



AIA

Annual Review of AIA Public Policy and Position Statements – General Procedures

Three Year Review Cycle

In accordance with the AIA Rules of the Board and other direction received from the Board of Directors, each year, the AIA reviews one of the three categories of the [AIA's Public Policies and Position Statements](#). Each year the category under review rotates, so that in general the statements are reviewed every three years. New Public Policies and changes to Public Policies require two readings by the Board. Changes to Position Statements and new proposed Position Statements require only one reading by the Board.

AIA Stakeholder Groups

AIA stakeholder groups include the AIA Board of Directors, the AIA Strategic Council, AIA Components, Collateral Organizations, AIA Committees, AIA Knowledge Communities, and other groups identified as having a significant stake in AIA Public Policies and Position Statements. A limited number of outside organizations may be included in the first comment period only, based on the content.

Two Comment Periods

As part of the review process, AIA stakeholder groups have two opportunities to comment on proposed revisions to the Public Policies and Position Statements. The first review is generally held from April to June or May to July for a 60-day period. The second review is generally held from August to September or September to October, for a 30-day period. AIA stakeholders are informed by the AIA staff, who typically work with them on timing and procedural issues, as well as content.

Proposing Changes and New Public Policies or Position Statements – First Comment Period

The tools that stakeholder groups use for the first comment period are simply a copy of the current Public Policies and Position Statements, and a comment form. Working with requisite staff, stakeholder groups meet, discuss, and propose changes by the deadline on the form provided, using “strike out and underline” format. In addition, a rationale is requested on the form, and may include any background on the proposed change that the stakeholder deems relevant and that will be helpful to the Board in its deliberations. Work is performed throughout the process by General Counsel staff to collect, analyze, discuss and prepare substantive comments for review by the AIA Board of Directors, which ultimately adopts all Public Policies and Position Statements on behalf of the AIA.

The Discussion Draft – Second Comment Period

A discussion draft including proposed changes to the Public Policy and Position Statements from the first review period is prepared and sent out for the second review period. During the second comment period, this document is issued to AIA stakeholders and they are invited to provide additional feedback.

Reading and Deliberation by the AIA Board of Directors

The discussion draft is further edited based on the second comment period, and is typically reviewed by the AIA Board in December for approval in a series of motions regarding each proposed change.