



ACAF's Affiliate and Associate Member Committee Guidebook  
March 2025

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## Foreword

*The Asphalt Contractor’s Association of Florida (ACAF) Affiliate and Associate Member Committee role is to strengthen and advance ACAF by fostering collaborative partnerships between Associate members and other groups within the association. The Committee is dedicated to promoting initiatives that enhance the industry’s image, knowledge, and market position. By providing education on industry innovations and trends, our aim is to support the growth and sustainability of the asphalt industry. We strive to ensure a prosperous and resilient future for the industry.*

## ORGANIZATION

### ABOUT ACAF

In 1957, after a series of meetings with a seven-state organizational committee, ACAF was established under the moniker “National Bituminous Concrete Association.” The association was officially named the Asphalt Contractors Association of Florida (ACAF) in 1965. ACAF is a 501(c)(6) trade organization and is the only organization that exclusively represents the interests of the asphalt pavement producer/contractor on the state level.

### MISSION STATEMENT

Our **MISSION** is to improve the quality of asphalt and expand its use.

## ACAF STAFF

ACAF's staff includes a uniquely qualified team with a wide range of experience to draw upon. The staff exists to serve the membership and represent the asphalt pavement industry on matters of state significance. Call ACAF at 850-222-7300 or send an email as follows: [first initial] [last name]@acaf.org to contact any member of the staff.

### Amy Miller, P.E.

*President*

Amy became the President of ACAF in July 2023. In her role, Amy is tasked with ACAF's mission of improving the quality of asphalt and expanding its use. She is responsible for the general oversight and administration of the Association and serves as an advocate for the industry in front of state and local government agencies. Prior to working for the Association, Amy was the National Director for the Asphalt Pavement Alliance and the Vice President of Member and Industry Alliances for the National Asphalt Pavement Association. Amy has a Bachelor of Science in Environmental Engineering and a Master of Business Administration from the University of Florida. She holds a current Professional Engineering license in the state of Florida. She is the found of the Women of Asphalt national organization.

### David Allain

*Technical Director*

David was hired as the Technical Director of ACAF in May of 2021 and David provides technical expertise, collaborates with members and engineers, and promotes quality in asphalt. He also manages the ACAF Specifications Committee and assists members in resolving plant and mix issues. David came to the Association from the National Center for Asphalt Technology where his primary research focused on cold recycled pavement materials. David obtained both his Bachelor of Science and Master of Science degrees in Civil Engineering from Auburn University.

### Ellie Hayes

*Office Administrator*

Ellie joined ACAF as the Office Administrator in December 2024. In this role, she is responsible for overseeing membership, event planning, managing accounts payable and receivable, handling social media efforts, and performing various general administrative duties. Before joining ACAF, Ellie worked as a governmental consultant for Thomas Howell Ferguson, where she managed disaster relief auditing projects. Ellie has a Bachelor of Science in Finance from Florida State University and is from Fort Lauderdale, Florida.

# COMMITTEE CHARTER

The Affiliate and Associate Member Committee Charter (this “**Charter**”) sets forth the purpose and membership requirements of the AMC (the “**Committee**”) of the Asphalt Contractors Association of Florida (the “**Association**”) and establishes the authority and responsibilities delegated to it by the Association and its Governing Body.

## Authority and Statement of Purpose

The role of the Committee is to strengthen and advance ACAF by fostering collaborative partnerships between Associate members and other groups within the association. The Committee is dedicated to promoting initiatives that enhance the industry’s image, knowledge, and market position. By providing education on industry innovations and trends, AMC aims to support the growth and sustainability of the asphalt industry and ensure a prosperous and resilient future.

The Committee may form subcommittees and/or task groups composed of one (1) or more of its members and guests for any purpose that the Committee deems appropriate and may delegate to such subcommittees and task groups such power and authority, including approved resources, as the Committee deems appropriate and in the best interests of the Association.

## Committee Type and Area of the Program

This is a standing committee of the Association and under the guidance of the Association’s staff liaison. The Committee is established by the Board of Directors and operates at the Board’s pleasure. The Committee shall conduct meetings in accordance with the established meetings, conflict of interest, and anti-trust policy statements.

