

Preamble

Article 36 defines the role and responsibilities of National Council as follows:

36 National Council

36.1 There shall be a National Council consisting of one National Councillor appointed by each County Association.

36.2 The duties of the National Council shall be:

36.2.1 to act as a channel of communication between the Board and Affiliated Organisations and Affiliated Members;

36.2.2 to consider matters referred to it by the Board, Affiliated Organisations and Affiliated Members;

36.2.3 to make recommendations to the Board.

36.3 The National Council shall prescribe and regulate its own procedures.

Regulations C9 to C12 provide for the election of National Councillors and Deputy National Councillors as follows:

9. Between 1 May and 15 June in each year the managing committee of a County Association shall elect a National Councillor and a Deputy National Councillor to represent the County from the next Company AGM to the following one, after considering all nominations submitted to them by an organisation or individual affiliated to the County.

10 A County Association shall send the election result in the form the Company prescribes, signed by the Association General Secretary or another member of the committee if the General Secretary position is vacant and one other person, who shall be Chair, Vice-Chair or Treasurer, to reach the Company not later than 20 June.

11. A County Association may suspend or terminate the appointment of a National Councillor or Deputy National Councillor. Notice of such a proposal shall be contained in the notice of the meeting sent out at least 7 days in advance and the person concerned should be specifically invited to attend and allowed ample opportunity to put their case.

12. A County Association may fill a casual vacancy in the post of National Councillor or Deputy National Councillor for the remainder of the period of office in accordance with the regulations above, as far as they can be applied.

In accordance with Article 36.3, National Council has prescribed the Standing Orders below which remain in force until amended or rescinded. These Standing Orders shall be read as being consistent with the Articles and Regulations and in the event of any conflict arising the Articles and Regulations shall prevail.

1 Meetings

1.1 National Council ('Council') shall hold ordinary meetings quarterly.

1.2 The Council Secretary shall, with the agenda for the first meeting after the Table Tennis England AGM each year, send each National Councillor ('Councillor') a list of the dates of Council meetings up to and including the first meeting after the AGM the following year.

1.3 A special meeting shall be held on receipt by the Council Secretary of a request by the Company Chair or by 15 Councillors in writing.

2 Council Chair

2.1 The election of Chair of National Council will commence as quickly as possible after the close of nominations for the Councillors on the 15th of June, and the election will take place during June and July, so that it is concluded as early as possible in July.

2.2 If the person elected as Council Chair is absent, Council shall elect (or make arrangements for the appointment of) another Councillor to be Council Chair during the absence.

2.3 The role of the Chair shall be to chair the meetings of Council, and ensure the smooth running of the meetings by

- a) actively facilitating discussion
- b) enabling all National Councillors to participate in the meeting
- c) ensuring all actions are satisfactorily completed

2.4 The Chair will work closely with the National Council General Secretary in

- a) preparing the agendas for meetings,
- b) being the principal points of contact with Table Tennis England,
- c) communicating with National Councillors and others who attend National Council meetings,
- d) maintaining the National Council website.

3 Council Secretary

3.1 Council will elect a Council General Secretary. This will be done at the first meeting of the new administrative year or at another meeting if a vacancy should arise. The Council General

Secretary need not be a National Councillor.

3.2 The role of the Council General Secretary will be to:

- a) produce the minutes of Council meetings
- b) manage documents produced by Council activities

3.3 The Council General Secretary will work closely with the Chair in

- a) preparing the agendas for meetings,
- b) being the principal points of contact with Table Tennis England,
- c) communicating with National Councillors and others who attend National Council meetings,
- d) maintaining the National Council website.

4 Other attendees

4.1 The President, Area Chairs, and a representative of each of BPTT, BUCS, and VETTS may attend Council meetings and speak but not to vote.

4.2 The TTE Chair, Board Directors, and CEO will be invited to attend the open sections of the meetings

4.3 Subject to the agreement of the CEO, the Council Chair may request other members of staff attend for specific items.

4.4 Subject to the agreement of the Council Chair, the CEO may request other members of staff attend Council meetings for specific items

4.5 Council meetings will have part of the meeting for Councillors only and any invited guests, subject to Council's approval.

