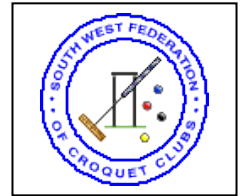




Cygnets

January 2019



Offspring of SWAN The e-Newsletter for the South West Federation of Croquet Clubs

Please send your queries, suggestions and feedback to us: lindawithani@hotmail.com

Please remember that we send Cygnets to our club contacts and ask them to pass them on to individual club members - ideally also putting a hard copy on the club noticeboard.

Cygnets is also available shortly after publication online on our spruced-up and modernised website: www.swfcroquet.org.uk

The first 'Hello' from us this year and so far, so good.

But there's lots going on already and this edition focusses on four key areas:

- CA Governance Changes
- GC Rules Changes
- SWF Handicapping workshops
- SWAN deadlines

There is a short time scale for each of these topics, so do read this with some urgency and ensure your club members are informed.

As ever, please let us have your views and comments on these or other issues.



And please don't print off this document in its entirety - it's far too long!

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Attached please find CA implementation plan

CA Governance Changes

You may be aware that for some time now the CA has been undertaking a review of its structures and governance procedures and this has now reached what appears to be the final consultation and implementation phase.

Although to look at the CA website you have to search hard but we understand this is going to be improved. The latest papers may be found in the Members' Area under Documents and extracts from the key ones may be found in Appendices 2-3.

The next CA Council meeting will be on 26th January. Klim Seabright will be there as the SW Rep and Brian Wilson will be there in his capacity as a member of the Council.

Time is short and if you are not already aware of this work, it is an awful lot to think about. But the SWF is particularly keen that you start giving some thought to the implications of the proposed structure for the Federation and our members – and indeed for clubs which are not members.

We have attempted to highlight the key points below – do please send any thoughts or queries you have on these, or any aspect of this work, to Klim before 26th January.

klimseabright@gmail.com

But don't despair, we are promised a further round of consultation in the following couple of months with a CA Special General Meeting scheduled for 30th March.

It is hoped that election process will complete by 1st October so that New Council starts after the 2019 CA AGM.



Constitutional changes Appendix 1

- Many amendments concern new nomenclature resulting from the changes – generally these are not included in the Appendix
- Major shake up of Council reducing membership of this body from 30 to 12
 - 3 of these will be elected by CA members living in the SW
- Major changes in the election processes

Election Rules Appendix 2

- The Federation will be responsible for
 - ensuring at least the required number of suitably qualified candidates is nominated
 - publicising the elections
 - actively seeking suitable nominations
 - obtaining a personal statement from each nomination
 - obtaining permission for that statement to be published on Federation websites
 - encouraging CA members of their member clubs to vote

Implementation plan

The formatting of this document was far too complex to be cut and pasted into this newsletter so is attached to the circulation of this issue of Cygnet.

It does what it says on the packet.

Letter to Council from John Bowcott: CA Chair

,,, in case you're interested

GC Rules Changes

Well quite a lot's been happening on this front:

- The South West Croquet Academy are holding a Teach In on 28th March
 - Ffi www.southwestcroquetacademy.co.uk
- Cheltenham CC are holding an event and may have space for a few local clubs
- Taunton CC are holding a couple of pods covering the main changes - the first will be on 4th Feb at Budleigh
 - Ffi webmaster@tauntoncroquet.org
- There was an article in the December issue of the Croquet Gazette
 - Did you find this useful?
- There is a link on the CA website but links to the rules does not work!
 - <https://www.croquet.org.uk/?p=games/golf/rules>
- Nailsea CC will be hosting a workshop on a date to be arranged and information will be circulated in due course
- We've heard that some clubs are organising their own sessions.



We'd really appreciate your feedback on any aspect of this together with an idea of how much demand remains after the sessions above have been taken into account.

