



## **ACI-NA 2014 Commissioners Committee Participation Plan (As of March 26, 2014)**

### **Committee Name**

ACI-NA Commissioners Committee

### **Committee Purpose**

- 1) To share information and expertise among its members, to promote the discussion and formation of policy positions in the support of aviation, and to provide training and educational opportunities for its members.
- 2) To provide a vehicle wherein all of the Commissioners have an opportunity to learn and develop expertise in the area of airport management and the aviation industry.
- 3) Enable the Commissioners to more effectively carry out their responsibilities as Board Members of the various airports and to be a more integral and viable member of the Airport Leadership Team.
- 4) Through the Commissioners Scholarship Program, promote airport operation and management as careers in the local communities as well as universities throughout North America.
- 5) To actively support ACI-NA Government Affairs efforts on Capitol Hill and in local communities.

### **Committee Officers/Leadership Team**

The Commissioners' Committee Leadership Team is comprised of a Chairperson, Vice-Chairperson, Second Vice-Chairperson, Secretary, Treasurer and one At-Large member. The Leadership members will be nominated by the Nominating Committee and then selected by the Steering Committee via a vote at the ACI-NA Annual Conference and Exhibition. They then serve for a one year term and comprise the Executive Committee of the Commissioners' Committee for that year. Their terms shall commence on the day following the date of the last Annual Membership Meeting of ACI-NA of the year in which they are elected. There is an automatic ascension plan (unless circumstances dictate otherwise) where everyone moves up one step on the ladder each year. For instance, the Vice-Chairperson shall automatically ascend to Chairperson, the Second Vice-Chairperson to Vice-Chairperson, and Secretary shall ascend to Vice-Chairperson, etc.

The Commissioners' Committee as a whole will be assisted by an ACI-NA Staff Liaison, appointed by ACI-NA, who will work directly with members in the mutual effort to satisfy the goals and objectives of ACI-NA and the Committee.

### **Committee Membership**

The Commissioners Committee is composed of Board members, Commissioners and Trustees of ACI-NA member airports and airport authorities, who set policy for and oversee the management of their airport organizations. More than one Commissioner from a single airport may participate on the Commissioners' Committee.

### **Committee Meetings**

Meetings of the Commissioners' Committee will be held at the Commissioners' Conference, the Annual ACI-NA Conference and Exhibition, and the Spring Legislative Conference. In addition, there could be a meeting held at the Winter Board Meeting and/or the Summer Legislative Conference per the Chairperson's direction.

### **Nomination and Election Process**

- 1) The Steering Group process is described below. It is worth noting that the Steering Group meetings are open to all Commissioners.
- 2) The Executive Committee members, including the Chairperson, are nominated by the Nominating Committee (Chaired by the Immediate Past Chairperson) and then selected by the Steering Committee via a vote at the ACI-NA Annual Conference and Exhibition. They serve for a one year term commencing from the time of election at the annual ACI-NA Conference and Exhibition until secession by nomination and election of the next Executive Committee at the subsequent ACI-NA Annual Conference and Exhibition.
- 3) If the Chairperson resigns during the year, then the Vice-Chairperson will assume that position for the remainder of the term.
- 4) If the Vice-Chairperson resigns during the year, then the Second Vice-Chairperson will assume that position for the remainder of the term.
- 5) If the Second Vice-Chairperson resigns during the year, then the Secretary will assume that position for the remainder of the term.
- 6) If the Secretary resigns during the year, then the Treasurer will assume that position for the remainder of the term.
- 7) If the Treasurer resigns during the year, then the At-Large will assume that position for the remainder of the term.

## **Steering Group**

The Steering Committee shall consist of approximately twenty-four (24) Commissioners selected by the Chairperson and Executive Committee as follows:

- 1) Term: One half of the Steering Committee shall be selected for a two (2) year term and the balance of the Steering Committee for a four (4) year term and each succeeding replacement of the Steering Committee member after expiration of the Commissioner's Steering Committee term shall be for a period of four (4) years. This staggering of terms will provide continuity in leadership for the Steering Committee. In the event a Commissioner cannot fulfill his term on the Steering Committee due to the expiration of said Commissioner's term on the Airport Board on which the Commissioner serves, the replacement member of the Steering Committee, as selected by the Chairperson, shall fulfill the unexpired term on the Steering Committee of the retiring Commissioner. A Commissioner can be reappointed to the Steering Committee for successive terms, but in no event shall a Commissioner be a member of the Steering Committee for more than eight (8) years.
- 2) Membership: The Steering Committee shall be comprised of (i) the Executive Committee, (ii) commissioners who are the Commissioners' Committee liaisons to the Standing Committees' of ACI-NA, (iii) one representative of the Canadian Airports Council, (iv) one representative of the Associates, and (v) six commissioners selected by the Chairperson with the intention of having (a) one commissioner representative from each of the Northeast, Southeast, Midwest, Southwest, West Coast and Northwest areas of the United States. More than one commissioner from any one airport may serve on the Steering Committee.
- 3) Responsibilities: The Steering Committee shall be responsible for (i) coordinating all Working Groups and/or Task Forces established by the Commissioners' Committee to undertake specific projects, (ii) communicating with all members of the Commissioners' Committee, (iii) election of the officers of the Commissioners' Committee, and (iv) promoting the education of and participation by new members of the Commissioners' Committee.
- 4) Attendance: Attendance at the ACI-NA Annual Conference is strongly encouraged and failure to attend two (2) out of four (4) consecutive meetings of the Steering Committee will result in automatic removal as a member of the group. A member may appeal to the Executive if absenteeism is caused by circumstances beyond the control of the member