



## AGM - Mi-Voice, Voting and Proxy Appointments Information 2024

### 1. When is the Table Tennis England AGM and who can attend?

**1.1** The AGM is on Saturday 20<sup>th</sup> July 2024 starting at 10.00am and is an electronic meeting, held on Zoom.

**1.2** All affiliated members are entitled to attend the meeting and others may do so with the Chairman's permission.

**1.3** If you wish to attend you must pre-register your attendance by 14<sup>th</sup> July. Zoom details can then be sent to you. Please register by following this link:

[TTE AGM Registration](#)

**1.4** Affiliated Members and others may speak at the AGM with the permission of the Chairman of the meeting. Company Members have the right to speak and vote during the AGM.

### 2. I think I am a Company Member

**2.1** You are a company member if you are a county representative company member or a league representative company member or a director. All company members are listed in the Electoral Register. The latest list can be found on the Elections and Voting [Webpage](#)

**2.2** All Company Members (or their proxies) are entitled to attend General Meetings and have the right to speak and vote during the AGM.

**2.3** If your name is not on the list and you think that it should be, please contact the Returning Officer on [election@tabletennisengland.co.uk](mailto:election@tabletennisengland.co.uk)

### 3. I am a Company Member and I wish to attend.

**3.1** Company Members should have received an email with details of how to register to attend the meeting. If you did not receive that email you should register your attendance as detailed in 1.3 above.

**3.2** Company Members should have separately received formal notice of the Company's Annual General Meeting ("AGM") which is being held as an online meeting with members able to join via Zoom on Saturday 20<sup>th</sup> July 2024 at 10.00am. The notice contains details of the business and format of the meeting.

### 4. How does a Company Member vote?

**4.1** Where the resolution is non-substantive, voting will be by 'show of hands' in which each company member or their proxy has one vote and this will be logged by using the polling function on Zoom, which has a tallying system to register the votes.



**4.2** If, using the ‘show of hands’ method, there is less than 90% supporting the resolution then we will undertake an official weighted vote (Poll Vote).

**4.3** For substantive resolutions and any non-substantive ones not resolved by the show of hands method, we will be carrying out weighted votes (Poll Votes) using the Mi-Voice weighted voting system. For that if you are attending electronically, you will need both Zoom and Mi-Voice open on your device (PC, laptop, tablet or smart phone) or it can be easier to use two different devices, with Zoom on one and Mi-Voice on the other.

## **5. I am a Company Member but I cannot attend the AGM**

**5.1** Company members are entitled to appoint a proxy to exercise their rights to attend, speak and vote at a general meeting of the Company. You can only appoint a proxy using the procedures set out in these notes and the AGM Notice and this year all proxy appointments will be handled by Mi-Voice.

**5.2** Company Members should have received a separate email on or about 28 June with a link to the Mi-Voice website where they can appoint a proxy if they are unable to attend the AGM. If you are a Company Member as listed in the Electoral Register but did not receive that email and you wish to appoint a proxy, please email [support@mi-voice.com](mailto:support@mi-voice.com) for the email to be re-sent. Please check to ensure that it has not been directed by your server to your Junk or Spam folders.

**5.3** If you are not also a member of Table Tennis England for the current 2023/24 season (as a Supporter, Club Play, Compete or Compete Plus member) then your vote will fail.

**5.4** Your vote will also fail if the Electoral Register does not show your name as a Director, County Representative or League Representative Company Member or shows no vote units for your league or county.

**5.5** Discrepancies in the Electoral Register needed to be reported before 20 June 2024 to ensure that they could be put right in time for voting at this AGM. This could be that a change in Company Member had not been notified or that a league had failed to complete their annual return in March 2024 meaning that no vote units can be allocated to that league. However if there is a problem please report this to the HelpDesk on [help@tabletennisengland.co.uk](mailto:help@tabletennisengland.co.uk) and to the Returning Officer on [election@tabletennisengland.co.uk](mailto:election@tabletennisengland.co.uk) so that action can be taken in time for future General Meetings or Member Elected Director elections.

## **6. Who should I choose as my proxy?**

**6.1** You may appoint “**the Chair of the Meeting**” as your proxy or alternatively another person.

**6.2** Whether you appoint the Chair of the Meeting or another person, if you tell them how to vote they must, by law, vote as you have instructed.

**6.3** If you know how you want to vote, it is better to appoint the Chair of the Meeting as your proxy, as then you advise Mi-Voice yourself of your wishes and Mi-Voice will ensure that all votes given through proxy appointments made to the “Chair of the Meeting” are scrupulously allocated.



## **7. If I choose the Chair of the Meeting?**

**7.1** The Chair of the Meeting will always have to be present so that your vote will always count. If you specify how you want the Chair of the Meeting to vote on some or all of the resolutions, then your vote is recorded on Mi-Voice exactly as you have stated.

**7.2** If you select “Discretion of proxy” for all or any of the resolutions, then the Chair of the Meeting can vote or abstain from voting at his or her discretion.

## **8. If I choose another person?**

**8.1** You must tell that person that they must attend the AGM (electronically) to vote (or abstain from voting) at the specified time during the AGM. **If they do not attend on Zoom on the day your vote will be lost.**

**8.2** To attend your proxy must pre-register to attend the AGM electronically – see 1.3.

**8.3** It is recommended that if you wish to appoint another person rather than the ‘Chair of the meeting’ that you either give full discretion to your proxy on all resolutions or give specific instructions on all resolutions. If you give full discretion then your chosen proxy can vote or abstain from voting at his or her discretion, providing that they attend the meeting.

