

**UK ATHLETICS LIMITED**  
**("the Company")**

**ELECTION AND APPOINTMENT REGULATIONS**

**Introduction and interpretation**

The Board adopted with immediate effect the following Regulations pursuant to Article 17.1.4 on 16<sup>th</sup> December 2022 and amended them (paragraph 23.1 added) on 21 March 2023. These Regulations relate to the conduct of elections for the positions of President, Vice President and UKA Members pursuant to Article 32.

In these Regulations words and definitions shall have the same meaning ascribed to them in the Articles of Association of the Company. For the purposes of these Regulations the following words shall have the following meanings:

"Senior Coach"	a coach licensed by the Company at Athletics Coach Level (former Level 2) or above with current DBS or CRB certificate; and
"Senior Official"	an official licensed by the Company at Level 4 or above, or deemed by the Company to be equivalent, with current DBS or CRB certificate.

In the event of any conflict between the provisions of these Regulations and the Articles of Association, the Articles of Association shall prevail.

**Eligibility to Vote**

1. The following persons shall be entitled to vote for the following positions:

President	(a) the Affiliated Clubs and any person, association or body involved in the sport of athletics or any branch thereof admitted to membership of UKA or a Home Country Athletics Federation not being a club, (b) Senior Coaches and (c) Senior Officials;
Vice-President	(a) the Affiliated Clubs and any person, association or body involved in the sport of athletics or any branch thereof admitted to membership of UKA or a Home Country Athletics Federation not being a club, (b) Senior Coaches and (c) Senior Officials;
UKA Members (Affiliated Clubs)	the Affiliated Clubs;
UKA Member (Road Runners)	road runners;
UKA Member	Senior Coaches; and



(Coaches)

UKA Member  
(Officials)

Senior Officials.

2. Voting entitlements for the above elections are as follows.

2.1 Each Affiliated Club shall have weighted voting rights depending upon the number of registered athletes in the membership of a Home Country Athletics Federation, as follows:

1-100	1 vote
101-200	2 votes
201-300	3 votes
301-400	4 votes
over 400	5 votes

The number of registered athletes in membership shall be the number recorded as at 1st August each year.

2.2 Each person, association or body involved in the sport of athletics or any branch thereof admitted to membership of UKA or a Home Country Athletics Federation not being a club shall have 1 vote.

2.3 Each Senior Coach and Senior Official entitled to vote shall have 1 vote.

3. There shall be no right to vote by proxy.

**Elections for President and Vice-President**

4. Elections for President shall be held in 2023 and for Vice-President in 2023 and in respect of each post shall be held every four years thereafter in accordance with the Articles of Association. No more than twenty-five and no less than ten weeks prior to an annual general meeting at which the result of an election for the President or Vice-President (as appropriate) is due to be announced, the Secretary shall give the Nominations Committee notice in writing of:

- (a) the vacancy due to arise in the position of President or Vice-President (as the case may be);
- (b) the proposed date of the annual general meeting at which the current holder of the position shall resign and the successor shall be announced;
- (c) the latest date by which nominations in respect of the vacancy must be received from the Nominations Committee (the “**Closing Date**”).

5. The Nominations Committee shall nominate at least three people (who meet the published criteria for the relevant position and are willing to hold office), following consultation with UKA Members and representatives of the Home Country Athletics Federations, as candidates for the position, unless the Nominations Committee is unable to find three such candidates in which case the Nominations Committee may nominate either two candidates

or one candidate as appropriate. The Nominations Committee must obtain each nominee's consent to his / her name being put forward.