## Officers & Membership

The members on the Committee shall be elected by the ACAF Board of Directors and will serve for three (3) years or until earlier resignation. After serving three (3) years, the member may be re-elected for a second three (3) year term. Members may only serve two terms consecutively, after which a one (1) year break is required. A maximum of two (2) delegates from each Affiliate of Associate member company may hold office concurrently. The Chair may remove any member from the Committee for failure to perform duties as outlined in the Committee Guidelines. Vacancies on the Committee shall be filled by the Chair and staff liaison.

Officers (Chair, Vice Chair, Secretary, and Immediate Past Chair) serve a one (1) year term in each position and may serve on the Committee for longer than the 6-year consecutive term limit if they are serving in an officer role and progressing through the officer ranks. A vote of the Committee members elects the Secretary. Committee members must have served at least two (2) years on the Committee prior to election.

The Committee shall consist of a maximum of eleven members and officers (excludes staff liaison). The Committee seeks a balanced and diverse representation defined as geographical locations (regions), classifications, and background.

The Committee will meet a minimum of two (2) times per year with additional meetings scheduled at the discretion of the Chair, Vice Chair, Secretary, and/or Staff Liaison. All committee members will be notified no less than 14 days prior to the meeting date. Minutes of all Committee meetings shall be taken and shall be approved at subsequent meetings. A quorum (50% attendance) will be required for all voting.

### Performance Evaluation

The Committee shall conduct an annual online evaluation of its performance via survey. The members shall review and reassess this Charter periodically and recommend to the ACAF Board of Directors any improvements to this Charter that it considers necessary or appropriate to review and submit for approval.

# COMMITTEE GUIDELINES

The Asphalt Contractors Association of Florida's (the "**Association**") Guidelines (the "Guidelines") sets forth the role and responsibility of members participating on the Affiliate and Associate Member Committee (the "Committee").

## Authority and Statement of Purpose

As identified in the Committee Charter, the role of the Committee is to strengthen and advance ACAF by fostering collaborative partnerships between Affiliate and Associate members and other groups within the association. The Committee is dedicated to promoting initiatives that enhance the industry's image, knowledge, and market position. By providing education on industry innovations and trends, that support the growth and sustainability of the asphalt industry. We strive to ensure a prosperous and resilient future.

The Committee may form task forces composed of one (1) or more of its members for any purpose that the Committee deems appropriate and may delegate to such task forces such power and authority, including approved resources, as the Committee deems appropriate and in the best interests of the Association.

## Roles and Responsibilities

Officers (Chair, Vice Chair, Secretary, and Immediate Past Chair) serve a one (1) year term and may serve on the Committee for longer than the 6-year consecutive term limit if they are serving in an officer role and progressing through the ranks. Officers follow in succession (Secretary to Vice Chair to Chair to Immediate Past Chair) after election from their peers, officers do not undergo a re-election process. Officers meet quarterly (via call/Zoom) to stay connected and steer the direction and ensure continuity year-over-year.

- **Secretary:** Candidates for Secretary will be solicited from sitting AMC representatives. The Secretary is elected by majority vote of the Committee members. Under normal order, a vote (via online poll) will be held annually (June).
- **Vacancy:** If there is a vacancy in an Officer position, the Immediate Past Chair fills the open position for the remainder of the open term. All other officers stay in their current position, fulfilling their term. At the next election cycle, the vacated officer position (the position the immediate past chair has been filling) will be voted upon along with the Secretary position.
- **Requirements:** An Officer position cannot be filled by any individual who has served less than two (2) years on the Committee at any point in time. There is no maximum number of times an individual can be duly elected by their peers to serve as an Officer.

# OFFICERS

The Chair, Vice Chair, Secretary, and Immediate Past Chair work to ensure Committee members are engaged in representing the interests of the Associate Member Committee.

## The Chair will:

- Represent the Affiliate and Associate Members' interests as they relate to the affairs of the Association, hold a seat on the ACAF Board, and provide updates from the Committee of the Association Board.
- Identify industry image, knowledge, and market position opportunities and challenges pertaining to Associate members.
- Vote on Committee business between regularly scheduled Committee meetings.
- Develop the agenda, action items, and dates for meetings in collaboration with the Vice Chair, Secretary, Immediate Past Chair, and Staff Liaison.
- Ensure the Association's Conflict of Interest, Meeting, and Antitrust policies are understood and followed.
- Establish task forces to provide focus on specific opportunities or initiatives and recommend leads.
- Work in tandem with Staff Liaison to ensure the information provided to Committee members is timely, organized, and concise.
- Appoint representatives (2) to serve on the ACAF Benevolent Fund Committee.

