

**NOTICE OF CYCLING TIME TRIALS**  
**NATIONAL COUNCIL ANNUAL GENERAL MEETING 2019**



**Notice is hereby given that the Cycling Time Trials 2019 National Council Annual General Meeting (“AGM”) will take place on Sunday 01 December 2019, 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 the National Council AGM, it is recommended that you hold your 2019 District Council annual general meeting not later than Sunday 13 October 2019, to be followed by your date fixing meeting for events to be held in 2020.

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

Items for inclusion on the National Council AGM agenda must be received by the National Secretary (Legal & Corporate) by 5 pm on **Saturday 19 October 2019**.

National Secretary (Legal & Corporate): **Nick Sharpe**, Wash Farm, Wash, Chapel-en-le-Frith, High Peak, SK23 0QW, or by email to: [nick.sharpe@cyclingt看times.org.uk](mailto:nick.sharpe@cyclingt看times.org.uk)

### **Right to appoint proxy**

In accordance with the CTT Articles of Association, all members of CTT (as nominated by their respective District Councils) are entitled to be a District’s representative at the National Council AGM. A member is entitled to appoint a proxy (who must be a member of the relevant District Committee) to attend the National Council AGM on his/her behalf (Articles 21 and 22).

The appropriate form to appoint a proxy accompanies this newsletter. If any District Secretary or member has any questions concerning the appointment of a proxy, please contact the National Secretary (Legal & Corporate).

### **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 members;*

*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 members;*  
*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 members.*

*and in the event of any District having a delegate appointed as Chairman such District shall be entitled to nominate a replacement member, in which case the Chairman will lose the right to vote, except that the Chairman 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 2019 Annual Report, should be forwarded to the National Secretary (Legal & Corporate) to arrive not later than first post on **Wednesday 27 November 2019**, 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 instruct National Council delegates**

During the week commencing Monday 04 November 2019, 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. In addition, one copy will be dispatched to each delegate (not being a member) appointed to be a member's proxy to attend the National Council AGM. This will satisfy the requirements of Article 11.5.

It is recommended that the District Council meeting to consider the agenda for the National Council AGM be held not later than Sunday 24 November 2019.

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

Details of your National Council AGM delegates are to be sent by email to **Alison Torode** by **5 pm Saturday 19 October 2019**. To ensure that all necessary details are given, please can you use the form provided. Please remember to let Alison know of any special dietary requirements. Email: [allytorode@gmail.com](mailto:allytorode@gmail.com)

Should your delegates require overnight accommodation for Saturday 30 November this can be arranged by Alison and details must be given to her by the deadline date of **5 pm Saturday 19 October 2019**. 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 Alison Torode and not with the hotel directly.**

## **2020 Handbook production schedule**

Items for submission are to be sent to the National Secretary (Competitions & Development): **Stewart Smith**, 61 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 2020): by **5 pm Tuesday 15 October 2019**
- Events - Dates List: by **5 pm Tuesday 15 October 2019**
- District Series Listings: by **5 pm Tuesday 15 October 2019**

## **2019 – 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 2020): by **5 pm Tuesday 15 October 2019**
- Events - Dates List: by **5 pm Tuesday 15 October 2019**
- District Series Listings: by **5 pm Tuesday 15 October 2019**

**Items for submission to Sally Withey ([sally.withey@cyclingt看trials.org.uk](mailto:sally.withey@cyclingt看trials.org.uk))**

- Details of District Officers: by **5 pm Tuesday 15 October 2019**

**Items for submission to Nick Sharpe ([nick.sharpe@cyclingt看trials.org.uk](mailto:nick.sharpe@cyclingt看trials.org.uk))**

- Items for inclusion on the agenda: by **5 pm Saturday 19 October 2019**
- List of Amendments to Motions, and Questions: by **Wednesday 27 November 2019**

**Items for submission to Alison Torode ([allytorode@gmail.com](mailto:allytorode@gmail.com))**

Please use the form provided.

- Details of National Council delegates: by **5 pm Saturday 19 October 2019**
- Overnight accommodation requirements: by **5 pm Saturday 19 October 2019**
- Dietary or special requests: by **5 pm Saturday 19 October 2019**