

**PROTOCOL FOR THE MANAGEMENT OF ELECTIONS PURSUANT TO RULE 12 OF THE DERBYSHIRE
TENNIS ASSOCIATION RULES**

1. NOMINATION FORMS

1.1 Nomination Forms are to be submitted pursuant to the provisions of DTA Rule 12.4.

2. PERSONAL STATEMENT

2.1 All nominees for election either as an Officer or Official or Member of the Management Committee are requested to submit a personal statement indicating why they are standing for election.

2.2 The personal statement along with the Nomination Form, shall be submitted electronically to the County Secretary.

2.3 The personal statement shall be limited to a maximum of 150 words. If the word limit is exceeded, the County Secretary or Election Officer will edit the statement so that the final sentence in which the word limit is reached will be the final sentence, and any subsequent sentences removed.

2.4 In the personal statement, reference may not be made to any other person standing for election. Where reference is made to other candidates, the Election Officer reserves the right to remove any comments made which refer to another person standing.

3. ELECTION OFFICER

3.1 If there are more nominations than the minimum required, the Derbyshire Tennis Association President, (John Last johnlastbtg@gmail.com) shall take on the role of Lead Election Officer to oversee the election. As part of this role, the President will also select another Election Officer. This second Election Officer shall not be an existing member of the Management Committee.

4. PROXY VOTES

4.1 In accordance with DTA Rule 11 proxy votes shall be accepted. Voting is limited to one vote for each Affiliated Club or Affiliated Organisation, each Officer and Official, each Life Member and the DTA's LTA Representative.

4.2 Where a club is unable to send a representation to the AGM or EGM or when another person entitled to vote cannot attend the following applies.

4.3 For the election of officers and officials and members of the Management Committee, the proxy vote shall clearly state the name of the individual for whom the vote is being cast.

4.4 Proxy votes must be submitted to the Lead Election Officer by midnight of the day before the AGM or EGM. Proxy votes should be sent by email.

4.5 Proxy votes shall be collated by the Lead Election Officer and added to the votes cast at the AGM or EGM. The results of the proxy votes will be strictly confidential until they are added to the votes cast at the AGM or EGM.