



CORNERSTONE OF CULTURE GROUP GUIDELINES

Effective Date: February 3, 2016



Our Goal is To Be An Airport System Financially Sound and Self Supporting, Operated in a Safe, Secure, Efficient and Environmentally Responsible Manner.



- **Fairness:** Without Bias
- **Accountability:** Own It
- **Integrity:** Beyond Reproach
- **Respect:** Appreciate Qualities in All

Promoting the intent and meaning of the culture and ensuring that it remains top of mind

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Sec. 1.00 – Short title.

The following document shall be known as the JAA’s Cornerstone of Culture Group Guidelines.

Sec. 1.01 – Overview.

A.	<i>History/Current</i>	The group was formed by the CEO in August 2011 and charged with developing and implementing a new corporate culture system; the Cornerstone of Culture, including the FAIR statement, was adopted and rolled out to all employees and the Board of Directors in October 2011.
B.	<i>Culture Statement</i>	The Cornerstone of Culture group will promote the intent and meaning of the culture and ensure that it remains top of mind.
C.	<i>Objectives</i>	The Cornerstone of Culture’s primary objectives are to: <ol style="list-style-type: none"> 1. Ensure that the culture continues to thrive and remains in the forefront of everyday at JAA; and 2. Develop fun and meaningful ways to keep the culture fresh among employees.

Sec. 1.02 – Bylaws.

A.	<i>Mission</i>	The Cornerstone of Culture group will promote the intent and meaning of the culture and ensure that it remains top of mind.
B.	<i>Goal</i>	The goal of the Cornerstone of Culture group is to develop the means by which to ensure that the intent and meaning of the culture is always in the forefront of daily activities of every JAA employee.
C.	<i>Objective</i>	The objective of the Cornerstone of Culture group is to advocate and promote a culture of Fairness (Without Bias), Accountability (Own It), Integrity (Beyond Reproach), and Respect (Appreciate Qualities in All).
D.	<i>General Membership and Selection Process</i>	<ol style="list-style-type: none"> 1. General Eligibility: Membership on the team is open to all employees who have completed their introductory period and are in good standing. 2. Prospects: Prospective members are those employees who demonstrate the FAIR statement in their daily behavior.

	<ol style="list-style-type: none"> 3. Number of Members: Ten (10) employees will serve as members on the group, one (1) of which will be an “Advisor,” and efforts will be made to ensure they represent all departments, job levels, locations, genders, ethnicities, and ages. Nine (9) of the members will each have one vote, and the Advisor will hold the tie-breaking vote. 4. Commitment: The membership commitment is active participation in Cornerstone of Culture group meetings and JAA employee events. 5. Elections: Election of officers is held annually, during the month of January, using the democratic process of one vote per group member, with the Advisor voting only in the case of a tie. 6. Term of Membership: Members will rotate off every two (2) years on a staggered basis; the process of replacing a member who has notified the chair of their desire to depart the group shall begin immediately upon receipt of said notification however, if at all possible, a departing member shall remain until their replacement has been named. 7. Filling Vacancies: When filling an opening in the group, the following methods will be used to source prospective members: <ol style="list-style-type: none"> a. Recruitment by current members; and b. Formalized solicitation. 8. Time Commitment and Coordination: When discussing prospective membership with an employee, both the employee and their manager will be made aware of the time commitment involved in being a part of the group, and upon joining, the employee thereby understands and agrees (1) to the necessary time commitment and (2) to communicate and coordinate with their manager when requesting time for said involvement.
<p>E. <i>Roles and Responsibilities</i></p>	<ol style="list-style-type: none"> 1. Active Engagement: Members are required to be actively engaged in the business and activities of the group. 2. Resignation Notice: Any member may leave the group at any time, with written notice to the chair. 3. Removal Process: If a member is not fulfilling their role and/or obligation, the chair, via vote, shall have the right to ask said member to step down; however, the chair will first discuss the circumstances surrounding the lack of engagement with the member and if it is deemed to be in the best interest of promoting the mission of the group, the step-down request will then be made. 4. Chair: The duties of the Chair generally includes the following: <ol style="list-style-type: none"> a. Prepare meeting agendas; b. Facilitate meetings; and c. Provide leadership.

		<p>5. Secretary: The duties of the Secretary generally includes the following:</p> <ul style="list-style-type: none"> a. Support Chair in all the above, handle meetings in the Chair’s absence; b. Take minutes during meetings and send to members afterward; and c. Summarize past meeting at next meeting. <p>6. Advisor: The requirements and/or duties of the Advisor generally includes the following:</p> <ul style="list-style-type: none"> a. Be a member of the senior staff, appointed by the CEO; b. Participate in all group discussions and provide counsel; c. Act as liaison to the CEO; and d. Cast only the tie-breaking vote, when needed.
F.	<i>Meeting Frequency and Format</i>	<p>1. Meeting Frequency: Meetings will be held at least quarterly, or more often as may be needed, at a convenient time to the majority of the members.</p> <p>2. Quorum: At least six (6) members must be present for voting.</p> <p>3. Meeting Length: Will be no more than 90 minutes in length.</p> <p>4. Meeting Order: Roberts Rules of Order apply.</p>
G.	<i>Annual Review</i>	These Guidelines shall be reviewed at least annually.