

MANCHESTER AIRPORT
CONSULTATIVE COMMITTEE

CONSTITUTION AND PROCEDURES

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1. TITLE

The Committee's title is the Manchester Airport Consultative Committee (MACC).

2. TERMS OF REFERENCE

The Committee's Terms of Reference are:-

To:

- (i) advise Manchester Airport PLC on any matter which it may refer to the Committee;
- (ii) consider any question in connection with the operation of the Airport as it affects the local communities, amenities and interests of the Region;
- (iii) make suggestions to the Chief Executive and Board of Manchester Airport PLC on any matter connected with the administration of the Airport which could further the interests of users, local communities and the wider interests of the Region;
- (iv) stimulate the interests of the local population in the development of the Airport; and
- (v) protect and enhance the interests of the users of the Airport.

3. CONSTITUTION AND MEMBERSHIP

[Note: the Civil Aviation Act 1982 governs the constitution of the Committee and the following paragraphs are subject to S35 of the Act].

- 3.1 The Committee consists of Members appointed to represent the organisations and interests listed in the Schedule. (See Appendix).
- 3.2 Changes to the Schedule of representatives of the Committee will be reviewed periodically by the Airport Company but the Committee may make recommendations to the Airport Company of any changes.
- 3.3 Nominations for Membership will be submitted to the Committee by the Secretary for consideration.
- 3.4 A Member may resign at any time by written notice to the Secretary who will report the resignation to the Committee. The

nominating body will be entitled to nominate a replacement to fill the vacancy.

- 3.5 Members who fail to attend on three consecutive occasions in any one year (April to March) will be asked to submit a written statement to the Secretary explaining the reason for the absence.
- 3.6 The Secretary will refer the explanation to the next meeting of the Committee for consideration as to what action should be taken in that particular case.

4. CHAIRMAN AND VICE-CHAIRMAN

[Note: the Civil Aviation Act empowers the operators of an airport (Manchester Airport PLC) to appoint the Chairman of the Committee].

- 4.1 The Committee will note the appointment of the Chairman at its Annual Meeting.
- 4.2 Nominations for Vice-Chairman will be proposed and seconded by Members who will first obtain the consent of the nominee.
- 4.3 If there is more than one nomination for Vice-Chairman, the Secretary will ballot Members present at the meeting and declare the nominee with the greater number of votes elected.
- 4.4 In the event of an equality of votes, the Secretary will decide the election by drawing lots.
- 4.5 The Chairman and Vice-Chairman of Advisory Groups will be selected annually by members of each Group at the first meeting following the Annual meeting of the Committee (ie June).

5. ROLE AND INDEPENDENCE OF THE CHAIRMAN

[Note: The Civil Aviation Act requires the Operators of the Airport (Manchester Airport PLC) to meet the reasonable expenses of the Chairman, or in the absence of the Chairman, the Vice-Chairman].

- 5.1 The role of the Chairman is to preside over meetings of the Committee and to represent its interests.
- 5.2 Where there is an equality of votes the Chairman will have a second and casting vote.

6. MEETINGS

- 6.1 The Committee will meet not less than four times every year at such places and times as the Committee may determine.

- 6.2 The Committee will hold an Annual Meeting in April.
- 6.3 The Secretary will circulate an agenda to every Member of the Committee at least five working days before each meeting, specifying the business to be considered.
- 6.4 Urgent business may be considered without notice at the discretion of the Chairman.
- 6.5 A 'no smoking' policy will operate at all meetings of the Committee and Advisory Groups.

7. PROCEDURE AT MEETINGS

7.1 Order of Business

The normal order of business, which may be varied by the Chairman at his discretion, will be:

- (i) Appointment of a Member to preside in the absence of the Chairman and Vice-Chairman.
- (ii) To approve the minutes of the previous meeting as a correct record.
- (iii) To receive any minutes of meetings of the Advisory Groups.
- (iv) To consider any outstanding business from the previous meeting.
- (v) To receive any announcements from the Chairman.
- (vi) To consider the business specified on the agenda.
- (vii) To consider any other business raised by Members.

7.2 Quorum

No business will be conducted unless at least five Members are present at a meeting.

7.3 Minutes

- (i) The Secretary will record the decisions of the Committee and submit them to the next meeting as minutes.

(ii) The Committee will decide whether the minutes are a correct record of the previous meeting and the Chairman will then sign them.

(iii) No other issues can be raised about the minutes.

7.4 Notice of Items for Agendas

Any items submitted to the Secretary by a Member at least ten working days before a meeting will be included on the agenda for that meeting.

7.5 Voting

(i) All business will be decided by a majority of Members present by show of hands unless before a matter is put to the vote a majority of Members decide to hold a ballot.

(ii) If a Member asks for this, the Secretary will record his or her dissenting vote or abstention in the minutes.

7.6 Disclosure of Personal Interests

(i) If a Member has a personal interest (whether financial or otherwise) in any Committee business, he or she must inform the Secretary before the matter is discussed; and

(ii) The Chairman will decide whether the Member should leave the room during discussion, speak or vote on the matter.

7.7 Interpretation

Any question about the interpretation of these procedures will be decided by the Chairman whose decision cannot be challenged.

8. PANELS AND WORKING GROUPS

8.1 The Committee may establish an Advisory Group(s) to assist the work of the Committee with such membership and powers as the Committee may decide.

8.2 The following paragraph will apply to meetings of an Advisory Group(s) except that:

(i) an Advisory Group(s) will appoint a Chairman and Vice-Chairman at its first meeting.

(ii) no business will be conducted unless at least three Members are present at a meeting.

- (iii) the frequency, dates and places of meetings will be at the discretion of each Group.

8.3 The Committee will decide at its Annual meeting whether to reappoint any Panel/working group and may alter its membership or powers or disband it at any other time.

9. URGENT BUSINESS

9.1 With the prior approval of the Chairman, the Secretary may take any action on an urgent matter which cannot await the next meeting of a Committee or Sub-Committee.

9.2 The action taken will be reported to the next meeting of the Committee or Sub-Committee.

10. INFORMATION FOR THE PUBLIC

In order to secure the widest possible public interest in the business of the Committee:

- (i) the Secretary will circulate agendas and reports to the press and interested bodies when they are distributed to Members of the Committee.
- (ii) the public and the press will be encouraged to attend meetings of the Committee.
- (iii) the Secretary with the prior approval of a Chairman of the Committee may issue press releases at any time about the business of the Committee.