

ACIL Procedure for Representation to Outside Organizations

One of the benefits of ACIL membership is the ability of a member to represent ACIL to outside organizations. That being said and in the interest of fairness and due process, the following procedures have been created to ensure that all ACIL member interests are preserved.

Generally, representation to outside organizations consists of three parts: (1) initial appointment, (2) reappointment, and (3) reaffirmation of appointment.

Initial Appointment

The initial appointment of a member to an outside organization will require the interested member to submit a statement of qualification to the affected section, Government Relations Committee (if the appointment involves a Federal Advisory Committee, other government organization or trade association) and the Board of Directors.

The availability of the position will be announced throughout ACIL to ensure that all interested members will have an opportunity to participate.

If necessary, an election will be held at the section level with the member receiving a majority of votes being elected. The election must then be approved by the Government Relations Committee (supra) as well as the Board of Directors.

Re-Appointment

The re-appointment will be announced to the ACIL membership to ensure full participation.

All interested members will submit a statement of qualifications as required under the procedures involving Initial Appointment.

In the event the appointment is uncontested, approval of reappointment will be confirmed by the approval of the affected section Executive Committee, the Government Relations Executive Committee and the Board of Directors Executive Committee.

If the appointment is contested, approval will follow the procedures under Initial Appointment.

Reaffirmation of Appointment

Reaffirmation of Appointment is the procedure through which an outside organization requests ACIL “reaffirm” its appointment of a specific ACIL member representative who has an existing term that has not yet expired.

Under these conditions, the CEO of ACIL has the authority to “reaffirm” the appointment or consult with the Board of Directors Executive Committee at his discretion.

Commitment to ACIL

Any member approved under the above procedures to represent ACIL to any outside organization commits that they will represent the interests of ACIL and not their company. A commitment attestation must be signed prior to appointment or election.

If at any time during the term it appears that this commitment is breached, the Board of Directors may sanction the member at their discretion.

Reporting

Any representative appointed or elected under these procedures to an outside organization must provide a written report to the Chief Executive Officer within 30 days of a meeting or conference call.

Term Limit

Representatives to outside organizations are limited to one term as specified by the rules of the outside organization. The term limit can be waived by Board of Directors at their discretion.

August 2012