



Chicago ARTCC
Facility Advisory Board
Operating Paper
Effective 12/31/2011

Created to provide a fair and unbiased platform for the facility of vZAU ARTCC and its members.

Article I – Purpose

The Facility Advisory Board, herein referred to as FAB, shall provide the Air Traffic Manager (ATM) guidance on key facility related issues. Whenever an issue is presented to the FAB; board members shall convene (in any method acceptable to the Board Chairman) to discuss the issue and provide an opinion or recommendation to the ATM. The ATM shall receive the board's recommendation before determining the best course of action for the given issue subject to the next article.

Article II – Exception

The Air Traffic Manager, at his discretion, may act on certain facility issues without first receiving a recommendation from the board. However, he may only act in such a manner if the nature of the issue is time sensitive or regulatory in nature (i.e. new regulations from superiors, VATUSA or VATSIM force changes at the facility level.). Decisions on whether issues demand prompt action as described above shall be at the combined discretion of the ATM, DATM, and TA.

Article III – Composition of the Board

The FAB shall consist of the following members subject to the following paragraph:

1. vZAU Deputy Air Traffic Manager
2. vZAU Training Administrator
3. vZAU Events Coordinator
4. vZAU Webmaster
5. vZAU Facilities Engineer
6. vZAU Elected Representative 1
7. vZAU Elected Representative 2
8. vZAU Elected Representative 3

At all times the board will maintain an odd number of members. To do this the board will consider position number 8 above (Elected Representative 3) as an "as needed" position. The person fulfilling this role shall be called upon only in times when the board would otherwise be at an even number of members.

If a staff position should be filled while an issue is already being discussed by a board utilizing position number 8 as described above, the new staff member will not be allowed to vote on that issue to preserve the odd number of member of the board.

Article IV- Board Chairman

The Role of Board Chairman shall be served by the Deputy Air Traffic Manager. In his absence the number 2 board position as described in Article III shall serve the role.

The Board Chairman shall be responsible for convening the board (in a manner acceptable to him/her) to discuss facility issues. The Board Chairman shall also be responsible for forwarding any and all board activity (as described in Articles VIII and X) to the ATM.

The Board Chairman will act as the Manager to the FAB section of the vZAU Ticket System. The Board Chairman will be the only member to respond to, close and/or delete any ticket submitted to the FAB via the Ticket System.

The Board Chairman shall also provide written notes recapping the facility issue, discussion, recommendation, and associated vote to the general membership.

The Board Chairman shall serve as a moderator of discussions during group meetings.

Article V – Length of Term

The FAB is comprised of two member groups, appointed (staff) members and elected representatives. Staff members shall serve on the board throughout their tenure at the facility. Elected Representatives shall serve a term subject to the following conditions.

1. Elected members shall be elected by a majority vote of the voting membership.
2. Elected members terms are limited to 6 months.
3. Elected members may be reelected for an unlimited number of terms.

Article VI – Election Procedures for Elected Members

Elected Members may be nominated by any member of the General Membership by submitting a ticket through the vZAU Website. To do this, log in to the website and select "Submit Trouble Ticket", then "New Ticket". Fill out the form provided and select "FAB Nomination" in the Help Topic.

Nomination periods shall be held open for three calendar days. Only members of the vZAU General Membership (non-visiting) may be nominated. Only General Members (non-visiting) may nominate a member.

Members may not nominate themselves.

Members accepting nomination shall be added to a ballot for a vote by the General Membership. Voting shall be held open for three calendar days. Members receiving the highest number of votes shall be elected to serve on the FAB.

Article VII – Resignation of Term

A Staff member's term shall be officially resigned upon submission of their staff resignation to the ATM. Until time of submission, the member shall be expected to continue discussion and voting procedures as appropriate.



An elected member may resign their membership by submitting a letter of resignation to the Board Chairman no sooner than 1 week before they plan to resign. During this week, elected members are expected to continue to discuss and vote on issues if warranted.

