

CYCLING TIME TRIALS



NOTICE OF

NATIONAL COUNCIL ANNUAL GENERAL MEETING 2018

Notice is hereby given that the Cycling Time Trials 2018 National Council Annual General Meeting will take place on Sunday 02 December 2018, 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 2018 District Council annual general meeting not later than Sunday 14 October 2018, to be followed by your date fixing meeting for events to be held in 2019.

Items for the National Council AGM agenda

Items for inclusion on the National Council agenda must be received by the National Secretary (Legal & Corporate) by 5 pm on **Saturday 20 October 2018**.

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trials.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 2018 Annual Report, should be forwarded to the National Secretary (Legal & Corporate) to arrive not later than first post on **Wednesday 28 November 2018**, 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 05 November 2018, 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 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 instruct delegates to the National Council AGM be held not later than Sunday 25 November 2018.

District delegates to the National Council AGM

Details of your National Council AGM delegates are to be sent to **Alison Torode** by **5 pm Saturday 20 October 2018**. 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. By email to: allytorode@gmail.com

Should your delegates require overnight accommodation for Saturday 02 December this can be arranged by Alison and details must be given to her by the deadline date of **5 pm Saturday 20 October 2018**. 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.

2018 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@cyclingtimetrials.org.uk

- Course Details (courses to be used in 2018): by **5 pm Monday 15 October 2018**
- Events - Dates List: by **5 pm Monday 15 October 2018**
- District Series Listings: by **5 pm Monday 15 October 2018**
- Details of District Officers: by **5 pm Monday 15 October 2018**

2018 National Council AGM – checklist

Items for submission to Stewart Smith (stewart.smith@cyclingtimetrials.org.uk)

- Course Details (courses to be used in 2018): by **5 pm Monday 15 October 2018**
- Events - Dates List: by **5 pm Monday 15 October 2018**
- District Series Listings: by **5 pm Monday 15 October 2018**

Details of District Officers: by **5 pm Monday 15 October 2018**

Items for submission to Nick Sharpe (nick.sharpe@cyclingtimetrials.org.uk)

- Items for inclusion on the agenda: by **5 pm Saturday 20 October 2018**
- List of Amendments to Motions, and Questions: by **Wednesday 28 November 2018**
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Items for submission to Alison Torode (allytorode@gmail.com)

Please use the form provided.

- Details of National Council delegates: by **5 pm Saturday 20 October 2018**
- Overnight accommodation requirements: by **5 pm Saturday 20 October 2018**
- Dietary or special requests: by **5 pm Saturday 20 October 2018**