4.6 The Council Secretary may, with the approval of the Council Chair, invite any other person to attend a meeting.

5 Preparation

5.1 At least 35 days before an ordinary meeting (the 'reminder date') the Council Secretary shall remind Councillors of anything that must be submitted to them in advance of the meeting and the date by which it must be submitted.

5.2 At least 21 days before an ordinary meeting (the 'submission date') any nominations, written questions, motions, papers, reports, or topics for the agenda shall be submitted to the Council Secretary

5.3 At least 14 days before an ordinary or special meeting (the 'circulation date') the Council

Secretary shall circulate to those entitled to attend notice of the place, date, time, agenda and all papers and other information to be considered at the meeting.

5.4 All communications sent to Councillors shall be copied to others entitled to attend the meeting and to Deputy National Councillors.

5.5 Documents and information shall normally be transmitted electronically. A Councillor without electronic access shall discuss alternative arrangements with the Council Secretary.

6 Agenda

6.1 The Council Secretary shall draft the agenda for approval by the Council Chair.

6.2 The agenda shall contain indicative timings for each item, but the Council Chair may vary the timings during the meeting.

6.3 If it appears impossible for all business to be considered in the time available, the Council Secretary shall list at the end of the agenda items (other than items submitted by a Councillor) to be stood over to the next meeting.

6.4 The agenda may be varied by a majority of the Councillors present and voting.

6.5 In drafting the agenda the Council Secretary shall ensure that BPTT, BUCS, and VETTS each have the opportunity to submit a report or topic paper and have the opportunity to present orally annually.

7 Attendance and apologies

7.1 A Councillor or other person entitled to attend but unable to do so may request the Council Secretary to record apologies against their name in the register. Should a Councillor be unable to attend a Council meeting and wish their Deputy to take their place the Council Secretary should be made aware as soon as possible before the meeting.

7.2 The names of those attending and those submitting apologies shall be stated in the minutes.

8 Reports and Papers

8.1 The submission of reports and papers to Council meetings is encouraged. This enables Councillors to consider the issue ahead of the meeting, discuss it with their counties beforehand or invite comments from them. Any such papers will be made available to Councillors as soon as practicable after receipt. Submitting papers in this way leads to a better-informed discussion at the meeting.

8.2 The Council Chair shall give an oral introduction to the meeting and shall have the option to submit a written report by the submission date.

8.3 The Table Tennis England Chair, shall be invited to submit an oral or written report together with the minutes of Board and committee meetings held since the previous meeting of Council.

8.4 The CEO shall be invited to submit a written report by the submission date. The CEO shall be invited to include in the report (as an appendix or otherwise) any CEO updates or other communication which have been published to the membership since the last meeting. The CEO may also include (as an appendix or otherwise) any reports they wish from Heads of Departments.

8.5 A Councillor or other person entitled to attend may submit a written report or discussion paper for the information of Councillors by the submission date. Such a report shall be circulated with the Council papers

9 Questions

9.1 A Councillor may ask the Company Chair a question on their oral or written report or on the Board or committee minutes

9.2 A Councillor may ask the CEO or any other person submitting a written report an oral question on their report or concerning their area of responsibility.

9.3 A Councillor may ask a person submitting a written report a written question at any time before or on the day of the meeting and the question and any written answer shall be included in the minutes.

9.4 The Chair or CEO shall be invited to answer or arrange for another person to answer relevant questions.

10 Motions and topics for the agenda

10.1 A Councillor may, by the submission date, submit a motion for the agenda together, if desired, with a supporting paper for circulation with the Council papers.

10.2 A Councillor may formally propose that any part of a report which has been submitted should be reconsidered.

10.3 Any person entitled to attend the meeting may by the submission date submit a topic for debate together, if desired, with a supporting paper for circulation with the Council papers. The Council Chair shall determine which topics shall be included as agenda items.

11 Quorum

11.1 No formal resolution shall be passed by Council unless a quorum of 15 voting members is present, but the absence of a quorum shall not prevent the rest of a meeting proceeding.

