

**ACI-NA Commercial Management Committee
Participation Plan
Last Updated: November 2016**

Committee Name:

- ACI-NA Commercial Management Committee

Purpose:

- To share ideas and exchange information among fellow airport concessions and commercial properties professionals.
- To initiate and complete an annual work plan of projects that will benefit the airport industry as it relates to concessions and commercial properties matters.
- 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 Airport Concessions Awards.
- To actively provide the ACI-NA Board and other ACI-NA Committees with input regarding concession and commercial property issues, and to coordinate selected initiatives.
- To facilitate the development of commercial opportunities in all areas of non-airline revenue development.

Committee Structure:

1. Officers:

- Chair – one year term; should have a minimum of three years on the Steering Group, and must be an airport employee. (Must have been the Vice Chair in the year previous.)
- Vice-Chair – one 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.
- Second Vice-Chair - one year term; should have a minimum of one year on the Steering Group and must be an airport employee. The Second Vice-Chair becomes the Vice-Chair in the following year.
- Associate Member Representative – two year term; should have a minimum of one year on the Steering Group and must be elected subject to the Nomination and Election Process outlined below.
- Board Liaison Representative – appointed by the ACI-NA Chair each year.
- Commissioner's Liaison– a member of the Commissioner's Committee may be nominated by that committee to serve as a liaison between the Committee and the Commissioner's Committee. (optional)

2. Steering Group:

- Membership:

The Steering Group shall consist of a minimum of 9 and a maximum of 23 members including:

- 5 Committee Officers
- 1 Committee Past Chair (Optional)
- 1 Board Liaison

- 1 Commissionaire Liaison (Optional)
 - 2-12 Airport Member Representatives
 - Should include Chairs of any Working Group
 - Only one representative from each airport
 - Up to 2 Canadian airports, if interested
 - 2-9 Associate Member Representatives
 - Terms:
 - Steering Group members may serve a term of up to 4 consecutive years, after which, the member must take one year off, subject to the following exception:
 - Time served as an Officer or Past Chair is not included in the 4 year term.
 - The Airport and Associate 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 25% 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 four 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 4 year term.
 - 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. This excludes the Past Chair position as it is an "optional" position and Committee participation may be minimal.
3. Working Groups:
- Leadership:
 - Each Working Group will have a Chair and Co-Chair who will be appointed by the Officers.
 - Chairs must be an airport member.
 - Term:
 - 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 an annual work plan.
 - Coordinate conference calls and communication with interested members.
 - Present the work plan and progress reports at Steering Group meetings.

- Member participation:
 - ACI will email information concerning the Working Groups and request member participation.
 - Committee members may participate in any Working Group.
 - ACI will forward interested member participation lists to the Working Group Chairs.
 - 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.
- Formation of Working Groups:
 - New Working Groups may be initiated as deemed necessary by the Committee's Officers/Leadership Team.
 - Working Groups may be discontinued or inactivated by the Steering Group if there are no pertinent issues to be discussed or the Working Group does not have an annual work plan.
- Current Working Groups:
 1. Business of Airports Conference and the Airport Concessions Awards:
 - The Officers and the Steering Group Associate Representatives will work with ACI staff to organize and plan the conference and contest.
 - ACI will, at a minimum, commit an experienced conference planner to the concessions conference planning and a marketing representative or company to the concessions awards.
 2. Concessions Benchmarking
 3. Concessions Task Force (Cross Committee – invite only)
- General Membership:
 - Any employee of an airport member or an associate member of ACI-NA can join the Committee by notifying the appropriate ACI-NA support person who will place them on the distribution list.

Meetings:

1. Full Committee (Steering Group and members):
 - Annual Business of Airports Conference
 - Annual Conference & Exhibition
 - Teleconference meetings may be held as deemed necessary by the Officers
2. ACI staff:
 - Will provide a meeting calendar schedule to the Steering Group and keep it updated on a regular basis.
 - Will give advance notice of Steering Group meetings which will be open to any Committee member that wishes to attend.

Nomination and Election Process:

1. The Nomination Committee shall be chaired by the past Chair of the Committee and will include the Committee's Officers/Leadership Team.
2. By September 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.
3. The Nominee's will be contacted to confirm their desire and commitment to participate on the Committee, if elected.
4. An electronic ballot will be emailed out to all Committee members and the results of the electronic ballot tabulated by ACI staff no later than October 20.
5. The Nomination Committee will then access the results of the ballot tabulation and the new leadership will be announced at the Annual Concessions Conference.
6. Terms shall run from January 1 through December 31 each year.
7. Officers:
 - If the Chair resigns during the year, then the Vice Chair will assume the Chair position for the remainder of that term, and may serve in this position for an additional year.
 - If the Vice Chair resigns during the year, then the Second Vice Chair will assume the Vice Chair position for the remainder of that term, and may serve in this position for an additional year.
 - If the Second Vice Chair resigns during the year, then 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 and the individual may serve in this position for an additional year. If an election is held, the Nomination Committee and ACI staff will handle this process through an electronic ballot to the Committee members.
 - If the Associate Member Representative resigns during the year, then a special election may be held for that position. The Nomination Committee and ACI staff will handle this process through an electronic ballot to the Committee members.
8. Steering Group Terms:
 - If a Steering Group vacancy arises during the year, the position may be filled at the option of the Committee's Officers.

Changes in Steering Group Member Employment:

- In the event a Steering Group member changes employers during his or her term, the following provisions apply:
 1. If a Steering Group member becomes no longer employed by an ACI-NA member, shall vacate the position on the Steering Group, unless the Officers, 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. If a 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, they may serve the remainder of the term as long as participation is supported by the new employer.
 3. If a 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, there will be consultation with the Steering Group.
 4. If a Steering Group airport member moves to an associate member there will be consultation with the Officers if there are vacancies on the Steering Group. Likewise, if a Steering Group associate member moves to an airport member there will be consultation with the Officers if there are vacancies on the Steering Group.