INSTRUCTIONS FOR DELEGATES TO COUNCIL AND THEIR PROXIES

December 9, 2009

Delegates to Council are those AIA Members who have been designated as such according to Regulations Article V, section 1 (below) or who have been chosen by their AIA Societies to represent them. Delegates may vote on nominations and other items of business either at the Council meeting or by absentee ballot (provided). Delegates who are not attending the meeting may, if they choose, vote by absentee ballot and designate a limited proxy to attend the meeting and act in their place on items that are modified or proposed during the meeting.

The following are the regulations governing delegates to Council and instructions for voting and for designating proxies.

AIA Regulations pertaining to the Council are specific. To ensure your admittance to the meeting and the recording of your vote, please follow all instructions carefully.

REGULATIONS PERTAINING TO COUNCIL DELEGATES (Article V, Section I):

"The Council of the Institute, which shall manage, preserve and protect the property of the Institute and shall have full power to manage and conduct its affairs, shall consist of the *ex officio* members...the president, the honorary presidents, the vice presidents, the treasurer, the secretary of the Institute, the editor-in-chief of its journal, the presidents of the affiliated societies, and the chairmen of the managing committees of any American Schools founded by the Archaeological Institute of America in foreign countries for classical or archaeological studies and research [including those now affiliated with the voluntary association known as the Archaeological Institute of America] and the chairman of the Interest Group on New World Archaeology, the remaining members of the Governing Board, the General Counsel of the Institute, one delegate for each fifty Members-at-Large to be appointed by the President prior to the Annual Meeting to represent the Members-at-Large, <u>and those delegates designated annually by the members of the Institute in affiliated Societies as hereafter provided</u>.....<u>The delegate or delegates designated to represent an affiliated Society shall serve until the Executive Director receives notice of a new designation or designations from the secretary of such affiliated Society. This notice must be received by the Executive Director at least ten days before the scheduled date of the Annual Meeting</u>."

IF YOU ARE PLANNING TO ATTEND THE MEETING AS A DELEGATE:

- Please review your Council Packet so that you are familiar with the candidates, the proposed regulation changes and other voting items.
- You will receive a Final Ballot upon entering the meeting of Council.
- You do not need to present any other documentation to enter the meeting of Council.

IF YOU ARE <u>NOT</u> PLANNING TO ATTEND THE MEETING:

AIA regulations (Article V, Section 3) state that if an official Delegate cannot attend the meeting in person, the Delegate may vote absentee by completing the following steps:

(over)

- Complete your absentee ballot.
- Place the absentee ballot in a standard envelope (not included), sign the sealed envelope flap and print your name on the front of the envelope.
- O*ptional additional step*: Designate a Limited Proxy who can vote on any additional items that may arise at the Council Meeting, any proposals on the ballot that are modified during the meeting, and any positions for which a new nomination is made, including a floor nomination. To appoint a Limited Proxy, write the name of the Limited Proxy on the form provided, in addition to your name and your society. You may name an individual who is attending the meeting or C. Brian Rose, the President of the Institute, to serve as your limited proxy.
- Place your sealed ballot envelope and the Limited Proxy form in the larger envelope provided. If you wish to send your Limited Proxy form via e-mail, you may request an electronic version and send it to the Governance Coordinator, Aimee Fairclough (afairclough@aia.bu.edu).
- Mail both the sealed ballot and the Limited Proxy form, if used, in the return envelope by December 23 to the following address:

  AIA: Attn Aimee Fairclough
  656 Beacon St., 6th Floor
  Boston, MA 02215
- If you have designated a Limited Proxy please, give him/her your Council Packet for review.

Please note that absentee ballots and names of all proxies must be **received by the Executive Director at least 10 days before the meeting of the Council**, or by December 29, 2009. To meet the December 29 deadline, it is suggested that delegates mail their absentee ballots and proxy designations, if any, to the Institute by **December 23.** Special allowances will be made for emergency situations, but in all cases written verification of the proxy is required. Note also that if you vote by absentee ballot and do not designate a limited proxy *and* later decide to attend the meeting you will NOT be given a final ballot but you may vote on items that come up during the meeting.

INSTRUCTIONS FOR LIMITED PROXIES:

- The delegate who designated you as a Limited Proxy should have given your name to the Executive Director before the meeting. Your name will be placed on a list of limited proxies attending the meeting. The delegate should send you the packet of materials pertaining to the Council meeting for your information
- Present your name to AIA staff at the door of the Council
- As a limited proxy you will **NOT** receive a final ballot
- You will receive a card with the number of proxy votes you hold
- You may vote on: items that come up during the meeting and were not on the absentee ballot, items on the absentee ballot that are modified during the meeting, positions on the absentee ballot for which new nominations have been made.
- If vote is by a show of hands you should hold up the card with the number of proxy votes you hold so that your votes may be counted accurately.

All Delegates must agree to comply with the Regulations pertaining to the Council in order to serve. Delegates serve throughout the year and can be called upon to vote on issues and/or to participate in an emergency meeting between the Annual Meetings of the Council.