

## THE FACC CONSTITUTION

### NAME

The name of the Committee is the Farnborough Aerodrome Consultative Committee.

### 2 Purpose

A To provide a means of consultation with respect to any matter, including noise, air quality, safety and environmental impact, concerning the operation, management and development of the aerodrome which affects the interests of:

- (i) the users of the aerodrome
- (ii) The local authorities in whose area the aerodrome or any part thereof is situated or whose area is in the neighbourhood of the aerodrome, and
- (iii) other organisations representing the interests of people concerned with the locality in which the aerodrome is situated.

B. To serve as a focal point for the co-ordination of the interests of the aerodrome, its users and those who live, work and seek recreation in the local area, and to act as a means of exchanging information and promoting an understanding between the various interests.

C. To consider questions concerned with

- (i) the operation, management and development of the aerodrome in the light of their effect on the locality and, where possible, to agree solutions, and
- (ii) the locality in the light of their effect on the operation, management and development of the aerodrome and, where possible, to agree solutions.

D To receive information on and have raised for discussion any matter relating to existing or proposed aerodrome operations, including events, at or from the aerodrome, and on any proposed developments which are likely to affect or be of interest to the local authorities, local residents and users of the aerodrome.

### 3 Membership

All parties whose interests are closely affected should be properly represented on the Consultative Committee and, where possible, the Committee should aim to have balanced representation from the three sectional interests described in the Act and listed in Schedule 1.

Members appointed shall hold office for two years unless a shorter period is specified by the appointing organization. An organization shall be entitled to appoint a deputy who shall be entitled to act in the same manner as the appointed member.

A member appointed by a body or organization who ceases to be a member or officer of that organization shall thereupon cease to be a member of the Committee unless specifically appointed by that organization to continue to represent it.

On the cessation of membership of a member, the organization by whom the member WAS APPOINTED shall reappoint or appoint a further representative to serve for the balance of the period of office of the original member.

The Committee shall have the right to receive expert advice on issues under its consideration from the specialist staff and/or consultants of any local authority member or other body represented on the Committee or of any other person or organization able to provide such advice. Any such adviser shall not address the Committee without the approval of the Committee and not have the power to vote in any circumstances.

#### **4 ELIGIBILITY AND NOMINATIONS**

Membership of the Committee will be reviewed every two years. Organization's wishing to fill a vacancy or join the Committee may do so on the basis of nomination by existing members of the Committee, or by direct application to the Committee. Nominated organisations must have agreed to their nomination.

Organization's seeking membership of the Committee shall be properly constituted groups or societies, fulfilling the criteria mentioned in section 3. Organisations applying for inclusion or re-election must supply a copy of their constitution and terms of reference, together with details of the area or areas which they represent both geographically and functionally, the terms of their membership, the number of members, and any other relevant information.

#### **5 Meetings**

The Committee shall meet three times in each calendar year and at such other times as the Committee or the Chairman may from time to time decide. If the Chairman receives a written request to hold an extraordinary meeting of the Committee signed by eight members, he shall call the meeting within seven days of receipt of the request and it shall be held within twenty-one days. In the event that the Chairman fails or is unable to comply with this requirement, then any eight members of the Committee may forthwith call an extraordinary meeting.

#### **6 Procedures**

Members intending to raise a matter of concern at a meeting, shall notify the Secretary at least 10 days in advance of the meeting in order for it to be included on the agenda. Members shall then make any supporting information available to the Committee (through the Secretary) at as early a date as possible.

Normally matters should be resolved by consensus: if the Committee decides that a vote is necessary then it shall be determined by a majority of votes (by a show of hands). The Chairman shall not have a casting vote. If there is no majority the matter fails. In the event of a vote being taken on any matter, the number of votes and details of the motion should be recorded in the notes and made public.

#### **7 Notes of meetings**

Draft notes providing a summary of the discussion and detailing any decisions made shall be prepared by the secretariat for agreement by the Chairman and for circulation to all members within one month of the meeting. At the next available meeting, the draft notes will be presented to the Committee for agreement as a fair summary of the proceedings.

It shall be for members of the Committee to report the proceedings of the Committee to their respective appointing bodies.

#### **8 Chairman**

TAG Farnborough Airport shall appoint and pay for an independent Chairman, following consultation and with the agreement of representatives of the three sectional interests.

In the absence of the Chairman from any meeting, a Chairman for that meeting only shall be elected from those present.

**9 Secretariat**

TAG Farnborough Airport shall provide the secretariat to the Committee. The secretariat will

- a) prepare notes of the meetings and distribute them to members within one month of the meeting. Issue notices of the meetings of the Committee to the members and place on the agenda for meetings any matters which are proper for the Committee to consider and which he or she is reasonably required to do by members of the Committee, including the circulation of any relevant documents provided by such members and approved by the Committee or in emergencies by the Chairman; and
- b) take such action as is appropriate to give effect to the decisions of the Committee.
  
- c) prepare notes of the meetings and distribute them to members within one month of the meeting.

**10 Quorum**

At least 50% of members or duly appointed deputies, a representative from TAG and a broad balance between the three sectional interests is required to form a quorum for all meetings of the Committee.

**11 Agenda items**

Items for inclusion on the Committee agenda must specifically relate to matters concerning the operation, management and development of the Aerodrome, and shall be notified to the Secretariat and agreed with the Chairman.

If the Chairman decides an item should not be included on the agenda then he shall submit his reasoning, in writing, to the Committee.

**12 Publicity**

Meetings of the Committee shall be open to the public and press. The Committee can decide, with or without notice, to exclude the public and press during the whole, or part, of a meeting whenever publicity could be prejudicial to the public interest by reason of the confidential nature of any matter or for other reasons stated and arising from the nature of the proceedings.

**13 Amendments to the constitution**

Amendments to the Constitution, including the membership, may be proposed at any meeting, provided that they are notified in advance for inclusion in the agenda. Amendments will be adopted subject to a vote in favour by at least 75% of members.



"keeping people informed"

## **SCHEDULE 1**

### **MEMBERSHIP**

The Farnborough Aerodrome Consultative Committee shall comprise one representative from the following organisations, unless otherwise specified:

### **USERS**

- TAG Farnborough Airport Ltd
- TAG invited to nominate seven other user representatives, including the SBAC]

### **LOCAL AUTHORITIES**

- Hart District Council (2 members)
- Hampshire County Council
- Rushmoor Borough Council (2 members)
- Surrey County Council
- Surrey Heath Borough Council
- Waverley Borough Council

### **LOCAL INTERESTS**

- Ash Parish Council
- Crondall Parish Council
- Farnborough Airport Residents Association
- Farnborough College of Technology
- Farnham Town Council
- Fleet and Church Crookham Society
- North Hampshire Chamber of Commerce
- Mytchett, Frimley Green & Deepcut Residents Association

**TOTAL VOTING MEMBERSHIP 24**