Handicapping Workshop

We are really pleased to be running a replacement Handicapping Workshop in Budleigh Salterton Croquet Club on:

Sunday 24th March 2019

Arrival: 9.30

Start: 10.00

Departure: 15.30



We urge, not only existing and potential club handicappers to attend but also League Captains. We are all working to ensure fairness throughout the croquet world but this will rely on every club taking an active role in bringing it about.

See Appendix: 1 for further info and how to book.

SWAN - the deadline looms

Maureen is compiling the 2019 SWAN and is requesting items for inclusion - as soon as possible please. **The final date for submissions is 1st February.** Items received after this cannot be guaranteed inclusion.

“Listed on the next page are some of the usual items - for these to be interesting and accurate I rely on SWF members to supply the facts - I am only the Editor!” says Maureen.

1. **2019 League Captains** - very important for these to be correct - please include the contact details that the relevant people have agreed be published.
2. **News Articles** - e.g. coaching - club development/s - interesting events - notable members in your club - anything of interest to our Croquet community.
3. **Advertisements:** for Club Tournaments, Competitions and Coaching (Charges are: £24/£12 full/half page)
4. **Ideas** - e.g. for increasing club membership
5. **Obituaries**
6. **Photographs**
7. **Quizzes**
8. **Letters to the Editor:** thoughts, limericks, musings and suggestions

Maureen Smith editor@swfcroquet.org.uk

That's all for now folks!
... apart from all the appendices that is!



Appendix 1: Budleigh Handicapping workshop

If you would like to come to Budleigh please read this carefully then send me details of your delegates - lindawithani@hotmail.com

- Their name
- Their club
- Their email address

- Clubs are requested to nominate 2 delegates only initially - one for AC and one for GC
 - A third delegate may be nominated who will be invited if there is sufficient space
- All are welcome to attend but we would particularly like to see existing Club Handicappers, Potential Club Handicappers and League Captains.
- Priority will be given to clubs who have not been able to send anyone to previous workshops but everyone is welcome to apply
 - Attendance will be confirmed nearer the time for the 'previously experienced' clubs.

- Please bring your own packed lunch
- Tea, coffee and a tea time cake will be available at a reasonable charge

Draft schedule

9.30	Registration, coffee
10.00 - 1.00	Why does every club need a handicapper? How does the handicapping system work? Practical tasks for assessing handicaps
1.00 - 1.30	Lunch
1.30 - 3.30	Points common to both games Various technicalities Managing the system: AHA, non-automatic changes How do you know you're getting it right? - strategies for success
15.25	What next? - on going support
15.25 certificates)	Evaluation and exit register (for issuing attendance
15.30	Tea and depart

Further information

These workshops are designed to develop the understanding and application of good handicapping principles in both AC and GC and we hope that every club in the SW will participate in these.

This will help develop consistency across the region and as stated at the AGM, in 2019 we will be introducing the expectation that clubs will have a Club Handicapper for the relevant code in order to be able to enter League teams

Continued overleaf

Aims of the workshops:

- Achieve 100% of clubs with at least one Club Handicapper for both AC and GCE
- Ensure all Club Handicappers are trained and supported by a dedicated CA Handicapper
- Ensure consistency across the SWF and all federations
- By the end of the day, everyone should feel confident that, with further support, they can become a Club Handicapper and that they will have easy access to the support network and that every club will have the name of a more experienced handicapper who can give regular and on-going advice and practical help

Expenses

- There are no fees to attend these workshops.
- A contribution to travel expenses may be claimed from the SWF Bursary Scheme
 - A claim form will be available on the day
- Please note that only one claim from each club for each workshop may be made.

Appendix 2: Proposed CA Constitutional Changes
N.B. excerpts only - please refer to CA website for full details

(4th draft of January 2018 Edition amended for governance changes, for decision by the January meeting of Council to put to an SGM. If approved by an SGM in March, the changes shall take effect as specified in the transitional clause 32.)

