



**ACI-NA Business Diversity Committee
Participation Plan
Updated: April 2016**

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 female, minority and small (F/M/S) businesses at airports.
- To contribute to ACI-NA policy recommendations on DBE/ACDBE/F/M/S business issues as well as promote successful airport DBE/ACDBE/F/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.
- 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 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:
 - Membership:

The Steering Group shall consist of a minimum of 10 and a maximum of 22 members including:

- 3 Committee Officers
 - 1 Board Liaison (ex-officio)
 - 1 Commissionaire Liaison (optional)
 - 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
 - Up to 6 Associate Member Representatives
 - Only one representative from an airport and only one representative from an associate's company may participate on the Steering Group at any one time.
 - Terms:
 - Steering Group members serve a term of three years, after which the member must take one year off, subject to the following exception:
 - Time served as an Officer is not included in the three year term.
 - The Airport or Associate Member organization/company must take one year off, before coming back on the Steering Group.
 - The Airport Member representatives and the Associate Member representatives have staggered terms so that approximately 33% of the representatives are up for nomination each year. Accordingly, as part of the first year nomination process, the representatives shall be given terms of one to three years, first based on the nominee's preference, and then as determined by the Officers. Members with initial partial terms may be re-nominated after the partial term to serve one additional three year term.
 - Minimum Standards for experience, participation and attendance:
 - In order to ensure adequate knowledge, experience, and expertise in the unique business diversity issues faced by airports, an individual must have participated in the ACI-NA Business Diversity Committee meetings and teleconferences for a sustained period of at least one year years before being eligible for membership on the Steering Group.
 - Steering Group members must attend one of the two on-site meetings each year.
 - Steering Group members must participate in 70 percent of the scheduled monthly teleconferences (7 of 10 calls) each year.
 - 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.
3. 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:
 - 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.

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.

Nominating and Election Process For Steering Group Members:

1. The Nominating Committee shall be chaired by the past Chair of the Committee and will include the Committee's Officers.
1. By October 1 of each year, ACI-NA will, in coordination with the past Chair, circulate a request for nominations for the open Steering Group positions. A Committee member may self-nominate.
2. The nominees will be contacted to confirm their desire and commitment to participate on the Steering Group, if elected.
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.
5. 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.

8. 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 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 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.