12 Order of debate

12.1 A person may address the meeting only after being invited to do so by the Council Chair.

12.2 Every speaker (except the Council Chair) shall state their name and county or other status.

12.3 When the Council Chair speaks those present shall be silent.

12.4 A point of order shall take precedence over other business.

12.5 The Council Chair's decision on a point of order shall be final.

12.6 Unless specifically permitted by the Council Chair a member shall not speak more than once on a motion, except that the proposer of a motion shall have the right of reply before it is put to the vote.

12.7 A motion or amendment, unless proposed by the Council Chair, shall be proposed, and seconded before being open for debate.

12.8 Only one amendment shall be taken at a time. If an amendment is agreed it becomes the substantive motion, to which further amendments may be proposed; if it is not agreed, other amendments may be proposed. When all amendments have been disposed of the substantive motion shall be debated and a vote taken.

13 Financial interests

13.1 A person present who has (or whose spouse, domestic partner, child, parent, or sibling has) a financial interest in a subject under discussion shall immediately declare that interest and withdraw from the meeting and shall not return until discussion of that item is completed.

14 Subjects not for debate

14.1 Council shall not discuss the evidence heard by the Disciplinary Committee or the Appeals Panel in a hearing, nor its findings, nor the penalty imposed in any particular case.

14.2 A Councillor wishing to express dissatisfaction with the conduct or performance of a member of staff shall not raise the matter in Council but shall send details in writing to the CEO, who shall be invited to investigate the complaint, take any appropriate action, and respond to the complainant.

15 Sub-groups

15.1 It shall be competent for the agenda to specify that Council will divide into several smaller groups to discuss a particular item.

16 Voting

16.1 Every question at a meeting of Council shall be determined by a simple majority of voting members on a show of hands. If there is an equality of votes the Council Chair shall have a second or casting vote.

16.2 If requested by the Council Chair or two or more Councillors the voting figures shall be recorded.

17 Council minutes

17.1 The Council Secretary shall ensure Council minutes are taken and aim to circulate them in draft to Councillors within 21 days of the meeting.

17.2 A Councillor who considers that a draft Council minute is inaccurate shall inform the Council Secretary in writing within 14 days of receipt of the draft stating the precise re-wording requested. All additions will appear in italics and deletions will be struck through. If the Council Chair agrees with the request the Council Secretary shall incorporate the rewording in the final draft which shall be circulated as soon as possible thereafter. The final draft shall indicate any amendment made.

17.3 At the following meeting Council shall be asked to approve that the Council Chair agrees the Council minutes as a true record.

17.4 A Councillor whose proposed rewording is not incorporated in the final draft may move it as a formal amendment to the proposal that the Council minutes be confirmed as a true record.

18 Other papers

18.1 The Council Secretary shall make available to Councillors and Deputy National Councillors all non-confidential Board minutes and any other documents which are judged to be relevant for the next National Council meeting. These minutes and papers should be made available as soon as they are ready. Such minutes and papers shall not in themselves be agenda items. However, issues relating to such documents may be raised with the Table Tennis England Chair and/or CEO at the meeting.

18.2 As far as reasonably practical the Council Secretary shall on request supply a Councillor with an electronic copy of any other non-confidential information or document which they need to carry out

their responsibilities.

19 National Council Committees

19.1 National Council may appoint such committees as it thinks fit and determine their terms of reference, chair, and membership. At its first meeting after the AGM each year, Council shall decide whether to reappoint its existing committees for the coming year and, if it does so decide, whether to make any changes to their terms of reference, chair or membership.

19.2 Committees shall be open to all National Councillors. If the number wishing to serve on a committee is more than Council thinks practical, the selection shall be by a ballot of Council. A committee may, with the agreement of Council, also appoint persons who are not National Councillors. Councillors should be encouraged to be part of Select Committees and Select Committees should make their membership as open and diverse as possible.

20 Interaction with Table Tennis England

20.1 The following are authorized to speak to Table Tennis England Chair, Chief Executive, Board members and staff on behalf of Council

- a) Anyone authorised by Council in a specific case.
- b) The Chair and Secretary and anyone they authorise to accompany them.
- c) Where the Chair or Secretary are unable to attend in a specific case, the Chair may authorise another Councillor to represent them.

20.2 This does not restrict Councillors from contacting Table Tennis England in their private or other capacities, provided they make it clear that they are not speaking on behalf of Council.