

Local Member Councils Handbook



Local Member Councils (LMC)

Modeled after ULI National Product Councils, LMCs are small groups of ULI members focused on exploring and discussing land-use trends and challenges that affect South Texas. Local Member Councils are designed to engage members based on their expertise and passion within the land use industry. Local Member Councils are topically focused, multidisciplinary groups that meet regularly to exchange ideas, examine industry trends, and share information and best practices in a collaborative and collegiate manner.

PARTICIPATION GUIDELINES:

1. **Discussion Oriented:** The purpose of Local Member Councils is to foster a deep discussion with members, related to the council's product. LMCs are member-led and the content is decided, organized and driven by participating members. Each council determines its program content, guest speakers, and meeting schedule.
2. **Applications:** Open on a yearly basis (with flex enrollment period for the first few months as we get started).
3. **Annual Participation Fee:** LMC members pay a \$250 annual participation fee. The participation fee is separate and in addition to annual ULI membership dues. The participation fee covers meals associated with each LMC meeting, one ticket to the ULI San Antonio LMC IdeaFest, professional presentation preparation, and ULI's administrative costs.
4. **Membership Commitment:** LMC participants must maintain a valid ULI membership in good standing. Failure to renew one's ULI membership will result in being dropped from the LMC without refund of the annual participation fee.
5. **Leadership:** Each LMC shall include one Chair and one Co-Chair who, together, will oversee all aspects of the LMC. This primarily includes coordinating content, logistics, and take-aways for each meeting.
6. **Chair Term Limits:** One year as Co-Chair and one subsequent year as Chair.
7. **Meeting Invites/ Key Takeaways:** Co-Chair shall be responsible for ensuring ULI staff and LMC Leadership are regularly updated on LMC activities, to include sharing invites to all scheduled meetings, providing key take-aways, and submitting meeting notes as applicable.
8. **Attendance:** 100% attendance is the goal. Members who miss greater than two meetings in a 12-month period will be moved to the bottom of the priority list upon the next annual LMC roster review.
9. **Planning:** Each LMC is encouraged to identify a minimum of 2-3 focus-topics/objectives for the year.
 - a. Tentatively schedule your meetings for the year. Invite ULI San Antonio staff for their awareness.
 - b. Your Local Member Council will need to create a 10-minute slide presentation to present at the ULI San Antonio Local Member Council IdeaFest event for members, sponsors and guests, held annually in the Tobin Center Carlos Alvarez Theater.

ANNUAL ULI SAN ANTONIO LOCAL MEMBER COUNCIL IDEAFEST

Carlos Alvarez Studio Theater at The Tobin Center



Each ULI/SA Local Member Council member will receive FREE admission to the ULI/SA Local Member Council IdeaFest and Happy Hour at the Tobin Center Carlos Alvarez Studio Theater

Leaders from each Local Member Council will present on their LMC's thoughts and findings.



SAVE THE DATE: NOVEMBER, 2026

Each ULI San Antonio Local Member Council will have the opportunity to prep for their IdeaFest presentation with Chelsey Rives, who teaches confident public speaking, will give feedback on the presentation as a whole, and provide suggestions to make all presentations as effective and entertaining as possible.



LOCAL MEMBER COUNCIL CHAIR POSITION DESCRIPTION

LMC LEADERSHIP: Morgan Williams, ULI San Antonio Local Member Councils Chair
Brian Weber, ULI San Antonio Local Member Councils Co-Chair

COLLABORATES WITH: Cody Shown, ULI San Antonio Executive Director
Mary Frances Moquin, ULI San Antonio Senior Manager

BASIC FUNCTION SUMMARY:

ULI San Antonio Local Member Councils (LMCs) provide an opportunity for members to exchange best practices, build a trusted network, and learn from industry leaders. Currently, San Antonio's Local Member Councils focus on Commercial, Mobility, Adaptive Reuse, Urban Core, Placemaking, Neighborhood Development and Housing, with possible expansion to other topics depending on interest. Each LMC consists of 10-20 members that meet approx. 8-10 times each year.

LMC chairmanship is an exclusive opportunity for members to establish themselves as industry leaders, to engage with a variety of members from all aspects of the land use development process, and to set the agenda and direction for their council. LMC chairs lead these groups by developing meeting agendas, setting discussion topics, and establishing membership guidelines for their group. Chairs serve a term of two years; average monthly time commitment is 4 hours. Potential LMC chairs should be members in good standing of their council, informed on current industry trends, and understand the value of unique, engaging programs.

