



2023 AMAC Board of Directors Elections Guide

Introduction

The AMAC Nominations and Elections Committee annually presents a slate of candidates for the AMAC Board of Directors Election to AMAC members. The elected individuals serve on the AMAC Board of Directors. If you are considering running for office or nominating an AMAC member in good standing to run for office, review Articles IV (Board of Directors) and VII (Nominations and Elections) of the AMAC Bylaws. For more information, visit www.amac-org.com/membership/elections.

ARTICLE IV: BOARD OF DIRECTORS

Section 2. Election of Officers and Office Terms

- Members shall elect Officers via electronic voting before the Business Meeting & Election Ratification.
- The Chair, Secretary and Treasurer shall each serve a two (2) year term.
- The First and Second Vice-Chair shall each serve a two (2) year term. Upon completion of their term, the Second Vice-Chair shall automatically succeed to First Vice-Chair.
- Nominees for Chair shall have previously served as an Officer or At-Large Director.

Section 3. Election of Regional Directors and Office Terms

- Regional Directors shall be elected via electronic voting before the Business Meeting & Election Ratification.
- Regional Directors shall hold office for two (2) years.
- Members who reside, own, operate or are employed by a business or have business interests in the AMAC Regions and have voting privileges shall vote only for the nominee(s) for Regional Director from the AMAC Region in which they both reside.
- Regional Directors shall be divided into two (2) classes of four (4) Directors, each as follows:
 - In the even years, Regional Directors Class I shall be elected from the Eastern, Southwest, Western and Southeast Regions.
 - In the odd years, Regional Directors Class II shall be elected from the Midwest, Central, Northeast and Northwest Regions.

Section 4. Election of At-Large Directors and Office Terms

- At-Large Directors shall be elected via electronic voting before the Business Meeting & Election Ratification.
- At-Large Directors shall hold office for two (2) years.
- At-Large Director positions shall have staggered elections and terms with the initial election in 2022.
 - Two (2) of the elected At-Large Director positions shall be elected in the even years, and one (1) elected At-Large Director position shall be elected in the odd years.
 - In the implementation year of 2022, the Board Chair shall have the option to nominate one (1) At-Large seat for a one (1) year term.



AMAC Regions

- **Eastern Region:** New York, New Jersey, Pennsylvania, West Virginia, Virginia, Delaware, Maryland, District of Columbia
- **Northeast Region:** Massachusetts, Connecticut, Vermont, New Hampshire, Maine, Rhode Island
- **Southeast Region:** Kentucky, Tennessee, North Carolina, South Carolina, Georgia, Florida, Alabama, Mississippi, Puerto Rico, Virgin Islands
- **Great Lakes/Midwest Region:** Illinois, Indiana, Ohio, Michigan, Wisconsin, Minnesota, North Dakota, South Dakota
- **Central Region:** Kansas, Missouri, Nebraska, Iowa
- **Southwest Region:** Arkansas, Texas, Oklahoma, New Mexico, Louisiana
- **Western Region:** Hawaii, California, Nevada, Arizona
- **Northwest Region:** Alaska, Colorado, Oregon, Wyoming, Idaho, Washington, Montana, Utah

ARTICLE VII: NOMINATIONS AND ELECTIONS

Section 1. Nominations

- Nominations of candidates to serve on the Board of Directors shall be solicited from members by the Nominations and Elections Committee.
- Candidates nominated to serve on the Board of Directors must be members in good standing.
- Must be in good standing for at least one year before seeking or fulfilling a board position which the AMAC National Office must verify.

Section 2. Voting

- Members in good standing shall cast their ballots for the election of Officers and Directors via the electronic voting procedures established by the Nominations and Elections Committee.

Section 3. Election Results

- At the Business Meeting & Election Ratification, the Nominations and Elections Committee shall certify and announce the election results. At this time, a quorum of members shall ratify the results.

Guidelines for Seeking Office

A member should study Articles IV (Board of Directors), V (Officers) and VI (Committee Descriptions) of the Bylaws and other relevant material to determine the eligibility and responsibility of the office of interest. Per the Bylaws' requirements, the Nominations and Elections Committee will validate an official determination of a member's eligibility for office.

ARTICLE IV: BOARD OF DIRECTORS

Section 8. Duties of the Regional Directors

Regional Directors are charged with recruiting membership, assisting and/or supporting fundraising to the extent consistent with their employer's employee code of conduct, whether individually and/or by designating a committee to execute the same. Regional Directors serve as a liaison for members in their respective AMAC Region and are required to host (at a minimum) one AMAC function in their region per year.



Section 9. Duties of At-Large Directors

- At-Large Directors work with Regional Directors and the Executive Committee to support fundraising, corporate development and member programming. At-Large Directors are charged with recruiting membership, assisting and/or supporting fundraising to the extent consistent with their employer's employee code of conduct, whether individually and/or by designating a committee to execute same. At-Large Directors serve as a liaison for members and are required to host (at a minimum) one AMAC function per year.