## The Vice Chair will:

- Assume the responsibilities of the Chair in the event the Chair is unable to participate.
- Vote on Committee business between regularly scheduled Committee meetings.
- Work with Chair regarding the establishment of task forces.
- Support the Chair in the development of meeting agendas.
- Provide for a smooth transition upon elevation into the Chair role.

## The Secretary will:

- Vote on Committee business between regularly scheduled Committee meetings.
- Ensures that records are maintained of all Affiliate and Associate Member Committee meetings.



- Assist with the development and review of minutes to ensure an accurate record of the meeting is kept.
- Responsible for distribution, review, and approval of minutes.

### The Immediate Past Chair will:

- Assume the responsibilities of any officers in their absence or vacancy.
- Vote on Committee business between regularly scheduled Committee meetings.
- Represent the Officers at meetings and events in their absence.
- Provide for a smooth transition and continuity for the Chair.

## COMMITTEE MEMBERS

Committee members serve as the voice of the Affiliate and Associate membership providing information on the educational, promotional, and innovative opportunities to engage the Producer members. The Affiliate and Associate Member Committee shall consist of ten with no more than two representatives from the same Associate company at any one time. Members from all the Affiliate and Associate member categories are encouraged to run for election.

Election: The Members of the Committee shall be elected by a ballot of all ACAF Affiliate and Associate members. All candidates will be invited to run for election. Open positions will be discussed a) in Committee meetings, b) in the ACAF newsletter, and c) via a solicitation email to all Affiliate and Associate contacts within ACAF's database. Those seeking election must submit a brief resumé or bio, as well as an explanation of their length of ACAF membership, and participation in Affiliate and Associate Committee and other ACAF committee meetings. The initial Committee Chair may be selected by the ACAF Executive Committee.

### Committee Members will:

- Represent the interests of and make decisions in the best interest of the Association and the asphalt industry.
- Attend and actively participate in Committee meetings.
- Ensure minutes from the previous meeting are an accurate reflection and if incorrect, clarify and correct the record.
- Bring industry issues, challenges, and opportunities to the Committee that impact industry's image, knowledge, and market position where Associate members can provide educational or practical assistance.

### The Staff Liaison

The Staff Liaison will work with the Committee Officers to establish the date, time, location, and agenda for each Committee meeting.

### The Staff Liaison will:

- Send electronic save the date/proof of notice of meeting, agenda, previous meeting minutes, and other background information in advance of the meeting dates.
- Prepare and summarize data as requested by the Committee.
- Update the Association Management System (AMS) with committee changes.
- Orient new members.
- Assist in the election process.

## COMMITTEE SELECTION AND TENURE

Full-time employees of Affiliate and Associate member companies may run for a seat on the Committee. The Committee seeks a balanced and diverse representation defined as geographical locations (regions), member category, and skill sets.

### Committee Tenure:

Members are elected to the Committee for a three (3) year term and may stand for re-election for one consecutive term, after which they must roll off the Committee for at least one (1) year.

Officers are elected to one (1) year terms in each officer position and after election as Secretary, automatically advance through the ranks.

Officers are exempt from term limitation until they exhaust their executive roles.

### Committee Vacancies:

Definition of Vacancy: An individual, not a company, holds the elected seat on AMC. An individual is eligible to retain their seat assuming they a) move to another ACAF Associate member company and b) the new place of employment does not already hold 2 seats on the Committee. People not meeting the above criterion vacate their seat. Any vacancy on the Committee shall be filled by appointment of the Chair. The process shall be as follows:

The staff liaison provides to the Chair a list of AMC candidates – acquired from those who ran for election in the prior year but did not obtain a seat. The Chair will have the prerogative to select the candidate to fill the remainder of the term for the vacant seat.

Any candidate who is appointed is eligible to run for election and sit on the Committee for two more successive terms.

### Removal of Committee Members:

Any Committee Member who is not in attendance for three (3) consecutive Committee meetings may be removed and the Chair may appoint a new member to fill the unexpired term.

# ATTENDANCE POLICY AND QUORUM

A 50 percent Committee quorum is required to approve actions in the meeting agenda. Committee members are requested to attend each meeting and advance notice is given to provide the best opportunity to avoid conflicts.

