

## NOTICE OF THE ANNUAL GENERAL MEETING 2023

In accordance with Article 37.1, Notice is hereby given, by order of the Board, that the 2023 Annual General Meeting of the **English Table Tennis Association Limited** (the “**Company**”) will be held on 8<sup>th</sup> July 2023 at 1.30pm. The meeting will be a hybrid meeting with members being able to join via Zoom or by attending in person at Mitchell Hall, Cranfield University, Cranfield, Bedfordshire, MK43 0AL.

Please see the notes accompanying this notice for important information regarding attendance which includes the requirement for Members to pre-register their attendance whether in person or virtual and further details will follow once pre-registration closes on 23<sup>rd</sup> June 2023.

The business of the meeting will open with a minutes silence for members of the Table Tennis family that have passed away during the year.

1. To adopt the Standing Orders (7824/0723/DLH)
2. To confirm the Minutes of annual general meeting held 16<sup>th</sup> July 2022 (7818/0722/JKB)
3. To receive the Company’s finance report and audited financial statements for the financial year ended 31st March 2023 (7819/0723/JKB)
4. To reappoint Haysmacintyre as auditors of the Company until the conclusion of the next annual general meeting of the Company (7820/0723/JKB)
5. To elect the Standing Orders Committee
6. To approve the recommendations for Honorary Life Members and Vice Presidents

By order of the Board

**Sandra Deaton**  
Chair

#### **Note 1: General**

The Standing Orders Report is attached with this notice and will be summarised at the beginning of the meeting. Standing Orders Committee Report (7823/0723/DLH)

Members will be able to participate in the meeting fully through electronic attendance. There will be no difference, in the exercisable rights of a member who attends electronically and a member who attends in person. The Board requires that the meeting is a hybrid meeting and will be conducted through the use of Zoom and in person at the venue highlighted. All voting by Company Members will be carried out electronically whether at the venue or on zoom.

Members are required to pre-register their attendance whether physical or virtual by 23<sup>rd</sup> June 2023 and further details will follow once pre-registration closes on 23<sup>rd</sup> June.

Please note that due to the format of the meeting, apologies will be minuted but not verbalised during the meeting.

#### **Note 2: Enclosed are:**

- 2.1 Proxy form and explanation (7825/0723/JKB)
- 2.2 The Report of the Standing Orders Committee (7823/0723/DLH)
- 2.3 Standing Orders for the meeting (7824/0723/DLH)
- 2.4 Minutes of last AGM (7818/0722/JKB)
- 2.5 The Company's finance report and audited financial statements for the financial year ended 31st March 2023 (7819/0723/JKB)

#### **Note 3: Attendance**

- 3.1 All Company Members or their proxies and all Affiliated Members are entitled to join the meeting. Others may do so with the Chairman's permission.
- 3.2 Only Company Members or their proxies are entitled to speak. Others including Affiliated Members may speak with the Chairman's permission.
- 3.3 Please note that the Zoom system records the names of those who have joined the meeting virtually.

#### **Note 4: Voting by Company Members**

- 4.1 Where the resolution is non-substantive, voting will be by 'show of hands' for those attending the meeting and for those attending virtually on Zoom there will be an electronic '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. If, using this method, there is less than 90% supporting the resolution we will undertake an official weighted vote (Poll vote). The Chairman will explain this on the day.
- 4.2 For official weighted votes (Poll votes) we will be using the Mi-Voice weighted voting system, which has been approved by Standing Orders Committee, Returning Officer and Rules Committee and will allow for results to be announced during the General Meeting. For weighted votes (Poll Votes) you will need an electronic device (PC, laptop, tablet or smart phone) so that you can vote using Mi-Voice whether you are attending the AGM physically or virtually on Zoom. It can be easier if you are attending virtually if Zoom is on a separate device to the device used for Mi-Voice.
- 4.3. Company Members who are unable to join the meeting, may appoint a proxy to exercise their rights at the meeting either in person or electronically. You can instruct your proxy how to vote on any resolution and the proxy must vote in the way you have instructed. The Board encourages you to appoint the Chair of the Meeting as your proxy. A proxy appointment form is enclosed. Please read the notes to the form which must be returned to the email address given on it, or by post to the stated address, to arrive not later than **1.30pm on Thursday 6<sup>th</sup> July 2023.**