



AIRPORTS COUNCIL INTERNATIONAL

EUROPEAN REGION

INTERNAL RULES

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INTERNAL RULES EUROPEAN REGION OF ACI

PART I – GENERAL

Article 1 : NAME

- A. The European Region of the Airports Council International (ACI EUROPE), hereinafter referred to as "the Region", is hereby established in conformity with the provisions of the ACI Constitution as adopted by the General Assembly of Airports Council International (ACI) .
- B. The Region comprises all the States, territories and islands of geographical Europe as specified in Article 14 A(2) and Israel.
- C. A member may participate in the activities of additional geographical regions without voting rights in the additional regions provided that such regions agree. Members of other geographical regions may participate in the activities of the Region without voting rights.

Article 2 : OBJECTIVES

- A. According to Article 23 of the ACI Constitution, the objectives of the Region are to:
 - (1) Study matters affecting airports within the Region, with a view to establishing common positions and to furthering the progress of civil airports and air transport in the Region.
 - (2) present and defend unified positions on behalf of the civil airports of the Region vis-à-vis authorities and organizations dealing with civil aviation matters in the Region.
 - (3) assist members of the Region, where appropriate.
 - (4) co-operate with the other Regions and participate in and support the world-wide aims and activities of the ACI.

Article 3 : REGION HEADQUARTERS

The Region headquarters shall be Brussels, Belgium. The General Assembly may transfer it elsewhere.

Article 4 : APPLICABLE LAWS

- A. The Region is a non-profit-making organization governed by the laws and regulations of the country of incorporation.
- B. The General Assembly may make any amendments to these Internal Rules required in conformity with A. and with the ACI Constitution.
- C. The Regional Board may make such appropriate minor amendments to the Internal Rules without changing its substance, as may be necessary to bring them into conformity with the said laws and regulations, and shall inform all the members accordingly.

Article 5 : MEMBERSHIP

A. The following are eligible to become members of the Region:

(1) Regular Members:

(a) Owners or operators of one or more civil airports with a scheduled or permanent commercial air service, and which entity is primarily responsible for the management, operations and policy setting of the entire airside and/or terminal building operations.

(b) Regular membership shall be divided into four categories according to the annual volume of Traffic Units (TUs) of all the airports operated by the Regular Member as follows:

Category A - up to and including one million TUs

Category B - over one million TUs up to and including 7.5 million TUs

Category C - over 7.5 million TUs up to and including 20 million TUs

Category D - over 20 million TUs.

A Traffic Unit is comprised of each of the following:

An enplaned passenger

A deplaned passenger

100 kilograms (220 pounds) of enplaned cargo

100 kilograms (220 pounds) of deplaned cargo

Through passengers in direct transit are not counted as Traffic Units.

(c) All Regular Members of the Region shall be Regular Members of ACI.

(2) Associate Members:

(a) Owners or operators of one or more civil airports without a scheduled or permanent commercial air service.

(b) Organisations, other than airlines, providing services in or for airports including national or regional civil airport associations. Only those members of such national or regional associations who are also Regular or Associate Members of the Region may participate in the Region's work.

(c) All Associate Members that have chosen to belong to the Region may be Associate Members of ACI.

(3) World Business Partners:

Companies and organisations, other than airlines, providing services in, to and for airports, and which desire to participate in ACI EUROPE.

(4) Honorary Members:

Individuals appointed by the General Assembly in recognition of distinguished service to airports.

Article 6 : APPLICATIONS FOR MEMBERSHIP

A. All applications from candidates of geographical Europe for regular membership to ACI shall be submitted in writing to the Regional Board. They will be submitted then to the Governing Board of ACI for acceptance or rejection. The Regional Board may only accept regular membership in the Region under the provision that candidates are also accepted by the Governing Board of ACI.

- B. All applications for associate membership in the Region shall be submitted in writing to the Regional Board for acceptance or rejection.
- C. Applicants for regular membership shall prove that they are owners or operators of one or more civil airports with a scheduled or permanent commercial air service. Applicants for Associate membership shall produce evidence of their permanent activities related to airports.
- D. All Regular Members of the Airport Operators Council International (AOCI) and the International Civil Airports Association (ICAA) as of 1 January 1991 have the right to become members of the ACI, in accordance with the provisions of Article 5, and each shall be assigned the appropriate membership classification, based on 1989 TUs.

