



24 September 2021

To: Clubs
Regions/National Associations/Networks
SIGBI Ltd Board
Federation Consultative Council

Dear Members,

**SIGBI LTD VIRTUAL GENERAL MEETING 2021
Authorised Representatives**

This is an additional Club mailing to ensure all Clubs have received the documentation relevant to the SIGBI Ltd Virtual General Meeting 2021 (GM), and to provide a brief synopsis of what will happen on the day. Clubs are also asked to provide the name of their Authorised Representative/Proxy, by completing the attached form.

As you are aware, there will be no voting at the GM this year. One Resolution, and one Amendment to the Resolution has been received, and will be presented. Voting on both will take place after the GM.

Members will have the opportunity to make statements in favour, or against, both the Resolution and the Amendment. Members may also ask for points of clarification on each. Timings for statements and points of clarification are included in the Rules of Conduct for the GM.

Clubs have already voted and approved the following:

Rules of Conduct for the SIGBI Ltd GM **

<https://sigbi.org/members/files/RULES-FOR-THE-CONDUCT-OF-THE-GENERAL-MEETING-OF-SIGBI-LIMITED-2021.pdf>

SIGBI Ltd Annual Report 2021

<https://sigbi.org/members/files/Annual-Report-2021.pdf>

SIGBI Ltd General Meeting Minutes 2019

<https://sigbi.org/members/files/GENERAL-MEETINGS-2021-Virtual-GM-Agenda-2021-10-September-2021.pdf>

Clubs should also have received:

SIGBI Ltd Virtual General Meeting Agenda 2021

<https://sigbi.org/members/files/GENERAL-MEETINGS-2021-Virtual-GM-Agenda-2021-10-September-2021.pdf>

**** Please note, as previously advised, Rules 3/5/6/7/11/21/29 will not apply to this year's Virtual GM.**

There is no longer a requirement to vote on the Financial Statements, and as SIGBI Ltd is retaining its current Auditors for the next financial year, no vote is required for that purpose either.

Continued

Whilst there is no requirement for Clubs to nominate a Voting Delegate this year, it would be helpful for the Board to know how many Clubs will be represented at the General Meeting. To this end, would you please nominate your Club's Authorised Representative or Proxy by completing the form accompanying this letter and return it to SIGBI HQ by Friday, 22 October 2021.

Members who have paid full conference registration, and Members who have only registered for the GM, will receive a unique email link to the GM platform approximately one week prior to the GM. To access the platform, you will need to enter your name, club, and membership number. Full details will be provided in your email link.

On the day of the GM, Members will be able to enter their statements and points of clarification via the online Q&A box. The statements will automatically be picked up by the Moderator and forwarded to the Speaker. At the time of submitting a statement or point of clarification, the Member will also be required to type in her name and club and highlight if it is a point of clarification. Statements for/against do not need highlighting as it should be obvious from the statement.

The Moderator's role is:

- to ensure that there is a balance of statements, both for and against the Resolution and Amendment;
- to ensure that duplicated or similar statements (for and against) are not repeated;
- to ensure points of clarification are forwarded to the Proposers of the Resolution and Amendment, via the Speaker;
- to ensure the Speaker receives all approved, unadulterated statements and points of clarification;
- to ensure a member only 'speaks' once to the Resolution or Amendment, as stipulated within the Rules of Conduct.

The Speaker's role is to read out the statements/points of clarification, which will be accompanied by an on-screen slide.

Time is by necessity limited at a GM and if it is not possible to answer all questions on the day, **members' questions relating to the Resolution and/or Amendment will be answered by the Proposers of the Resolution and Amendment and forwarded to the individual members concerned.**

The Proposer of the Resolution may respond only to points of clarification (1 minute) and has a right of reply, which is normally taken after discussion has ended, and after the right of the reply from the Proposer of the Amendment. Right of reply is 2 minutes.

The Proposer of the Amendment may respond only to points of clarification (1 minute) and has a right of reply (normally taken at the end of all statements regarding the Amendment, although she will be given the option as to when she wants to take it). Right of reply is 1 minute.

Immediately after the GM, SIGBI HQ will issue a Club ballot to vote on the Amendment to the Resolution. The closing date for this ballot is 13 December 2021.

If the Amendment is carried, a Club ballot to vote on the substantive resolution will be circulated on 17 December 2021 with a closing date of 28 January 2022.

If the Amendment fails, a Club ballot to vote on the original resolution will be circulated on 17 December 2021 with a closing date of 28 January 2022.

If you have any queries regarding the GM, please contact me at SIGBI HQ, 0161 480 7686 or hq@sigbi.org.

Kind regards,

Gina Coad

Gina Coad
Company Secretary
SIGBI Ltd

2nd Floor
Beckwith House
1 Wellington Road North
Stockport
SK4 1AF
T: + 44 161 480 7686
F: + 44 0161 477 6152
E: hq@sigbi.org