

# **Toronto Airline Operators Committee Constitution**

## **Article 1      General**

- 1.1 The name of the organization is Toronto Airline Operators Committee ( AOC)
- 1.2 The principal office of the organization is located at YYZ , Toronto Pearson International Airport
- 1.3 Regular membership is limited to airlines operating regularly scheduled flights into YYZ.  
Each regular member shall actively participate in the AOC and shall be represented by a competent member of its staff.  
Other airlines and non-airline Handling agents shall be allowed to participate as non-voting Associated members
- 1.4 The AOC meets 11 times a year, monthly except for December

## **Article 2      Purpose**

2.1 The purpose of the AOC is to provide dialogue, education, advancement and improvement of all aspects of the airport operations through meetings, seminars , communications , publications and other programs and activities.

2.2 The deliberations of the AOC include, but are not limited to, the following:

- Terminals and systems installed
- Conditions of apron, taxiways and runways
- Local air traffic and ground circulation
- Airport developments progress from user's point of view ( landside, airside and airport buildings)
- Access to airport and airport buildings, including car ports.
- Local implementation of the international standards and recommended practices in Annex 9 to the Chicago convention on International Civil Aviation, as well as the ICAO Type B Recommendations, taking account of any differences( reservations) filed by the YYZ authorities.
- Other airport services not mentioned above

2.3 All major Capital Expenditure (CAPEX) programs will have an impact on the level of airport charges and should be reported to the AITA Regional Head, Airport, Passenger and Cargo Services ( APCS) and to the IATA Director Airport, Infrastructure and FUEL ( in APCS). IATA will co-ordinate with the relevant member representatives and arrange formal consultations with the airport where appropriate.

2.4 Similarly, the AOC should inform the IATA Director Airport, Infrastructure and Fuel (APCS) of all proposed changes to the level of structure of airport charges. IATA will co-ordinate with the relevant member representatives and arrange formal consultations with the airport where appropriate.

2.5 The AOC shall check to ensure that the airport authority produces a regularly updated Airport Master Plan , a short to medium term development program and a resultant 10 year rolling CAPEX program.

2.6 The AOC shall properly liaise with the local Baggage Committee, and with any other special committees that may be established by resolution of one of the acknowledged associations.

2.7 the AOC may establish, as deemed necessary, permanent or ad-hoc sub-committees, task forces or working groups to develop or carry out particular themes at expert level, e.g. and Airport Consultative Committee ( ACC or local CUTA working group.

2.8 The AOC shall make recommendations for corrective actions whenever substandard performances are identified.

### **Article 3            Officers**

3.1 The officers of the AOC are:

Chairman

Vice Chairman

Secretary/Treasurer

3.2 The officers constitute the Executive Committee

3.3 If a vacancy occurs among the officers, for any reason, the position is filled by the Executive Committee, for the unexpired portion of the term.

3.4 In order to maintain good effective communications AOCs shall provide a list of all officers to the Regional Head, Airport, Passenger and Cargo services (APCS of IATA. This list should be updated as officers are replaced or re-appointed.

### **Article 4 : Nominations and elections**

4.1 All candidates for office shall be nominated and elected as provided in this article, at the last meeting of the year. (November)

4.2 Nominations shall be made from the floor by the members present. Nominations for any office shall not be considered without the consent of the nominee. If no nominations are made from the floor, the Chairman shall appoint a nominating team consisting of himself and three members.

4.3 A majority vote of those present and voting shall rule.

4.4 The term of office for appointed officers shall be for one year. Officers are eligible for re-appointment for 3 years maximum unless otherwise agreed upon by the executive and members.

## **Article 5 Meetings**

5.1 A monthly meeting of all members shall be called by the chairman for the day of the month agreed upon by majority vote at the January monthly meeting.

5.2 Notification to the membership, confirming or re-confirming date and place of each meeting shall be made by means of e-mail at least 1 week prior to meeting. An agenda for the meeting, as well as the action item log will be sent at the same time.

5.3 In 2021, an AOC website was created, for use by all members. The website will be used as a means of communication, information, minutes storage as well as annual dues payment.

5.4 Each meeting shall consist of the first hour dedicated to members only (airlines, GHA etc.), followed by a second hour where the airport authority and various other stakeholders join. Each meeting will hold:

- Approval of previous minutes
- Approval of the agenda
- Round table discussion
- Guest speakers if any
- GTAA and various stakeholders joining

5.5 Special sessions for the discussion of urgent matters may be called, at the discretion of the Executive Committee or upon request of at least five (5) members,

5.6 In case the official representative of a member airline cannot attend a meeting, a deputy with full authority to vote may be nominated in writing.

## **Article 6 Voting**

6.1 The presence of fifty (50) percent of the regular membership constitutes a quorum. Where a quorum is present a majority of members is necessary to make a decision. Proxy voting is not permitted.

6.2 Each member airline is allowed only one vote on each issue, motion or proposition placed at regular meetings.

6.3 A majority vote shall be considered binding by all members.

## **Article 7 Territoriality**

7.1 Official letters to Department of Civil Aviation or Airport Authority on policy matters or controversial issues must be agreed upon by an absolute majority vote.

7.2 None of the decisions taken by the AOC, or actions therefrom, shall be such as to:

- Deregulate any industry agreed provisions.
- Extend their effects beyond the physical of jurisdictional boundaries of the airport
- Disallow local application of individual airlines policies

7.3 Whenever deemed necessary, the assistance of other bodies shall be sought through the BAR or the FAL representative , as deemed applicable.

7.4 These by laws shall not preclude member airlines from maintaining their independent sovereignty, or from representing their own interests in all matters, except when they agreed not to do so by common consent.

## **Article 8          Membership Dues**

6.1 The current rate for yearly membership has been voted and agreed upon to be CAD \$300.

6.2 Dues are used by the AOC to support local charities, hold charity golf tournaments, cover the cost of the AOC website, hold an annual Christmas Party dinner for all members.