

Calendar and process for election for one Elected Director 2022

The Board has now approved the Election Date of 1 November 2022, which is the date by which all votes by Company Members must be received.

The full timetable for the election of one Elected Director is as follows:

On or before Tuesday 6 September 2022

- a) The Nominations Committee shall provide the Returning Officer with a list of the personal qualities it believes the Elected Director would have to ensure the best overall balance of personal qualities on the Board as a whole.
- b) The term “personal qualities” refers to a candidate’s ability, experience and expertise to fulfil the identified role and ensure that the Board has the appropriate balance of skills, experience, diversity, independence and knowledge.

On or before Thursday 8 September 2022

- a) Election calendar and information about the election to be published on Table Tennis England website.
- b) Details of the election, pro forma nomination paper and pro forma consent to nomination paper to be published on the website.
- c) The Nomination Committee’s list of personal qualities to be published on the website.

Monday 26 September 2022

Last date (and time 23.59) for Returning Officer to receive: -

- a) Nominations from company members
- b) Consent to nominations from candidates
- c) A submission by each candidate as to how far they meet the personal qualities the Nominations Committee has listed.
- d) Candidates may submit an Election statement on a single side of A4 for publication on the TTE website as soon as possible after the withdrawal date.
- e) Candidates may submit a video no longer than **two** minutes for publication on the TTE website as soon as possible after the withdrawal date.

Friday 30 September 2022

Last date (and time 23.59) for candidates to withdraw from nomination

Wednesday 5 October 2022

Having appraised the candidates, and made its recommendation to the Board, the Nominations Committee shall provide a statement to the Returning Officer of its preferred candidate(s) setting out their skills and experience that best meet the requirements of the role.

Monday 10 October 2022

If only one candidate, the Returning Officer will declare the candidate elected unopposed.

On or before Friday 14 October 2022

Returning Officer to issue voting information by email to company members, including:

- a) The names of the candidates, and their towns or districts of residence;
- b) Instructions on how to vote, closing date and time for voting;
- c) Link to the website where the candidates' election statements and videos are located; and
- d) the Nominations Committee's appraisal of the candidates' personal qualities.

Tuesday 1 November 2022 – Election Date

Last date (and time 23.59) for Returning Officer to receive votes from company members by email to the specified secure email address

Wednesday 2 November to Wednesday 9 November 2022

- a) Vote count completed.
- b) The Chair is informed and informs the rest of the Board
- c) Successful candidate confirms acceptance and completes due diligence – declaration of good character, confidentiality statement and code of conduct.
- d) Result of election announced as soon as possible after the vote count and published on the website.

Caroline Williams
Returning Officer
22 August 2022