



TERMS OF REFERENCE Returning Officers & Scrutineers

The Returning Officers & Scrutineers (hereafter 'the committee') shall be an operational committee of Table Tennis England ('TTE'), responsible to the Head of Operations and Governance

Purpose

The purpose of the committee shall be:

- to manage and coordinate the electoral process for Table Tennis England and keep an up-to-date Electoral Register for Company Members with current information about voters in accordance with Regulation I Electoral Register and Election of Directors
- to manage and validate the voting process in accordance with the Articles and regulations for the Election of Directors and at general meetings.

Please also refer to Table Tennis England regulations <https://tabletennisengland.co.uk/compete/rules-regs/laws/>

Note: In the event of any conflict between the regulations and these terms of reference the regulations shall prevail.

Composition

The Chair of the committee shall be the Returning Officer which shall be an appointed role.

The Members of the committee shall be: The Returning Officer, Assistant Returning Officer, Election Registration Secretary, at least four Scrutineers and the Head of Operations and Governance (if not otherwise a member).

All members of the committee whose appointed role is not representative in nature shall fulfil their position in furtherance of the general objectives of the committee.

All members of the committee shall be current Table Tennis England members. A member of the committee whose Table Tennis England membership has lapsed shall no longer be a member of the committee.

All members of the committee shall adhere to the Nolan principles of Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.

Appointments

The Chair shall be appointed by Board for a tenure of 2 years.

Members shall be appointed by the Chair with the approval of the Head of Operations & Governance, for a tenure of 2 years.



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All members including the Chair may serve for a maximum of tenure of 4 consecutive terms, unless exceptionally agreed by TTE Network Group or Board. All members including the Chair will be eligible for reappointment after a 2-year break.

Including the Chair, no less than 50% of members (other than staff) at any time shall be identified via open advertisement on the Table Tennis England website.

Table Tennis England may take positive action in the form of proportionate measures to encourage or train people from under-represented groups to apply for volunteer roles, overcome a perceived disadvantage or meet specific needs based on a protected characteristic.

A register shall be maintained by Table Tennis England detailing committee members, tenure, appointment process and other relevant information.

Co-opted members may be permitted with the agreement of both the Chair and the Head of Operations & Governance

Meetings

The committee shall meet as required, either physically or virtually. Day-to-day Committee business will be carried out via email.

The quorum of the meeting shall be 50%+1, but must include the Chair and Head of Operations & Governance

Minutes of each meeting shall be produced and maintained as appropriate.

Committee members shall be entitled to claim from Table Tennis England such out of pocket expenses as are legitimately incurred in furtherance of agreed committee business, in line with the Table Tennis England volunteer expenses policy.

Responsibilities:

1. To manage the process of Company Member validation and approval
2. To ensure the Electoral Register is current and published
3. To manage the voting process in accordance with the relevant regulations and Articles
4. To ensure a robust system is in place that allows for secure voting (including proxy voting) at general meetings
5. To ensure a robust system is in place that allows for secure voting for director elections
6. To manage National Councillor annual registration and National Council chair elections
7. To attend general meetings if required.