GOVERNANCE~~MANAGEMENT AND CONTROL~~

- (a) There shall be a Council with overall responsibility for the affairs of the Association, with a focus on high level policy, strategic initiatives, scrutiny and transparency.
- (b) Day to day business, including authority to execute financial transactions, implementation of policy and recommendation of new or changes to policy, shall be delegated to an Executive Board, which in turn can delegate to its committees. The Council can over-rule the Executive Board and its committees by passing a motion with two-thirds or more of the votes cast in favour.
- (c) The Council shall consist of voting and non-voting members. Both are entitled to speak and receive copies of papers.
 - (i) The voting members shall be 12 members elected by individual members of the Association as specified by Clause 18.
 - (ii) The non-voting members shall be the Honorary Secretary and Honorary Treasurer, elected by individual members of the Association as specified in Clause 20; the Chairman of the Executive Board, appointed by vote of the Council; and up to 3 coopted members, appointed by vote of the Council to ensure that it has a diversity of background and experience.
 - (iii) In addition, the President and any guests invited by the Chairman of Council may attend and speak but not vote.
- (d) The Council shall elect its Chairman and Vice-Chairman from among its voting members.
- (e) The Executive Board shall consist of the following voting members: the Honorary Secretary, Honorary Treasurer, a Chairman and up to 6 other members appointed by the Council. The CA Manager shall be a non-voting member. The President, Chairman of Council and any guests invited by the Chairman of the Executive Board may attend meetings and speak but not vote.
- ~~(a) The management and control of the property, funds and affairs of the Association and the fulfilment of its objects except as otherwise provided by the Constitution shall be vested in a Council consisting of:~~
 - ~~(i) the President, Vice Presidents, Honorary Secretary and Honorary Treasurer; and~~
 - ~~(ii) fifteen Council members elected solely by the votes of all Individual Members;~~
 - ~~and~~
 - ~~(iii) a maximum of nine Council members ("Federation Representatives") elected by Member Federations to represent and inform them and the clubs that belong to them. Federation Representatives shall be elected on the basis of one Council member for each Federation.~~

- (fb) A decision of the Council or the Executive Board must be rescinded if a motion to that effect is proposed at a General Meeting and passed by a majority of 6 to 4 of Individual Members voting.
- (ge) The Officers of the Association shall be the President, Vice-Presidents, the Chairman and Vice-Chairman of Council, the Honorary Secretary, and the Honorary Treasurer and the Chairman of the Executive Board. The offices of President and VicePresident convey no executive powers but the holders of these offices shall be eligible for election or co-option to membership of Council; appointment to the Executive Board; and membership of Council and Executive Board Committees.
- (he) No member of Council or the Executive Board shall be paid by the Association except as follows:
- (i) Reasonable expenses properly incurred when acting on behalf of the Association may be reimbursed.
 - (ii) The Honorary Secretary and, Honorary Treasurer and, if a member of Council, the Independent Examiner, may be given honoraria determined by other members of Council. The CA Manager shall be employed on terms determined by other members of the Executive Board.
 - (iii) Payments may be made for specific tasks undertaken on behalf of the Association over and above that generally expected of Council and Executive Board members, as determined by the other members of those bodies. Council.

GENERAL MEETINGS: ELECTION OF COUNCIL

- (a) Each voting member of the Council specified in Clause 12(c)(i), shall be elected to represent a Member Federation and the Member Clubs and Individual Members served by it, except that several Federations may be grouped to form a single constituency. A constituency may have one or more representatives, according to the number of Individual Members eligible to vote in it.
 - (b) The number of constituencies; their boundaries; the number of voting members of the Council to be elected to represent them and the eligibility criteria to stand for and vote in them shall be determined by an Electoral Commission. The Commission shall also maintain and publish Election Rules to govern the procedure and timetable for elections, maintain an electoral register and appoint a Returning Officer to conduct and declare the result of any election.
 - (c) The Electoral Commission shall be appointed by the President, the Honorary Secretary and the Honorary Treasurer, who shall all be eligible to serve on it.
 - (d) Federations within a constituency for which an election is being held shall be responsible for ensuring that at least the required number of suitably qualified candidates is nominated.
 - (e) Voting members of Council shall normally be elected for a term of three years, starting from the next AGM of the Association. They may serve for a maximum of three terms consecutively, following which they are ineligible for three years.
- ~~(a) Election of Council Members by Individual Members~~

