



## ACEC-NH/NHDOT CQI Committee Guidelines

### General Guidelines:

The committee will consist of one representative from each of six ACEC-NH member firms in good standing.

It is expected that committee members will attend all regularly scheduled meetings in person. Most meetings are held in Concord NH. The meetings are typically 90 minutes long.

To be eligible to serve on the CQI committee:

### The Firm:

- Shall be a full member of ACEC-NH.
- Shall be performing significant work with the NHDOT which may include subconsultant work.

### The Committee Member:

- Shall be a leader and person of responsibility in the firm or leader in transportation issues in the firm and familiar with technical and business issues related to transportation.
- Shall always act in the best interest of ACEC-NH's mission.

### Terms:

- Terms shall be six years with extensions as approved by the ACEC-NH Board of Directors.
- Terms shall begin on July 1 and be staggered to avoid heavy turnover.
- Should there be a change in the employment status of a committee member; the member may be allowed to serve for the remainder of the current fiscal year at discretion of the Board of Directors.
- After a representative leaves the committee for any reason there will be at least a one-year hiatus for that member firm.
- Committee members serve at the discretion of the Board of Directors.
- At any time, a representative of a member firm seeking to be a CQI committee member may submit a one-page letter of interest to the ACEC-NH Executive Director.

The ACEC-NH Board of Directors may waive any of the above requirements.

**These guidelines were adopted by unanimous vote of the ACEC- NH Board of Directors on November 21, 2023.**