SPECIFIC RESPONSIBILITIES:

- Collaborate with your LMC members to establish 8-10 meeting dates each year.
- Work with co-chairs to establish agendas in advance of meeting date.
- Create an annual presentation to share your council's area of focus with the broader membership.
- Collaborate with co-chairs and ULI San Antonio staff to identify future chairs and establish clear succession planning.
- Establish confidentiality guidelines for group discussions when appropriate.
- Track attendance and initiate conversations with members who don't attend or participate in meetings about dropping from council.
- Create communication channels outside of meetings.
- **Manage your LMC's annual meeting budget**

PROFESSIONAL SKILLS:

- Active ULI member. Commitment to both ULI's mission of providing leadership in the responsible use of land and its code of ethics.
- Strong meeting management experience (running meetings of up to 20 attendees). Ability to change direction mid-meeting and facilitate interactive discussions.
- Proven presentation skills.
- Professional oral and written communication and interpersonal skills to work with senior business and public sector executives.

SUCCESS FACTORS:

- Strong council membership reflecting the LMC subject area and representing the diversity of ULI members
- Robust participation by LMC members in roundtable discussions
- Compelling programming/guest speakers at meetings



ULI San Antonio Best Practices and Expectations for Local Member Council Members

Local Member Council (LMC) membership is a benefit for ULI members and the value of the Council experience is determined by the quality and participation of its members. Each Council member is therefore expected to be a committed and participating part of the LMC, contributing as much value to the LMC experience as they take home.

OPEN, HONEST, SPECIFIC INFORMATION AND EXPERIENCE

Come to meetings ready to participate openly and honestly with specific, detailed information and experience from your current real estate practice.

CONFIDENTIALITY

When invoked, everything discussed within a LMC meeting is kept completely confidential by all LMC members. This is the foundation that makes open and honest sharing of detailed information and experience possible. Violation of confidentiality will result in immediate expulsion from your Council.

REAL DEALS, REAL NUMBERS

The key to truly valuable interaction between the LMC members is the sharing of real deals and real numbers, successes as well as lesson learned.

RESPECT FOR OTHERS

Help make discussions of high value by engaging your fellow council members respectfully with your most relevant information and experience.

NO SELF PROMOTION

Councils members are all highly successful real estate professionals. Self-promotion and pitching do not add value for your fellow council members. Keep your presentations and discussions aimed at delivering real take home value for your peers, not your business.

NO CELL PHONES / LAPTOPS

It should go without saying that you cannot be fully engaged in your LMC while checking your email.

ATTEND EVERY MEETING FOR ITS DURATION

Each LMC member has been chosen for the value that their unique background and experience brings to the Council. Missing a Council meeting or part of a Council meeting reduces the value for every other member of your Council. Your empty seat could easily be filled by someone else who has value to bring to the table.

RECRUIT THE BEST AND BRIGHTEST

Council members often come into contact with new leaders in the industry, ULI members and non-ULI members, with exciting new ideas and best practices that will add greatly to the value of their LMC. Bring these new leaders as guests to your LMC, sponsor them for LMC membership and work with your LMC leadership to help them become future members of your LMC.

PARTICIPATE IN ULI AND ULI LEADERSHIP:

Council members are expected to be active participants in ULI's mission of providing leadership in the responsible use of land and in creating and sustaining thriving communities worldwide. Your involvement in ULI provides excellent opportunities to network and to learn both within and beyond the boundaries of your industry segment:

- Attend and participate as speakers and panelists at District Council Programs.
- Attend and participate as speakers and panelists at LMC meetings.
- Serve as panelists at Technical Assistance Panels (TAPs) or Public Sector Workshops.
- Contribute to ULI publications through research and guest writing opportunities.
- Support the District Council through Annual or Event Sponsorship.

EXPENSES FOR IN-PERSON MEETINGS

Send your expense receipt and the **who/what/when/where** about your meeting to **cody.shown@uli.org** for reimbursement. Please also include the **physical address** you would like a check mailed to. **Each LMC will be responsible for tracking their expenses against their annual meeting budget.** The annual meeting budget is \$75 x the number of PAID LMC participants. Divide that annual budget by the number of meetings you plan to have and that will be your per meeting budget.

TRACK YOUR LMC'S PROGRESS

Co-Chairs should track all meeting dates, topics, takeaways, and LMC attendance with the template tracking form. Please email tracking forms to **cody.shown@uli.org** after each meeting.

SHARE YOUR MEETING INVITES WITH THE ULI SAN ANTONIO LMC CO-CHAIRS AND STAFF

Please add ulisanantoniocalendar@gmail.com, Morgan Williams (Morgan.Williams@wilsonart.com), Brian Weber (bweber@wmf-inc.com), Cody Shown (cody.shown@uli.org), and Mary Frances Moquin (MaryFrances.Moquin@uli.org) and include your committee name in the meeting subject.

The mission of the Urban Land Institute:
Shape the future of the built environment for transformative
impact in communities worldwide



San Antonio