

California State University Seismic Review Board

Charter and Bylaws – November 15, 2023

OBJECTIVE: The Seismic Review Board (SRB) provides professional recommendations, opinions, and guidance on technical issues relating and pertaining to all California State University (CSU) campuses, leased spaces and buildings, and facilities for CSU Seismic Requirements, Policies, and practices. The SRB provides advice to the CSU on seismic issues, seismic design, and methods for evaluation of seismic and structural performance of CSU buildings.

RESPONSIBILITIES: The Seismic Review Board will provide advice to the CSU Chancellors Office and Campuses regarding the implementation and management of CSU Capital Planning, Design and Construction (CPDC) including, but not limited to:

1. Attend SRB scheduled meetings as described below under “SRB Board Meetings”.
2. Provide recommendations on changes and updates to the CSU Seismic Requirements to remain current with contemporary professional knowledge and professional practices.
3. Provide recommendations related to the content and maintenance of the CSU Seismic Priority listing for CSU capital projects.
4. Act as a liaison to State Boards (i.e., Building Standards Commission) and agencies (i.e., Department of General Services).
5. Provide counsel on implications of, and recommend improvements to, existing and proposed building codes that impact the CSU.
6. Develop policy proposals/initiatives that support directly or indirectly CSU Seismic Policy, (i.e., a common lease policy).
7. Review and recommend appropriate seismic design standards, both in general and specific to each University campus.
8. Act as a liaison to individual campuses to identify and implement actions to address and mitigate the effects of local fault traces.
9. Provide peer review services to individual campuses for proposed new construction and modifications to existing buildings.
10. Provide assistance to and, if required, act in the capacity of a deputy building official in the case of a significant seismic event on a CSU campus.
11. Provide a review of minor capital construction projects.
12. Provide letters of determination in cases whereby the nature of an individual project, a peer review is not warranted.
13. Provide general support to campuses regarding capital program development relative to seismic issues.
14. Provide analysis and counsel on construction delivery methods in the context of seismic performance.
15. Provide analysis and counsel on the performance of building systems and materials, and collection and evaluation of campus building data.

16. Advise the Office of the Chancellor, CSU Chief Building Official, the Chief of Planning and Design, and the CPDC Assistant Vice Chancellor on expected seismic performance of CSU buildings.
17. When not otherwise serving as the peer reviewer or Engineer of Record for a specific building project, assist in the resolution of differences between Engineer of Record and peer reviewer.
18. Review campus seismic evaluation and retrofit plans.
19. Review and offer advice on campus seismic prioritization as related to Campus Master Plans.
20. Act as a liaison to assigned CSU University campuses to facilitate the development of knowledge and expertise for the campus building inventory and support campus leaders in interpreting the impacts of geology and seismic performance of differing types of structural models.

MEMBERSHIP: The Seismic Review Board membership will include, at a minimum, five structural engineers licensed in the State of California but not more than seven with expertise in seismic design and earthquake engineering appropriate to their role on the Seismic Review Board (SRB). At least one additional member will be a geotechnical engineer or civil engineer specializing in foundation design.

Potential future members shall be identified through a “soft” RFQ process with each SRB member submitting two recommendations for qualified candidates. Voting SRB members, the Chair, and Vice Chair will review and discuss the qualifications of the identified candidates. The SRB Chair, Vice Chair, and voting SRB members will shortlist and rank three or four preferred candidates and then select a (single) candidate, in accordance with the process described below under “Voting”, to be recommended for appointment by CPDC. CPDC will initiate the CSU Master Enabling Agreement procurement process for professional services with the preferred selected candidate subject to the approval of the Office of the Chancellor’s Department of Finance & Treasury and Office of General Counsel (OGC).

CPDC may appoint representatives of other state agencies to serve at their agency’s pleasure to be Adjunct Members of the SRB as non-voting members. This may include the University of California Seismic Advisory Board, the General Services Administration, and the Office of the State Architect. The Adjunct Members are strictly volunteers and receive no compensation.

TERM (New Members): (Voting) Members of the Seismic Review Board shall commit to a term of four years with the ability to renew the appointment for four additional four-year terms followed by one optional four-year term as an Emeritus Board Member Status. The Board contracts shall be two-year renewable service agreement terms unless otherwise revised and modified by the CSU. Emeritus Board Members shall be non-voting members and serve only on a voluntary basis as an advisor and resource to the other (voting) Board members and CPDC staff; see below.

TERM (Current Members): Current (Voting and Emeritus non-voting) Members of the Seismic Review Board, as of January 1, 2023, shall have unlimited two-year renewable terms.

