# AFCEA International Technology Committee Charter

As of January 2026

This Charter replaces all prior versions and serves as the authoritative guide for the AFCEA Technology Committee's operations and is governed by the bylaws and policies of AFCEA International. The provisions contained herein are intended to guide the Committee's operations and activities in alignment with AFCEA International's mission and objectives. Any amendments to this charter must be approved by the President of AFCEA International.

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## Purpose and Mission

The AFCEA Technology Committee is a standing committee of AFCEA International, chartered by and responsible to the Board of Directors of AFCEA International. The primary purposes of the Technology Committee are to:

- Enhance AFCEA's outreach to the technology communities.
- Provide outreach related to existing, innovative, and emerging technology in support of solving enterprise and organizational mission challenges.
- Cultivate partnerships for information exchange amongst government, industry, and academia.
- Offer an unbiased collaborative platform to explore innovative technology solutions to challenges facing global government, academia, and industry.

## Objectives

The Technology Committee supports AFCEA's mission by serving as a collaborative forum for exploring technology-driven solutions across government, industry, and academia. Its specific objectives include:

- Facilitate collaboration among public, private, and academic sectors to address mission and management challenges using advanced technologies.
- Promote innovation by sponsoring discussions, workshops, and forums that highlight emerging technologies and practical applications.
- Provide expert recommendations to AFCEA components including chapters, events, and publications on technology trends and strategies.
- Support AFCEA's thought leadership by contributing content to SIGNAL Media and AFCEA's digital platforms, including insights on emerging technologies and market trends.
- Assist chapters with technology-related programming, including speaker suggestions, technical expertise, and event coordination.
- Manage AFCEA technology awards, including category definition, nomination review, and winner selection in alignment with AFCEA's recognition programs.

## Technology Committee Structure

The Committee operates with a two-tiered structure: Full Members and Associate Members. All Committee members serve without compensation.

## Full Members

Full Members include individuals from the private and public sectors who serve in an ongoing capacity and have voting rights on Committee matters. Private Sector Members: These members, from industry and academia, are either elected by a peer voting process or appointed by the President of AFCEA International or the Committee Chair. Public Sector Members: These members, from government and military sectors, are typically appointed as liaisons by their organization's leadership at the Committee's request. However, they can also choose to join and participate in committee activities in their own time, without formal liaison status. Full Members have the privilege to vote on all Committee matters and attend all monthly Committee meetings.

**Associate Members**
Associate Members are appointed for specific, short-term tasks such as event support, technical input, or research. They do not vote on Committee matters. Government Associate Members require leadership approval. Associate Members do not have voting rights on general Committee matters. Their involvement is typically short-term and focused on specific activities, requiring the approval of the Committee Chair. Government liaisons must also have the approval of their leadership.

**Committee Composition**
The Committee will consist of no fewer than **15 and no more than 40 members**, ensuring an effective and manageable group while maintaining representation from government, industry, and academia.

**Private Sector Membership Mix:** Ideally includes both technology-focused and business-focused individuals with backgrounds in science, technology, or mission-related disciplines. Members should come from a diverse range of large, medium, and small businesses and organizations, offering leadership and expertise in technology and information management.

**Public Sector Membership:** Members should be drawn from government organizations affected by Committee activities or those that can provide leadership perspectives on technology and information management challenges and solutions.

**Emerging Leaders**
Three slots on the Committee are reserved for members of the Emerging Leader Community (Emerging Leaders). If no Emerging Leader applicants are available, the seats may be temporarily filled by qualified members from the general pool. The Committee values the engagement of professionals from a wide range of technical and operational backgrounds to ensure comprehensive perspectives inform their initiatives. All members are expected to contribute respectfully and collaboratively to advance the Committee's mission.

**Additional Information**
The AFCEA CIO/CTO, appointed by the President of AFCEA, serves as the executive liaison to the Technology Committee. The CIO/CTO provides strategic guidance, supports agenda planning in coordination with the Committee Chair, and ensures the Committee's efforts align with AFCEA's broader mission and goals.

**Membership Criteria and Elections/Appointments**
**Membership criteria:** Candidates should have relevant experience in technology or information management, a willingness to actively contribute, and an active AFCEA membership (preferred for government liaisons).

