

## FAQs Member Elected Director election May 2024

### 1. Who is being elected?

One Member Elected Director of Table Tennis England, who will be one of four Member Elected Directors. The person elected will serve from 24 June 2024 for a period of four years. There are 12 Directors in all.

### 2. Who can nominate and vote?

Company members – that is the Directors, the National Councillors appointed by the counties and the League Representatives appointed by each local league.

### 3. Who are the Company Members for my county and league?

Your county and league secretaries will be able to tell you who are your company members. They are also listed in the Electoral Register which is posted on the Table Tennis England website on the Elections and Voting webpage: <https://www.tabletennisengland.co.uk/about-us/elections-and-voting/>

### 4. Why does it show on the Electoral Register no company member or the wrong company member for my league or county.

Your league or county will need to complete the appropriate Appointment Form and the company member will need to complete and sign the appropriate Application Form and send both forms asap to Table Tennis England. These forms are available on the website on the Elections and Voting webpage. This needs to be done by **31 May 2024** at the latest to ensure that the new company member is able to vote in this election.

You should also advise the Returning Officer of the details by email to [election@tabletennisengland.co.uk](mailto:election@tabletennisengland.co.uk).

### 5. Why does my company member have five stars after his or her name in the Electoral Register and it is written in red?

Five stars and red writing shows that the named company member does not appear to have renewed their membership with TTE for the 2023/24 membership period and so is not entitled to vote. All officials and especially league and county representative company members must be currently affiliated members of TTE.

Your league or county should contact their company member to ask that person to renew their membership in one of the 4 classes of affiliated membership (Supporter, Club Play, Compete or Compete Plus) asap and at the latest by 31 May 2024. Once that has been done then the Returning Officer should be advised by email to [election@tabletennisengland.co.uk](mailto:election@tabletennisengland.co.uk) so that the Electoral Register entry can be revised.

If that person is no longer involved in table tennis then the league or county needs to appoint a new company member (see **question 4**).

### 6. Why are there different numbers of vote units shown in the Electoral Register?

The vote units allocated to the different types of company members are laid down in the Articles.

Column D in the Electoral Register shows the number of vote units for each company member in Director Elections. The Directors and the National Councillors each have one vote unit. The Representative of a League with 30 or fewer teams has 2 vote units, with 31 to 100 teams has 4 vote units and with 101 or more teams has 6 vote units.

This is based on the number of teams reported by each league on their annual return in February 2024 and shown in column C. If a league has failed to complete their annual return then column C will show no teams.

Column G shows the number of vote units for each company member in a poll vote at an Annual General Meeting. This is based on the number of player members from the 2023/24 season.

**7. Why does the Electoral Register say my league has no vote units**

Either your league has not completed its annual return for 2023/24 or has stated that it has no teams. The annual return shows the number of teams your league had in February 2024. If this is not correct or the league has not yet completed its annual return please contact the Helpdesk by phone on 01908 208860 Monday – Friday (9am – 5pm) or by email to [help@tabletennisengland.co.uk](mailto:help@tabletennisengland.co.uk). You should also advise the Returning Officer of the details by email to [election@tabletennisengland.co.uk](mailto:election@tabletennisengland.co.uk). This needs to be done asap and at the latest by **31 May 2024** so as to ensure that the company member is able to vote in this election.

**8. My league played no or little table tennis in the 2023/24 season, so what happens to my league's vote units?**

The Articles are specific that the vote units are based on the number of teams playing in the relevant season. Therefore if no league competition took place during the 2023/24 season, then your league is not eligible to vote at this time.

**9. I think I am the company member for my league or county, but I have heard nothing?**

In previous elections some servers diverted election emails from Table Tennis England into Junk. This sometimes happened even when other emails from Table Tennis England were received normally. So, check your Junk or Spam folders first.

Once you have ruled that out, check that you are listed as the company member on the Electoral Register. If you are not listed, see **question 4** for the action to take.

You also need to be a currently affiliated member of Table Tennis England (as a Supporter, Club Play, Compete or Compete Plus member).

If you are listed in the Electoral Register, check that Table Tennis England has your correct email address in your membership records in Sport80 and check that your list of "Roles" there shows you as the company member for your league or county. If not, emails sent only to company members will not be sent to you.

If your role of Company Member is not included in your list of roles please contact the Helpdesk by phone on 01908 208860 Monday – Friday (9am – 5pm) or by email to [help@tabletennisengland.co.uk](mailto:help@tabletennisengland.co.uk) so that the role can be added to your records as you are not able to do that change yourself.

You should also advise the Returning Officer of the details by email to [election@tabletennisengland.co.uk](mailto:election@tabletennisengland.co.uk) or of any other problem.

