

Rules of Procedure of Prague Ruzyne Airport Coordination Committee

Pursuant to EU Regulation 739/2004:

A member state will arrange that there is a Coordination Committee established at each airport assigned as coordinated.

The duties of the Coordination Committee are as follows:

- a) *To assist the Coordinator and/or a member state in a consultative capacity and in particular to offer its standpoint on:*
 - *possibilities for increasing the airport's capacity or improving the ways it is used*
 - *coordinated parameters stipulated for a given operational season*
 - *methods of monitoring the use of allocated slots*
 - *guidelines for the allocation of slots or monitoring the use of allocated slots, taking into account local conditions*
 - *improvements to traffic conditions prevailing at a given airport*
 - *serious problems for new entrants*
 - *all matters related to airport capacity*
 - b) *To mediate in meetings of all concerned parties upon complaints about the allocation of slots and distribution of information about allocated slots*
 - c) *Upon the Coordinator's request, discuss any proposed regulations regarding the allocation of slots as well as suggestions for methods of monitoring the use of allocated slots.*
- 1) Air carriers using the airport regularly, organisations acting on behalf of air carriers, representatives of the airport's official bodies, Air Traffic Control, representatives of service organisations for air carriers and representatives of general aviation using the airport regularly are entitled to become members of the Coordination Committee (hereinafter referred to as the Committee).
 - 2) State representatives and the Coordinator are entitled to automatically become members of the Committee, however only with the status of an observer, i.e. without the right to vote.
 - 3) Any organisation that complies with the conditions stipulated under 1) above can become a new member of the Committee. Any party interested in becoming a member shall submit its membership application in writing (via mail or e-mail) to the Chairman of the Committee. The Chairman of the Committee may personally approve the application or propose a vote on the membership.
 - 4) The list of the Committee members forms an integral part of these Rules of Procedure as its Addendum. The name of a new member together with the date of commencement of the membership, the name of its appointed representative to attend the Committee meetings and their deputy including their contact details shall be entered in the list of the Committee members. In the case of membership cessation, the date of cessation shall also be entered.
 - 5) A Member shall cease to be a Member:
 - a) based on their resignation submitted in writing (via mail or e-mail) to the Chairman of the Committee.
 - b) should the member fail to attend three consecutive regular meetings of the Committee without an excuse.

Any Member whose membership has been terminated can reapply for Membership following the procedure described under 3) above.

- 6) Regular meetings of the Committee are in general held in the months of April and September, based on received invitations. Regular meetings are summoned by the Coordinator; the invitations shall be delivered to the Members no later than 14 days prior to the date of the meeting.

Any Member of the Committee has the right to request an extraordinary meeting by submitting such request in writing to the Chairman of the Committee. An extraordinary meeting is summoned by the Chairman of the Committee. Invitations to an extraordinary meeting shall be delivered no later than 7 days prior to the date of the meeting.

In cases where a member or their deputy is unable to attend an extraordinary meeting, their absence must be excused.

- 7) The official language of the Committee meetings is English and Czech.
- 8) Save for the exceptions stipulated under 2) above, each member of the Committee has the right to vote. In the event of a vote, there has to be an absolute majority of the currently listed members of the Committee present at a meeting. In the case of an equality of votes, the Chairman has a casting vote. Only those members or their deputies entitled to vote may take part in the vote. No votes can be delegated.
- 9) Regular meetings of the Committee and extraordinary meetings are chaired by the Chairman of the Committee.
- 10) The Chairman of the Committee is appointed for a five-year-tenure. Only a member with the right to vote can be elected Chairman of the Committee. The Chairman can only be elected in a meeting where an absolute majority of the currently listed members are present. In the case of an equality of votes, the stepping-down Chairman has a casting vote. The Chairman appoints his/her deputy.
- 11) Minutes shall be taken at each meeting and distributed to all currently listed members of the Committee.