

AIA San Diego Urban Design Committee Structure (Revised January 16, 2008)
Adopted by Chapter Board of Directors on January 23, 2008

Name of committee:

AIA San Diego Urban Design Committee (UDC).

Purpose of committee:

The mission of the Urban Design Committee is to offer professional commentary to the AIASD Board on significant projects and issues involving urban design and its influence on the built environment in San Diego County.

Process:

- Issues and/or projects may come to the UDC for review in two manners:
 - o The UDC internally decides to review the issue/project and bring it to the Board for consideration.
 - o The AIASD Board requests that the UDC review the issue/project and bring it to the Board for consideration.
- Essentially, the Board can decide if it even wants to consider an issue/project or if it is appropriate for the Board to consider it. The Board may reject consideration of an issue/project that the UDC brings to the Board.
- The UDC is to give due notice to constituents/stakeholders around the issue/project that is being reviewed and give those constituents/stakeholders the opportunity to discuss or present to the UDC.
 - The UDC makes recommendations to the AIA San Diego Board that the Board takes a position on a project or issue. The position may include one of the following: Support, Opposed, No Position.
 - A regular, designated meeting time would be established and communicated to parties wishing to present to the UDC. Meetings would not be held if there were no issues/projects to discuss.
 - It will be the responsibility of the UDC to draft a decision point paper, discussing the issues or project, for Board review. This document will incorporate commentary including the background, relative issues, potential options, and a committee recommendation to the Board relative to Support, Opposition, or No Position. A copy of the suggested format for the decision point paper is attached.
 - In order for a position to be proposed to the Board, it would require a supermajority (66%) vote of the UDC.

Committee's Composition and Term:

The UDC shall be comprised of a minimum of a 5-person and a maximum of an 11-person voting committee. Of these, the committee shall be composed as follows:

- Minimum of 5 AIASD Members in good standing...1 serving as chair, one serving as vice-chair, and one serving as recording secretary of the committee.
- Maximum of 3 at-large representatives from related professional organizations.
- Voting committee members can be added during the year to reach the maximum of 11 total voting members (requires new voting member to attend at least 2 UDC meetings and be approved by the UDC voting members).

The AIASD UDC voting membership is designated by the Board for a one-year term. The UDC shall put forth a suggested slate of committee members to the AIASD Board each year prior to

the Board's annual retreat. It is recommended that recruitment for "at-large" representatives should be achieved through the assistance of the San Diego Council of Design Professionals.

General Responsibilities of UDC Voting Members:

- Voting members shall regularly attend monthly UDC meetings (minimum 75% attendance) or be subject to removal from the committee as a voting member.
- Each individual UDC member shall be assigned at least one "Design Issue" from the "Issues Matrix" during the year that he or she is responsible for researching and addressing as appropriate (i.e. – position paper, workshops, presentations to the UDC and AIASD BOD, etc.). This may include forming a subcommittee to assist the UDC member with the issue. The committee member responsible for the Design Issue shall bring forward an early position recommendation to the full UDC including the process for how the Design Issue will be addressed.
- Each UDC member will sign a letter of commitment relative to the general responsibilities of UDC voting members described above.

Additionally:

- UDC shall serve as a pro-active entity within the community, hosting events and programs that provide dialogue, education, and information-sharing, within the limits of the committee's annual budget.
- The UDC reports to the Advocacy Commissioner. As such, financial matters/budget items relative to this group will appear in the chapter budget within the Advocacy Commission and will be as "Urban Design Committee." Two line items will accompany this account: "UDC Expenses" and "UDC Income."

Miscellaneous: Other non-voting participants may be routed on meeting notices, agendas, etc.