Article 7 : TERMINATION (OR SUSPENSION) OF MEMBERSHIP

- A. Any Regular Member of the Region ceasing to be a Regular Member of ACI thereupon ceases to be a Regular Member of the Region. Any Associate Member of the Region ceasing to be an Associate Member of ACI can remain an Associate Member of the Region.
- B. In the event of termination of membership there shall be no reimbursement of any regional dues paid, and any regional dues still unpaid shall remain payable to the Region.
- C. If a Regular or Associate Member has not, within twelve months of the expiry of a given year, paid the full dues for that year, membership shall automatically be suspended by the Regional Board. A suspended member may not participate in the activities of the Region until all arrears in dues are paid. The Regional Board may waive this rule in special circumstances for a period not exceeding twelve months.
- D. The General Assembly may, where obligations of the Internal Rules have not been observed, terminate the membership of a member.
- E. Any member may resign from the Region by sending written notification to that effect to the Director General of the Region.

Article 8 : GENERAL ORGANISATION

A. *General Assembly*

The General Assembly shall be composed of all the Regular Members of the Region. Associate Members, World Business Partners and Honorary Members may attend as observers.

B. *Regional Board*

The Region's policies shall be determined by a Regional Board consisting of representatives of Regular Members. The Regional Board shall report to the General Assembly, in accordance with Article 12 below.

C. *President*

The President of the Region shall preside over the General Assembly, the Regional Board, and the Executive Committee of the Region.

D. *Executive Committee*

The Executive Committee shall consist of the President, three Vice-Presidents and the Treasurer. It shall implement the policies of the Regional Board, make recommendations to the Board and decide on urgent matters between Board meetings.

E. *Regional Director General*

The Regional Director General, who shall be fluent in the official languages of the Region (English and French as stipulated in Article 10), is appointed by the Regional Board to conduct the administration and management of the Region. He/she shall report to the Executive Committee.

F. *Regional Committees*

The Regional Board shall set up permanent or ad hoc Regional Committees to study questions of interest for the Region. The Regional Committees shall report to the Regional Board through the Regional Director General.

Article 9 : DUES AND REVENUES

- A. According to Article 9 of the ACI Constitution, the Region shall pay the world dues of ACI for Regular Members. The Region shall collect the world dues accordingly from the Regular Members based upon Traffic Units.
- B. According to Article 26 of the ACI Constitution, the Region may raise supplementary regional dues from its members, including regional dues from Associate Members of the Region only and it may receive other revenues such as the reimbursement of expenses, income derived from the management of its funds and property, gifts, legacies or subsidies, fees for seminars and other events organized by the Region. Such funding shall be at the discretion of the Regional Board that will be responsible for preparing the relevant budgets, keeping the relevant accounts and having them audited independently and in accordance with the Internal Rules.

Article 10 : LANGUAGES

The official languages of the Region shall be English and French.

PART II - THE GENERAL ASSEMBLY

Article 11 : COMPOSITION OF THE GENERAL ASSEMBLY

- A. The General Assembly shall comprise all Regular Members of the ACI belonging to the Region.
- B. Each Regular Member of the Region shall designate in writing to the President one official representative and, if the latter is unable to attend, one or two alternates designated for that purpose. Only such representative or the appropriate alternate shall be able to vote or sign proxies. Associate, World Business Partners and Honorary Members, the Director General of ACI and the Regional Director General may attend the General Assembly without the right to vote.

Article 12 : DUTIES OF THE GENERAL ASSEMBLY

- A. The General Assembly shall perform the following duties:
 - (1) approve the policies of the Region after their adoption by the Regional Board;
 - (2) elect the members of the Regional Board including the President;
 - (3) approve the annual report of the activities of the Region presented by the Regional Board;

- (4) approve the accounts of the previous financial year or biennium of the Region;
 - (5) approve the budget of the Region for the following year or biennium, and if necessary, a revised budget for the current year or biennium;
 - (6) approve the appointment of the auditor;
 - (7) address any matter referred to it by the Regional Board
- B. The General Assembly shall examine reports by the Regional Board on any minor amendments made to the present Internal Rules in accordance with Article 4 C. above.
 - C. The General Assembly may make a formal vote of censure on the Regional Board, in which case it shall proceed as provided in Article 17 D. and Article 19 B.
 - D. As provided in Article 19 C, the General Assembly shall resolve any severe dispute between the President and the Regional Board.

