



## **NOTICE OF CYCLING TIME TRIALS NATIONAL COUNCIL ANNUAL GENERAL MEETING 2023**

**Notice is hereby given that the Cycling Time Trials 2023 National Council take on Sunday 03 December 2023, to commence at 09:30 hours, at Hellidon Lakes Hotel, Hellidon, Daventry, NN11 6GG.**

### **District Council Annual General Meetings**

In order to meet the required deadlines for National Council, it is recommended that you hold your 2023 District Council annual general meeting not later than Sunday 15 October 2023, to be followed by your date fixing meeting for events to be held in 2023.

### **Items for the National Council AGM agenda**

Items for inclusion on the National Council agenda must be received by the National Legal Advisor by 5 pm on **Saturday 21 October 2023**.

National Legal Advisor **David Guy**: [david.guy@cyclingtmetrials.org.uk](mailto:david.guy@cyclingtmetrials.org.uk)

### **Right to appoint proxy**

All persons entitled to attend and vote at the National Council AGM have the right to appoint a proxy by virtue of section 324 of the Companies Act 2006. A form to appoint a proxy is attached and should be returned by 10 am on Friday 1 December 2023.

### **Number of delegates to represent a District Council at the National Council AGM**

Article 27.4(e) provides:

*a District Council having up to and including thirty affiliated clubs on 30 September in each calendar year shall be represented by a maximum of two Delegates;*

*a District Council having between thirty-one and forty-five (inclusive) affiliated clubs on 30 September in each calendar year shall be represented by a maximum of three Delegates; and*

*a District Council having more than forty-five affiliated clubs on 30 September in each calendar year shall be represented by a maximum of four Delegates.*



*and in the event of any District having a delegate appointed as Chair such District shall be entitled to nominate a replacement member, in which case the Chair will lose the right to vote, except that the Chair has the right of a casting vote.*

## **Amendments to motions and questions**

Details of proposed amendments to motions to be moved at the National Council AGM, and any questions in respect of matters contained in the 2023 Annual Report, should be forwarded to the National Legal Advisor to arrive not later than first post on **Friday 01 December 2023**, or if sent by email by 12 noon on that day. A summary of the proposed amendments will be circulated at the National Council AGM.

## **District Council meeting to consider National Council AGM Agenda**

During the week commencing Monday 05 November 2023, one copy of the National Council AGM agenda will be dispatched to each member of CTT; three copies will be dispatched to the secretary of each club or organisation then affiliated to CTT; and one copy will be dispatched to each District Secretary. . This will satisfy the requirements of Article 11.5.

It is recommended that the District Council meeting to consider the National Council AGM agenda be held not later than **Sunday 26 November 2023**.

## **District delegates to the National Council AGM**

Details of your National Council AGM delegates are to be sent to **Sue Bowler** by **5 pm Saturday 21 October 2023**. To ensure that all necessary details are given, please can you use the form provided. Please remember to let Sue know of any special dietary requirements. By email: [suejbowler@gmail.com](mailto:suejbowler@gmail.com)

Should your delegates require overnight accommodation for Saturday 02 December, this can be arranged by Sue and details must be given to her by the deadline date of **5 pm Saturday 21 October 2023**. Delegates who do not notify their requirements by that date cannot be guaranteed accommodation, as this will depend upon the availability of rooms at the hotel at the time of asking.

**Please note that all bookings for accommodation must be made through Sue Bowler and not with the hotel directly.**

## 2024 Handbook

Items for submission are to be sent to the National Secretary (Competitions & Development): **Stewart Smith**, 614 Bellhouse Road, Sheffield, S5 0ET, or by email to: [stewart.smith@cyclingt看trials.org.uk](mailto:stewart.smith@cyclingt看trials.org.uk)

- Course Details (courses to be used in 2024): by **5 pm Friday 13 October 2023**
- Events - Dates List: by **5 pm Friday 13 October 2023**
- District Series Listings: by **5 pm Friday 13 October 2023**

## Checklist

### Items for submission to Stewart Smith ([stewart.smith@cyclingt看trials.org.uk](mailto:stewart.smith@cyclingt看trials.org.uk))

- Course Details (courses to be used in 2024): by **5 pm Friday 13 October 2023**
- Events - Dates List: by **5 pm Friday 13 October 2023**
- District Series Listings: by **5 pm Friday 13 October 2023**

### Items for submission to Helen May ([helen.may@cyclingt看trials.org.uk](mailto:helen.may@cyclingt看trials.org.uk))

- Details of District Officers: by **5 pm Friday 13 October 2023**

### Items for submission to David Guy ([david.guy@cyclingt看trials.org.uk](mailto:david.guy@cyclingt看trials.org.uk))

- Items for inclusion on the agenda: by **5 pm Saturday 21 October 2023**
- List of Amendments to Motions, and Questions: by **29 November 2023**

### Items for submission to Peter Rogers ([peter.rogers@cyclingt看trials.org.uk](mailto:peter.rogers@cyclingt看trials.org.uk))

- Proxy forms by 10am on Friday 1 December 2023 please use the form attached

### Items for submission to Sue Bowler ([suejbowler@gmail.com](mailto:suejbowler@gmail.com))

Please use the form provided.

- Details of National Council delegates: by **5 pm Saturday 21 October 2023**
- Overnight accommodation requirements: by **5 pm Saturday 21 October 2023**
- Dietary or special requests: by **5 pm Saturday 21 October 2023**

### Proxy form (separate page)