**Member election/appointments:** Private sector nominations are solicited each spring via the Committee's webpage. Voting occurs in June, with new terms starting in September. Elections require 65% member participation, and candidates must receive majority approval. Government liaisons are appointed by their agency leadership. The President of AFCEA or the Committee Chair may also appoint members at any time.

## Membership Requirements and Responsibilities

1. Private sector members serve a three-year term and may be reappointed once. Additional terms may be granted with approval from the Committee Chair and AFCEA CIO/CTO. Members serve in an individual capacity, and membership is non-transferable. A job change does not automatically end membership but may prompt a review. Substitutes are not allowed without Chair approval.
2. Government liaisons are appointed by their agency leadership for three-year terms and may be reappointed or replaced. They represent their organizations and may send substitutes when unavailable.
3. All members are expected to contribute actively. Participation is reviewed annually, and members with minimal engagement may be removed at the Chair's discretion.

## Government Membership Requirements

Government liaisons may participate in Committee activities to the extent permitted by applicable laws and regulations. Participation by government liaison members does not reflect or imply binding endorsement of AFCEA or its activities by the government and does not bind DoD or any DoD Component to any action.

As a reference point, participation in groups such as AFCEA's Technology Committee is authorized for DOD personnel by the Joint Ethics Regulation (JER) May 15, 2024, CHAPTER 3 ACTIVITIES WITH NON-FEDERAL ENTITIES, SECTION 1. OFFICIAL PARTICIPATION IN NON-FEDERAL ENTITIES, 3-100. Membership, Management, and Liaison, page 20

"c. Liaison. DoD Personnel may be appointed, in their official capacities, to serve as DoD liaisons for the exclusive purpose of representing DoD's views and interests to a NFE, after a written determination has been made that there is a significant and continuing DoD interest in such representation. The liaison may not be involved in the day-to-day management, control, or operations of the NFE."

"DoD Personnel may only serve as DoD liaisons to NFEs when appointed in writing by the Head of the DoD Organization, who must first consult with an Ethics Official. While serving as DoD liaisons, DoD Personnel may only represent DoD in discussions related to the significant and continuing DoD interest identified in the appointment letter. Further, DoD Personnel must make it clear to NFEs that the opinions expressed while serving as liaisons do not bind DoD or any DoD command or organization to any action. As part of their duties as a liaison, the individual will brief DoD leadership on the NFEs' positions or views on matters directly related to DoD's interests. DoD Personnel will cease to be DoD liaisons no later than the end of the significant and continuing DoD interest identified in the appointment letter. Appointment letters must be evaluated annually and reissued if appropriate."

This regulation and its provisions apply to all DoD Personnel, who are expected to uphold the highest standards of ethical conduct. All DoD personnel should seek to avoid or resolve situations that call into question the impartiality or integrity of DoD Personnel or programs. To help ensure these standards are upheld, DoD Personnel will seek

appropriate guidance, which may include consultation with a supervisor, leadership, or ethics official within their DoD Component.

## Committee Chair

The President of AFCEA shall appoint and the Chair of the AFCEA International Board shall approve the Chair of the Technology Committee, taking into consideration recommendations from the Committee. The Chair will direct the Committee's activities and represent the Committee internally and externally to AFCEA. The Chair will serve for a term of two years starting in September and may be re-appointed for one additional year by the President of AFCEA. The Co-chair/Deputy Chair will be elected on an annual basis by the Committee membership and approved by the Chair of the Committee and the President of AFCEA.

## Succession

At the beginning of the calendar year during which the Chair's tenure expires, nominations for the new Chair will be solicited from the Committee's membership. The names of these candidates will be voted on by the entire Committee as part of the annual election process. The names of the top candidates will then be forwarded to the Chair of the Committee and the President of AFCEA for consideration and final approval. After the new Chair has been appointed or on an annual basis, nominations for the Deputy Chair will be solicited from the Committee, and a similar election and approval process will occur.

## Intra AFCEA Appointments

The Committee Chair may appoint Committee representatives or liaisons, with the concurrence of a majority of the Committee, to various AFCEA organizations, e.g., other AFCEA International committees. For other AFCEA organizations that appoint a representative or liaison to the Committee, that individual is subject to the membership conditions and responsibilities with two exceptions. (1) The individual's appointment is based on her/his organization's appointment procedures and not the Committee's election process, and (2) the individual does not count against the overall membership numbers for the Committee.