6. The Nominations Committee shall give notice in writing setting out the names and details of the nominees (the "**Candidate Notice**") to the Company Secretary by the Closing Date. The Candidate Notice must be signed by each nominee and by the Chair of the Nominations Committee.
7. As soon as practical after the Closing Date the Company Secretary shall determine whether or not an election is required. If there is only one person willing to stand for appointment as the President or the Vice-President (as the case may be) such person will be declared elected without the need for a vote. If more than one person is willing to stand for appointment as the President or the Vice-President (as appropriate) an election by ballot shall be held in accordance with Article 33 or Article 34 (as relevant) and these Regulations.
8. In any election for President or Vice-President, the votes cast by each of (a) the Affiliated Clubs and any person, association or body involved in the sport of athletics or any branch thereof admitted to membership of UKA or a Home Country Athletics Federation not being a club, (b) Senior Coaches and (c) Senior Officials shall be counted separately and in determining which individual has been elected as President or Vice-President, the person obtaining the highest number of votes from each of the groups shall be afforded the following points:

Affiliated Clubs *	2
Senior Coaches	1
Senior Officials	1

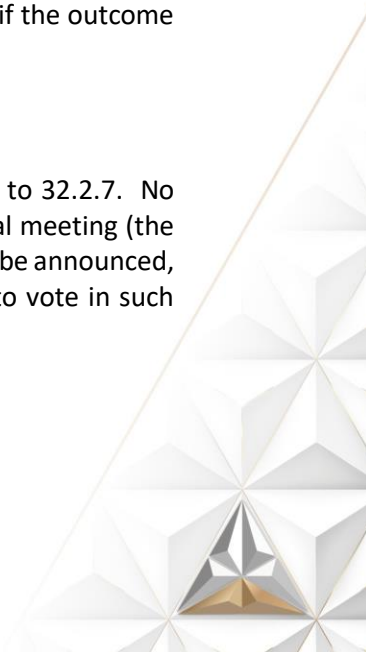
\* Includes Affiliated Clubs and any person, association or body involved in the sport of athletics or any branch thereof admitted to membership of UKA or a Home Country Athletics Federation not being a club

The individual who has been awarded the most points shall be elected.

In the event of a tie between two candidates (i.e. where two or more candidates obtain two points each), the UKA Members, excluding any Member who is a candidate in the election, shall have a ballot to decide the election. In this ballot each UKA Member shall have the voting rights attributable to UKA Members in accordance with Article 47. Prior to the ballot, the UKA Members shall decide on a Member who will have the casting vote if the outcome of the ballot is a tie.

### **Elections for UKA Members**

9. Elections shall be held for UKA Members in accordance with Articles 32.2.4 to 32.2.7. No more than twenty-five and no less than ten weeks prior to an annual general meeting (the "**Notice Period**") at which the result of an election for UKA Members is due to be announced, the Company Secretary shall give notice in writing to the persons entitled to vote in such election of:
  - (a) the vacancies due to arise among UKA Members;



- (b) the persons entitled to nominate replacement UKA Members;
- (c) the proposed date of the annual general meeting at which the current holder of the position shall resign and the successor shall be announced;
- (d) the latest date by which nominations in respect of the vacancy must be received from those persons entitled to nominate replacement UKA Members, which shall be a minimum of four weeks after the date of the notice requesting nominations (the **"Close of Nominations"**).

Those persons entitled to vote in each election shall be determined upon such date within the Notice Period as the Company Secretary shall decide in order to facilitate the sending of the Notice to them. For the avoidance of doubt, in the event that additional persons become entitled to vote after the Notice has been sent but prior to the ballot papers being sent under Regulation 18, those persons shall be entitled to receive a ballot paper.

