



NOTICE OF CYCLING TIME TRIALS NATIONAL COUNCIL ANNUAL GENERAL MEETING 2025

Notice is hereby given that the Cycling Time Trials 2025 National Council AGM will take place on Sunday 26 January 2025, to commence at 09:30 hours, at Hellidon Lakes Hotel, NN11 6GG.

District Council Annual General Meetings

In order to meet the required deadlines for National Council, it is recommended that you hold your 2024 District Council annual general meeting not later than SATURDAY 30 NOVEMBER 2024.

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 SUNDAY 1 DECEMBER 2024. Any district not able to do so can submit them by **15 December** and they may be added as supplementary items to the Agenda.

National Legal Advisor **David Guy**: david.guy@cyclingt看trials.org.uk

Each District AGM should elect its Article 5 representative (to be a member of the company) by 1 December 2024 and notify support@cyclingt看trials.org.uk

Each District AGM should elect its delegates to attend the National Council by 1 December 2024 and notify sue.bowler@cyclingt看trials.org.uk

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.

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 to david.guy@cyclingt看metrials.org.uk by 10 am on **Friday 24 January 2025**.

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 2024 Annual Report, should be forwarded to the National Legal Advisor by email not later 12 noon on **Friday 24 January 2025**. 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 23 December 2024, one copy of the National Council AGM agenda will be emailed to each member of CTT; three copies will be emailed to the secretary of each club or organisation then affiliated to CTT; and one copy will be emailed 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 **23 January 2025**.

District delegates to the National Council AGM

Details of your National Council AGM delegates are to be sent to **Sue Bowler** by **5 pm 1 December 2024**. 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 to: sue.bowler@cyclingt看metrials.org.uk.

Should your delegates require overnight accommodation for Saturday 25 January, this can be arranged by Sue and details must be given to her by the deadline date of **5 pm 1 December 2024**. 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.



Checklist

Items for submission to Support (support@cyclingt看trials.org.uk)

- Details of District Officers: by **5 pm 1 December 2024**

Items for submission to David Guy (david.guy@cyclingt看trials.org.uk)

- Items for inclusion on the agenda: by **5 pm 1 December 2024**
- List of Amendments to Motions, and Questions: by **noon on 24 January 2025**
- Proxy forms by 10am on 23 January 2025 please use the form attached.

Items for submission to sue.bowler@cyclingt看trials.org.uk

Please use the form provided.

- Details of National Council delegates: by **5 pm 1 December 2024**
- Overnight accommodation requirements: by **5 pm 1 December 2024**
- Dietary or special requests: by **5 pm 1 December 2024**