

# American Countertop Manufacturers Council (ACMC)

## Charter and Governing Procedures

### 1. Scope and Authority

- 1.1 The American Countertop Manufacturers Council (**ACMC**) serves as the recognized body for documenting, deliberating, and issuing consensus positions on matters that affect the countertop manufacturing industry in the United States.
- 1.2 The Council operates as the final authority for industry consensus, with decisions adopted by the Council representing the collective position of the industry.
- 1.3 The Council is independent in its governance, with administrative support provided by designated staff but without external approval or veto power.

### 2. Definitions

- 2.1 **Countertop Manufacturers** – Businesses that provide fabrication services for any material used in countertops, including but not limited to: natural stone (granite, marble, quartzite, soapstone, slate, limestone/travertine), engineered stone (quartz, terrazzo, solid surface, recycled glass composites), porcelain slabs, wood (butcher block, bamboo), metal (stainless steel, copper, zinc), concrete, laminate, recycled and sustainable materials (paper composite, reclaimed wood, recycled plastics), and other emerging materials.
- 2.2 **Countertops** – Horizontal work or decorative surfaces installed in residential, commercial, industrial, or specialty environments, including kitchens, bathrooms, offices, retail, hospitality, schools, restaurants, laboratories, and custom applications.
- 2.3 **Council Member** – A countertop manufacturer in good standing, approved for participation in the Council with full voting rights.
- 2.4 **Non-Member Participant** – A countertop manufacturer that is not a Council member but may submit issues and provide comments for consideration. Non-members do not hold voting rights.

### 3. Purpose and Objectives

- 3.1 **To collect** and document the perspectives of countertop manufacturers on issues impacting the industry.
- 3.2 **To provide** a structured framework for developing consensus-based recommendations and positions that are transparent, fair, and legally defensible.
- 3.3 **To establish** and maintain a secure, centralized system for recording, archiving, and publishing industry input and consensus decisions.
- 3.4 **To serve** as the authoritative channel for communicating the unified position of the countertop manufacturing industry to stakeholders, including regulators, suppliers, customers, and allied organizations.

### 4. Membership and Composition

- 4.1 **Eligibility** – Any countertop manufacturer operating within the United States is eligible to apply for Council membership.
- 4.2 **Composition** – The Council shall strive for balanced representation across geography, company size, and specialization.
- 4.3 **Terms** – Members serve one-year renewable terms. Terms run July – June and are not prorated.
- 4.4 **Voting Rights** – Each council member company shall hold one vote.
- 4.5 **Chair and Co-Chair** – The Council shall elect a Chair and Co-Chair annually from among its members.
- 4.6 **Removal for Non-Participation** – Members who fail to meet participation and voting requirements may be removed by a majority vote of the Council.

### 5. Policies and Procedures

- 5.1 **Open Comment Period**
  - Any countertop manufacturer, regardless of Council membership, may submit issues through the Online Issues Register.

- All issues are recorded in a Public Register accessible to the industry.
- Non-members may provide comments but shall not participate in final voting.

## 5.2 **Consensus Development**

- **Principles:** Openness, balance, due process, transparency, and fairness.
- **Consensus Threshold:** Approval requires a two-thirds (2/3) supermajority vote of Council members.
- **Documentation:** All negative votes must be accompanied by a written explanation and addressed in the final report.
- **Transparency:** Meeting agendas, minutes, voting records, and consensus reports shall be maintained and published.

## 5.3 Appeals

- Appeals regarding due process violations may be submitted to the Council.
- Appeals must be filed within 30 days of the disputed action.
- The Council shall review and issue a final ruling by majority vote.

## 6. Documentation and Recordkeeping

- 6.1 **Single Source of Truth (SSoT):** All industry feedback and Council documentation shall be stored in a centralized, secure platform.
- 6.2 **Standardized Format:** A uniform template shall be used to document submissions, feedback, and decisions.
- 6.3 **Objectivity:** Records shall document facts and verifiable observations, not assumptions.
- 6.4 **Archival:** All issues, comments, votes, and consensus decisions shall be permanently archived.
- 6.5 **Accessibility:** Records shall be accessible to Council members and made available publicly in summary form.

## **7. Meetings**

- 7.1 The Council shall convene quarterly, with at least one in-person meeting annually.
- 7.2 Additional meetings may be called by the Chair or by request of one-third of Council members.
- 7.3 Agendas shall be distributed in advance, and an antitrust compliance statement shall be read at the commencement of each meeting.

## **8. Deliverables**

- 8.1 Quarterly Countertop Insights Report – Summary of issues raised, positions developed, and consensus achieved.
- 8.2 Annual State of the Countertop Manufacturer Report – A comprehensive report documenting trends, challenges, and consensus decisions.
- 8.3 Consensus Archive – A record of all issues, comments, votes, and outcomes.

## **9. Funding**

- 9.1 Participation Fee: Council membership shall be supported by an annual participation fee, with adjustments determined by Council vote.
- 9.2 Sponsorship: Sponsorships may be solicited to support Council operations, publications, and events, independently from ISFA operations.
- 9.3 Events: Fees may be assessed for participation in special sessions or town halls.

## **10. Antitrust and Legal Safeguards**

- 10.1 The Council shall operate under strict compliance with federal and state antitrust laws.
- 10.2 Prohibited topics include, but are not limited to: pricing, wages, bidding, boycotting, vendor negotiations, or allocation of markets.
- 10.3 Staff or designated compliance officers shall attend all meetings and maintain records of proceedings.

## **11. Review of Charter**

11.1 This Charter shall be reviewed every three (3) years to ensure ongoing compliance with applicable laws and the evolving needs of the countertop manufacturing industry.

11.2 Amendments require a two-thirds (2/3) vote of the Council.

### **ISFA Ownership & Liability Statement**

The International Surface Fabricators Association (ISFA) maintains full ownership and stewardship of this proposal and all related deliverables. All concepts, processes, and initiatives described herein are the intellectual property of ISFA, developed for the purpose of advancing the shared interests of the countertop and surface fabrication industry.

This proposal, and any initiative(s) resulting from it, are governed solely under the authority of ISFA as an independent, nonprofit trade association. Implementation, administration, and oversight will be conducted exclusively under ISFA's direction and in alignment with its mission, bylaws, and strategic objectives.

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By providing this proposal, ISFA reinforces its responsibility to serve as the recognized voice of the surface fabrication industry, ensuring that decisions and results reflect the consensus and collective priorities of fabrication businesses, regardless of membership status.