

AFCEA TECHNOLOGY COMMITTEE CHARTER

Last Updated October 2015

Purpose

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

- Enhance AFCEA's outreach to the information and communications technology (ICT) communities
- Provide knowledge and act as a catalyst for the adoption of innovative solutions employing new and emerging technologies
- Cultivate partnerships among government, industry, academic, and scientific leaders
- Focus on finding innovative solutions for ICT challenges and related management problems facing government, military, industry, and non-profit sector leaders worldwide

Value Proposition

As a premier public-private/non-profit ICT networking and solutions forum, the Committee provides access to government leaders; a broad and diverse network of government, industry, academic and scientific experts; and the capacity to reach back into industry and academia for resources, capabilities, and thought leadership.

Objectives

The Committee provides an active forum within AFCEA for the exchange of ideas, support of AFCEA's activities and events, and for expertise and outreach to AFCEA stakeholders.

Specific Committee objectives are to:

- Facilitate networking, outreach and collaboration among government, industry, academic, and non-profit organizations to identify, analyze, and develop potential solutions for ICT and related management challenges
- Sponsor and promote discussion forums and seminars in support of government agency/industry/scientific collaboration that will drive technology solutions and implementations
- Consistent with AFCEA International strategies and guidelines, recommend and/or provide ICT and related management solutions and approaches that benefit and integrate with all AFCEA components, e.g., chapters, International committees, events, etc.
- Sponsor projects to promote AFCEA membership and support within ICT and information management related communities, including government, industry, academic and non-profit.
- Provide advice to and input for AFCEA's journal, SIGNAL, and AFCEA web services and social media resources as well as external social media resources
- Provide support and advice to AFCEA chapters as requested, including assistance with speakers, technology, networking, and program development

- Manage AFCEA International’s annual technology awards and awards related programs. This includes: (1) defining/updating award categories, reviewing all nominations received by AFCEA International, and selecting winners for the annual AFCEA Technology Awards, and (2) participating, as requested, in awards and recognition activities associated with AFCEA events.

Technology Committee Structure

The Committee has a two tiered structure: Members with full membership privileges and Associate Members with limited membership privileges.

Full members include both private and public sector individuals. Private sector (including industry, non-profit organizations, and academia) members are either elected to the Committee by a peer voting process or are specifically appointed to the Committee by the President of AFCEA International or the Committee Chair.

Public sector (government/military) members are typically appointed as liaisons by their organization's leadership at the request of the Committee. However, members of the public sector may also choose to join and participate in committee activities in a personal/individual capacity on their own time and not as formal liaisons to any entity.

Full members can vote in all Committee matters and attend all monthly Committee meetings.

Associate Members (private sector and government liaisons) are brought on to the Committee for specific, ad hoc activities such as event support, white papers, scientific or technical analyses, etc. Associate members cannot vote on general Committee matters.

The membership of the Committee will be no less than 15 members and no more than 60 members, consisting of representatives from government, industry, academic, and non-profit organizations. An ideal private sector membership mix is 50% technology focused members and 50% business focused members. An ideal private – public sector membership goal for the Committee is 75% private sector and 25% public sector.

Private sector members, to the extent possible, should be drawn from a cross-section of large, medium, and small businesses and organizations that can offer leadership and expertise in general and specific areas of ICT and information management related disciplines. Public sector members, to the extent possible, should be drawn from the government organizations impacted by Committee activities and/or that can provide the broad leadership perspectives on current and new ICT and information management challenges and solutions.

Three committee member slots will be reserved for members of the Young AFCEAN Community (YAC). These positions will be filled by YAC candidates evaluated separately from the remaining nominees. They may be filled by non YAC members only in the event there are no YAC applicants

during a nomination cycle in which a YAC slot is open. Once elected to the Committee, YACs are subject to the regular membership criteria and conditions.

All members of the Committee shall serve without compensation.

The President of AFCEA shall assign a permanent staff member to attend Committee meetings to represent AFCEA and to arrange for AFCEA support of the Committee's activities. This representative is considered a full member of the Committee but does not count against the Committee's membership total.

