



## **Policy - Procedure For Adopting A Position Statement**

AIA Orange County (AIAOC) may take a position (position statement) on issues that support its mission and goals as an organization. Position statements are approved by the Board of Directors via the following process.

### **Summary of Procedure**

**Presentation** - Issue is presented to the Board of Directors by a Board member, a current AIA, Associate, or Allied member, or a non-member in the form of a draft position statement. The statement shall be brief and specific, ideally fitting on one page via the following format:

- a. **ISSUE** - one paragraph defining the issue
- b. **POSITION** - one paragraph summarizing the position
- c. **DISCUSSION** - several paragraphs giving background information on the issue and the reason for the position.

**Action** – The Board of Directors will review and discuss the issue, including pros and cons, past decisions taken by the AIAOC on this or similar issues, and how the issue ties to the strategic goals and objectives of the Chapter. If time is of the essence, the Executive Committee may manage this review on behalf of the Board of Directors.

If the issue is one the Board of Directors wishes to pursue a position statement, the following steps may be taken:

- a. **NOTICE** - a notice will be published to the members in the AIAOC Update or a separate eblast, notifying the membership the issue is being reviewed by the Board of Directors and this posting is the opportunity for member feedback.
- b. **DISCUSSION** - guest speakers may be invited to an upcoming Board of Directors meeting or special meeting to provide further background on the issue. AIAOC members will be notified in the Update or separate eblast and are welcome to participate.
- c. **POSITION** - the board approves the position, and it is documented in the meeting minutes.

**Implementation** - Once a position is taken, the Executive Director/staff, or a member of the Board of Directors, (at the request of the Board) may communicate the position through a variety of activities, which may include (but is not limited to): publicize in the AIAOC Update, eblast, and/or social media; develop a position paper; provide testimony; issue a public statement; write letters and op-ed pieces; and/or form coalitions to lead advocacy efforts.

**At any time the Board of Directors may revisit the position statement for further action.**