



Association for Materials Protection & Performance

AMPP

Program Committee Charter

Updated: October 23, 2023

Scope of Document

This document details the policies and procedures for Program Committees of Association for Materials Protection and Performance (the "Association"). All AMPP Program Committees operate with guidance from the AMPP Board of Directors.

Article 1: General Provisions

SECTION 1: PURPOSE

Each Program Committee shall advise the Association's Board of Directors (the "Board") on the matters as set forth in this Charter and any other matters as determined by the Board.

SECTION 2: MEETINGS

Each Program Committee shall meet as needed. The Program Committee Chair shall provide notice of a meeting at least 10 days prior to the meeting.

Any Program Committee member participating in a Program Committee meeting may participate by means of conference telephone or by any means of communication by which all persons participating in the meeting are able to hear one another and otherwise fully participate in the meeting. The means of communication shall be determined by the Chair of the Program Committee

Minutes of meetings shall be taken and distributed to all members of a Program Committee on a timely basis.

SECTION 3: VOTING PROCEDURE

A quorum to conduct business shall be a simple majority of the Program Committee's voting members. The act of a majority of the voting Program Committee members present at a meeting at which a quorum is present shall be the act of the Program Committee, except as otherwise provided in this Charter.

Committee action may be taken without a meeting by ballot (including by electronic ballot) or any other voting method. Such voting shall be subject to the same quorum and voting requirements as a meeting held in person. Proxies are not allowed.

SECTION 4: COMMITTEE MEMBERSHIP

Each Program Committee shall consist of a minimum of five and a maximum of 15 voting members. The competency model, as developed by the Nominating Committee, shall be used as a guideline for recruitment and election of members to each Program Committee which shall reflect the demographics of the membership at-large. Up to two non-voting members may be appointed by the Program Committee Chair, subject to Program Committee approval.

The Board may assign a Board member to a Program Committee to provide strategic direction and serve as a non-voting member of such Program Committee.

No Program Committee shall have more than one member who is a representative of any one organization. Board members are not eligible to serve as a voting member of Program Committee, except as otherwise provided in this Charter.



Association for Materials Protection & Performance

SECTION 5: MEMBER APPROVAL; NOMINATION AND ELECTION OF OFFICERS

Each Committee shall propose candidates for vacant, non-officer elected positions on such Committee. The members of each Committee shall be approved by the AMPP Board of Directors.

Candidates for the Chair of such Committee shall be provided to the Nominating Committee for consideration. Candidate nominations may be proposed by the Nominating Committee, Program Committee, Board of Directors, or open membership call.

The Nominating Committee shall recommend a candidate to the AMPP Board of Directors for ratification. Each Committee Chair shall subsequently appoint the Committee's Vice Chair from among the voting members of the Committee with notification to the board.

SECTION 6: TERM; TERM LIMITS

A voting member of each Program Committee shall serve a term of three years, beginning January 1 and ending December 31. A voting member may serve up to two consecutive terms and may be reelected after one year has elapsed since the expiration of his or her last term.

The Chair of each Program Committee shall serve a term of two years and may serve up to two consecutive terms, provided that any individual who during his or her service as a voting member serves in the office of Chair shall remain a voting member until the completion of his or her term as Chair if such service causes the voting member to serve more than two consecutive terms. The Vice Chair of each Committee shall serve a term of one year and may serve an unlimited number of consecutive terms, provided that such individual does not exceed the term limit as a voting member of the Committee.

Non-voting members of Committees shall serve a term of one year and may serve an unlimited number of consecutive terms. Notwithstanding the foregoing, each such member, Chair, and Vice Chair shall serve until his or her successor or unless such member ceases to qualify or is removed or resigns as a member.

SECTION 7: REMOVAL AND RESIGNATION; VACANCIES

Any Program Committee Chair, Vice Chair, or member may resign or be removed from such position at any time by the Board, the Ethics and Professional Practice Committee, or two-thirds vote of all voting members of such Program Committee.

Vacancies in the membership of any Committee may be filled at any time in the same manner as is provided for the election of such position.

SECTION 8: COMMITTEE OFFICERS

Except as otherwise set forth below, each Committee shall be led by a Chair and Vice Chair, both of whom shall be voting members of the Committee.

