

# AMC Terms of Reference

Approved by the ARINC Board of Directors, November 15, 2006

## 1. Purpose

- 1.1. The AMC is an aviation industry activity organized by ARINC Incorporated to assist aviation interests in cooperating to develop shared technical solutions and to establish technical standards.
- 1.2. AMC seeks to reduce life-cycle costs for airborne electronics by promoting reliability and improving maintenance and support techniques through the exchange of engineering, maintenance, and associated technical information and the development of voluntary maintenance-related technical standards.
- 1.3. A primary means of exchanging avionics maintenance information is the annual Avionics Maintenance Conference conducted under the auspices of the AMC.

## 2. AMC Members

- 2.1. The membership of AMC shall consist of those organizations that enter in to an agreement for AMC membership with ARINC Industry Activities (ARINC IA) and pay an annual fee appropriate to their size and category. These organizations are referred to as AMC Member Organizations (AMCOs).
- 2.2. The membership of AMC shall be drawn from commercial air carriers.

## 3. AMC Steering Group

- 3.1. The AMC Steering Group shall oversee activities of the AMC by formulating and implementing policies and procedures consistent with these Terms of Reference. The Steering Group will provide guidance to ensure the efficient operation of the annual Avionics Maintenance Conference. The Steering Group will authorize the AMC technical work program and rule on the adoption of proposed ARINC Standards and supplements to existing ARINC Standards.
- 3.2. The AMC Steering Group shall be composed of the voting representatives of the AMCOs elected to the Steering Group, a non-voting secretariat provided by ARINC IA, and non-voting liaison representatives from other groups invited by the Steering Group. AMCOs represented on the Steering Group shall be elected by the AMCOs.
- 3.3. The Steering Group shall comprise eleven voting representatives of AMCOs. To ensure global representation, the AMCOs elected to the Steering Group should include at least one AMCO from each of the following regions: North America; Caribbean, Central, and South America; Europe; Africa and Middle East; and Asia Pacific.
- 3.4. AMCOs serving on the Steering Group shall designate an individual as their Steering Group representative. Upon election to the Steering Group, AMCOs shall identify their intended Steering Group representative stating the qualifications of that individual for review by the Steering Group. Steering Group representatives should have the ability to contribute to the objectives of AMC through technical expertise and experience in avionics maintenance and commit to regularly attend AMC Steering Group meetings and the annual Avionics Maintenance Conference.

## 4. AMC Officers

- 4.1. The AMC Chairman shall be elected from the voting representatives on the AMC Steering Group. The AMC Chairman will preside at AMC Steering Group meetings and the annual

Avionics Maintenance Conference; will assist the Steering Group to provide oversight for AMC activities—including coordination with the AMC Executive Secretary; and may represent AMC in other industry activities.

- 4.2. The AMC Vice Chairman shall likewise be elected from among the voting members of the AMC Steering Group. The Vice Chairman shall assume the duties of the Chairman in the Chairman's absence and may conduct other duties designated by the Chairman.

## **5. AMC Executive Secretary and Staff**

- 5.1. An Executive Secretary will be appointed by ARINC IA to support AMC and its Steering Group.
- 5.2. The Executive Secretary shall be responsible for the ongoing operational, technical, and administrative services that support the AMC; will keep the Chairman and Vice Chairman advised of all matters requiring AMC attention; will maintain technical liaison with other organizations; and may perform other duties as requested by the Chairman with the concurrence of ARINC IA.
- 5.3. ARINC IA will provide staff support to the AMC, as budgeted.

## **6. Standards Documents**

- 6.1. AMC will initiate, develop, adopt and publish voluntary, consensus-based industry technical standards in accordance with the ARINC Standards Development Document.
- 6.2. The ARINC Standards Development Document (ASDD) describes the policies and procedures for developing and promulgating such technical standards. The ASDD is developed by ARINC IA in collaboration with the AEEC, AMC, and FSEMC leadership and is approved by ARINC Incorporated.

## **7. Voting**

### **7.1. AMC**

- 7.1.1. The AMC Steering Group shall be elected by the AMCOs in accordance with procedures approved by the AMC Steering Group and available to all AMCOs.

### **7.2. AMC Steering Group**

- 7.2.1. The quorum for an AMC Steering Group meeting requires the participation of over one-half of the voting representatives or duly authorized alternates. An AMC Steering Group member may designate an Alternate in accordance with procedures established by the Steering Group. A simple majority of those participating will be required for AMC Steering Group actions, except for the adoption of ARINC Standards. A two-thirds majority of those participating and voting will be required for adoption of ARINC Standards. An Abstention is not considered a vote.
- 7.2.2. AMC Steering Group action by mail or electronic ballot requires a two-thirds majority of the representatives voting.

## **8. Meetings, Notices, and Records**

### **8.1. Meetings**

- 8.1.1. AMC will convene annually at the Avionics Maintenance Conference. Other meetings may be scheduled by the Steering Group.

- 8.1.2. The AMC Steering Group will meet, as required, to plan the annual Avionics Maintenance Conference; to review and approve the AMC work program; to review the AMC standards development efforts, including assessing the status of ongoing task group activities; to review and approve new projects; to rule on the adoption of new standards and supplements to existing standards; and to consider other matters brought to the attention of the Steering Group.
- 8.1.3. Task Groups may be established by the Steering Group and will advance their tasks consistent with the work program approved by the Steering Group.

## 8.2. Notices

- 8.2.1. As the secretariat for the Steering Group, ARINC IA shall provide adequate and timely public notice of AMC Steering Group actions to initiate, adopt, revise or withdraw standards.
- 8.2.2. As the secretariat for the Steering Group, ARINC IA shall provide adequate and timely public notice of standards development meetings of the AMC and its Task Groups.

## 8.3. Records

- 8.3.1. ARINC IA shall maintain the records of activities of AMC. Technical records of AMC standards-setting and aviation industry activities, including the Terms of Reference of AMC, shall be available to all interested parties on a reasonable basis at the ARINC IA office.
- 8.3.2. The copyright and other intellectual property rights in all AMC-generated publications and other documents will be held by ARINC IA.

## **9. Administrative, Budgetary, and Regulatory Aspects of the AMC**

- 9.1. Administrative, budgetary, and regulatory aspects of AMC will be developed collaboratively between the AMC Steering Group and ARINC IA, subject to review and supervision by ARINC Incorporated.
- 9.2. ARINC IA will enter in to agreements, receive revenues, maintain financial data, and inform the Steering Group of the resources available to support the AMC.