- ~~———— The procedure for the election of the 15 members of Council who are elected by the votes of Individual Members shall be:~~
- ~~(i) At the Annual General Meeting in each year elected members of the Council who shall have been elected at the Annual General Meeting in the third calendar year preceding, and any member of the Council who is filling a vacancy on Council in accordance with Clause 24(a), shall retire. These persons shall be eligible for immediate re-election provided that they have notified the Honorary Secretary by 1st March that they are willing to stand.~~
 - ~~(ii) Other candidates for election shall be Individual Members duly proposed and seconded for membership of the Council by two other Individual Members, and of whose candidature written notice has been received by the Honorary Secretary by 1 June preceding the Annual General Meeting.~~
 - ~~(iii) If the number of candidates does not exceed the number of vacancies then the candidates shall all be deemed to be elected to fill the vacancies and this result shall be announced at the Annual General Meeting.~~
 - ~~(iv) If there shall be more candidates for election than there are vacancies a ballot shall be held in the manner set out in the next following paragraphs numbered (v) to (viii) inclusive.~~
 - ~~(v) If a ballot shall be required for the election of members of Council the Honorary Secretary shall issue a voting paper with the Agenda for the Annual General Meeting as required by Clause 13. The voting paper shall give the names of retiring members of the Council offering themselves for re-election under sub-clause 18(a)(i) above, the names of the Individual Members offering themselves for election under sub-clause 18(a)(ii) above and in the latter case the names of the proposer and seconder of each. It shall also include such other relevant information about the candidates as the Council may reasonably require and the candidates are willing to supply.~~
 - ~~(vi) In voting an Individual Member may not give more than one vote for any candidate and may not record more votes than there are vacancies. Any such error will invalidate the voting paper.~~
 - ~~(vii) The voting paper must be signed and returned to the Office so as to arrive not later than the first post 10 days before the date of the Annual General Meeting. Alternatively, if so advertised, votes may be submitted by e-mail to the Office from a registered address, or by other attributable electronic means, by the same time.~~
 - ~~(viii) Two scrutineers who are not members of the Council shall be appointed by the Chairman or Vice-Chairman of the Council to count the votes. In the event of a tie they shall decide who is elected by lot. The result and number of votes cast for each candidate shall be published after the candidates have been informed, and reported to the Annual General Meeting.~~
- ~~(b) ——— Election to Council of Federation Representatives~~
- ~~(i) Federation Representatives shall be elected by Member Federations, normally to serve for a period of three years, by whatever means each Federation shall decide.~~
 - ~~(ii) The Honorary Secretary of the Association shall notify the Secretary of a Member Federation when an election is due. As a transitional provision, Federation Representatives elected through a Federation that becomes a Member Federation shall complete their three-year term.~~

~~(iii) A retiring Federation Representative shall be eligible for re-election.~~

~~(e) Attendance~~

~~Any member of the Council who does not attend at least half the meetings to which he has been summoned during the year without leave of absence or an explanation satisfactory to the Chairman of the Council shall be deemed to have resigned his membership of the Council and shall not be eligible for re-election for a period of 12 months.~~

COUNCIL: VACANCIES

(a) If insufficient voting members of Council are elected for a constituency, the unfilled positions shall remain vacant until a further election is held, which shall be for the remainder of the intended term.

(b) If a voting member of Council becomes unwilling or unable to serve, as certified by the Chairman of Council, the position shall become vacant. If the term for which the member was elected has at least a year to run, a by-election shall be held for a new representative for the constituency, to serve for the remainder of that term.

