

## **I ELECTION OF DIRECTORS**

### **1 GENERAL**

- 1.1 The Elected Directors are the Chairman, Deputy Chairman and Treasurer and they shall be elected by a postal vote of Company Members.
- 1.2 The date by which completed ballot papers in such election must be received shall be determined by the Board and shall be known as the Election Date.

### **2 ELECTORAL REGISTER**

- 2.1 Each Local League shall report to the ETTA General Secretary not later than 31st October each year the number of teams it has in membership and this number shall be recorded against the name of the League in an Electoral Register which will determine voting rights.
- 2.2 The Electoral Register shall be divided into sections, one for Individual Company Members, one for each County Association, which shall include also a list of Local Leagues affiliated to the County Association, and one containing non-County Local Leagues.
- 2.3 Each section shall include a list of the Company Members relating to that section showing the number of vote units to which each is entitled and, where appropriate, the County Association or Local League that each represents.
- 2.4 Not later than 15th November each year the ETTA General Secretary shall send to the General Secretary of every County Association and of every Local League a copy of the Electoral Register.
- 2.5 Any challenge to the accuracy of the Electoral Register must be made in writing and received by the ETTA General Secretary not later than 6th December or within 7 days after notification of any addition, transfer or deletion.
- 2.6 The ETTA General Secretary shall supply the Returning Officer and the Scrutineers each with a copy of the Electoral Register.

### **3 ELECTION OFFICIALS**

- 3.1 The Board shall appoint a Returning Officer and four Scrutineers; neither the Returning Officer nor the Scrutineers shall be Company Members.
- 3.2 The Returning Officer shall be responsible for receiving nomination papers, for determining the validity of nomination and ballot papers, for agreeing with the Scrutineers the vote counting procedure, for overseeing the conduct of the election and for counting votes.
- 3.3 The Returning Officer shall consult the Scrutineers on any question as to the validity of a doubtful nomination or ballot paper before reaching a decision.
- 3.4 The Scrutineers shall assist the Returning Officer in his duties and shall ascertain the result of the ballot, with at least two Scrutineers taking part in any such decision.

### **4 ELECTIONS**

- 4.1 On a date specified by the Board, which shall not be later than 6 weeks before the Election Date, the Returning Officer shall send to each person on the Electoral Register a Nomination Paper for the Offices to be filled.
- 4.2 The closing date for nominations shall be specified by the Board and shall be not less than 14 days after Nomination Papers are distributed.
- 4.3 The Nomination Paper shall contain on the same page provision for nomination to each Office of Chairman, Deputy Chairman and Treasurer which is to be filled.
- 4.4 The Nomination Paper shall include the closing date for nominations, the address to which the completed Nomination Paper is to be returned and a note that any alteration must be initialled by the Company Member making the alteration.
- 4.5 To be valid a Nomination Paper must be signed by the Company Member making the nomination, with any alterations initialled by him, and must be received by the Returning Officer not later than the closing date for nominations.
- 4.6 A person will not be effectively nominated unless he is named in at least two valid Nomination Papers and has submitted a signed declaration of consent to be nominated for the office concerned which has been received by the Returning Officer by the closing date for nominations.

- 4.7 Not later than 7 days after the closing date for nominations the Returning Officer shall send a copy of a provisional Nominations List to every person effectively nominated, giving him the opportunity to withdraw from nomination.
- 4.8 The final Nominations List shall contain the names and addresses of the nominees named in the provisional Nominations List after making any necessary deletions.
- 4.9 Every person accepting nomination may not later than the closing date for nominations deliver to the Returning Officer an election statement and/or biographical note of not more than one A4 page; a copy of such statement shall be included with every copy of the final Nominations List.
- 4.10 When no ballot is necessary the Returning Officer shall notify the candidates, all Company Members, the Secretaries of all County Associations and Local Leagues and the Scrutineers.

## **5 BALLOT**

- 5.1 When a ballot is necessary the Returning Officer shall, not later than 14 days before the Election Date, send to each person on the Electoral Register a Ballot Paper and a copy of the final Nominations List.
- 5.2 The Ballot Paper shall include the names and addresses of the candidates, the address to which it is to be returned, the closing date for receipt of Ballot Papers and a note that any alteration must be initialled by the Company Member voting.
- 5.3 The Returning Officer shall with the Ballot Papers send to all Company Members details of the vote count arrangements, with copies to the candidates and the Scrutineers; candidates shall be entitled to attend the count.
- 5.4 A completed Ballot Paper must show the name of the Company Member voting, must be signed by him, with any alterations be initialled by him, and must be received by the Returning Officer not later than the Election Date.
- 5.5 At the conclusion of the count the result of each election shall be announced to those present and shall be deemed to be generally released when it has been so announced.
- 5.6 The Returning Officer and the Scrutineers present shall prepare, sign and submit to the ETTA General Secretary a formal report of the result of each election, containing the numbers of valid voting papers and valid vote units cast for each candidate and the name of the successful candidate.
- 5.7 Not later than 7 days after the result of the ballot has been determined the ETTA General Secretary shall send a copy of the report to the candidates, all Company Members and the Secretaries of all County Associations and Local Leagues.

## **6 DESTRUCTION OF ELECTION PAPERS**

- 6.1 All Nomination Papers and Ballot Papers shall be retained by the person responsible for receiving them on behalf of the Company until after completion of the next election to the same Office and shall then be destroyed.