

**Operations and Technical Affairs Committee
Steering Group Participation Plan
January 2013**

In accordance with the Operational and Procedural Guidelines for ACI-NA Standing Committees, Steering Groups, Working Groups and Task Forces, the Operations and Technical Affairs Committee Steering Group developed this Participation Plan.

Size – The Steering Group is comprised of 25 to 30 individuals, including a Board Liaison. Twenty members are elected as described in the participation section below. Sixteen of these elected positions are reserved for airport members and four are reserved for World Business Partners/Associate Members. Elected membership is limited to one representative from any single organization. Elected members of the Steering Group have full voting rights regarding matters addressed by the Committee

The Chairs and Vice-Chairs of the Canadian Operations, Safety & Technical Affairs and Planning, Development & Infrastructure subcommittees are *ex officio* members the Steering Group , but have full voting rights regarding matters addressed by the Committee.

The Chair—or Co-Chairs--of any Working Group or Task Force established by the Committee are *ex officio* members of the Steering Group, but do not have voting rights unless they are elected members of the steering group.

Inclusive of the *ex officio* members, at least 70 percent of Steering Group members should be airport member representatives.

Leadership – The Steering Group leadership team consists of a Chair, Vice Chair, and Second Vice Chair. The Chair and Vice Chair positions will be two-year terms. The Second Vice Chair position will have a one-year term. At the end of the Chair's term, the Vice Chair will become Chair and the Second Vice Chair will become Vice Chair. The Second Vice Chair must serve on the Steering Group for at least one year prior to taking a leadership post. Candidates for Second Vice Chair may be nominated by themselves or any other Committee Steering Group Member and are elected by Steering Group vote at the Steering Group meeting held in conjunction with the ACI-NA Annual Conference.

Only airport members may participate in the leadership team.. The Vice Chair is subject to approval by the First Vice Chair of the Board of Directors in accordance with the ACI-NA bylaws.

In the event any of the leadership team need to resign from their positions, the succession plan described above will be applied immediately (e.g., in the event of the Chair's resignation, the Vice Chair would immediately become the Chair and the Second Vice Chair would become the Vice Chair) and the vacant Second Vice Chair seat would be filled by election at the next scheduled Steering Group meeting. In any of these events, the terms of leadership team will begin in the year the succession plan is activated.

Participation – Any member of the Operations and Technical Affairs Committee can nominate a member to join the Steering Group. Members will be elected annually by Steering Group vote at the Steering Group meeting held in conjunction with the ACI-NA Annual Conference. The Chair will break any tie. In order to remain in good standing, Steering Group members must:

- Attend in person either (1) the Steering Group's spring meeting, which is held in conjunction with Operations & Technical Affairs Spring Conference or (2) the Steering Group's fall meeting, which is held in conjunction with the ACI-NA Annual Conference.
- Attend in person or via teleconference the Steering Group's at least two of the Steering Group's other three meetings.
- Steering Group members are strongly encouraged to attend both the Steering Group's spring and fall meetings in person.
- The Immediate Past Chair will be responsible for encouraging Steering Group participation.

Term Limits – Elected airport members of the steering group serve four-year terms and are eligible to stand for reelection without re-nomination at the end of their first four-year term. After serving two consecutive terms, airport members must rotate off of the steering group unless no other eligible nominees are available, in which case they can continue to serve until the next Steering Group election at which eligible nominees are available. If elected to a leadership position, the term is automatically extends to fulfill the term of the leadership position plus two years as immediate past chair.

Elected World Business Partners/Associate Members serve two year terms and are eligible for reelection without re-nomination. After serving two consecutive terms, World Business Partner/Associate Members must rotate off of the steering group unless no other eligible nominees are available, in which case they can continue to serve until the next Steering Group election at which eligible nominees are available.

In the event a Steering Group member changes employers during his or her term, the following provisions apply:

- If the Steering Group member becomes no longer employed by an ACI-NA member, his or her term ends after a six month grace period.
- If the Steering Group member changes employment from one ACI-NA member airport or associate to another ACI-NA member airport or associate that is not already represented on the Steering Group, he or she may serve the remainder of the term as long as participation is supported by the new employer (e.g., membership follows the individual, not the organization).
- If the Steering Group member changes employment from one ACI-NA member airport or associate to another ACI-NA member airport or associate that is already represented on the Steering Group, he or she may serve until the next election as long as participation is supported by the new employer.
- If the Steering Group member in a leadership position changes employment from an ACI-NA member airport to an associate, he or she must resign from the leadership position but will remain on the Steering Group until the next election. The normal succession will be implemented and the vacant position will be filled from existing Steering Group members.

Meetings - The Steering Group meets four times per year, as follows:

- In conjunction with the Operations & Technical Affairs Conference in the spring
- In conjunction with the Operations & Technical Affairs Pre-Conference Seminar and ACI-NA Annual Conference in the fall
- At two other times selected by the Steering Group, at which teleconferencing capability will be provided. The fall and spring meetings are open to non-Steering Group members to observe.

In 2013, the Steering Group is expected to meet:

- On March 4 in St. Petersburg, Florida in conjunction with the Committee's Spring Conference
- On a date and at location to be determined in June 2013.
- On September 21 in San Jose, California in conjunction with ACI-NA's Annual Conference
- On a date and at a location to be determined in December 2013.

World Committee Participation – ACI-NA has two seats on the ACI World Safety and Technical Committee (STSC) to which the ACI-NA Operations & Technical Affairs Committee can assign airport member representatives.¹ The outgoing Chair of the committee shall be offered the opportunity to fill one of the two ACI-NA airport seats for a two-year term commencing on January 1 of the year immediately following his or her chairpersonship.

The second airport seat will be filled by an airport member volunteer, preferably from the Steering Committee, based on the following qualifications:

- Current employment by an ACI-NA Member Airport in good standing
- Current or past participation on the steering group of the appropriate ACI-NA committee
- A demonstrated willingness and ability to travel to World standing committee meetings/conferences and to participate fully in all activities of the standing committee

The two ACI-NA Airport seats should have staggered end dates. If the two seats have the same end date, the term of one person should be extended by one year.

¹In addition to these two "dedicated" seats on the STSC, North American airport member representatives can also be selected to fill "at large" seats that are allocated by the STSC Committee. The protocol for nomination and election to these "at large" seats is currently undergoing revision by the STSC.