Article 13 : PROCEEDINGS OF THE GENERAL ASSEMBLY

- A. Each Regular Member shall have at least one vote. Associate and Honorary Members shall have no vote.

- (1) A quorum of one half of the regular membership present and represented by proxy is required in the following cases:

- (a) Dissolution of the Region
- (b) Votes of censure
- (c) Changes in registered Statutes
- (d) Transfer of the Region headquarters

The above measures must receive at least two thirds of the votes cast to be adopted. In the event of this quorum not being reached, the General Assembly may decide to employ a weighted postal vote.

- (2) No quorum is required for the following:

- (a) Election of Regional Board members including President
- (b) The budget and other financial matters
- (c) Termination of membership
- (d) All policy positions adopted by the Region
- (e) All other matters

The above measures must receive a majority of the votes cast to be adopted.

- B. For all votes 30 percent of the Regular Members present may call for decisions to be taken by a weighted vote. Such a weighted vote shall include proxies. In case a necessary quorum is not reached, the General Assembly can decide to employ a postal vote. Besides the Regional Board in cases of urgency can always decide to employ a postal vote.
- C. In the case of a weighted vote, Regular Members shall have the following numbers of votes:
 - 1. Regular Members in category A - 1 vote
 - 2. Regular Members in category B - 2 votes
 - 3. Regular Members in category C - 3 votes
 - 4. Regular Members in category D - 4 votes
- D. The General Assembly shall be held at least every year. In addition, extraordinary sessions may be held at the request of the President or at least one-third of the regular membership.

- E. Any Regular Member of which the representative or alternate are unable to attend the General Assembly may give its proxy to another Regular Member. No member may hold more than five proxies. In the event of a weighted vote, the Regular Member that acts as a proxy for another Regular Member or Members shall exercise the full weighted vote of the Member or Members for which the proxies are held in addition to its own weighted vote.
- F. The Regional Director General shall send out the draft agenda for the General Assembly at least one month before the date on which it is due to be held. Any Regular member wishing to modify, add to, or reduce the items on the draft agenda shall so notify the Regional Director General in writing at least 15 days before the date on which the General Assembly is due to be held, so that the Regional Director General can submit this notification to the Regional Board for consideration and approval. The General Assembly shall only vote on motions or resolutions related to the agenda or proposed during the session either by the Regional Board or by at least ten percent of the regular membership. In particular, a formal vote of censure on the Regional Board must be proposed by at least ten percent of the regular membership.
- G. Minutes shall be kept of all General Assemblies and shall be signed by the President of the Region.

PART III - THE REGIONAL BOARD

Article 14 : COMPOSITION OF THE REGIONAL BOARD

A. The composition of the Regional Board shall be as follows:

(1) The Regional Board shall normally consist of 20 Members elected by the General Assembly plus the Immediate Past President. The Regional Board may be extended to a maximum of 24 Members in order to ensure that Belgian statutory obligations are discharged and in exceptional circumstances to ensure equitable representation of the Regular Members on the Regional Board.

(2) ten Board members shall be elected by the General Assembly as follows:

Southern Sub-Region	2
Albania, Bosnia and Herzegovina, Croatia, Cyprus, Greece, Israel, Italy, Kosovo, Malta, Montenegro, Portugal, San Marino, Serbia, Slovenia, Spain, The Former Yugoslav Republic of Macedonia, Turkey	

Eastern Sub-Region	2
Armenia, Azerbaijan, Belarus, Bulgaria, Czech Republic, Estonia, Georgia, Hungary, Latvia, Lithuania, Moldova, Poland, Rumania, Russian Federation, Slovakia, Ukraine	

Central Sub-Region	2
Austria, Germany, Liechtenstein, Switzerland	

Western Sub-Region	2
Andorra, Belgium, France, Luxembourg, Monaco, Netherlands	

Northern Sub-Region	2
Denmark, Finland, Iceland, Ireland, Norway, Sweden, United Kingdom.	

(3) eight Board members shall be elected by the General Assembly according to total Traffic Units of ACI member airports in each Sub-Region in accordance with the formula used for such seats on the Governing Board of ACI as laid down in the Constitution of ACI.

