

## **AGM - Mi-Voice, Voting and Proxy Appointments Information 2025**

### **1. When is the Table Tennis England AGM and who can attend?**

The AGM is on Wednesday 9<sup>th</sup> July 2025, starting at 6.00pm and is an electronic meeting, held on Zoom.

All affiliated members are entitled to attend the meeting and others may do so with the Chair’s permission.

if you wish to attend you must pre-register your attendance by Wednesday 2<sup>nd</sup> July. Further details including for Zoom will then be sent to you once pre-registration closes. Please register by following this link:

<https://www.mi-nomination.com/tte>

Company Members or their proxies have the right to speak and vote during the AGM. Affiliated Members and others may speak at the AGM with the permission of the Chair of the Meeting.

### **2. I think I am a Company Member**

You are a company member if you are a county representative company member (National Councillor) or a league representative company member or a director. All company members are listed in the Electoral Register. The latest list can be found on the Elections and Voting Webpage.

<https://www.tabletennisengland.co.uk/about-us/elections-and-voting/>

If your name is not on the list and you think that it should be, please contact the Returning Officer on [election@tabletennisengland.co.uk](mailto:election@tabletennisengland.co.uk)

### **3. I am a Company Member and I wish to attend**

Company Members should have received an email from Mi-Voice with details of how to register to attend the meeting. If you did not receive that email you should register your attendance as detailed in paragraph 1 above.

Company Members should have separately received formal notice of the Company’s Annual General Meeting (“AGM”) which is being held as an online meeting with all affiliated members able to join via Zoom on Wednesday 9<sup>th</sup> July 2025 at 6.00pm. The notice contains details of the business and format of the meeting.

### **4. How does a Company Member vote?**

All voting will be Poll Votes (weighted votes) using the Mi-Voice weighted voting system. For that you will need both Zoom and Mi-Voice open on your electronic device (PC, laptop, tablet or smart phone) although it is easier to use two different devices, with Zoom on one and Mi-Voice on the other.

If you are not a member of Table Tennis England for the current 2024/25 season (as a Supporter, Club Play, Compete or Compete Plus member) then your vote will fail.

## **ENGLISH TABLE TENNIS ASSOCIATION Limited (“the Company”)**

(Trading as Table Tennis England)

Your vote will also fail if the Electoral Register does not show your name as a Director, County Representative or League Representative Company Member or shows no vote units for your league or county.

Discrepancies in the Electoral Register needed to be reported before 11<sup>th</sup> June 2025 to ensure that they could be put right in time for voting at this AGM. This could be because a change in Company Member had not been notified or a league had failed to complete their annual return in March 2025 meaning that no vote units can be allocated to that league. However if there is a problem please report this to the HelpDesk on [help@tabletennisengland.co.uk](mailto:help@tabletennisengland.co.uk) and to the Returning Officer on [election@tabletennisengland.co.uk](mailto:election@tabletennisengland.co.uk) so that action can be taken in time for future General Meetings or Director elections.

### **5. I am a Company Member but I cannot attend the AGM**

Company Members are entitled to appoint a proxy to exercise their rights to attend, speak and vote at a general meeting of the Company. You can only appoint a proxy using the procedures set out in these notes and the AGM Notice. All proxy appointments will be handled by Mi-Voice.

Company Members should have received a separate email on or about 17<sup>th</sup> June with a link to the Mi-Voice website where they can appoint a proxy if they are unable to attend the AGM. If you are a Company Member as listed in the Electoral Register but did not receive that email and you wish to appoint a proxy, please email [support@mi-voice.com](mailto:support@mi-voice.com) for the email to be re-sent. Please check to ensure that it has not been directed by your server to your Junk or Spam folders.

### **6. Who should I choose as my proxy?**

You may appoint “**the Chair of the Meeting**” as your proxy or another person.

Whichever you appoint, **if you tell them how to vote they must, by law, vote as you have instructed.**

If you know how you want to vote, it is better to appoint the Chair of the Meeting as your proxy, as Mi-Voice will ensure that all votes given through proxy appointments made to the “Chair of the Meeting” are correctly allocated.

### **7. If I choose the Chair of the Meeting?**

There will always be a Chair of the Meeting so your vote will always count. If you specify how you want the Chair of the Meeting to vote on some or all of the resolutions, then your vote is recorded on Mi-Voice exactly as you have stated.

If you select “Discretion of proxy” for all or any of the resolutions, then the Chair of the Meeting can vote or abstain from voting at his or her discretion.

### **8. If I choose another person?**

If you choose another person as your proxy, insert your proxy’s name and email address on the blank lines provided on the Mi-Voice online proxy voting site. Please ensure that you have the correct email address for your proxy.

