



ACI-LAC Standing Committees Operational and Procedural Guidelines

This document describes guidelines and procedures aimed to help and facilitate the work of the ACI-LAC Standing Committees.

ACI-LAC Standing Committees

A. Definition – The Committees are working groups composed by ACI-LAC member representatives who have an interest in the subject matter areas. They provide guidance on ACI-LAC policy positions; and they constitute the sound discussions arena of the industry issues, trends, and developments. According to the ACI-LAC bylaws, seven Committees are entitled to work, these are: Economic Affairs, Environment, Facilitation and Services, Security, Technical and Safety, Human Resources, Legal, Political & Regulatory. The participants of the committees network and interact with their colleagues from other airports.

B. Reporting: - Standing Committees report to the Regional Board through the Director General.

C. Composition – The Committees are open to all employees of ACI-LAC member organizations including World Business Partners companies. Each ACI-LAC Member's Official Representative is authorized to designate one member as the Principal Contact and an alternate participant for each Committee. The Regional Office is responsible to keep records of the official roster of each Committee.

D. Leadership – Committees are directed by a Chair and Vice Chair. Both positions are appointed by the ACI-LAC President whom may receive nominations from the Committee itself. The positions shall follow these guidelines:

1. Chair and Vice Chair of the Committees are appointed for a two-year term; one consecutive second term is allowed to serve in both positions.
2. To facilitate continuity, it is recommended that at the end of the Chair's term, the Vice Chair would become Chair.
3. The ACI-LAC Board may also appoint a Board Liaison to participate in each of Committees.

E. Meetings – Committees are encouraged to meet face to face at least once a year and to use on-line and long distance communications tools to hold meetings along the year in order to discuss and follow up issues of interest. The following guidelines are recommended to be followed during the meetings:

1. Each session of the Standing Committee will be conducted by the Chair and seconded by the Vice Chair. The ACI-LAC Regional Secretary, will participate in the meeting, but in case due for any reason he is unable to participate, the Standing Committee may hold its meeting.
2. A minimum of five (5) participants is recommended in order to hold an official Committee meeting. All decisions will be taken by simple majority vote casting.
3. The Chair and Vice Chair will prepare an agenda for each of their meetings which it should be sent to all its members previous to the meeting (preferably a week before each meeting).
4. The Regional Secretariat will produce and distribute to the Chair and Vice Chair a minute of each its meetings. The minutes shall be revised and adopted in the next committee meeting.

Committee’s Chair and Vice Chair are invited to participate and report to ACI-LAC Board meetings to share information about their programs, plans and activities.

F. Position Papers – Standing Committees are encouraged to produce technical papers on each of the subject matter areas. These documents will be presented for adoption to the ACI-LAC Board.

G. Representation in ACI World Standing Committees - The Chair and Vice-Chair may represent the LAC region at the corresponding ACI World Standing Committee. In order to facilitate the region’s participation, ACI-LAC’s budget will include a subsidy for each of the active Committees to help with travel expenses of the Chair while representing the region at the ACI World Standing Committee. Such subsidy will be available, as long as the corresponding ACI-LAC Committee is active and hold regular meetings.

Adopted and approved by the ACI-LAC Regional Board on _____