ACI-NA Business Information Technology Committee
Participation Plan
Last Updated: December 26, 2023

Committee Name: ACI-NA Business Information Technology (BIT) Committee

Mission Statement:

The Business Information Technology (BIT) Committee is a community of aviation industry professionals committed to advancing a business-driven technology agenda for North American airports. The Committee achieves its mission by lobbying on airports' behalf on important technological issues, by sponsoring initiatives to develop groundbreaking airport technology-based service models and by working with members and partners to establish an industry-wide airport technology agenda.

The Committee facilitates education for its members, and it collaborates with other aviation industry bodies and partners, such as A4A, IATA, and ICAO, to foster innovation across the sector. The Committee's current agenda includes developing standard biometrics solutions for U.S. airports, Airport API Digital Ecosystem, and collaboration with ACI World IT Task Forces.

Members prepare congressional testimony, respond to regulatory proposals, and develop national and international policies for airport operators. The Committee is represented onindustry and governmental communications and technology taskforces.

Committee Purpose:

- A forum to share ideas and exchange information between fellow Information Technology professionals.

- To initiate and complete an annual work plan of projects that will benefit the airport industry as it relates to information technology and communications.

- To actively provide the ACI-NA Board and other ACI-NA Committees with input to key information technology policy matters and to coordinate selected initiatives.

- To work with other ACI regions on common information technology issues.

- To facilitate the development of all information technology opportunities in all areas of non-airline revenue development.

- To assist ACI-NA staff with the planning and coordination of all ACI-NA business information technology conferences, seminars, and meetings.

Committee Membership:

- Any employee of an Airport Member or Associate Member of ACI-NA can join the Business Information Technology Committee (sometimes referred to as the Committee in this document) by notifying the appropriate ACI-NA support person who will place them on the distribution list.

Committee Meetings:

- The Business Information Technology Committee shall meet a minimum of two times per year in-person at the Airports@Work Conference, usually held in the spring, and the BIT Committee Workshop held in conjunction with the ACI-NA Annual Meeting & Exhibition, held in the fall.

- The BIT Committee shall hold at least two additional webinars per year to help plan the conferences above. Additional webinars will be held to perform special elections, discuss timely subjects, etc. Educational webinars will also be held to benefit the members of the Committee.

- Committee meetings and educational webinars are open to all members.

Committee Structure:

Officers

- Chair – two-year term; must be an ACI-NA airport employee and should have a minimum of three years on the BIT Committee. (Must have been the Vice Chair in the year previous.)

- Vice Chair – two-year term; must be an ACI-NA airport employee and should have a minimum of three years on the BIT Committee. At the end of the term, the Vice Chair assumes the role of Chair.

- Immediate Past Chair – optional two-year term; must be held by the previous year's chair.

Liaisons

- 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).

- WBP Affiliate Member Observer – World Business Partners Affiliate Members in good standing are permitted to have one (1) non-voting observer seat on the ACI-NA Business Information Technology (BIT) Steering Group. A maximum of two (2) WBP Affiliate Observer seats are available on the BIT Steering Group in a given calendar year. World Business Partners Affiliate Members should contact ACI-NA if they are interested in becoming an Observer. This package is "one-stop-shop" with turnkey rights and benefits over the course of an entire year.

Steering Group

- The Steering Group will support the Committee Officers in managing the committee, defining the year's work plan and themes. It shall consist of a minimum of 9 and a maximum of 32 members.

- Membership:

  The Steering Group shall consist of a minimum of 9 and a maximum of 32 members including:

  - 3 Committee Officers
  - 4-17 Airport Member Representatives
    - Should include chairs of any Working Group
    - Only one representative from each airport (excludes Young Professionals)
    - Up to 2 Canadian airports, if interested
  - 4-8 Associate Member Representatives
  - 2 Young Professionals
    - One airport member and, one WBP/associate member
    - Two-year term
    - Able to participate even if organization is already on Steering Group
    - Must be under 35 years old during term

- The Steering Group will join the regular leadership conference calls to discuss committee business and topics including BIT Committee working groups, meeting planning, committee work products, etc. The leadership calls should be held at least monthly and if necessary, more frequently when committee business and topics necessitate the added communication. Additional members can be invited by the Committee Officers to join the call.

Ex-Officio Position (Past Chair)
- Optional up to three-year term; must be held by the prior year committee officers.

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 in 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, and Young Professionals.

Nomination and Election Process:

- By October 1 of each year, ACI-NA will, in coordination with the Committee Officers, circulate a request for nominations for open positions.

- The Nominees will be contacted to confirm their desire and commitment to participate on the Committee, if elected.

- An electronic ballot will be emailed out to all Airport Committee members and Associate Steering Group members and the results of the electronic ballot tabulated by ACI staff no later than November 1.

- Terms shall run from January 1 through December 31 each year.

- Airport Hub Size Representative – An airport representative shall be defined as any airport the FAA classifies as a Large, Medium, Small or Non-Hub Airport as listed, at the time of the election, in the most recent Fiscal Year data published by the FAA.

Committee Officer Succession

- If the Chair is unable to complete his or her term, 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 is unable to complete his or her term or becomes the Chair during the year, then a special election may be held for that leadership position. If an election is held, the Committee Officers and ACI-NA staff will handle this process through an electronic ballot to the Committee members. Voting eligibility will remain the same.

- If an Associate Representative is unable to complete his or her term, then a special election may be held for that position. If an election is held, the Committee Officers and ACI-NA staff will handle this process through an electronic ballot to the Committee members. Voting eligibility will remain the same.

- If any member of the Steering Group is unable to complete his or her term then a special election may be held for that position. If an election is held, the Committee Officers and ACI-NA staff will handle this process through an electronic ballot to the Committee members. Voting eligibility will remain the same.

BIT Committee Working Groups:

- Working Groups shall be initiated by the Committee Officers to investigate and/or produce information on specific business information technology topics at airports.

- New Working Groups may be requested by all members of the BIT Committee.

- Working Groups may be discontinued or inactivated if their work is accomplished or as deemed necessary by the Facilitation Committee Leadership

- Working Group Leadership:

  o Working Groups will have a chair and, if necessary, a co-chair who will be appointed by the Committee Officers.
  o Chairs must be an airport member. Co-chairs may be an airport or associate member.

- Chair responsibilities:

  o Formulate an annual work plan.
  o Coordinate conference calls and communication with interested members.
  o Present the work plan and progress reports at Committee meetings.
  o Participate, at the request of the Committee Advisory Group, on the monthly phone calls.
  o ACI-NA Staff will be available to assist the Working Group Chairs with all tasks.

- Member participation:
  - BIT Committee members may participate in any Working Group.
  - At the request of the Working Group Chair, ACI-NA staff can email the BIT Committee with information from the Working Group and request member participation.
  - ACI-NA will forward interested member participation lists to the Working Group.

Changes in Steering Group Member Employment:

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

  - 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.

  - 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.

  - 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.

  - 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.