You must tell that person that they must pre-register to join the AGM – see paragraph 1. They must also join the AGM electronically to vote (or abstain from voting) at the specified time during the AGM. **If they do not attend on Zoom on the day your vote will be lost.**

## **ENGLISH TABLE TENNIS ASSOCIATION Limited (“the Company”)**

(Trading as Table Tennis England)

It is easier for a named proxy (rather than the Chair of the Meeting) if you either give discretion to that person on all resolutions or give specific instructions (For, Against or Abstain from Voting) on all resolutions.

You must advise your named proxy (if it is not the Chair of the Meeting) how you have recorded your wishes on the Mi-Voice website – ie whether For, Against, Abstain from voting or given Discretion for every resolution.

**Remember that your appointed person as your proxy must register to attend, and attend on Zoom on the day for your vote to be counted. If you instead appoint the ‘Chair of the Meeting’ as your proxy, then your vote will always be counted.**

### **9. Completion of your proxy appointment on the Mi-Voice website**

If you follow the link from the email from Mi-Voice (see paragraph 5) you will be able to set up your proxy appointment online.

Mi-Voice allows you to instruct your proxy how to vote on each of the items to be proposed at the meeting as set out in the Notice which has been sent to you.

Please click on the appropriate box alongside each item to indicate whether you wish your vote to be cast “For” or “Against”, or whether you wish to “Abstain from Voting”. If you “Abstain from Voting” it is not a vote in law, which means that the vote will not be counted in the calculation of votes for and against the resolution.

If you select “Discretion of Proxy”, your proxy may vote or abstain from voting at his or her discretion. Your proxy may also vote (or abstain from voting) as he or she thinks fit on any additional resolutions which may be put before the meeting.

### **10. I know how I want to vote but will that happen?**

Whether you appoint the Chair of the Meeting or someone else, **if you tell them how to vote they must, by law, vote as you have instructed.**

Mi-Voice will ensure that all voting instructions given to the Chair of the Meeting or to a named individual (provided that person does attend on Zoom) are correctly carried out.

### **11. Making the Proxy Appointment**

If you wish to appoint a proxy to attend and vote on your behalf, then it must be completed on the Mi-Voice website before 48 hours before the start of the meeting ie. by **6.00pm on Monday 7<sup>th</sup> July 2025.**

### **12. Proxy’s attendance**

If you have appointed the ‘Chair of the Meeting’ as your proxy, then the Chair of the Meeting will be informed of the overall voting intentions from all proxy appointments made to the Chair of the Meeting.

If you appoint another person, you are responsible for ensuring that your proxy registers to attend, and actually attends; and that you have advised them of your wishes.

### **13. Joining the Zoom AGM yourself**

## **ENGLISH TABLE TENNIS ASSOCIATION Limited (“the Company”)**

(Trading as Table Tennis England)

If you have appointed a proxy, you may still pre-register to attend the meeting electronically for all or part of it without affecting the proxy appointment.

However if you want to vote yourself, then your proxy is no longer entitled to vote for you and any proxy vote must be withdrawn. In that circumstance please ensure that you advise a named proxy that you intend to vote yourself as well as notifying Mi-Voice before the start of the meeting, by contacting [support@mi-voice.com](mailto:support@mi-voice.com) so that the relevant Mi-Voice code can be sent to you (see section 16 Revocation).

### **14. Change of instructions**

If you wish to change your instructions, you should contact Mi-Voice by emailing [support@mi-voice.com](mailto:support@mi-voice.com) and they will be able to advise you how to do it. Please be aware that the support team is only available in normal working hours on weekdays. The latest time for the receipt of proxy appointments or any change of instructions is **6.00pm on Monday 7<sup>th</sup> July 2025** (or, in the case of an adjourned meeting, 48 hours before the start of the adjourned meeting). It is your responsibility to notify any named proxy of any changes.

### **15. Revocation**

To revoke your proxy instructions, email [support@mi-voice.com](mailto:support@mi-voice.com) clearly stating that you wish to revoke (ie cancel) your proxy appointment. You must contact Mi-Voice before the start of the meeting (6.00pm on Wednesday 9<sup>th</sup> July). It is your responsibility to notify any named proxy that you no longer wish for that person to act as your proxy.

### **16. Problems and Queries**

If you have any queries or problems with using the Mi-Voice online proxy voting site please contact Mi-Voice Support by emailing [support@mi-voice.com](mailto:support@mi-voice.com) or phoning 02380 763987 as soon as possible and before the deadline of 6.00pm on Monday 7<sup>th</sup> July 2025. Please note that Mi-Voice Support is available 09.00 – 17.00, Monday to Friday.

For other queries please contact the Returning Officer on [election@tabletennisengland.co.uk](mailto:election@tabletennisengland.co.uk)