ARTICLE V: OFFICERS

Section 2. Duties of Officers

- **Chair:** The Chair presides at all AMAC and Board of Directors meetings and shall be a member ex-officio of all Committees except for the Nominations and Elections Committee. The Chair establishes all standing and special committees and appoints the Committee Chairs thereof for a period not to exceed the Chair's unexpired term. The Chair may call any special meetings of the Board of Directors and shall communicate at the AMAC Business Meeting & Election Ratification—and at other times as they deem proper—such matters to promote AMAC.
- **First Vice-Chair:** The First Vice-Chair shall assist the Chair in fulfilling their duties and shall perform the duties and have the powers of the Chair during the absence or incapacity of the Chair for any cause. The First Vice-Chair shall have direct oversight responsibility for the Government Affairs, Governance and Performance Management, Communications, Emerging Leaders and Membership Committees. The First Vice-Chair is responsible for guiding and directing these Committees on their initiatives to accomplish the AMAC mission and goals.
- **Second Vice-Chair:** The Second Vice-Chair performs duties as assigned by the Chair. In the absence of the Chair and First Vice-Chair for any cause, the Second Vice-Chair shall perform the duties and have the powers of the Chair. The Second Vice-Chair shall be directly responsible for the Finance, Corporate Development, Conference Planning, Nominations and Elections and Aviation Professional Development Committees. The Second Vice-Chair is responsible for guiding and directing these Committees on their initiatives to accomplish the AMAC mission and goals.
- **Secretary:** The Secretary is responsible for recording and keeping minutes of all meetings of AMAC and the Board of Directors and providing all notices of such meetings. The Secretary shall keep an accurate record and a list of all members in good standing along with their official addresses, which shall be the official list of members. The Secretary performs such other duties as may be required by the Bylaws, the Chair or the Board of Directors.
- **Treasurer:** The Treasurer is responsible for financial oversight, ensuring that appropriate fiscal records and all funds are recorded, spent, monitored and audited consistently with funder requirements, legal requirements and sound financial management. The Treasurer is also responsible for ensuring that all taxes and/or financial returns are filed annually and informing the Board of Directors of all fiduciary matters impacting AMAC. The Treasurer serves as Chair of the Finance Committee and shall present a financial statement at meetings of the Board of Directors and shall make a complete financial report to the members at the Business Meeting & Election Ratification.



Board Member Responsibilities:

- Attendance of 75% of Regularly Scheduled Board Meetings
- Remain a Member in Good Standing
- Recruit Members
- Assist and/or Support Fundraising to the Extent Consistent With the Employee Code of Conduct of Their Employer
- Regional and At-Large Directors Must Hold at Least One Outreach Event per Year
- Expected Commitment of 8-10 Hours per Month.
- Active Leadership on Committees

If a member feels that they meet the requirements, it is recommended that they self-assess their ability to meet the responsibilities. Candidates for office are encouraged to focus on how they will discharge the duties and responsibilities of the office being sought and how they will advance the AMAC mission and goals.

The self-assessment should focus on the specific demands of the office sought.

DEMANDS OF THE OFFICE	SELF-ASSESSMENT
Tasks Required	What do I like best/least about the tasks I must perform?
Skills Required	Do I possess the level of skills required for this office? Am I willing to share my specialized skills without monetary compensation? Am I an effective leader? What experiences do I have in AMAC? Do I require accountability? Am I an effective speaker?
Goals	Are AMAC goals compatible with my goals? What are my visions for AMAC? What do I hope to achieve? Am I comfortable with all of the position requirements, including fundraising?
Availability Required	Do I have the time and resources required to serve? Am I anchored in my community? Will I get a job transfer? Do my personal plans permit me to devote up to three years to AMAC in this capacity? How will I balance AMAC responsibilities with my organizational, home, employment and family responsibilities? Will I be accessible to AMAC members and staff?
General Considerations	What is my record of service in AMAC? How strong are my credentials for the office being sought? Which office am I most qualified to hold? Can I be decisive and impartial in making decisions? Do I have the ability to recognize and act on facts?
Campaigning for Office	What strategies will I use to become a positive candidate? How will I feel if I am not a successful candidate for office even though my AMAC experience and credentials are strong?
Fundraising	All Board members and Officers are expected to raise funds to sustain the organization and support its activities.



Campaign Standards

The purpose of AMAC is to promote diversity in airport contracts and employment by advocating that minorities and women participate in these opportunities; and to promote the development of laws, rules, policies and practices that will foster such participation. During the quest for elective office and throughout their tenure, Board members are responsible for striving to strengthen and positively promote AMAC.

There are basic principles of honesty and fairness that candidates should uphold. To manage a campaign under these principles, candidates should be guided by the following.

- Keep the campaign professional (all campaign literature be prepared and presented professionally, tastefully).
- Ensure that all campaign statements are factual and in good taste.
- Keep the campaign free of smear, personal vilification, slander, innuendo and character defamation.
- Repudiate any supporter who is unethical in the process.

Alcoholic beverages and cigarettes may not be used as campaign souvenirs. It is imperative to understand that members can exercise their right to seek elective office without fear of intimidation or alienation from future involvement. Likewise, the membership has the same freedom of request to choose among the candidates for office.

Initiating campaign activity before May 1, 2023, will result in the disqualification of the candidate. Candidates are asked to be present on **June 13, 2023**, during the Business Meeting & Election Ratification at the AMAC Airport Business Diversity Conference. New Board Member installation and orientation will be scheduled following the meeting.