

Small Business Roundtable Operating Guide

In accordance with the Small Business Roundtable (SBR) Charter, this operating guide provides the framework for which the SBR will conduct business.

The focus of the Small Business Roundtable will be for Government and industry to collaborate to enhance small business participation in naval aviation contracts and provide a forum to address small business issues and concerns. The SBR will strive to achieve a consensus of the members whenever possible but recognizes that there may be times when the various members' interests preclude a consensus. For instance, the Government may choose to abstain from voting on a particular issue that it deems controversial or contrary to Government interests. In these and other cases where a consensus is impossible, the issue will be identified and the SBR will make whatever progress possible to resolve any member concerns or conflicts of interests.

Improving the way the SBR conducts business shall be an ongoing and iterative process. Therefore, this Operating Guide is expected to be a living document. Recommended changes to this Operating Guide shall be addressed by the Executive Steering Committee (ESC) at the regularly scheduled ESC meetings.

SBR Membership

1. **General membership** – General membership is open to any company registered with SAM, which has conducted, is conducting, or plans to conduct business with Naval Air Systems Command (NAVAIR) or Naval Air Warfare Center – Aircraft Division (NAWC-AD) as a prime contractor or subcontractor.
2. **Executive Steering Committee** – Membership on the ESC is open to Small Businesses only and, once established, is based on a majority vote of the then current ESC members as provided below.
3. **Subcommittee** – Membership on subcommittees is accomplished through appointment by the respective subcommittee Chairperson and acceptance of the appointment of the member.

SBR Committees The SBR activities will be managed by the ESC. The ESC will be responsible for establishing and disestablishing subcommittees.

1. ESC Composition

- Government – NAVAIR/NAWC-AD Office of Small Business Programs (OSBP) representation
 - A minimum of one and preferably two representatives.
- Industry - Small Business Representation
 - Chairpersons - There will be one Chairperson and one Vice-Chairperson that will be selected by the ESC. The Vice-Chairperson will function as the Chairperson when the Chairperson is not available. The Chairperson and Vice-Chairperson are not considered as an SBA socio-economic representative discussed below.
 - If possible, a representative from each recognized SBA socio-economic group including 8(a), HUBZone, Veteran-Owned/Service Disabled Veteran-Owned,

Woman-Owned, Emerging Small Business (20 or less) and Small Business. (Note the emerging (20 or less) small business and the small business representatives are “at large” meaning that an Alaskan Native Corporation (ANC) or a small business that exceeds the 500 employees can serve on the ESC.)

2. ESC Chairperson’s Roles and Responsibilities

- Provides vision and leadership for the SBR.
- Leads development and execution of SBR Strategic Plan annually.
- Participates in regular dialogue with NAVAIR/NAWCAD Leadership on issues relevant to the NAVAIR Small Business community.
- As required, represents the SBR ESC as a liaison and interface to other local organizations including the Acquisition Improvement Team (AIT), The Southern Maryland Navy Alliance (SMNA) and The Patuxent Partnership (TPP).
- Leads the execution of approximately General Membership Meetings per year.
- Ensures the ESC meeting agenda is prepared and distributed at least seven days prior to the ESC meeting.
- Leads ESC meetings and ensures issues and concerns raised by the ESC or SBR at large are discussed in a timely manner.
- Ensures that discussions are relevant and focused on the particular subject and that the meetings start on time and that the agenda is followed and completed in the allocated meeting time.
- Takes the lead on bringing decisions to a vote, and recording and disseminating the results.
- Ensures that once a vote is called to order, all discussions will cease.

3. ESC Terms & Selection

- The term for ESC members shall be two years.
- If no other eligible candidates are available to fill a given position, a vote shall be held to extend the current member in one-year increments.
- Election of members to the ESC will be held annually by the ESC members during the ESC October meeting to replace representatives completing their terms and to fill vacancies.
 - Requests for eligible candidates will be solicited from the membership during the **Summer** General Membership Meeting.
 - Candidates shall complete and submit an SBR Self Nomination Form to the ESC by a deadline established by the ESC in order to be considered.
- To assist in continuity, replacement of ESC representatives will be staggered, if possible. The Vice-Chairperson will be replaced annually, and the Chairperson will be replaced annually by the Vice-Chairperson.
- Selection to the ESC requires a simple majority vote of all ESC members.
 - Proxy or absentee voting for the ESC is permitted.
- Candidate criteria.
 - Member under the small business subcategories stated above for which there is a current or anticipated vacancy. The business must be with NAVAIR or NAWC-AD as a prime contractor. The ESC will strive to ensure adequate

representation for all socio-economic subcategory concerns. It is highly desired that the business representative is:

- A principal, officer, or director in the company;
 - Has actively participated on a subcommittee and general membership meetings;
 - Can commit to a minimum of two years active participation;
- To fill a vacancy outside of the annual selection cycle
 - The ESC shall solicit eligible candidate resumes from the membership.
 - If possible, the candidate will attend one Steering Committee meeting to present their capabilities to the Steering Committee and for the Steering Committee to present the functions and attendance requirements to the candidate.
 - Final selection will be approved by a vote of all ESC members. Members can assign the voting privilege to another steering committee member through written proxy.