10. Any Affiliated Club may nominate a person to be a UKA Member under Article 32.2.4. In order to nominate a person, the Affiliated Club shall give notice in writing of the person nominated to the Company Secretary by the Close of Nominations. The notice of the person nominated as the UKA Member, must be signed by the chairman or the secretary of the Affiliated Club submitting the nomination and by the chairman or secretary of at least 4 other Affiliated Clubs. The person nominated must indicate his / her consent to his / her nomination in writing to the Company Secretary in such form as the UKA Members shall determine from time to time and, by doing so, shall be deemed to have agreed to abide by the Code of Conduct for UKA Members. The Affiliated Club making the nomination and those supporting it must together be entitled to cast at least 15 votes. No Affiliated Club may nominate or second more than one person for the same position.
11. The person serving as chair of the Athletes Commission shall be a UKA Member. Upon their appointment to the position of chair of the Athletes Commission, the chair must indicate his / her consent to his / her appointment as a UKA Member in writing to the Company Secretary and, by doing so, shall be deemed to have agreed to abide by the Code of Conduct for UKA Members.
12. Any other member of the Athletes Commission nominated by the Athletes Commission in its discretion from time to time shall be a UKA Member always provided that at any given time the two persons appointed under Articles 32.2.8 and 32.2.9 shall consist of one Para Athletes Commission Member and one Non-Para Athletes Commission Member. The person nominated must consent to his / her nomination in writing to the Company Secretary and, by doing so, shall be deemed to have agreed to abide by the Code of Conduct for UKA Members.
13. Any Senior Coach may nominate himself / herself or another Senior Coach to be a UKA Member. Such nomination must be seconded by 4 other Senior Coaches and submitted in writing to the Company Secretary by the Close of Nominations. The person nominated must consent to his / her nomination in writing to the Company Secretary and, by doing so, shall be deemed to have agreed to abide by the Code of Conduct for UKA Members.
14. Any Senior Official may nominate himself / herself or another Senior Official to be a UKA Member. Such nomination must be seconded by 4 other Senior Officials and submitted in writing to the Company Secretary by the Close of Nominations. The person nominated must

consent to his / her nomination in writing to the Company Secretary and, by doing so, shall be deemed to have agreed to abide by the Code of Conduct for UKA Members.

15. As soon as practical after the Close of Nominations the Company Secretary shall determine whether or not an election is required to elect the UKA Members. If there are no more persons willing to stand for appointment than the number of vacancies in the category of a UKA Member than the vacancies concerned, such person(s) will be declared elected without the need for a vote. If the number of nominees willing to stand for election exceeds the number of vacancies in any of the categories of UKA Members concerned, an election by ballot shall be held in accordance with Article 36 and these Regulations.

### **Ballot Regulations**

16. When a ballot is required, the Company Secretary shall have control of the conduct of the ballot. The Company Secretary can choose to conduct the ballot in the manner that seems to him / her, in his / her sole discretion, to be most suitable. The Regulations below assume physical delivery of ballot papers, but these Regulations shall also permit electronic voting, with Regulations 18 to 26 applying *mutatis mutandis* to an electronic ballot. If an electronic ballot is to be used, the voting process shall be managed by a suitable third party recognised for the delivery of electronic voting services. The Company Secretary shall select and work with an appropriate provider to ensure that the processes and procedures to be followed are made clear to all those who are entitled to vote. The Company Secretary shall be responsible for reviewing and validating those processes and procedures.
17. The Company Secretary may appoint a deputy or independent third party to carry out his / her functions under these Regulations. For the avoidance of doubt, if the Company Secretary at any stage becomes a candidate for election pursuant to these Regulations, the Board shall appoint another person to carry out the Company Secretary's role under these Regulations.
18. The Company Secretary shall send a ballot paper for the elections in which the persons set out in Regulation 1 are entitled to vote as soon as practical after the Close of Nominations to those persons having the right to vote in the election concerned as set out in Regulation 1 above and shall notify those persons entitled to vote of the date for return of the ballot (as appropriate) which shall be a date not less than four weeks after the date upon which the ballot papers are sent.
19. Each ballot paper shall be numbered and shall set out the names of the candidates for each position together with a personal resume not exceeding 250 words. Each ballot paper shall be accompanied by instructions on how to register votes with the Company Secretary.
20. Votes shall be cast by a person entitled to vote making a cross against the name of a candidate the member wishes to elect.
21. A ballot paper, to be valid, must bear its unique number, be marked in accordance with Regulation 20 and signed by or on behalf of the person entitled to vote in the election concerned and returned to the Company Secretary in accordance with the instructions given under Regulation 19 by the date specified on the ballot paper and if no date is specified not less than four weeks prior to the annual general meeting (the "**Close of Poll**"). No more than one ballot paper for each relevant election may be returned in any one envelope.

