

trading as TABLE TENNIS ENGLAND

Regulations Part I: ELECTORAL REGISTER AND ELECTION OF DIRECTORS

Approved by Board:

To take effect from:

This document cancels and replaces the issue dated 27 September 2019

The regulations set out below were made by the Board in accordance with the following Company Articles:

23 Elected Directors

- 23.1 *Company Members shall elect three directors who shall be titled Elected Deputy Chairmen.*
- 23.2 *Each Company Member shall be entitled to nominate one person for each vacancy to be filled by election.*
- 23.3 *To be valid a nomination paper must be signed by the Company Member and be received by the person designated by the Board as the returning officer by a date decided by the Board, being not earlier than the fourteenth day after the issue of nomination papers.*
- 23.4 *To be effectively nominated a person must be named in at least two valid nomination papers, must have lodged with the Company not later than the closing date for nominations a signed consent to nomination for that office and must not have withdrawn from nomination by the date prescribed by the Board as the last day for withdrawal.*
- 23.5 *If the number of effective nominations exceeds the number of vacancies voting shall be by postal or on-line ballot of the Company Members conducted in such manner as the Board shall from time to time decide.*
- 23.6 *The vote of each Company Member shall count as the following number of vote units:*
 - 23.6.1 *Individual Company Member: 1 unit*
 - 23.6.2 *County Representative Company Member: 1 unit*
 - 23.6.3 *League Representative Company Member appointed by a Local League with 30 or fewer teams in membership: 2 units.*
 - 23.6.4 *League Representative Company Member appointed by a Local League with 31-100 teams in membership: 4 units.*
 - 23.6.5 *League Representative Company Member appointed by a Local League with 101 or more teams in membership: 6 units.*
- 23.7 *An Elected Director shall hold office for a term that begins on the day after the Annual General Meeting following his election and terminates not later than the end of the fourth Annual General Meeting thereafter. A casual vacancy among Elected Directors shall be filled in accordance with the procedure set out in 23.2-23.6. The person thus elected shall take office immediately the result of the election is determined and shall serve for the remainder of the term of the person giving rise to the vacancy.*

41 Voting: general

- 41.1 *A resolution put to the vote of a general meeting must be decided by a show of hands unless a poll vote is duly demanded in accordance with the Articles.*
- 41.2 *On a show of hands, every person present as a Company Member shall have 1 vote.*
- 41.3 *On a poll the vote of a Company member shall count as the following number of vote units:*
 - 41.3.1 *Individual Company Member: 1 vote unit.*
 - 41.3.2 *League Representative Company Member: 1 vote unit for each player registered to take part in the league competition of the Local League by which he is appointed.*

- 41.3.3 *County Representative Company Member: 1 vote unit for each vote unit held by the League Representative Company Members appointed by Local leagues affiliated to the County Association by which he is appointed.*
- 41.4 *In the case of an equality of votes, whether on a show of hands or on a poll, the person chairing the meeting shall have a second or casting vote on matters relating to finance but not on any other matters; in any other case the resolution shall fail.*
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Regulations Part I: ELECTORAL REGISTER AND ELECTION OF DIRECTORS

1 ELECTION OFFICIALS

- 1.1 The Returning Officer appointed by the Board in accordance with Article 23.3 shall be an Affiliated Member who is not a Company Member.
- 1.2 The Chief Executive Officer shall appoint an Assistant Returning Officer, who shall be a member of the staff to whom the Returning Officer may delegate any duty relating to the election other than responsibility for determining any dispute. Where a duty is so delegated any reference in the regulations to the Returning Officer shall be taken to mean the Assistant Returning Officer for the duty concerned.
- 1.3 The Board shall appoint at least four scrutineers, who shall be Affiliated Members who are not Company Members.
- 1.4 The Chief Executive Officer shall appoint a member of staff as Election Registration Secretary ('ERS') to produce, under the general direction of the Returning Officer, an Electoral Register of Company Members to record their voting rights in the election of directors and in polls at general meetings.
- 1.5 The Returning Officer is responsible for overseeing the conduct of the election, for determining the validity of nominations and ballot papers, for determining the vote counting procedure, and for supervising the count.
- 1.6 The Returning Officer shall consult the scrutineers on any question as to the validity of a doubtful nomination paper or ballot paper before reaching a decision.
- 1.7 The scrutineers shall assist the Returning Officer in ascertaining the validity of nominations and the result of the ballot, with at least two scrutineers taking part in any such decision. If there are not at least two scrutineers available to attend the count the Returning Officer may appoint one or more substitute scrutineers who are not Company Members to deputise for them.