**8.4** If you specify how you wish your vote to be used then Mi-Voice will ensure that your wishes are carried out provided that your appointed proxy attends.

**8.5** It is especially difficult if you have specified how you want your vote to be cast for some resolutions but given discretion for other resolutions when you have appointed a named person rather than the Chair of the Meeting. It is recommended that if possible that you either give full discretion or specify how you want your vote to be used for all resolutions when the proxy is a named person.

***Remember that your appointed person as your proxy must register to attend and attend on Zoom on the day for your vote to be counted. If you instead appoint the ‘Chair of the Meeting’ as your proxy, then your vote will always be counted.***

## **9. Completion of your proxy appointment on the Mi-Voice website**

**9.1** If you follow the link from the email from Mi-Voice (see 5.2) you will be able to set up your proxy appointment online.

**9.2** The Board encourages you to appoint the Chair of the Meeting as your proxy. Alternatively, you can choose another person as your proxy. If so, insert your proxy’s name and email address as directed. Please ensure that you have the correct email address for your proxy.

## **10. Completion of your voting instructions for your proxy**

**10.1** Proxy Appointment website allows you to instruct your proxy how to vote on each of the items to be proposed at the meeting as set out in the Notice which has been sent to you. Please click on the appropriate box alongside each item to indicate whether you wish your vote to be cast “For” or “Against”, or whether you wish to “Abstain from Voting”. If you “Abstain from Voting” it is not a vote in law, which means that the vote will not be counted in the calculation of votes for and against the resolution.



**10.2** If you select “Discretion of Proxy”, your proxy may vote or abstain from voting at his or her discretion.

**10.3** Your proxy may also vote (or abstain from voting) as he or she thinks fit on any additional resolutions which may be put before the meeting.

### **11. I know how I want to vote but will that happen?**

**11.1** Whether you appoint the Chair of the Meeting or someone else, you physically complete the proxy form in the mi-voice system yourself and then it is validated if you appoint the Chair or when someone else attends the meeting.

**11.2** However, sometimes proxies have not carried out the wishes of the company member appointing them. This has usually been because of technical issues, illness, mistake or accident, but to ensure that this does not happen to your votes, you are recommended to choose the Chair of the Meeting as your proxy, as the ‘Chair of the Meeting’ will always be present, but a named individual might not be able to attend on the day.

**11.3** Mi-Voice will ensure that all voting instructions given to the Chair of the Meeting or to a named individual (provided that person does attend on Zoom) are scrupulously carried out.

### **12. Making the Proxy Appointment**

**12.1** If you wish to appoint a proxy to attend and vote on your behalf, then it must be completed on the Mi-Voice website before 48 hours before the start of the meeting i.e. by **10.00am on Thursday 18th July 2024**.

### **13. Proxy’s attendance**

**13.1** If you have appointed the ‘Chair of the Meeting’ as your proxy, then the Chair of the Meeting will be informed of the overall voting intentions from all proxy appointments made to the Chair of the Meeting.

**13.2** If you appoint another person, you are responsible for ensuring that your proxy registers to attend, and actually attends; and that you have advised them of your wishes.

**13.3** You must advise them to pre-register for the AGM by 14th July 2024, to attend electronically by Zoom on the day of the AGM. Further details will follow once pre-registration closes, so that log-in details can be sent to them so that they can access the meeting online by Zoom and access Mi-Voice. They have to be present electronically at the AGM meeting to be able to vote on your behalf. The proxy must attend and vote (or abstain from voting) using Mi-Voice at the specified time during the AGM.

### **14. Joining the Zoom AGM yourself**

**14.1** If you have appointed a proxy, you may still pre-register to attend the meeting electronically for all or part of it without affecting the proxy appointment.

**However**, if you want to vote yourself, then your proxy is no longer entitled to vote for you and any proxy vote must be withdrawn. In that circumstance please ensure that you advise a named proxy that you intend to vote yourself as well as notifying Mi-Voice before the start of the meeting, by contacting [support@mi-voice.com](mailto:support@mi-voice.com) so that the relevant Mi-Voice code can be sent to you (see section 16 Revocation).



## 15. Change of instructions

**15.1** If you wish to change your instructions, you should contact Mi-Voice by emailing [support@mi-voice.com](mailto:support@mi-voice.com) and they will be able to advise you how to do it. Please be aware that the support team is only available in normal working hours. The latest time for the receipt of proxy appointments is **10.00am on Thursday 18 July 2024** (or, in the case of an adjourned meeting, 48 hours before the start of the adjourned meeting). It is your responsibility to notify any named proxy of any changes.

## 16. Revocation

**16.1** To revoke your proxy instructions, email [support@mi-voice.com](mailto:support@mi-voice.com) clearly stating that you wish to revoke (i.e., cancel) your proxy appointment. You must contact Mi-Voice before the start of the meeting (10.00am on Saturday 18 July). It is your responsibility to notify any named proxy that you no longer wish for that person to act as your proxy.

## 17. Problems and Queries

**17.1** If you have any queries or problems with using the Proxy Appointment website please contact Mi-Voice by emailing [support@mi-voice.com](mailto:support@mi-voice.com) as soon as possible and before the deadline of 10.00am on Thursday 18 July 2024.

**17.2** For other queries please contact the Returning Officer on [election@tabletennisengland.co.uk](mailto:election@tabletennisengland.co.uk)



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