4. ESC Minimum Level of Participation

- Attend **8** monthly ESC meetings.
- Attend SBR General Membership Meetings and serve on subcommittees as required.
- Participate (comment and discuss) in electronic communications with ESC about ongoing work.

5. Removal of an ESC member

- Requires a simple majority vote of all ESC members.
- Criteria for removal
 - Not fulfilling participation requirements and being non-responsive. Chairperson will contact the individual by written notification stating their participation and responsiveness is inadequate. If the ESC member does not respond to the written notification within a 15-day period, a second letter will be written by the Chairperson stating that they have been removed from the position and that action will be taken to replace them.
 - All ESC members must re-certify business status at the annual planning meeting, as eligible to compete under NAICS codes predominantly used in NAVAIR/NAWC-AD (currently NAICS 541330). If the company is no longer eligible, the member is required to resign from the position unless they qualify under a different small business standard and there is a current opening.
 - Disbarment from doing business with DoD.
 - Conduct detrimental to the SBR.

6. ESC Decision Making

- Decisions will be agreed upon by a vote of a quorum of the ESC members, either present at an ESC meeting or by email and proxy when appropriate.
- Formal Voting Procedure. The following procedure will be followed for voting:
 - Motion made by committee member;

- Motion 2nd by additional committee member;
- Discussion held (Chairperson will control the discussion);
- One person has the floor at a time, as recognized by the Chairperson;
- Vote will be called when the Chairperson has determined that sufficient discussion has occurred to adequately address the issues relevant to the motion before the committee. Once a vote has been called for, no more discussions will be held unless the floor is reopened by the Chairperson;
- A motion may be tabled for a future discussion/vote by the Chairperson;
- In the event of a tie vote, the Chairperson or Chairperson's representative will break the tie.

SBR Subcommittees When there is a particular issue, decision or policy that impacts small businesses, the ESC can establish a subcommittee to study the topic and report out the findings. At the completion of the subcommittee's task, the ESC will disestablish the subcommittee.

1. The ESC should consider the following guidelines prior to establishing each subcommittee:
 - Ensure there is sufficient interest and resources to stand-up a subcommittee;
 - Make a presentation to the SBR membership to determine level of interest and number of people willing to participate in the subcommittee;
 - Establish clear/focused purpose statements and objectives for the subcommittee;
 - Determined a reasonable schedule and required resources for the subcommittee;
 - Appoint a subcommittee leader and agree upon the scope to the subcommittee's task.
2. Each subcommittee should provide the ESC with periodic progress reports and a final report.
 - With ESC approval, each subcommittee will report to the SBR general membership.
 - Report/findings should include recommendations and be accompanied by an action plan where appropriate. This could consist of preparing a management brief, point paper, promoting legislation changes, establishing other subcommittees, etc.
 - If after establishing a subcommittee, the initial research determines there is no actionable information or the committee loses participation and there are no others to step in, the subcommittee will be disestablished by the ESC.

SBR Activity Structure This section outlines the ESC and general membership's anticipated activities in a given year.

1. **Meetings and Conferences** SBR will hold, at a minimum, the following meetings.
 - Annual Executive Planning Meeting
 - Purpose: To outline the next calendar year's goals and activities
 - Attendance: Executive Steering Committee
 - Recurrence: First week of September
 - Dependencies In:
 - Selection of incoming ESC members complete;
 - The NAVAIR OSBP Activity Plan for the next calendar year.

- Dependencies Out:
 - Goals for next year (after discussing strengths, weakness, lessons learned from previous year);
 - Review the ESC Operating Guide and update as appropriate;
 - Calendar of Events/ SBR Activity Plan for next calendar year;
 - Focus/Topics for each General Membership Meeting with suggested Guest Speakers;
 - Training topics for next year.