Membership Criteria and Elections/Appointments

Membership on the Committee is based on three criteria:

1. Relevant experience within the ICT and information management related communities
2. Availability and commitment to participate in the activities of the Committee
3. Current AFCEA membership (not required for government liaisons, but desirable)

Member election/appointments are based on the following procedures:

1. Through the annual Committee voting process (January through May), nominations for private sector membership are solicited and administered through the Committee's section of the AFCEA web site. Government liaisons are appointed by their agency leadership based on invitations from the Committee.
2. Members vote on prospective private sector members in June, and new members join the Committee in September. Prospective private sector members with the highest vote counts are elected based on the number of new Committee slots available each year. A valid election requires participation of at least 65% of all Committee members, and a candidate must receive votes from a majority of the Committee members present to confirm their election to and membership in the Committee. The newly elected slate of members will then be forwarded to the Committee Chair and the President of AFCEA for approval.
3. A member may be appointed by the President of AFCEA or the Committee Chair at any time. This member will serve on the Committee for the duration of the tenure of his/her appointing official.

Membership Requirements and Responsibilities

1. Private sector members are elected for a three year term and may be re-elected for membership indefinitely, subject to meeting the criteria specified in paragraph 4 below. Government liaisons are appointed by their leadership and serve for three years after which time they may be reappointed or replaced by their leadership assuming that the Committee has determined that the government organization is part of the public sector representation on the Committee.
2. Private sector members, once elected, represent themselves and not the companies or organizations for which they work. Their membership on the Committee is not transferable nor

is it automatically terminated should they change companies or organizations. If a private sector member is unable to attend a meeting, a substitute is not permitted.

3. Government liaisons represent their organizations; their memberships are based on their organizational commitment to partner with AFCEA on Committee activities. If a government liaison member is unable to attend a meeting, a substitute is encouraged.
4. All members are evaluated each year for contributions to the Technology Committee (e.g., time and/or resource participation in the planning and implementation of Technology Committee activities) and are subject to being dropped from the Technology Committee membership rolls if participation has been absent or minimal.

Associate Members

Associate members can be brought on to the Committee with the approval of the Committee Chair for limited, typically short term durations and for specific Committee activities. Government liaison associate members can be brought on the Committee with the approval of their leadership.

Additional 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, DOD 5500.7-R, including changes 1-4, dated August 6, 1998, Chapter Three (Activities with Non-Federal Entities), Section Two (Official Participation in Non-Federal Entities), Paragraph 3-201 (Membership), page 33:

"Paragraph 3-201. Membership: DOD employees may serve as DOD liaisons to non-Federal entities when appointed by the head of the DOD Component command or organization who determines there is a significant and continuing DOD interest to be served by such representation. Liaisons serve as part of their official DOD duties, under DOD Component memberships, and represent only DOD interests to the non-Federal entity in an advisory capacity. Liaisons may not be involved in matters of management or control of the non-Federal entity. Liaisons may officially represent DoD in discussions of matters of mutual interest with non-Federal entities providing it is made clear to the non-Federal entities that the opinions expressed by liaisons do not bind DOD or any DOD Component to any action."

While this regulation and its provisions do not specifically apply to non-DOD federal employees, it is assumed that they provide a precedent that can be applied to all government members.

Committee Chair

The President of AFCEA shall appoint and the Chairman 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 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. The individual's appointment is based on her/his organization's appointment procedures and not the Committee's election process, and 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 consecutive meetings to ascertain their interest in remaining on the Committee. At the discretion of the Chair, a member missing five total meetings in any one year (September - May) may be removed from the Committee roster, with the resulting vacancy to be filled at the next regular election of members.

Committee Meetings

The Committee shall meet on a regular basis, generally monthly, or at the call of the Chair. A quorum for meetings shall be a majority of the members. Issues requiring a vote of the Committee (other than election of members) shall be decided by majority vote.

Subcommittees shall meet as required.

Charter Review and Approval

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.