- (4) one Board Member shall be elected by the General Assembly, regardless of Sub-Region, from among airports having no more than 3 million Traffic Units.
 - (5) one Board Member shall be elected by the General Assembly, regardless of Sub-Region, from among airports with over 3 million but no more than 5 million Traffic Units.
 - (6) one Board member shall be the Immediate Past President of the Regional Board. If the Immediate Past President is no longer qualified, or otherwise unavailable, to serve in this capacity, then the most recent Past President who is qualified and available to serve shall fill such official position and any other position herein requiring the service of the Immediate Past President.
 - (7) One Board member shall be elected by the General Assembly, regardless of Sub-Region, from among airports having no more than 10 million Traffic Units.
 - (8) In exceptional circumstances, a maximum of 2 Board Members may be co-opted by the Regional Board to serve only until the next General Assembly in order to ensure equitable representation of the Regular Members on the Regional Board.
- B. A Board Member shall always be an official representative of one of the Regular Members of the Region.
 - C. Members of the Regional Board shall be appointed for a term of three calendar years starting at the close of the Annual Conference attached to the General Assembly during which they were elected. Members of the Regional Board shall be eligible to serve a maximum of two consecutive full three calendar year terms. Reappointment of a member of the Regional Board who has served for two consecutive full three calendar year terms shall be permitted after a minimum absence from the Regional Board of one year.
 - D. Any member of the Regional Board who ceases to be employed by the Regular Member that he or she represents or any member of the Regional Board who represents an airport which ceases to be a Regular Member of the ACI shall automatically vacate his or her seat on the Regional Board. Any member of the Regional Board may resign from the Board by informing the President in writing to that effect. The Regional Board may co-opt a temporary Board member to fill such a gap until the next General Assembly has appointed a new Board member.
 - E. Only the Board member shall participate in the meetings of the Regional Board. The Board member may be assisted by one assistant. Any member of the Regional Board prevented from attending a meeting of the Regional Board may give a proxy to another Board member. However, no Board member may hold more than one such proxy.
 - F. The representative of World Business Partners designated according to the "Rules and Procedures for World Business Partners with Europe as Primary Region" shall have the right to attend the Board meetings as an Observer. The Board shall keep the right to decide to limit part of the meeting to regular members only.

Article 15 : ANNUAL APPOINTMENT OF MEMBERS OF THE REGIONAL BOARD

- A. In order to ensure continuity, a proportion of the Members of the Regional Board shall be appointed every year. The first Regional Board shall be elected at the General Assembly in 1991 as follows:
 - 6 for one year
 - 6 for two years
 - 6 for three years

The allocation of the different periods of service among the members of the first Regional Board shall be made by drawing lots.

Beginning with the second Regional Board every member shall be elected for a period of 3 years. The General Assembly may prolong the terms of office of the presently elected members of the Regional Board to the end of the calendar year to which the individual members have been elected.

The Regional Board may set an appropriate deadline to members of the Sub-Regions to nominate their candidatures to the Regional Board or to the Governing Board of ACI in writing to the Regional Director General.

- B. The Immediate Past Presidents of ICAA Europe and AOCI Europe shall serve for a two-year term on the first Regional Board. For this term only it will therefore consist of 20 members.

Article 16 : DUTIES OF THE REGIONAL BOARD

- A. The Regional Board shall determine the policy of the Region, which shall be implemented by the Executive Committee and the Regional Director General, in accordance with the Internal Rules and the decisions of the General Assembly. The Regional Board shall report to the General Assembly. The Regional Board shall supervise the application of the Internal Rules. It shall set the agenda for the General Assembly and determine the locations and dates on which the General Assembly shall be held.
- B. The Regional Board shall decide on submission of candidates from the Region for regular or associate membership in ACI in accordance with Article 6 of the ACI Constitution. It shall decide on admission or refusal of new Associate Members of the Region only, and on suspension of membership in accordance with Article 7 C.
- C. The Regional Board shall appoint the Regional Director General.
- D. The Regional Board shall decide on regional dues, and present the budget of the Region and the auditor's report to the General Assembly.
- E. The Regional Board shall set up Regional Committees.
- F. The Regional Board shall approve the Region's programme of activities, its policy statements and its participation in international meetings and in the work of other bodies in the Region.
- G. The Regional Board shall determine the languages in which the documentation is to be published.
- H. A Board Member missing three consecutive meetings of the ACI EUROPE Regional Board will be dismissed of his/her elected mandate. In the event that two consecutive meetings are missed, the Secretary to the Regional Board will advise the offending member and the President that if a third consecutive meeting is missed the seat will be declared vacant and free for co-optation before being submitted to new election.
- I. The Regional Board shall, as necessary, carry out any other duty that may be assigned to it by the General Assembly in accordance with the Internal Rules.
- J. The Regional Board shall approve the appointment of Regional Members of the ACI Governing Board from proposals made by the President in accordance with Article 18 H.

