

Call for Nominations 2008-2009 Board of Directors

February 29, 2008

Dear SMPS/LA Member:

There is no doubt that, in the face of an uncertain economy, now is the time to take advantage of opportunities to remain visible to your clients and peers. Doing so will be a key element for perpetuating your firm's success. This Call for Nominations is your chance to seize a golden opportunity! In the words of Demosthenes, a contemporary of Aristotle, "Small opportunities are often the beginning of great enterprises."

The future of our chapter and capacity to provide value to our membership lies in our ability to recruit and retain the talent of existing and up and coming leaders within our industry. SMPS/LA is run solely by members who volunteer their time and energy to the organization, and it is their collective talents that further Los Angeles as one of the largest, most creative and education-based SMPS chapters in the country.

Each year, the Call for Nominations is issued to solicit interest and participation from the membership for open Board positions. Members in good standing may be nominated for any of the elected positions that are currently available. Elected Board positions include the following:

1. Director-at-Large/Education
2. Director-at-Large/Membership
3. Director-at-Large/Programs
4. Director-at-Large/Sponsorship
5. Treasurer
6. Secretary
7. President-Elect

The Director positions are elected for a one (1) year term with a maximum of two (2) terms in each position. The Treasurer and Secretary are elected to a two (2) year term with a maximum of two (2) terms in each position. The President-Elect serves in that office for one (1) year and then automatically assumes the office of the President in the subsequent year. At the end of that term, each President remains on the Board for another year as immediate Past President.

Nominations are currently being accepted for the 2008-2009 term, which commences on September 1, 2008 and concludes on August 31, 2009. Currently, the President-Elect, Secretary and all Director positions are open for nominations. The Treasurer position will not be vacant until the 2009-2010 term.

Nominations for any of the elected positions may be self-proposed or by petition. Nominations must include all data as outlined in the attached Nomination Form and submitted on or before the closing deadline of April 30, 2008. The Nominations and Elections Committee will evaluate all nominations in accordance with the parameters and procedures outlined in the chapter's by-laws. The Committee will then identify a qualified slate of candidates that will be issued via ballot for election by the membership.

Refer to the attached Nomination Form for details on the nomination process, Board responsibilities and eligibility requirements. Please also note that additional volunteer opportunities are available and some Board appointments do not require a vote by the membership. For questions regarding volunteer opportunities or the nomination process, please contact me directly at 626-403-5870 or blittle@skadesign.com.

Seize your golden opportunity and submit your nominations today!

Thank you,

A handwritten signature in black ink, appearing to read 'BL', with a stylized flourish at the end.

Brandy Little
2007-2008 SMPS/LA President
Chair, Nominations & Elections Committee



Nomination Form
2008-2009 Board of Directors

In order for your nomination to be valid, you must provide all information as outlined below. You may make nominations for more than one position, but each nomination must be submitted separately. The deadline for submission of all nominations is **5:00 PM on Wednesday, April 30, 2008**. Submit nominations by fax, email or U.S. mail to:

SMPS/LA Nominations & Elections Committee
22815 Frampton Avenue, Torrance, CA 90501
Fax 310-257-6885
Phone 310-534-8711
Email info@smps-la.org

The 2007-2008 Board of Directors appreciates your support of SMPS. Best wishes for a successful endeavor!

A. Please indicate the position for which you are making this nomination:

- | | |
|--|--|
| <input type="checkbox"/> Director-at-Large / Education | <input type="checkbox"/> Director-at-Large / Membership |
| <input type="checkbox"/> Director-at-Large / Programs | <input type="checkbox"/> Director-at-Large / Sponsorship |
| <input type="checkbox"/> Secretary | <input type="checkbox"/> President-Elect |

B. Nominee Contact Information

Name & Title _____

Company _____

Address _____

Phone No. _____ Fax No. _____

Email Address _____

C. Eligibility and Qualifications

Please prepare and attach to this form a typewritten response to the following:

1. In what year did the nominee become a member of SMPS? This includes membership in any SMPS chapter.
2. Has the nominee ever been an officer of an SMPS Board of Directors? This includes participation on the Board for any SMPS chapter. If so, please indicate what position, dates of participation and chapter name.
3. Has the nominee ever served on an SMPS committee? This includes participation on committees for any SMPS chapter. If so, please indicate what committee, dates of participation and chapter name.
4. How many years of experience in the A/E/C industry does the nominee possess?
5. Has the nominee participated on a Board of Directors or committee for another professional organization? If so, please indicate what organization, capacity served and dates of participation. Please provide a brief overview of that role.
6. Personal Statement - In 250 words or less, please describe why the nominee would be a good candidate for the position. Include details regarding their current level of participation as a member of SMPS, as well as their views on current chapter issues and special areas of interest.

