

## Constitution

### 1. Legal basis

In accordance with the applicable EEC Regulation 95/93 and the relevant Swiss Slot Coordination Ordinance (LFV, 748.131.2) a Coordination Committee has to be established.

### 2. Name

Slot Coordination Committee Airport Zurich (SCCZ)

### 3. Purpose / Duties

#### 3.1. Purpose

The Coordination Committee (the Committee) shall assist the Slot Coordinator (the Coordinator) in a consultative capacity.

The Committee fulfils its duties in accordance with the regulations of the Swiss aviation law and the relevant EU regulations applicable for Switzerland.

#### 3.2. Duties

The Committee shall:

- Advise on possibilities to increase the capacity determined for Zurich airport;
- Advise on improvements to traffic conditions prevailing at Zurich airport;
- Mediate complaints in relation to the allocation of slots;
- Advise on methods for the monitoring of the use of the allocated slots;
- Advise on guidelines for the allocation of slots taking into account the local conditions;
- Advise on severe problems for New Entrants;
- Advise on questions related to airport capacity.

### 4. Membership

The Secretary governs and circulates a register of Members.

#### 4.1. Members

Membership shall be open for the following natural or juridical persons:

- Air transport companies with regular services to Zurich airport
- Organizations representing air transport companies which hold out regular services to Zurich airport
- Organizations representing the general aviation with continuous services at Zurich airport
- the Airport Operator
- Air Navigation Service Provider

#### 4.2. Application for membership

An application for membership has to be sent in writing to the Secretary.

The Members shall decide at a meeting with a simple majority vote in case of a dispute regarding the evaluation of an application for membership.

#### 4.3. Representation

Each Member has the right to designate one (1) person to act as the Designated Representative (the Representative).

The Representative may vary from meeting to meeting.

The Representative of air transport companies, the Airport Operator and Air Traffic Control shall be an employee of the respective company and should have preferably an adequate knowledge of the slot coordination processes and / or the coordination of schedules.

#### 4.4. Cessation

Cessation is possible at any time by means of a letter to the Secretary.

When a Member no longer fulfils the conditions of Para 4.1 the membership will be ceased automatically.

### 5. General Meeting

The Committee shall meet at least once a year.

The Chairman or the Secretary shall invite the registered Members in writing or by e-mail no later than fourteen (14) days in advance. An agenda shall be enclosed to the invitation.

Items which registered Members would like to add to the agenda shall be submitted in writing to the Chairman or the Secretary no later than two (2) days prior to the meeting.

The Chairman or at least three (3) of the registered Members or the Swiss Federal Office for Civil Aviation (FOCA) are entitled to call for an Extraordinary Meeting. The need for such a meeting has to be justified.

The Quorum for the General Meeting or an Extraordinary Meeting is 4 registered Members.

The Coordinator and Representatives of the supervisory body (FOCA) will be invited to attend all meetings as observers.

Registered Members can invite observers to attend the meeting. However they have to be advised in advance in writing to the Chairman. The Chairman can decide to consult the other registered Members prior to allowing the advised observers to attend the meeting.

Minutes shall be issued and distributed to the Members, the Coordinator and FOCA.

Meeting language is English. The respective minutes will be issued in the English language. However, the meetings and corresponding minutes can also be held / written in the German language if required (decision by majority of votes).

### 6. Voting rights

Each attending registered Member has one vote.

Notwithstanding the provisions of Para 11 decisions will be made with simple majority.

In case of an equality of votes the Chairman shall have a casting vote.

## 7. Chairman and Secretary

The assembly elects a Chairman and a Secretary.

The office bearers shall be elected at each Annual General Meeting and shall be eligible for re-election.

## 8. Working groups

The Committee may appoint special working groups for specific tasks if needed.

## 9. Complaints

Complaints in relation to the allocation of Slots shall be dealt with according to the model prescribed in the annex.

## 10. Expenses

All costs and expenses are to be borne by the Members.

## 11. Alteration to the Constitution

Any alteration of this Constitution must be approved by at least two thirds of the votes.

Voting is only possible when the request for an alteration was listed on the agenda in advance.

Before each alteration FOCA must be consulted.

## 12. Dissolution

The Committee can not be dissolved as long as the relevant EEC Regulation and the relevant Swiss Slot Coordination Ordinance or any regulation replacing it which requires a Coordination Committee is in force.

The Committee can be dissolved once the regulatory framework no longer requires a Committee to be in place. The decision to dissolve the Committee can be taken by the registered Members according to the procedure prescribed in Para 6.