Article 17 : PROCEEDINGS OF THE REGIONAL BOARD

- A. The quorum for the work of the Regional Board shall consist of half of the members of the Regional Board.

- B. The Regional Board shall reach its decisions by a majority of votes cast.
- C. The Regional Board shall meet at least four times a year. It shall meet when summoned by the President or at the request of half of the members of the Regional Board.
- D. The General Assembly may pass a formal vote of censure on the Regional Board. The General Assembly shall then elect a new Regional Board.
- E. In all cases of urgency, decisions may be taken by a postal vote of the members of the Regional Board.
- F. Minutes shall be kept of all Regional Board meetings and shall be signed by the person presiding at the meeting or, in his or her absence, by the person presiding at the next meeting.
- G. The Regional Director General shall attend Regional Board meetings without voting rights.

Article 18 : THE PRESIDENT OF THE REGION

- A. The President shall be elected from among the members of the Regional Board for a term of 1 year. His term of office shall only begin at the close of the Annual Conference attached to the General Assembly during which he was elected and shall end at the close of the Annual Conference following the election of a new President. The first President shall come from a French-speaking member. The President shall represent the Region in all official transactions, and shall be its representative in legal matters. The President shall preside over meetings of the General Assembly, the Regional Board, and the Executive Committee and shall have the right to vote in all the above bodies.
- B. The Regional Board shall recommend a candidate for President from among its members. Nominations may also be made from the floor of the General Assembly from among other members of the Regional Board. The President shall be elected by the Regular Members at the General Assembly.
- C. The retiring President shall be eligible for re-election, but may hold the office for not more than three consecutive full terms.
- D. The President shall submit to the Regional Board for its consent the names of three persons from among the Regional Board members to act as Vice-Presidents and one person from among the Regional Board members to act as Treasurer for the period of the President's term of office. One of the Vice-Presidents shall be designated First Vice-President by the President and shall assume the duties of the President when the latter is temporarily unable to carry out his duties.
- E. The President may delegate certain of his or her powers to the Vice-Presidents, to Regional Board members, to the Executive Committee and to the Regional Director General, but any such delegation shall always be revocable at any time by the President.
- F. If a Vice-President or the Treasurer resigns or becomes unqualified to continue his capacity, the President shall submit to the Regional Board for its consent the name of a successor, in accordance with the provisions of D. above, for the remaining portion of the relevant term.
- G. The President shall keep the Director General of ACI informed from time to time regarding the work and programme of the Region and of his position in any important questions of regional concern.
- H. As an ex-officio member of the Governing Board of ACI, the President shall appoint the Regional Members to said Governing Board (in accordance with the provisions of Article 14 F and G. of the Constitution of the Airports Council International) , subject to the consent of the Board.

Article 19 : REPLACEMENT OF THE PRESIDENT

- A. If the President resigns or becomes unqualified to continue in office, the Regional Board shall immediately elect a new President from among its members until the next General Assembly. Such a new President will then be eligible for nomination by the Board for election for a full one-year term by that General Assembly in accordance with Article 18.
- B. If the General Assembly makes a formal vote of censure on the Regional Board, the General Assembly shall immediately elect a new President, and the new President shall take office immediately. Between the vote of censure and the new President's taking office, the Regional Director General shall take the chair at the General Assembly and shall act as President for the sole purpose of electing an Interim President of the Region who shall serve in that office until a President is elected in accordance with the provisions of Article 18 B.
- C. If the President and the Regional Board are severely in disagreement, and if the President is unwilling to resign, the President or the Regional Board may decide in the interests of the Region to submit the dispute to the General Assembly. The General Assembly shall then hold a secret ballot to decide the issue; if the result of the ballot is against the President's position, the President shall be replaced as provided in (A) above; if the result of the ballot is against the position of the Board, the vote shall be treated as a formal vote of censure on the Board, and the Assembly shall proceed as provided in Article 17 D. except that the President shall remain in office.

