



**ACI-NA Business Diversity Committee
Participation Plan
Updated: January 2020**

Committee Name:

ACI-NA Business Diversity Committee

Purpose:

- To initiate and complete an annual work plan of projects that will benefit the airport industry as it relates to business diversity and inclusion.
- To share ideas, exchange information and provide a forum to discuss diversity issues and promote best practices
- To monitor changes in legislation, regulatory requirements, and business practices affecting disadvantaged business enterprises (“DBE”), airport concessions disadvantaged business enterprises (“ACDBE”) and women, minority and small (W/M/S) businesses at airports.
- To contribute to ACI-NA policy recommendations on DBE/ACDBE/W/M/S business issues as well as promote successful airport DBE/ACDBE/W/M/S/ business programs.
- To actively provide the ACI-NA Board and other ACI-NA Committees with input regarding business diversity and inclusion issues.
- To assist ACI-NA with the coordination of the annual ACI-NA Business of Airports Conference.
- To assist ACI-NA with the coordination of the annual Inclusion Champions Awards and Leon C. Watkins “Guardian Award” for Excellence in Business Diversity.
- To assist in demonstrating that diversity is a good business practice in that it promotes supplier competition and helps develop an airport business environment and workforce that is reflective of the community in which it operates.

Committee Membership:

Any employee of an Airport Member or World Business Partner/Associate Member of ACI-NA can join the Business Diversity Committee by notifying the Committee Secretary who will place them on the distribution list.

Committee Structure:

1. Officers:
 - Chair – two-year term; should have a minimum of two years on the Steering Group, and must be an airport employee. (Must have been the Vice Chair in the year previous.)
 - Vice-Chair – two-year term; should have a minimum of two years on the Steering Group and must be an airport employee. The Vice-Chair becomes the Chair in the following year.
 - Immediate Past Chair – Two-year term following completion of service as Chair.
2. Board Liaison Representative: appointed by the ACI-NA Chair each year and acts in an ex-officio capability.

3. Steering Group:

o Membership:

The Steering Group shall consist of a minimum of 10 and a maximum of 24 members including:

- o 3 Committee Officers
- o 1 Board Liaison (ex-officio)
- o 1 Commissioner Liaison (optional)
- o 7 Airport Member Representatives
 - Up to 3 Representatives from large hub airports
 - Up to 3 representatives from medium hub airports
 - Up to 3 representatives from small or non-hub airports
- o Up to 6 World Business Partner/Associate Member Representatives
- o Two Young Professional representatives, one from an airport member and one from a World Business Partner/Associate Member.
- o Except for the Young Professional representatives, only one representative from an airport and only one representative from a World Business Partner/Associate Member's company may participate on the Steering Group at any one time.
- o Terms:
 - o Steering Group members serve a term of three years, after which the member must vacate their seat for at least one year, subject to the following exception:
 - Time served as an Officer is not included in the three-year term.
 - o The Airport or World Business Partner/Associate Member organization/company must vacate their seat for at least one year, before becoming eligible for nomination on the Steering Group.
 - o The Young Professional representatives serve a term of one year, after which the YP member may petition for reelection for the following year.
 - o The Airport Member representatives and the World Business Partner/Associate Member representatives have staggered terms so that approximately 33% of the representatives are up for nomination each year.
- o Minimum Standards for Steering Group (to include Officers) participation and attendance:
 - o Steering Group members must attend one of the two on-site meetings each year.
 - o Steering Group members must participate in 70 percent of the scheduled monthly teleconferences each year.
 - o A participation warning will be sent in writing via email by the Committee Secretary, in consultation with the Chair, to each Steering Group member who fails to meet the basic threshold as long as there are still opportunities to achieve the minimum standards for participation on the Steering Group.

Nominating and Election Process For Officers and Steering Group Members:

1. The Nominating Committee shall be chaired by the Immediate Past Chair of the Committee and will include the Committee's Officers.

