



BTTAD LTD trading as BRITISH PARA TABLE TENNIS

## GENERAL MEETING STANDING ORDERS

### 1 RIGHT TO ATTEND

Attendance is open to :-

- 1.1 All Company Members of BTTAD Ltd as at the end of the membership year prior to the Annual General Meeting or current at the time of any General Meeting
- 1.2 Any persons validly appointed as Proxies by Company Members
- 1.3 Any other person approved by the chairman of the General Meeting

### 2 ACCREDITATION BY PROXIES

- 2.1 To be entitled to attend, a Proxy must have been registered by the appointing Company Member under the process determined and publicised by the Company

### 3 CHAIRMAN OF THE MEETING

- 3.1 The chair of the General Meeting shall be taken by the Chairman of the Company
- 3.2 If there is no Chairman in post, if the Chairman is not present or when there is an election for Chairman, a chairman for the General Meeting shall be appointed by the Board from the Board members; failing that, by another Company Member present.
- 3.3 If the chairman wishes to take part in the debate, he must leave the chair which shall be filled as in 3.2

### 4 QUORUM

- 4.1 No business shall be transacted unless a quorum of 6 Company Members entitled to vote and are present personally
- 4.2 If a quorum is not present by 30 minutes after the time appointed for the meeting or if during the meeting a quorum ceases to be present,, the Meeting shall be adjourned by the chairman until a date approved by the Board unless it is an Extraordinary General Meeting when it shall be dissolved.
- 4.3 For other aspects relating to a quorum, please see Model Article 27

### 5 MOTIONS RESOLUTIONS AND AMENDMENTS

- 5.1 Every motion or resolution set out in the agenda shall be proposed by the Board or by a Company Member; all must be seconded by a Company Member
- 5.2 No other motions or resolution may be proposed except at the Meeting any relating to finance.
- 5.3 Any amendments shall relate to the subject of the motion or resolution and not, in the reasonable opinion of the chairman, materially alter the scope of the motion. Amendments shall be submitted in writing to the Secretary to arrive no later than 2 days before the meeting but other amendments may be accepted during the meeting at the discretion of Company Members present.

- 5.4 If an amendment is carried, the original motion as amended shall become the substantive motion.
- 5.5 When all amendments have been dealt with, then the substantive motion then standing shall be voted upon.
- 5.6 For other details of amendment procedure please see Model Article 33.
- 5.7 If the resolution is a Special Resolution, 5.3-5.6 do not apply.

#### 6 PERSONS ELIGIBLE TO SPEAK

- 6.1 Those indicated in 1.1 or their valid Proxy shall be eligible to speak
- 6.2 Any other person may speak at the discretion of the chairman

#### 7 CONDUCT OF DEBATE

- 7.1 Every speaker shall address the chairman stating his name
- 7.2 No speaker shall speak for more than 5 minutes on any matter.
- 7.3 No speaker may speak twice on a specific matter unless permitted by the chairman to speak in reply to questions
- 7.4 A Company Member or valid Proxy may propose that the proposal may be now put
- 7.5 A Company Member or valid Proxy may propose that the Meeting proceeds to next business

#### 8 VOTING PROCEDURE

- 8.1 A motion resolution or amendment shall be decided by a show of hands unless a poll by card vote is demanded by the chairman or any Company Member present or his valid Proxy
- 8.2 On a show of hands, every Company Member present in person or by valid Proxy shall have one vote.
- 8.3 An Ordinary Resolution will be won by a simple majority of those eligible to vote; a Special Resolution e.g. an amendment to the Articles shall require 75% of those eligible to vote and present personally or by proxy in favour.
- 8.4 A card vote will be counted by two persons appointed as tellers by the Meeting as part of the adoption of Standing Orders; these tellers shall not speak or vote on any motion or amendment.
- 8.5 For other details of a poll, please see Model Article 30.

#### 9 SUSPENSION OF STANDING ORDERS

- 9.1 Adopted Standing Orders may be suspended by an affirmative vote of not less than two thirds of those present eligible to vote and voting.

#### 10 ADJOURNMENT

- 10.1 The only business to be transacted at an adjourned Meeting shall be the business left unfinished at the Meeting which had been adjourned

#### 11 CHAIRMAN'S AUTHORITY

- 11.1 The decision of the chairman on any point shall be final and any person disobeying the ruling of the chairman shall be suspended from participation in the business of the Meeting by a vote on an Ordinary Resolution approved by the Meeting.

As at 8/17