PART IV - THE EXECUTIVE COMMITTEE

Article 20 : COMPOSITION OF THE EXECUTIVE COMMITTEE

- A. The Executive Committee shall consist of the President, the three Vice-Presidents and the Treasurer of the Regional Board.
- B. The Regional Director General shall also attend Executive Committee meetings without voting rights.

Article 21 : DUTIES OF THE EXECUTIVE COMMITTEE

- A. The Executive Committee shall carry out the policies and programmes in accordance with the decisions of the Regional Board and the General Assembly. The Executive Committee makes proposals and recommendations to the Regional Board. Meetings shall be called by the President.
- B. The Executive Committee shall monitor and co-ordinate the activities of the Region, and of the Regional Committees. The Executive Committee shall be responsible for developing relations with and services to members.
- C. The Executive Committee shall appoint the Chairmen and Vice-Chairmen of the Regional Committees.
- D. The Executive Committee shall meet at least once between any Board meetings. In cases of urgency, decisions may be taken by a postal vote of the members of the Executive Committee. In case a majority decision cannot be reached the decision shall be made by the Regional Board.
- E. The Executive Committee shall oversee and monitor the activities of the Regional Director General.

PART V - REGIONAL DIRECTOR GENERAL

Article 22 : DUTIES OF THE REGIONAL DIRECTOR GENERAL

- A. The Regional Director General as principal staff officer and spokesman of the Region, shall report to the Executive Committee and implement the policies of the General Assembly and the Regional Board.
- B. The Regional Director General shall also: prepare and present the positions of the Region as defined by the Regional Board; prepare the budget of the Region; be one of the representatives of the Region at major international meetings; promote the image of the Region and its membership and establish relations with the other organizations dealing with civil aviation matters and with the media.
- C. The Regional Director General shall provide the secretariat of the Regional Board and the Executive Committee.

PART VI - MISCELLANEOUS PROVISIONS

Article 23 : FINANCIAL YEAR AND AUDITING OF THE ACCOUNTS

- A. The financial year of the Region shall be the calendar year.
- B. The General Assembly shall appoint, on the recommendation of the Board, an independent auditor to serve for three years.
- C. The auditor shall have full powers to examine the accounts, vouchers and similar documents of the Region at any time, recording his observations in writing.
- D. The auditor shall, as soon as practicable, but within 3 months after the end of the fiscal year, submit to the Regional Board his report on the accounts of the previous year. The Regional Board shall present the report to the next General Assembly.
- E. The Regional Board may, if necessary, arrange a postal ballot.

Article 24 : NEUTRALITY

- A. The Region shall not discriminate on the basis of religion, race, sex, or national politics. No discussion will be held on such subjects.
- B. The Region shall not act as consultant, supplier or contractor for business purposes. It may assist its members by way of co-operation, information and documentation, and by organising seminars, exhibitions, or conferences, but always in conformity with the Internal Rules.
- C. Whenever invited to do so, the Region may play an active part in the work of other regional international associations or bodies and enter into special arrangements with them, subject to the approval of the Regional Board.

Article 25 : REGIONAL REPRESENTATIVES

The Region is autonomous in its regional representation. The Region shall not commit ACI on questions concerning the general policy of ACI, or on questions of worldwide nature without the agreement of the Governing Board of ACI. The policy of the Region shall be consistent with that of the ACI as approved by the Governing Board of the ACI.

Article 26 : DISSOLUTION OF THE REGION

In the event of the dissolution of the Region, the Regional Board shall immediately appoint two or more persons to conclude the Region's affairs.

Article 27 : INTERPRETATION

The English text of the Internal Rules shall be the governing text.

Article 28 : ENTRY INTO FORCE

The present Internal Rules are subject to approval by the Governing Board of ACI.

Article 29 : AMENDMENTS

Any proposed amendments to the Internal Rules shall be submitted in writing to the Regional Director General 45 days in advance of the date on which the next meeting of the Regional Board is due to be held. The Regional Director General shall submit such proposed amendments to the Regional Board members 30 days in advance of the date on which its next session is due to be held, so as to allow for their thorough examination.
