A04, Jacob K. Javits Convention Center, New York City, New York, USA. The meeting will be conducted for the purpose of nominating and electing the Secretary whose term expires at the end of 2018; 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.

SHERIF ANIS, AIA, NCARB, RIBA
SECRETARY
AIA INTERNATIONAL REGION
APRIL 4, 2018
ADDITIONAL INFORMATION REGARDING
ANNUAL MEETING OF MEMBERS

1. Eligible Members. You are eligible to participate in the 2018 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 Canada
      - 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, June 21, 2018, 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 1A04, Jacob K. Javits Convention Center, New York City, New York, 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, June 8, 2018, 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, June 8, 2018, at 5:00 p.m. (U.S. Eastern Daylight Time). You should provide only one proxy
form, and only the person to whom you have given your proxy may represent you. That person may not transfer the proxy to any other person.

- **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, June 8, 2018, at 5:00 p.m. (U.S. Eastern Daylight Time). You should select only **one** person as your proxy, and only that person may represent you. That person may not transfer the proxy to any other person.

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 the Secretary (2019-2020). (See Item 4, “Nomination and Election of the 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 the Secretary.** The eligible members at this meeting will elect a new Secretary, who will serve in this capacity from January 1, 2019, through December 31, 2020.

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 Friday, May 11, 2018, 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).

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
2018 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 2018 Annual Meeting of the AIA

International Region.

_________________________________________ __________________________________
Signature Date
AIA INTERNATIONAL REGION
2018 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.

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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. (U.S. EASTERN TIME) ON FRIDAY, MAY 11, 2018.

If you have any questions, please contact
Jay Stephens, Hon. AIA, at +1-202-626-7379, or at jstephens@aia.org.
Candidate for 2019-2020 Secretary
[Name, AIA Designation]
[Chapter]

(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); jurisdictions 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. (U.S. EASTERN TIME) ON FRIDAY, MAY 11, 2018.

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

AIA INTERNATIONAL REGION