## Subcommittee Chairs and Intra AFCEA Appointment Nominations

At the Committee's September meeting, the Nominating Subcommittee, after prior coordination with the Committee Chair, will propose a slate of candidates for the subcommittee chairs and any Committee representatives to other AFCEA organizations. The Committee will vote on this slate at the October meeting. At the September meeting, nominations will also be accepted from the floor with the prior consent of the nominee. A majority Committee vote will constitute approval of the slate of candidates.

## Chair Emeriti

Retiring Committee Chairs may serve as emeritus members of the Committee and can advise and contribute to the Committee's activities as full regular members with voting rights. There are no term limits for Chair Emeriti, nor does their membership count against the Committee's overall membership numbers.

**Attendance Requirements**

In accordance with membership criteria and responsibilities, regular attendance at monthly Committee meetings is expected. The Chair or designated representative will contact Committee members who have missed three (3) consecutive meetings to ascertain their interest in remaining on the Committee. At the discretion of the Chair, a member missing five (5) total meetings in any one year (September - June) may be removed from the Committee roster, with the resulting vacancy to be filled at the next regular election of members.

**Committee & Sub-Committee Meetings**
**Committee**

The Committee shall meet monthly or as needed, at the call of the Chair. These meetings are crucial for ensuring continuous engagement, decision-making, and the advancement of the Committee's objectives. Key aspects of the Committee meetings include:

- **Frequency and Scheduling:** Regular meetings are held monthly, with the schedule determined at the beginning of each calendar year. Additional meetings may be called by the Chair as needed to address urgent matters or to align with AFCEA's events and deadlines.

- **Meeting Agendas:** Meeting agendas are developed by the CIO/CTO (or designee) in coordination with the Chair and Deputy Chair and are distributed at least one week prior to each meeting.

- **Attendance and Participation:** Active participation from all members is expected. Members should confirm their attendance ahead of time and notify the Chair of any absences. Remote participation via teleconference or video call is encouraged to ensure inclusiveness and flexibility.

- **Quorum and Voting:** A quorum, defined as a majority of the members, is required to conduct official business. Issues requiring a vote will be decided by the majority of those present. Each member, including the Chair, has one vote. In the case of a tie, the Chair has the deciding vote.

- **Minutes and Documentation:** Minutes of each meeting will be recorded by a designated secretary, or a member appointed by the Chair. These minutes will document key discussions, decisions, and action items and will be distributed to all members within one week of the meeting. Approval of the previous meeting's minutes will be the first order of business at each subsequent meeting.

- **Guest Speakers and Presentations:** To enhance the Committee's knowledge base and inform its decisions, guest speakers from various sectors (government, industry, academia) may be invited to present on relevant topics. These sessions will be scheduled as part of the meeting agenda and will provide opportunities for Q&A and discussion.

- **Follow-Up and Action Items:** Action items identified during meetings will be tracked and assigned to specific members or subcommittees. Progress on these action items will be reviewed in subsequent meetings to ensure accountability and continuous progress.

- **Annual Review and Planning:** At least one meeting per year will be dedicated to reviewing the Committee's achievements, challenges, and goals. This strategic planning session will set the priorities for the coming year and align the Committee's activities with AFCEA's broader mission and objectives.

### Subcommittee
Subcommittees shall meet as required to fulfill their specific mandates and objectives. Each subcommittee is responsible for setting its own meeting schedule, maintaining records of its activities, and reporting its progress and findings to the full Committee. Subcommittee chairs shall coordinate with the Committee Chair to ensure alignment with the overall goals and activities of the Technology Committee. The frequency of subcommittee meetings may vary depending on the urgency and complexity of the tasks at hand. Subcommittee meetings can be held in-person or virtually, ensuring flexibility and inclusiveness for all members.

### Charter Review
On an as needed basis, the Committee charter will be reviewed and updated based on a process that involves the review, comment, and majority vote of the entire Committee. The President of AFCEA will be the final approval authority for charter revisions.

### AFCEA International Approval
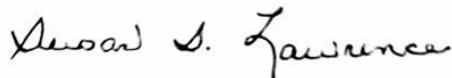
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