OFFICERS: The Seismic Review Board shall select, in accordance with the process described below under “Voting”, and maintain a leadership group that consists of the following: one Chair, one Vice Chair, and one Immediate Past Chair with either full regular voting status or non-voting emeritus status. The officer positions shall be for a term of four years. At the end of the Chair’s four-year term, the Chair shall become the Immediate Past Chair with the option to return to a regular voting Board member or become a non-voting Emeritus Board Member. The Vice Chair will become the Chair, and a new Vice Chair shall be recommended by the Seismic Review Board members for appointment by CPDC. All SRB members except for non-voting Emeritus Board members shall have all the rights and privileges as “voting” Board members. With the unanimous consent of the voting Board members and agreement of CPDC, officer positions may be extended beyond a four-year term.

RETENTION: The retention of New Members shall be by OGC through a service agreement with each member for a period of two years with an option to renew in conjunction with the number of term(s) members serve on the SRB as described above under “TERM (New Members)” and “TERM” (Current Members). New members shall be recruited through a similar process as the initial SRB membership when an existing member retires off the Board.

All members shall be in good standing with all other Board members and/or CPDC. If any member is unable to meet the requirement of good standing with the other Board members and/or CPDC, then said Charter Board Member must retire off the SRB at the expiration of the current service agreement.

RETENTION BY CAMPUSES: Members will be assigned to CSU campus(es) to provide peer review and campus-specific capital program consulting on seismic issues. Members may provide design services to campuses. These services will be under a separate project-specific agreement to be paid for by the CSU campus, and the member from the firm will be recused from the SRB considerations of the merit of the proposed plans.

GOVERNANCE: CSU Vice Chancellor, CPDC Assistant Vice Chancellor, Chief of Planning and Design, CSU Chief Building Official and designee, and General Counsel serve as executive sponsors and liaison to the SRB. CPDC, along with support from the Office of General Counsel in conjunction with the Office of the Chancellor’s Department of Finance & Treasury, will manage the Seismic Review Board tasks and responsibilities and may attend the SRB meetings but will not serve as a member of the Seismic Review Board.

SRB BOARD MEETINGS: A minimum of four SRB meetings are required annually. Meetings may be conducted virtually (on-line) or in-person. In-person meeting location shall be at the Office of the Chancellor or at a CSU campus at the discretion of the Board. Meeting locations other than the Office of the Chancellor shall be discussed and decided by the SRB members. CSU CPDC staff will arrange for the logistics of the meeting invitations and on-site facility accommodations on CSU property. The Chair, with the advice and consent of the Vice Chair and other members of the Board as well as CSU CPDC staff, will circulate a draft agenda 10 business days in advance of the SRB meeting. The agenda shall be issued to CSU and SRB designated recipients as final by the Chair five business days in advance of the SRB meeting.

VOTING: Board resolutions and recommendations shall be governed to obtain a consensus by the “voting” Board members; an SRB quorum is five voting members present at the meeting.

Proposed resolutions and recommendations may be made by any SRB member; and shall be followed by open discussion. A first motion shall be made by another voting member and then seconded (by other than the member that made the original main motion), with any discussion to follow and any amendments to the original motion. The item may be withdrawn at any time by the SRB member who brought the item to the floor; after the second motion, further discussion is only allowed by the SRB Chair and at which time the Chair takes a roll call yea or nay for a vote if a quorum is present.

Motions are passed by support of all voting SRB members present (in-person or virtual) at the meeting. If the vote roll call for a motion is not passed by support of all voting SRB members, the item is carried to the next SRB meeting and the resolution or recommendation is reintroduced as a second reading with the process starting all over again. The item on the second reading does not require support by all members and can pass by a simple majority of support by the voting SRB members. In the event of a tie, the SRB Chair can elect to table the motion until the following Board meeting for a third reading of the quorum resolution or recommendation or can determine that the motion failed; any SRB member can reintroduce an amended motion on the same subject at the following Board meeting.

MEETING MINUTES: All SRB meetings shall be documented with written minutes taken based on oral, hard copy materials, and A/V presentation. Notes shall be taken by a meeting attendee designated by the Chair. Meetings may be electronically recorded for the purpose of preparing the written minutes. Meeting minutes shall be made available for review 30 business days after the meeting and be distributed to all meeting attendees. Comments and corrections to the meeting minutes may be submitted to the “author” not more than 10 business days after the first draft publication release. The final version of the minutes shall be published to all attendees approximately 15 business days after the first draft publication release of the meeting minutes. The minutes shall be placed in the next meeting’s agenda and be voted on for approval by the SRB members with the Voting process described above. Recordings will be deleted following approval of the minutes.

CHARTER AND BYLAWS ADOPTED: November 15, 2023

CHARTER AND BYLAWS AMENDED: N/A