22. The Company Secretary shall, before the Close of Poll, appoint such person or persons they think fit (not being a member of the Board, a UKA Member or a candidate in the election) as a teller or tellers to assist them count the ballot papers received.
23. After the Close of Poll, the Company Secretary and any tellers appointed shall count the ballot papers received and note the number received. The Company Secretary and the tellers shall then count the votes cast on the ballot papers in favour of each candidate in each relevant election. The tellers shall make a note of the number of votes cast for each candidate and the Company Secretary shall:
  - 23.1 notify the President and the candidates of the result on a confidential basis up to one week in advance of the annual general meeting; and
  - 23.2 report the results to the chair of the annual general meeting. The results of the election shall be announced by the chairman at the annual general meeting and the candidate(s) receiving the highest number of votes shall be declared duly elected. Such announcement shall be conclusive evidence of the number of votes cast.
24. The results of the election (contested or otherwise) may be announced in any notice, website or publication, as the Board thinks fit and shall be announced at the annual general meeting at which the changes take effect.
25. In the event of there being an equality of votes, the President shall have a casting vote to decide the matter, save that, in the event that the tied ballot relates to the election of the President or the Vice-President, the UKA Members shall vote in accordance with Regulation 8 to decide the matter.
26. The accidental omission to send a ballot paper or the non-receipt of a ballot paper by any person entitled to vote shall not invalidate the result of the ballot.

#### **Vacant positions**

27. Should a UKA Member resign or vacate their position earlier than the expected term of office then the Company should seek to fill that vacancy. Articles 33.3 (in respect of the President) and Article 34.3 (in respect of the Vice-President and/or the UKA Members appointed under Articles 32.2.4 to 32.2.7 inclusive) make provision for appointment on a casual vacancy basis in certain circumstances where a UKA Member leaves their post before the end of the term. The following procedures shall apply in respect of a casual vacancy.
  - 27.1 The Company Secretary will write to all relevant Affiliated Clubs or individuals seeking nominations for the relevant post in line with the requirements of these Regulations in respect of eligibility and nomination.
  - 27.2 Where only one nomination has been received, and assuming that all eligibility and nomination requirements have been met, the Company Secretary will advise the UKA Members of the outcome and those UKA Members by a simple majority of the voting rights attributable to UKA Members in accordance with Article 47 will either accept or reject that nomination to co-opt the nominee for the remaining term of that vacancy.
  - 27.3 Where more than one nomination is received then a selection process to identify the preferred candidate will be undertaken. The Company Secretary will advise the President of the outcome of the nomination process and a selection panel, to be chaired by the President,

shall be convened (the “**Selection Panel**”). The President, or if the position of President is vacant the Vice-President, or if the positions of President and Vice-President are both vacant such UKA Member as is selected by the UKA Members (the “**Selection Panel Principal**”) (in his or her sole discretion) shall select two volunteers from the body of existing UKA Members to serve on the Selection Panel, providing that a UKA Member shall not be accepted onto the Selection Panel where an actual or potential conflict of interest with any of the nominees is identified. The Selection Panel Principal and the two selected UKA Members shall constitute the Selection Panel. The Selection Panel shall determine such selection process as it deems suitable in its sole discretion. Once the Selection Panel has identified its preferred candidate, the Selection Panel shall make a recommendation to the UKA Members and the UKA Members by a simple majority of the voting rights attributable to UKA Members in accordance with Article 47 may accept that nomination to co-opt the nominee for the remaining term of the vacant position.

28. From time to time, there may be an occasion where a position as a UKA Member is vacant as a result of no nominations having been received in respect of a casual vacancy. Should an individual wish to put themselves forward to fill such a vacant position outside of the normal nomination window then the UKA Members can consider that application and appoint on a casual basis. The individual must demonstrate that they are eligible for the relevant position and must provide evidence of a nomination with the required level of support for that post as set out in these Regulations. This application should be addressed to the Company Secretary who will review and validate such an application and then seek approval for the appointment on the basis of a simple majority of the voting rights attributable to UKA Members in accordance with Article 47. The term of this appointment shall be no more than 18 months or until the conclusion of the next nomination process following the original appointment (whichever is less). An individual who is appointed as a UKA Member to fill a casual vacancy shall, for the purposes of Article 36.1, be deemed to have served a full four-year term of office in filling the casual vacancy such that they are permitted to serve one further four-year term of office.