## Best Practices for Robust Discussion and Participation

Innovation and breakthroughs result when agenda items encourage active participation. To ensure the Association provides value to participants, an agenda is developed to encourage discussion and participation. Expectations of members include, but are not limited to:

- Reviewing agenda and materials and coming prepared with questions, suggestions, and recommendations.
- Providing input that aids in the discussion of strategic initiative led by the Committee.
- Treating all members and their thoughts with respect.
- Providing insight into current and future market innovations, trends, and educational opportunities to help shape the Committee's strategy.
- Voting for Committee candidates, and on Committee business.
- Volunteering to serve as an Officer, and/or member or leader of a task force.

## Orientation Process for New Members

An orientation will be held annually (via videoconference) with new committee members. Materials for the orientation include:

- The Committee Charter
- The Committee Roles and Responsibilities Document
- The current Association Strategic Plan
- The Association Policy and Antitrust Statement
- Previous year's Committee minutes
- The Committee page on the Association website

Committee Officers will be asked to participate in the orientation

# MEETINGS

## Scheduling

The Committee will meet a minimum of two (2) times per year with additional meetings scheduled at the discretion of the Committee Officers and Staff Liaison.

## Notice

On behalf of the Chair, the Staff Liaison will provide a Notice of Meeting via email at least two (2) weeks prior to the meeting date. This Notice of Meeting will include the meeting date, time, and location (e.g. in-person, online, etc.).

## Agenda

The agenda will be developed by the Committee Officers with the assistance of the Staff Liaison. Standing agenda items include roll call, acknowledgement of the Association's Policy and Antitrust Statement, proof of notice of meeting, approval of previous minutes, old business, new business, AMC commendation, other business, path forward, next meeting, and adjournment.

## Materials

All materials for discussion will be distributed a minimum of one (1) week prior to the meeting date.

## Minutes

Minutes will be kept as a record of discussions, recommendations, and decisions. The Secretary in conjunction with the Staff Liaison will draft minutes and distribute them to the members to ensure accuracy. In addition, the minutes will be provided to members as part of the overall packet for review and approval at the next meeting.

## Expenses

Expenses to participate/attend meetings are the responsibility of the individual or the ACAF member company. The Association will cover the cost of the meeting space (e.g., meeting room, virtual hosting, etc.), audio visual equipment, meeting materials, and other expenses associated with facilitating.

## RELATED ASSOCIATION POLICIES

### The Association Antitrust Policy

The Association Board of Directors reiterates its unequivocal support for the policy of competition served by anti-trust laws and uncompromising intent as individual companies and as an association to comply strictly in all respects with those laws governing competitive activities. At all meetings of the Association the stated Association Antitrust Policy must be followed. A copy of the detailed policy is available on our website at [www.asphaltpavement.org/about/governance/antitrust-policy](http://www.asphaltpavement.org/about/governance/antitrust-policy).

### Association Meetings Policy Statement:

Authority to speak or act for the Association shall only be by those persons who have been authorized to speak for, or act on behalf of, the Association, in accordance with the Association's Bylaws, Board of Directors' Rules, or the Rules of Operation of the Association's Committees/Task Forces, may so speak or act and shall so speak or act only with respect to those matters on which they have been authorized to speak or act. No unauthorized person may speak for or act on behalf of the Association shall represent or hold themselves out to any other person as possessing or exercising, whether expressed or implied, such authority. No person shall have the authority to bind the Association, either orally or in writing, without the prior written approval of the Board of Directors. In the area of Codes and Standards development and Codes and Standards interpretation, the Association shall conform to all mandatory Government Standards, American National Standards Institute - National Standards, and current Association rules as approved by the Board of Directors.

### Anti-harassment

The Association is committed to maintaining a safe, productive, diverse, inclusive, professional, collegial, and secure work environment in which all individuals are treated with respect and dignity. Discrimination, harassment, or inappropriate conduct is not tolerated by or against employees, members, volunteers, vendors, contractors, or any other individuals who conduct business with the Association. Any violations of this policy should be reported to the Staff Liaison. If the Staff Liaison was the one in violation of the policy, the violation should be reported to the President.

### Records

The Association will retain official records (for example, Committee agendas, supporting documents and minutes) for a period equal to at least three (3) years on the Association server. Any documentation of meetings that is not on the server is deemed a copy of the record.