Nomination Form
Supplemental Information**A. Roles and Responsibilities**

All Board members must participate in monthly Board meetings and meet the minimum participation requirement as set forth in chapter by-laws. Additionally, Directors and Chairs are expected to conduct monthly meetings with their committees as necessary to successfully meet their respective goals.

1. Director-at-Large / Education

The Education Director is responsible for planning and organizing chapter education seminars. This includes recommending relevant topics, contacting and procuring appropriate speakers, identifying program goals and most effective format and coordinating necessary details with accommodations, sponsorship, and public relations committees. The Education Director also solicits feedback and prepares seminar evaluation summaries, which are used at the end of the term to assist the President in preparing the Annual Education Report for the National office.

2. Director-at-Large / Membership

The Membership Director is responsible for initiatives related to new member recruitment and member retention. This includes the planning and organizing of bi-annual new member events and the annual membership drive. The Membership Director oversees member recognition programs and serves as ambassador to welcome new and potential members attending seminars and programs. The Membership Director also tracks membership expirations, renewals and other statistics with National office, and serves as the point of contact for questions regarding membership and other member benefits.

3. Director-at-Large / Programs

The Programs Director is responsible for planning and organizing client panels, networking events and construction tours. This involves identifying industry trends, hot topics, key players and unique opportunities. The Programs Director sets program goals, determines optimal programming format, and ensures that necessary details are coordinated with accommodations, sponsorship, and public relations committees. The Programs Director also solicits feedback and prepares program evaluation summaries, which are used at the end of the term to assist the President in preparing the Annual Education Report for the National office.

4. Director-at-Large / Sponsorship

The Sponsorship Director is a strategic participant in the success of the Chapter's finances. The Sponsorship Director is focused on procuring sponsors for seminars, programs, special events as well as annual sponsorships. The Sponsorship Director coordinates sponsor benefits with technology and communications committees as required. The Sponsorship Director also follows up on sponsor satisfaction and makes recommendations to improve and supplement existing offerings.

5. Secretary

The Secretary is the official record keeper for the Chapter. As such, duties include the recording of minutes for all Board proceedings, keeping organized files of reports and official correspondence, administration of chapter by-laws, maintaining the speakers' bureau database and updating the mailing list. The Secretary also participates on the executive committee.

6. President-Elect

The President-Elect assists the President in carrying out the functions of that office, including presiding over meetings of the chapter and the Board of Directors in the President's absence. In the event that the office of the President becomes vacant before the term expires, the President-Elect shall assume the position. The President-Elect also participates on the Leonardo Awards Program sub-committee, chairs the Nominations and Elections Committee and serves as an ex-officio member of all standing committees. The President-Elect is active in recruiting volunteers, leads the planning and budgeting efforts for the subsequent term and

supports the President with other special projects as required. The President-Elect also serves on the executive committee.

B. According to Chapter By-Laws

3.4. Voting

3.4.1. Each regular and Distinguished Life member shall have one vote in all matters to be voted on by the members. Student members shall have no voting rights.

3.4.2. Any Regular member who has failed to pay the applicable dues at the time of any meeting of members or the date by which ballots are mailed from the Society shall not be entitled to vote. Unless applicable law requires otherwise, any action approved by the affirmative vote of a majority of the members entitled to vote at a meeting at which a quorum of 30 is present shall be the acts of the members. Proxy voting shall not be permitted.

3.4.3. All matters, other than the election of directors and officers, to be submitted to member for a vote at a meeting of members may be acted upon by written ballot sent by mail, in person at such meeting, or by written ballot sent by mail and in person, as determined by the Board of Directors. Voting for the election of directors and officers shall be only by written ballot.

4.1 Number, Qualifications, Powers

4.1.1. The property, affairs, and business of the Chapter shall be managed and controlled by its Board of Directors. The Board of Directors may be general resolution delegate to officers of the Chapter such powers as are provided for in these Bylaws.

4.1.2. The Board of Directors (sometimes referred to as the "board" and individual members thereof referred to as "director" or "directors") shall consist of the individuals currently serving as the President, the President-Elect, the Secretary, the Treasurer, the Immediate Past President, and four Directors-At-Large delegates.

4.1.3. To be eligible for election as a director, an individual must be a Regular or Distinguished Life member and must have been such a member for one year as of the date of the meeting at which the results of the election are to be announced. No individual may hold more than one directorship at any time nor have served as national president.

4.1.4. To be eligible for election as President-Elect, the individual must have served on the Board of Directors for one year or served as a committee chair for one year.

4.1.5. To be eligible for election as Secretary, Treasurer, or Director-At-Large, the individual must have served on a chapter committee for one year.