Article VIII – Removal

Board members not fulfilling the duties described in this document may be removed by majority vote of the board membership. A motion for removal shall be made by a Board member in this case. The Board Chairman may cast the deciding vote in the case of a tie.

Members found to have violated any section of VATSIM, VATNA, and/or ZAU policy, shall be subject to immediate removal from the Board.

Article IX – Responsibility

Each board member shall be responsible for discussing each issue presented to the board for review. Once the issue has been discussed the board shall develop a recommendation(s) based on the discussion. Board members shall then vote on the recommendation(s). Once the vote is complete the Board Chairman shall forward the information on the discussion, recommendations, and vote outcome to the ATM.

Article X – Responsibility of Elected Members to the General Membership

Elected members shall be elected based on being the “person the membership views will do the best job in representing their individual interests”. It is important that the general membership realizes that this position, although similar to a member of congress, is not directly responsible for their actions to the General Membership.

Therefore, Elected members do not need to maintain communication with the general membership during their elected term unless they choose to do so of their own volition.

Elected Members wishing to communicate and solicit ideas and recommendations from the general membership shall be subject to the restrictions in Article XII

Article XI – Procedures

The FAB will operate on the following general guidelines:

1. A member of the vZAU ARTCC shall submit a ticket through official means to the FAB for review.
2. The Board Chairman will review the ticket, respond to the ticket informing the controller submitting the ticket it has been received and will leave the ticket open until the FAB had decided on the issue submitted.
3. The Board Chairman will post the issue in the FAB Discussion area of the vZAU Forums for the FAB to discuss the issue/idea. If it is possible for the FAB to conduct a meeting via Teamspeak, official discussion may take place but only if all members are present.
4. Discussion periods on each issue shall last for a minimum time of one week, but may continue longer if the situation warrants. During this time possible alternatives and recommendations shall be made.
5. After a week time period, any member of the FAB may call for a vote. However, votes shall only take place after discussion on the matter has been allowed to run its course. The Board Chairman shall determine when discussion has ceased.
6. Once a vote is called and the Board Chairman determines the vote is in order as provided above, the Board Chairman shall create a poll in the Forums.
7. Voting shall remain open for one week, or until all votes are cast, whichever is sooner.
8. The Chairman shall forward the FAB discussion, recommendations, and vote outcome to the ATM.

Each situation brought before the board may be different. Therefore the above are only guidelines. Should the situation warrant the Board Chairman may alter or deviate from the above guidelines, but only to the extent necessary to meet the situation.

Article XII – Role of the ATM

The Air Traffic Manager may participate in discussion with the FAB. This discussion includes submitting recommendations to the FAB for a vote. The ATM shall not vote on recommendations brought before the FAB. Once voting is complete and a recommendation is sent forward to the ATM he may choose to accept or deny the recommendation. Denying the recommendation of the board should only be reserved for instances the ATM feels strongly that the recommendation of the board may have negative effects on the facility as a whole; or are otherwise impossible to accomplish given the constraints of the vZAU ARTCC and the VATSIM network.

Article XIII – Restrictions on Discussion Items

FAB members wishing to discuss FAB issues with the ZAU membership may do so in the ZAU Intra-Facility Discussion Board.

Due to the sensitive nature of some discussion items, board members may request to move into Executive Session during group discussions. Any and all items discussed in Executive Session will be subject to confidentiality until a point at which it is no longer essential for the items to be held in confidence. In the case that discussion is happening in the forums, a member should request Executive Session in a forum post. The Board Chairman shall approve the motion.

Article XIV – Amendments

Amendments to this document may be made in writing to the vZAU Management. Any and all changes shall be at the discretion of the vZAU Management.

Article XV – Signatures

Signed into policy on 12/31/2011

Nate Coffield
Air Traffic Manager
vZAU ARTCC

Jeff Jaynes
Deputy Air Traffic Manager
vZAU ARTCC