

# Municipal Design Review Network

## Governance

### Chaddick Institute for Metropolitan Development

243 South Wabash Avenue, Suite 9000  
Chicago, Illinois 60604-2302  
Phone: 312/362-5731 Fax: 312/362-5506  
E-Mail: mdrn@depaul.edu

## Charter/ By-Laws

### I. Advisory Committee Organization

- a. Twelve (12) Committee Members – each serves a 2 year term.
- b. First year of service as Committee member.
- c. Second year of service, eligible to serve as an officer of the Network.

### II. Committee Formation

- a. Nomination (or self-nomination) at Fall Committee Meeting.
- b. Appointments to be staggered on annual basis.
- c. Appointed by Chaddick Institute at annual meeting (January).
- d. One Chaddick representative member.

### III. Officers

- a. Elected by Committee members (same annual process).
- b. Designation: Chairman, Vice-Chair, Program Coordinator
- c. Chaddick staff will serve as Secretary.

### IV. Nomination Process

- a. The Chair will ask for applications from membership.
- b. An application will be considered from any new MDRN member who:
  - Writes a Letter of Interest stating reasons to serve, and
  - Submits a current Resume/Bio, and
  - Is recommended by at least two (2) other Committee members, and
  - Acknowledges the MDRNAC “Criteria for Advisory Committee Selection/Membership” section.

### V. Sub-groups

- a. Structured to consult on matters on behalf of full Committee.
- b. Three standing Sub-groups
  - Events
  - Membership
  - Communication
- c. Each Sub-group will have designated coordinators.
- d. Coordinators will be considered for officer succession.

### VI. Meetings

- a. Full Committee meetings will be scheduled 6 times a year.

- b. Committee meetings will be scheduled in relation to program/events.
- c. Three program events contemplated per year (seasonal) at various Chicago metro area locations.