**10. How many vacancies are there?**

One. One Member Elected Director finishes their term of office and this election is to fill that vacancy from 24 June 2024.

**11. How do I nominate?**

Nomination forms will be published on the website. Each company member may nominate one candidate. If you are not a company member then you cannot nominate.

**12. Who can be a candidate?**

A currently affiliated member of Table Tennis England who is aged 16 or over, who does not hold a paid appointment with Table Tennis England and is not connected with the manufacture, sale or endorsement of table tennis equipment or consultation on such equipment.

**13. If I am thinking of standing as a candidate what should I do?**

Table Tennis England publish information about the role and responsibilities of the Member Elected Directors on the website. There is also a copy of the Board Information Pack: Non-Executive (Elected) Director on the Elections and Voting webpage: <https://www.tabletennisengland.co.uk/about-us/elections-and-voting/> You should also carefully read the Articles (in particular Article 20 Directors' Conflicts of Interest and Article 23 Elected Directors) and Regulations Part I (Electoral Register and Election of Directors). These are also posted on the website.

If you do not understand anything you should contact the Returning Officer by email to [election@tabletennisengland.co.uk](mailto:election@tabletennisengland.co.uk)

**14. How do I stand as a candidate?**

If you decide to stand then you need to be nominated by two company members and you need to sign a consent to nomination form, which will also be published on the website.

As detailed in the Board Information Pack you should also provide an up-to-date CV which shows your full career history and details your skills and experience, how you meet the requirements of the role, and why it appeals to you. We recommend that this is no longer than two sides of A4 paper.

All the above must be returned before the close of nominations on 20 May.

In addition you may provide an election statement on one side of A4 paper and / or a three minute video by 23 May 2024. – see questions 19 and 20.

If you are a company member at present and so have the right to nominate and vote, you may nominate yourself as one of your two nominations needed and you may vote for yourself in any ballot.

**15. Do I need lots of nominations to stand as a candidate?**

No, for official purposes you need just two company members to complete nomination forms.

Once the Returning Officer has confirmed that she has received two nominations for you, there is no need to send in any additional nominations as they are not needed and only makes additional unnecessary work for the Scrutineers who process the nominations.

However, you may, if you prefer, still contact company members in order to gain support for the ballot.

**16. How do I find out who are the candidates?**

The list of candidates will be published on the website shortly after nominations have closed.

**17. Will the names of those who nominated candidates be published?**

The Regulations do not require the Returning Officer to publicise them, but candidates may publish them in their election statement or other publicity material if they wish.

**18. What about if there is only one candidate nominated?**

If there is only one candidate nominated, then that person will be declared elected and no ballot will take place.

(If no one was nominated, the vacancy would have to be filled at a later date by repeating the process.)

**19. How can I find out about the candidates?**

Candidates can write an election statement on a single side of A4 paper.

Candidates are also given the option of recording a short video (no longer than three minutes) which also will be uploaded. These will be published on the Table Tennis England website.

**20. What information will be contained in the election statements**

This is entirely a matter for candidates. The only restriction is that they must be limited to a single side of A4 paper. It may include for example biographical details, a photo, a manifesto and the email address that members can use to contact them.

**21. Can I contact candidates to ask their views on particular topics?**

Candidates are recommended to give an email address on their election statement so that voters and any other interested parties can contact them directly.

**22. Can candidates contact me?**

Table Tennis England will not supply candidates with your contact details, as this is not allowed under GDPR rules.

**23. How do I vote?**

Voting will be done online using the Mi-Voice weighted voting system. Voting will take place over the period 5 June to 19 June, closing at 17.00 (5pm) on the 19<sup>th</sup>.

If you are a company member you will be sent an email explaining how to vote and the log-in details so that you will be able to access Mi-Voice to vote online.

If you are not a company member (see question 2) then you should contact your league representative company member or your county representative company member (National Councillor) with your views as that person will vote on your behalf.

**24. How many candidates can a company member vote for?**

One candidate, as there is only one vacancy.

**25. If I am entitled to, say, 2 vote units, how is this allocated to the candidate I vote for?**

You may vote for one candidate and the candidate you vote for will receive two units if you are entitled to 2 vote units.

**26. I may be away so can I appoint a proxy?**

No. The Regulations do not allow for anyone to vote on your behalf in the Director Elections. (This is different to the procedure at the AGM where proxy appointments are allowed.)

The periods for nomination and separately for voting are each two or more weeks long.

If you think that you might have a problem, you should contact the Returning Officer by email on [election@tabletennisengland.co.uk](mailto:election@tabletennisengland.co.uk) as soon as possible.