

American Concrete Institute  
Board Committee Operations Manual  
Governing Principles for Board Committees and Task Groups

**1. Introduction**

**1.1. Board of Direction**

Article 3, Section 10 of the ACI Bylaws states: “The Board of Direction shall have general supervision of the affairs of the Institute.” Board Committees and Task Groups work on behalf of and under the direction of the Board.

**1.2. Purpose of Governing Principles**

To maintain organizational and operational integrity, these governing principles are to be observed by all Board Committees and Task Groups, except as noted in 1.3 and 1.4.

**1.3. Harmony with Bylaws and Policies**

The Appendix to this document lists several Board Committees that have specific rules in the ACI Bylaws or Policies governing membership and voting (see Appendix). For those Committees, those specific rules supersede the specific related governing principles, but do not affect the validity of the remaining principles.

**1.4. Executive Committee**

The Executive Committee is exempt from these governing principles.

**2. Committees and Task Groups**

**2.1. Establishment**

To assist the Board in carrying out their mission, it establishes Committees and Task Groups.

**2.2. Operational Committees**

The Board establishes Operational Committees with an ongoing mission to manage a particular phase of Institute activities, and grants them suitable authority and responsibility to carry out their mission.

**2.3. Advisory Committees**

The Board establishes Advisory Committees with an ongoing mission to develop recommendations related to a particular phase of Institute activities for the Board to consider.

**2.4. Task Groups**

The Board establishes Task Groups with a focused mission to address short-term issues facing the Institute.

**2.5. Goals and Milestones**

All Committees and Task Groups provide goals and milestones toward achieving their mission in their annual report. Goals and milestones are subject to periodic review and revision by the Board.

**2.6. Periodic Review**

Committees are reviewed by the Executive Committee at approximately three-year intervals. Task Groups are reviewed on a time interval consistent with their mission and goals.

**2.7. Discharge**

Based on the periodic review, the Board may discharge Committees or Task Groups. Common reasons for discharge include: 1) a mission is completed, or 2) the Institute priorities have changed. Committees required by ACI Bylaws may not be discharged.

### **3. Membership**

#### **3.1. Member Appointment**

##### **3.1.1. Composition Goal**

The Board intends the composition of Committees and Task Groups, based on their mission, to be broadly representative of the interested segments of the concrete industry. To achieve this, the Board Chair seeks input from Board members, Committee Chairs, Committee members, and Staff.

##### **3.1.2. Number of Members**

The target number of members of a Committee or a Task Group varies, consistent with the assigned mission and goals.

##### **3.1.3. Committee Member Appointment and Term**

The Board Chair appoints Committee members. A Committee member term is three years, usually with one additional term available to each member. Appointments are such that each year, approximately one-third of the Committee membership reaches the end of their term. If a person replaces a member whose term is not complete, the replacement member would complete the retiring member's term, and is eligible for two additional terms. ACI members are eligible for reappointment to a Board Committee after being off the Committee for a period of two years.

##### **3.1.4. Task Group Member Appointment and Term**

The Board Chair appoints Task Group members. A Task Group member term is the entire time that the Task Group is in service.

#### **3.2. Member Responsibilities**

Members are expected to attend and participate in scheduled meetings and to respond to web ballots and other correspondence in a timely fashion. Members may be assigned specific tasks.

#### **3.3. Chair Appointment**

##### **3.3.1. Chair Appointment**

Committee and Task Group Chairs are appointed by the Board, and serve at the pleasure of the Board. The Board may delegate the responsibility to appoint some or all Committee Chairs to the Incoming Board Chair.

##### **3.3.2. Term of Service**

A Task Group Chair term is usually the entire time that the Task Group is in service. A Committee Chair term is one year, usually with no more than two additional terms.

#### **3.4. Chair Responsibilities**

Chairs are expected to schedule and conduct meetings, submit an annual report to the Board on a timely basis, and attend Board meetings, if requested.

#### **3.5. Staff Liaison**

Each Committee and Task Group normally has a Staff Liaison, as assigned by the ACI Executive Vice President. The Staff Liaison typically assists the Chair with meeting agendas, recording meeting actions, distribution of meeting minutes, and preparation of annual reports.

## **4. Committee Operation**

### **4.1. Meetings**

Most Committees and Task Groups meet during both fall and spring conventions. Committees and Task Groups can also meet between conventions either virtually (telephone or online) or face-to-face, as requested by the Chair. Meetings will be conducted in general conformance with Robert's Rules. Financial assistance for such meetings can be requested by following normal ACI funding procedures.

### **4.2. Meeting Agenda and Minutes**

Agenda should be posted on the Committee or Task Group Web page at least two weeks before meetings, and minutes should be posted within one month of a meeting. The Board should be notified of postings.

### **4.3. Quorum**

For an Operational Committee, a quorum is needed to conduct business at a meeting, and is defined by Robert's Rules; that is, a majority of the members. For an Advisory Committee or Task Group, no quorum is required to conduct business.

### **4.4. Voting Rules**

A motion is approved during a meeting of a Committee or Task Group if the vote passes according to Robert's Rules; that is, a majority of votes cast are in favor of the motion.

## **5. Communications with the Board**

### **5.1. Annual Reports**

All Committees and Task Groups must submit an annual report to the Board. Some Committees also make an oral report at each Board meeting. Other Committees and Task Groups may be requested to make an oral report to the Board.

### **5.2. Recommendations to the Board**

As appropriate, Committees and Task Groups send recommendations to the Board. These recommendations may take the form of a motion for consideration by the Board. If so, the recommendations shall include the Committee's or Task Group's vote count associated with the motion.

## **Appendix**

Three Committees are required by ACI Bylaws and have specific membership and voting rules that supersede these Governing Principles:

- Fellows Nomination Committee
- Honorary Membership Committee
- Committee on Nominations

Five Committees have specific membership rules in the ACI Policies that supersede these Governing Principles:

- Standards Board
- Personal Awards Committee
- Honors and Awards Committee
- Chapter Activities Awards Committee
- Committee on Awards for Papers