Corporate and Exhibitor Committee Charter
As approved by the SPIE Board of Directors 13 Nov 2020

Purpose

The Corporate and Exhibitor Committee (CEC) provides guidance and makes recommendations for activities and practices that pertain to SPIE’s suite of global exhibition products and services. The CEC also recommends benefit updates and dues structure for SPIE Corporate Membership.

Goals and Deliverables:

Responsibilities include, but are not limited to the following:

1. Monitor and oversee Society activities that address the needs of SPIE Corporate members and exhibitors. Recommend activities and practices that may improve the Society’s ability to address such needs.
2. Provide leadership, vision, and direction for exhibition services.
3. Provide input on new trends and activities, especially as they pertain to exhibitions.
4. Periodically review corporate member program, benefits, dues structure and associated fees.
5. Provide input into relevant policy development, approval, and enforcement.

Membership

• The committee consists of a Chair, appointed by the SPIE President-Elect, and approved by the Board (at second Board meeting of year preceding term). Strong preference is given to a Chair candidate who is a current member of the committee and has served at least one year.
• The Chair is asked to serve a three-year term (usually not extended).
• Committee members are appointed by the newly approved Chair and approved by the Board (third Board meeting of year preceding term).
• The Chair selects a group of committee members of diverse technical, national, gender, and ethnicity such that its composition aspires to be in line with the Society’s membership composition and goals.
• The members are asked to serve a three-year term with the possibility of renewal.
• Committee members must be current SPIE voting members, able to devote the necessary time to the committee’s work and attend committee meetings. Members should have the experience and technical knowledge necessary to contribute positively to Society efforts to enact agreed-upon strategies for SPIE events, at both an exhibition-specific level and within the global strategy level.

Logistics

The committee meets twice per year, whether in person or virtually. Meetings generally coincide with Photonics West in Q1 and Optics+Photonics in Q3. Additional meetings may be arranged as needed.

The Chair of this committee serves on the Strategic Planning Committee and attends Board Meetings in the role of Advisor. As a member of the Strategic Planning Committee, the Chair may be asked to attend one additional in-person meeting each year.
Authority
The Corporate and Exhibitor Committee is a Standing Committee of the Board and shall report and make recommendations directly to the Board.

Quorum
Quorum is established for in-person and virtual meetings by a simple majority of committee members, inclusive of the Chair. Once a quorum is established, a majority of the votes cast is required for the passage of a motion made during in-person and virtual meetings (abstentions and recusals do not count for or against a motion). The Chair may choose or choose not to vote on any motion or may choose to only vote in order to break a tie.

Guiding Documents
SPIE bylaws shall take precedence over the Committee Charter.

Members of the committee agree to:

- Abide by the SPIE Code of Conduct, Anti-Harassment, Conflict of Interest and Confidentiality Policies.