2. **Executive Steering Committee Meetings**

- Purpose: To review, discuss and modify, as needed the annual goals.
- Attendance: Executive Steering Committee members
- Recurrence: Second Wednesday of each month
- Location: Normally will alternate between industry site and the OSPB office
- Time: 1 hour
- Dependencies In:
 - Updated status report from each Officer.
- Dependencies Out:
 - Action items, updated calendar of events to be posted on the SBR website.
- Chairperson is responsible for coordination of the agenda prior to each meeting and leads the meeting (Vice Chairperson assumes this role in the absence of the Chairperson)
 - Ensures meeting starts and ends on time (or request to extend).
 - Ensures agenda is covered.
 - Ensure conversations are respectful and on topic.
 - Ensures decisions are made appropriately – if all the information isn't available or sufficient ESC members available, decisions are tabled for a follow up meeting.
 - All ESC members should notify Chairperson and Vice Chairperson if they are not available to attend the meeting and communicate any urgent information that needs to be discussed via e-mail or phone.

3. **General Membership Meetings**

- Purpose: To provide the general membership with information relative to NAVAIR and small business issues in general, networking opportunities and training.
- Attendance: General Membership and the ESC
- Recurrence: Normally at least three times per year (Notionally Jan/Feb, May, and October)
- Dependencies In: The General Membership Meetings may contain the following:
 - SBR Update on Events and Activities
 - Guest Speaker(s)
 - Small Business Training
 - Report of outstanding actions or subcommittees
- Dependencies Out: Meeting minutes with an updated calendar of events to be posted to the SBR website.

- **4. Other Events:** Other events may be held concerning matters of interest to the Pax River contractor community, as requested by General Members and determined by the ESC, or as requested by NAVAIR/NAWC Leadership.

General Activities: In addition to the important work and focus of the ESC, SBR General Membership Meetings, and Small Business Conferences, there are other venues available to address small business concerns and promote their contributions. Support of these activities is encouraged, but the level of participation will be determined by SBR membership interest, available resources and priorities set by the ESC. Examples are as follows:

1. **White Papers.** White Papers are an effective means of capturing and communicating issues and recommendations for consideration by NAVAIR/NAWCAD leadership. The SBR ESC will develop White Papers on topics of interest with inputs from the SBR membership as appropriate for submission to NAVAIR/NAWCAD leadership.
2. **Training.** During the annual ESC Planning meeting, the need for training will be discussed along with objectives, potential topics and a proposed schedule. If during the year, a particular area of interest/need occurs, the schedule should be flexible enough to accommodate these changes. The main venues for training will occur at SBR General Membership Meetings, Small Business Conferences and Seminars. The goal should be to leverage any training sponsored by other organizations that would benefit SBR members to reduce workload on SBR membership.
3. **Recruiting.** The ESC should be creative and innovative when engaging the small business community. Areas that will impact our ability to recruit and retain membership are as follows:
 - Demonstrate professionalism at all levels
 - Maintain high standards
 - Ensure topics and activities are relevant
 - Provide maximum access to Government programs, personnel and program data.
 - Be responsive to challenges facing the small business community
 - Provide networking opportunities for information exchange, teaming opportunities, lessons learned, etc.
4. **SBR Promotion.** Good news stories – success often promotes more success. Ensure small businesses are recognized for the important contributions they are making to Naval Aviation.
5. **Resources Management.** As with any organization, resources are essential to sustain growth and continued success. Key factors in maintaining resources are as follows:
 - The SBR reputation
 - Collaborative working relationships between SBR and the OSBP
 - Actively recruiting new members and level of participation
 - Referral's from OSBP

- Interfacing and integration with large businesses
- Interfacing with other State and local organizations and programs
- Distributing the workload. (Don't over extend or commit to activities and programs where there are not sufficient resources to be successful.)

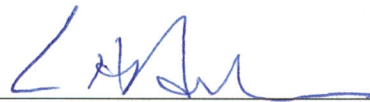
6. **External Organizational Relationships.** The ESC should look for ways to leverage other organizations and activities with a link to small businesses. The following actions should be pursued where appropriate:

- Encourage SBR membership to participate in other organizations that impact small businesses;
- Coordinate and communicate plans and schedules to avoid conflicts where possible;
- Look for opportunities to host joint activities.

7. **Website.** The SBR will use its website as the main communications source. As such, all events will be announced through this website, and all meeting minutes and presentations from SBR events will be posted to the website no later than two working days following every event. If the information for the website is not available within two working days, an announcement will be posted within that time frame stating when the information will be available. Advertisements for SBR events can be placed in local newspapers as appropriate.

- **Announcements.** All events will be advertised with the stated agenda published on the SBR website at least one month prior to the event.

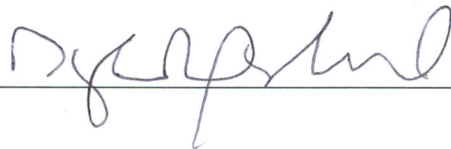
ESC Chair



Date

4/9/2014

ESC Vice Chair



Date

4/9/2014