




### IMPORTANT NOTICE

**TO:** All Registered Architects in the Northern District of the State of Alabama  
**FROM:** Paula Pilgreen, *Executive Director*   
**Date:** May 16, 2024  
**RE:** Board Member Nomination Meeting

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The term of Board Member for the State of Alabama Board for Registration of Architects **Michael L. Chapman** will expire on July 18, 2024. Therefore, a Board Member Nomination Meeting will be held in the Northern District for the purpose of obtaining a list of three nominees to be submitted to the Governor for appointment. Please see below meeting date, time, and location.

Date: June 18, 2024  
Time: 10:00 a.m.  
Location: 320 Pelham Ave., SW  
Huntsville, AL 35801

#### IN ACCORDANCE WITH ALABAMA LAW, THE FOLLOWING ARE THE PROCEDURES:

From this group, six registered architects, who must be present at the meeting, will be nominated by the architects in attendance to join the Board members in forming the Nominating Committee for your district. If only six nominations are made, the group will be accepted by acclamation.

This Nominating Committee will then meet and nominate three registered architects to fill the four-year term as Board Member. The three nominees do not have to be present at the district meeting. The nominees may also be members of the Nominating Committee who reside and have their principal office in the Northern District. The list of three nominees will be forwarded to the Governor to select the appointee.

Each registered architect in the district is urged to attend the meeting. Each registered architect in the district present at the meeting is eligible to serve on the Nominating Committee. To be nominated for the Board Member seat, the actively registered architect must reside and have their principal office in the district.

Board Member duties include attending at least four Board meetings annually and attending NCARB meetings.

If after reviewing this notice, you have any questions, comments, or suggestions please contact me at [paula.pilgreen@boa.alabama.gov](mailto:paula.pilgreen@boa.alabama.gov). Thank you.