Chair Responsibilities

Each Program Committee Chair shall be a member of the Association and be responsible for conducting the affairs of such Program Committee, for scheduling meetings, developing agendas, overseeing preparation of draft minutes of meetings, and submitting recommendations and plans approved by such Program Committee to the Board.

Vice Chair Responsibilities

Each Program Committee Vice Chair shall fill the duties of the Chair in their absence. As such, the Vice Chair shall be knowledgeable of the Program Committee's activities and protocols so that the duties of the Chair can be assumed when necessary.

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SECTION 9: STANDING SUBCOMMITTEES AND TASK FORCES

The Board may approve the creation or disbandment of a standing subcommittee(s) that advises a Program Committee on such matters as determined by the Board. The Program Committee that such subcommittee advises shall elect the chair of the subcommittee, and such subcommittee chair shall determine the number of voting members of such subcommittee, provided that no such subcommittee shall have more than fifteen voting members, and appoint the remaining members of such subcommittee for such term as determined by such chair. All Program Committee Subcommittees will be listed in an addendum to the charter.

A Program Committee may approve the creation or disbandment of a task force that advises a Program Committee for a discrete purpose for a time period of up to one year, which may be extended by such Program Committee as necessary. Notwithstanding the foregoing, the Board may disband any such task force at any time. The Program Committee creating such task force shall elect the chair of such task force, and the task force chair shall determine the number of voting members of such task force, provided that no such task force shall have more than fifteen voting members, and appoint the remaining members of such task force.

SECTION 10: AMENDMENTS TO CHARTER

The Board shall review this Charter at least once every five years and may revise such Charter in its sole discretion at any time.

Additional procedural documents may be developed by the committees, but both boards have the right to review and/or approve the procedural/governance documents.

Article 2: Awards Committee

SECTION 1: SCOPE

The purpose of the Awards Committee is to administer the awards, honors, and recognitions designated by the Board.

Article 3: Accreditation Committee

SECTION 1: SCOPE

The Accreditation Committee shall oversee all Association programs that accredit, or administer accreditations to, organizations. The Accreditation Committee Chair shall alternate between a representative of an asset owner and a representative of a contractor.

SECTION 2: VOTING PROCEDURES

The Accreditation Committee shall follow the voting procedures as set forth in Article 1, Section 3, except the following actions shall require an affirmative vote of 2/3rds of the voting members: (1) approving a new accreditation program and the technical requirements of such program; (2) discontinuing an existing accreditation program; or (3) approving a substantive change to an accreditation program.

Article 4: Certification Committee

SECTION 1: SCOPE

The Certification Committee shall oversee all Association programs that certify, or administer certifications to, individuals in order to advance the integrity and marketability of such programs.

Article 5: Advocacy & Public Affairs Committee

SECTION 1: SCOPE

The Advocacy & Public Affairs Committee shall oversee Association programs and initiatives that advocate on behalf of the Association to influence governments, regulators, the media, non-governmental organizations, industry leaders, higher education institutions, and other professional bodies.

Article 6: Membership Committee

SECTION 1: SCOPE

The Membership Committee shall guide Association programs and initiatives that provide direction to member communities, and at times may provide input on membership recruitment and retention programs to the AMPP Board of Directors.

SECTION 2: SUBCOMMITTEES

The Membership Committee shall have the following subcommittees:

- Chapters
- Communities of Interest

SECTION 3: AREAS

Areas operate as Task Forces within the Membership Program Committee (MPC) structure. AMPP Areas support the local membership through the following:

- Represent regional Chapter needs to the MPC
- Share information from the MPC to the Chapter
- Bring regional Chapters together as a network for support

Area Task Forces serve as a support structure which facilitates communication between the local Chapters and AMPP through the MPC.

Task Force Membership

Area Task Forces shall include the Chapter Delegate from each Chapter, within an Area boundary. Chapter Delegates are selected by the Chapter's membership through the process outlined in the Chapter Procedural Document.

Each Area Task Force shall include one representative who serves as a voting member on the MPC and will serve as chair for their Area Task Force, during their term on MPC. The Area representative must be a member in good standing within the Area boundary and shall not be a current Chapter Officer or Delegate.

The Membership Program Committee shall select one representative from each Area, per Article 1: Section 9 of the AMPP Program Committee Charter, for roster fulfillment.

The Area boundaries will be maintained by the Program Committee.