2 ELECTORAL REGISTER

- 2.1 The number of teams and registered players credited to a Local League in the Electoral Register shall be the number on the operative date and shall not take account of any that join or leave after that date. The operative date shall be 30 September or the date on which the league competition starts if later
- 2.2 Each Local League shall report through the Annual Return the number of teams it had in membership on the operative date.
- 2.3 Not later than 15 November each year the ERS shall publish on the Company's website a copy of the proposed new Electoral Register which (subject to any corrections) shall be effective from 1 December to the following 30 November and shall be maintained on the Company's website during that period.
- 2.4 The Electoral Register shall be divided into sections, one for Individual Company Members, one for each County Association, which shall include also the Local Leagues affiliated to that County Association, and one for Local Leagues which the Board has exempted from affiliation to a County Association.

- 2.5 Each section shall contain a list of the relevant Company Members including the following information for each:
 - 2.5.1 a reference number;
 - 2.5.2 the County Association or Local League represented; or, for an Individual Company Member, the type of director as defined in the Articles;
 - 2.5.3 (where applicable) the number of teams in the Local League represented;
 - 2.5.4 the number of vote units to which the Company Member is entitled in an election for directors;
 - 2.5.5 the name of the Company Member;
 - 2.5.6 the number of vote units to which the Company Member is entitled in a general meeting poll.
- 2.6 The accuracy of the Electoral Register may be challenged by notice in writing to the ERS who shall investigate the challenge after inviting the comments of any Local League which supplied the information being challenged. If the matter is contentious it shall be referred to the Returning Officer for decision.
- 2.7 It is the responsibility of a Local League to satisfy the ERS as to the teams it has in membership and, in cases of doubt or dispute, the Electoral Register shall credit it only with those teams about whose membership the ERS is satisfied.
- 2.8 The ERS shall correct the Electoral Register to record changes in company membership, to incorporate information from late returns from Local Leagues and to correct errors arising from a successful challenge or otherwise; the ERS shall make the correction within 21 days of being notified of it and being satisfied a correction is required.

3 NOMINATIONS

- 3.1 The Elected Directors shall be elected by postal ballot; the date by which completed ballot papers must be received shall be determined by the Board and shall be known as the Election Date.
- 3.2 At least 6 weeks before the Election Date, the Returning Officer shall publish on the Company's website details of the election, a pro forma nomination paper and a pro forma consent to nomination paper.
- 3.3 The pro forma nomination paper and pro forma consent to nomination paper shall include the closing date for nominations and the address for the return of completed papers, the last date on which consent to nomination may be withdrawn and a note that any alteration must be initialled by the Company Member making it.
- 3.4 A completed and signed hard copy nomination or consent to nomination paper may be transmitted electronically as a photograph or scan of the physical paper provided it complies with the requirements stated on the pro forma. The signatory shall retain the hard copy and make it available for inspection if the Returning Officer so requires.
- 3.5 Candidates must declare on the consent to nomination paper that they are eligible to hold office as a director. It is the responsibility of candidates to satisfy the Returning Officer that they are eligible. Candidates shall, on request, provide any information that the Returning Officer reasonably requires for that purpose.
- 3.6 Every person consenting to nomination may, not later than the closing date for nominations, deliver to the Returning Officer an election statement on a single side of A4 for publication on the Company's website as soon as possible after the closing date for nominations.
- 3.7 If the number of effectively nominated candidates does not exceed the number of vacancies the Returning Officer shall declare them elected unopposed, notify the candidates and publish the result of the election on the Company's website.

4 BALLOT

- 4.1 If the number of effectively nominated candidates exceeds the number of vacancies the Returning Officer shall send a ballot paper to each person on the Electoral Register at least 14 days before the Election Date.
- 4.2 The ballot paper shall include:
 - 4.2.1 the names and towns or districts of residence of the candidates
 - 4.2.2 the address and closing date and time for its return
 - 4.2.3 a note that any alteration must be initialled by the Company Member voting
 - 4.2.4 a note explaining how to locate candidates' election statements on the Company's website.
- 4.3 A Company Member may vote for any number of candidates not exceeding the number of vacancies.
- 4.4 A completed ballot paper must show the name of, and be signed by, the Company Member voting who must also initial any alterations and be received by the Returning Officer not later than the Election Date.
- 4.5 The Returning Officer shall inform candidates of the time and place of the count and candidates shall be entitled to attend or send a representative.
- 4.6 In the event of a tie, the tie shall be resolved by lot.
- 4.7 After the count the result shall be announced to those present and published on the Company's website.
- 4.8 The Returning Officer shall submit to the Chief Executive Officer a report of the result of the election stating the numbers of valid voting papers and valid vote units cast for each candidate and the names of the successful candidates.

5 DESTRUCTION OF ELECTION PAPERS

- 5.1 Nomination papers and ballot papers shall be retained by the Chief Executive Officer until the end of the full term of office of the directors elected and shall then be destroyed.

6 APPOINTMENT OF COMPANY MEMBER

- 6.1 An Affiliated Organisation which the Articles entitle to appoint a Company Member must inform the Company of any such appointment by submitting the Company's appointment form signed by its General Secretary and a separate person who shall be its Chairman, Vice Chairman or Treasurer. The form may be transmitted electronically, if desired, as a photograph or scan of the signed hard copy form, but the original must be retained and made available for the Company to inspect on request.