Company name

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**AGM Notice**

**NOTICE OF ANNUAL GENERAL MEETING**

Notice is given that the 2021 South West Regional Committee Annual General Meeting will be held on Saturday 16 October at 2pm using the Zoom platform for video and audio conferencing.

**Agenda**

1. Opening of Meeting and Apologies for absence
2. Confirmation of minutes of previous AGM, held on Saturday 17 October 2020
3. Matters Arising
4. Presentation of Annual Report from Regional Committee Chairperson
5. Presentation of Regional Committee Treasurer’s Statement
6. Presentation of Reports from Regional Officials Co-ordinator and

Junior Race Series Officer

1. Presentation of Report from Regional Manager
2. Election of Officers for 2022
3. Resolutions
4. Date of the 2022 meeting
5. Closure of Meeting

The virtual meeting will be recorded to assist with compiling the minutes and register of attendance.

**Resolutions**

The principal resolution to be taken at this meeting is consideration of the proposed new Regional Constitution. The Constitution document will be made available for review from Friday 24 September.

Resolutions at the AGM for purposes other than the election of the committee must be made known to the Secretary at least 21 days prior to the meeting, that is, Friday 24 September.

Voting on resolutions at an AGM other than for the election of Committee Members shall be passed by simple majority of the members present in person and voting at the meeting, determined on a show of hands. In the event of a tied vote, the Chairperson shall have the casting vote, in addition to their ordinary vote.

No individual member shall have any right to appoint a non-Triathlon England member proxy to attend, speak or vote at any meeting in his or her place.

**Voting Process**

Voting at the AGM will be by means deemed to be appropriate by the Regional Committee, these include but are not limited to voting in person and/or electronic voting*.* Votes at this year’s AGM will be made by using the Chat function in the Zoom App to record For or Against.

In respect of resolutions to amend these Regulations, the resolution must require the approval of the TE Council and must be supported by at least 75% of the votes cast.

**Nominations**

The following Regional Committee positions will be open for election:

Vice Chair

Regional Officials Co-ordinator

Junior Race Series Officer

Senior Race Series Officer

Communications & Social Media Co-ordinator

A number of officers will be standing for re-election this year and there are the following known vacancies: Senior Race Series Officer and Communications & Social Media Co-ordinator.

In addition, the following opportunities are available for those interested who have relevant experience:

Age Group Co-ordinator

Club Co-ordinator

Diversity Co-ordinator

Welfare Co-ordinator

Prospective nominees can obtain details of the responsibilities (Role Descriptions) relating to these Committee roles from the BT/TE website or from the Regional Secretary. The Nomination Form for Election is attached to this Notice as Appendix 3.

**Nominations Process**

The following process will be used to nominate Members in the election of Committee Members at the AGM.

1. Any Member, in good standing (good standing is defined as a fully paid up member of Triathlon England) may stand for election to the Regional Committee.
2. A candidate for election must be Proposed and Seconded by a Member in good standing using the Triathlon England Regional Committee Election pro forma *(*Appendix 3*).*
3. For a valid nomination to go forward, nominations must include:
4. The nominees full name and Triathlon England Membership Number and Club name (if applicable).
5. Their Proposers and Seconders full name and Triathlon England Membership Number and Club name (if applicable).
6. Nominations will be sent to the Regional Secretary by email or other means and methods approved by the Committee and an acknowledgment of receipt will be issued to the nominee.
7. Should the nomination be void for whatever reasonable reason, the rationale for being classified as ‘a void nomination’ shall be communicated to the nominee as soon as possible.
8. All nominations must be received 14 days prior to the AGM, i.e., by Friday 1 October.
9. If a nomination is made by post or by email or other means and methods approved by the Committee and is not received by the Regional Secretary, proof of postage and/or email receipt will not be accepted as a valid nomination. It is the responsibility of the nominee to ensure that the nomination is received by the Regional Secretary and an acknowledgement of a valid nomination obtained.

**Election Process**

Each Member shall have one vote in the election of Committee members.

A list of valid nominations shall be published by the Secretary 10 days prior to the AGM (Monday 4 October) by publishing the Triathlon England Regional Committee Election pro forma for each nominated Member. Nominees shall also be afforded the opportunity to speak for a maximum of two minutes at the AGM, prior to the casting of votes.

The Chair shall appoint tellers who shall sort votes cast and relay to the Chair. The election of Committee members shall be passed by a simple majority of the votes cast. In the event of a tied vote, the Chairperson shall have the casting vote, in addition to their ordinary vote.

**Register to Attend**

If you wish to attend the AGM you will need to pre-register by Wednesday 6 October in order to be sent the meeting details. A registration form is embedded in the email accompanying this Notice.

You can also ask questions at the AGM, although these need to be submitted in advance of the meeting. If you do have any questions, please send these to the Regional Committee Secretary, also by Wednesday 6 October.

Any enquiries relating to the AGM should be directed to the Regional Committee Secretary, Alan Bayliss, [SouthWestSecretary@triathlonengland.org](mailto:SouthWestSecretary@triathlonengland.org)*.*

Kind Regards

Jane Wild

[SouthWestChair@triathlonengland.org](mailto:SouthWestChair@triathlonengland.org)

TE SW Regional Committee Chair, on behalf of the Regional Committee

**Appendix 3: Nomination Form for Election of Committee Members**

**TRIATHLON ENGLAND REGIONAL COMMITTEE ELECTION PRO FORMA**

**South West Region**

Committee Vacancy:

Full name of Nominee:

Place of residence (Town):

Triathlon England Membership No:

Club (if applicable):

Date of Birth (if under 18):

Full name of Proposer:

Triathlon England Membership No:

Club (if applicable):

Full name of Seconder:

Triathlon England Membership No:

Club (if applicable):

Proposer supporting statement (max 200 words):

Nominee supporting statement (max 200 words):

**Declarations:**

If elected to the South West Regional Committee, I, the aforementioned nominee, agree to abide by:

* The Triathlon England Conflicts of Interest Policy
* The Triathlon England Code of Conduct

In submitting this nomination, we provide our consent for the information contained within this form to be shared with Triathlon England South West Members via the means prescribed by the South West Regional Committee.

Nominee:

Date: ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­



Proposer:

Date:



Seconder:

Date:

