BICSI Exhibitor Liaison Committee (ELC)
Policies and Procedures

Effective February 22, 2015
Approved by the BICSI Board of Directors on February 22, 2015

Mission: This committee shall serve as a liaison between the BICSI staff and the exhibitor at BICSI conferences. It shall communicate BICSI policy decisions to the exhibitors and make recommendations on BICSI policy changes to the BICSI conference staff and the Board of Directors with the purpose of enhancing the tradeshow experience at BICSI conferences for the BICSI membership, as well as the exhibiting companies.

Policies and Procedures: The policies and procedures of this committee shall guide its members to fulfill its mission by creating a positive and professional working environment between BICSI Staff Members and ELC Volunteers.

Members:
- The BICSI President shall appoint the Committee Chair of the ELC.
- The BICSI President shall appoint a Board Liaison Member to the ELC.
- The Committee Chair will appoint a committee, with concurrence by existing Committee Members.
- The Committee Chair will determine the number of subcommittees and voting members.
- The Committee Chair will appoint a Vice-Chair, with voting approval by existing Committee Members. The Vice-Chair shall fill in for the Committee Chair as needed, upon request of the BICSI President and/or the Committee Chair.
- BICSI requires the Committee Chair, Vice-Chair, and subgroup chairs to be members in good standing.
- ELC Members shall be members of companies that exhibit at the Winter Conference or the Fall Conference or both. ELC Members are expected to attend at least one Winter Conference or one Fall Conference in person each year. ELC Members must have obtained company sponsorship for his/her involvement on the ELC.
- ELC Members shall include a mixture of Premiere and Standard Exhibitors, and shall represent different market segments within the exhibitor community (manufacturer, distributor, service provider, consultant, designer, construction, etc.).
• ELC Members are expected to become available on the Exhibit Floor during the conferences to act as exhibitor liaison contacts to the exhibiting companies.

• ELC Members are expected to maintain neutrality toward his/her company’s products and/or services when conducting business as a Committee Member on behalf of the ELC. Under no circumstances shall an ELC Member use his/her position on the ELC to promote his/her company’s products or services.

• The Committee Chair will include input from and consult with BICSI through the BICSI Staff Liaison to the ELC, and/or other BICSI Staff Members.

Term:
• The Committee Chair serves at the discretion of the current BICSI President. The tenure for Committee Chairs is up to six (6) years. In the event a Committee Chair does not serve his/her full six (6) year term, the Committee Vice-Chair (or other selected individual) will take over as the new Committee Chair. The official term of the newly selected Committee Chair (the six years) will begin with the term of the next BICSI president. In any case, Committee Chairs for BICSI’s various committees serve at the discretion of the current BICSI President; who has the authority to extend or reduce the tenure of any Committee Chair beyond or below the six (6) year limit to complete initiatives in progress.

• The Committee Vice-Chair is to be selected by the Committee Chair and voting approval by existing Committee Members. The Vice-Chair may serve up to six (6) years, after which the Vice-Chair will accept the Committee Chair position and serve up to six (6) years as Committee Chair, pending voting approval from existing Committee Members and acceptance by the current BICSI President.

• ELC Members may be appointed to an unlimited number of terms, as long as they contribute to the mission of the committee and are responsible and active to the intent of the committee goals and outcomes.

• If a Committee Member resigns or is removed from his/her position, the ELC will recommend a replacement to the Committee Chair. The replacement Committee Member cannot be from the same company as another member on the committee.

Meetings:
• Meetings may be called by the Committee Chair or the BICSI President (or President-Elect on the President’s behalf), or designated alternate from within the Committee.

• ELC meetings will be conducted at the Winter Conference and the Fall Conference.

• The Committee Chair may call additional meetings (both in person and conference calls) as needed.
• ELC Members should be informed at least one week prior to each meeting or conference call. A simple majority quorum must be present to allow action to take place.

• ELC Meeting Minutes will be sent by e-mail to all ELC Members and meeting attendees within 10 business days after each meeting. ELC Members are expected to act upon action items within designated time limits as assigned by the Committee Chair. Meeting minutes will be recorded and kept on file by the BICSI Staff Liaison to the ELC, and shall be made available to ELC Members upon request.