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2. By October 1 of each year, ACI-NA will, in coordination with the Immediate Past Chair, circulate a request for nominations for the open Officer and Steering Group positions. A Committee member may self-nominate.
 - Officers:
 - In order to ensure appropriate knowledge, experience and expertise in the issues considered by the Committee, nominees for Chair and Vice Chair must be employed by an airport and have served on the Steering Group for a minimum of two years. Additionally, over the last year, nominees must have attended at least one Business Diversity Committee meeting and participated in 70% of the Committee's calls.
 - Nominees for Chair and Vice Chair shall complete and submit a nomination form providing information on their experience in business diversity/inclusion and why they would like to serve in the position.
 - Steering Group Members:
 - In order to ensure adequate knowledge, experience, and expertise in the unique business diversity issues faced by airports, nominees for membership on the Steering Group must have attended at least one ACI-NA Business Diversity Committee meeting and participated in at least 50% of the Committee teleconferences over the last year.
 - Nominees for the Young Professional positions on the Steering Group must be 35 years or younger during their term and be employed by an ACI-NA airport or World Business Partner/Associate Member in good standing.

Nominees for the Young Professional positions shall complete and submit a nomination form providing information on their experience and why they would like to serve on the Steering Group the position.
3. An electronic ballot will be emailed out to all Committee members and the results of the electronic ballot tabulated by ACI-NA staff no later than November 30.
4. Terms shall run from January 1 through December 31 each year.

Meetings:

1. Full Committee (Steering Group and members):
 - Annual Business of Airports Conference
 - Annual Conference & Exhibition
 - Monthly teleconference meetings
2. Notifications:
 - ACI-NA staff will provide a meeting calendar schedule to the Steering Group and keep it updated on a regular basis.
 - ACI-NA staff will provide advance notice of meetings or conference calls that are open to Committee members that wish to participate.

Working Groups:

- Establishment:
 - Upon recommendation of the Officers, the Committee will vote to establish Working Groups to accomplish specific objectives.
 - Working Groups may be discontinued or inactivated by the Steering Group if there are no pertinent issues to be discussed or the Working Group has accomplished their objective(s).
- Leadership:

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- Each Working Group will have a Chair and Co-Chair who will be appointed by the Officers.
- Term:
 - Working Group Chairs may serve up to a two-year term with the Co-Chair taking over the position once the chair has completed their term.
- Chair responsibilities:
 - Formulate a work plan each year or as appropriate.
 - Coordinate conference calls and communication with interested members.
 - Present the work plan and progress reports at Steering Group and/or Committee meetings.
- Member participation:
 - ACI-NA staff will email information concerning the Working Groups and request member participation.
 - Any Committee member may participate in any Working Group.
 - Working Group members must participate on scheduled conference calls and can be removed upon the discretion of the Working Group Chair if participation needs are not met.

Resignations and Vacancies

1. Officers:

- If the Chair resigns during his or her term of office, the Vice Chair will assume the Chair position for the remainder of that term, and may serve in this position for an additional two-year term.
- If the Vice Chair resigns during his or her term of office, a special election may be held for that position or the Officers may select one of the airport representatives from the Steering Group to fill this position for the remainder of the term. If an election is held, the Nominating Committee and ACI-NA staff will handle this process through an electronic ballot to the Committee members.

2. Steering Group Members:

- If a Steering Group vacancy arises during the year, a special election may be held for that position at the option of the Committee's Officers. If an election is held, the Nominating Committee and ACI-NA staff will handle this process through an electronic ballot to the Committee members.

Changes in Steering Group Member Employment:

1. Any Steering Group member who ceases to be the business diversity representative of an ACI-NA Airport or World Business Partner/Associate Member shall vacate the position on the Steering Group, unless the Committee Chair, upon consultation with the Steering Group, permits such member to remain on the Steering Group for up to 90 days after termination of such member's representation of an ACI-NA Airport or World Business Partner/Associate Member.
2. Notwithstanding the foregoing provision, if a Steering Group member leaves the employment of the ACI-NA Member for whom that Steering Group member was the designated business diversity representative and becomes the designated business diversity representative of a different ACI-NA Member, that person may remain on the Steering Group if the new ACI-NA employer agrees to support the representative's participation in the Steering Group.