~~(a) Members of Council elected by Individual Members~~

~~The Council may appoint any Individual Member to be a member of the Council,~~

~~either to fill a casual vacancy arising by resignation or otherwise, or to add to the existing members of Council, but only so far as the total number of elected members and of members appointed under this sub-rule shall not exceed 15. Any person so appointed shall be a member of the Council only until the next Annual General Meeting but thereafter shall be eligible for election as a member of Council.~~

~~(b) Federation Representatives~~

~~If a vacancy for a Federation Representative is unfilled, or arises by resignation or otherwise, the committee of the Member Federation may appoint someone to fill it for the remainder of its term.~~

AppLAWS OR RULES AND REGULATIONS

(a) The Council shall determine the laws or rules of Croquet and regulations for tournaments to be used in the Domain, under Clause 1(b), in the light of any versions adopted by the World Croquet Federation, or proposed by bodies recognised by it to make recommendations on these matters.

(b) If the Council is satisfied that adequate opportunity has been given for Individual Members, ~~and~~ Member Clubs ~~and~~ Member Federations to comment on a proposal to amend or adopt a new version of laws or rules, the Council may approve it by passing, with a majority of at least 6 to 4, a resolution specifying the date on which it is to take effect, which fact shall be published in the Association's official journal and/or on its website.

(c) Power to change the regulations for tournaments ~~and~~ adopt temporary variations to the laws or rules and regulations for tournaments may be delegated ~~to council~~ by Council to the Executive Board or one or more of its committees.

~~(d) The Council shall have power to authorise the adoption of temporary variations in the laws or rules and regulations for tournaments.~~

- (e) The Council shall appoint **one or more suitably qualified Individual Members of the Association**~~one or more of its members~~, by default the Chairmen of the responsible committees, to decide questions on the interpretation of the laws or rules and regulations for tournaments. The Council may ~~additionally~~ delegate power to issue rulings and commentary on the ~~laws~~ to bodies recognised by the World Croquet Federation to make recommendations on these matters.
- (f) The Council shall appoint one or more Individual Members, by default the Chairmen of the responsible committees, to represent it on bodies recognised by the World Croquet Federation to make recommendations on these matters.

ALTERATION OF CONSTITUTION

- (g)
 - (h) Alterations in and additions to the Constitution shall not be made except by means of a motion proposed and seconded at an Annual or Special General Meeting. The voting shall be carried out in accordance with the provisions for voting set out in Clause 19, except that for the motion to succeed it must be carried by a majority of 6 to 4 of the Individual Members voting. Such alterations and additions shall come into force forthwith unless otherwise decided.

TRANSITIONAL ARRANGEMENTS

- (a) The provisions above shall replace those of the current constitution as from dates to be specified by the current Council, which shall be no later than two years after they were approved. On an appointed date, the current Council shall be replaced by a new one, elected beforehand under these provisions; its Management Committee by the Executive Board; and its committees (but not its panels) shall become responsible to the Executive Board.
- (b) To stagger the election of voting members of the new Council, their initial terms of service may be set to be two, three or four years by the Electoral Commission. Service on the current Council will not count towards the limit for the new one.

Appendix 3: Election Rules

The Croquet Association

The Constitution of the Association provides (in Clause 18(b)) that if there shall be more persons nominated for election or re-election as members of the Council than there are vacancies in a constituency, then the election of persons shall be by ballot conducted pursuant to these Rules.

Election Rules

1 The date of the election

- 1.1 The voting members of the Council shall be elected on a date to be fixed by the Returning Officer which date shall be no later than 35 days before the date fixed for the Annual General Meeting.
- 1.2 In the case of a by-election, any convenient date shall be fixed by the Returning Officer.
- 1.3 The Returning Officer may change the date of the election at any time where there are special circumstances making it necessary for him or her to do so.

2 Call for nominations

- 2.1 The Returning officer shall publish, in such manner as to him or her shall seem fit, the names of the constituencies for which an election for a voting member or members are to be held; the number of vacancies in each of those constituencies and the timetable for the election and an invitation for nominations. This shall be done no later than 56 days before the date fixed for the return of nomination papers.
- 2.2 Any member of the Association (whether an individual, a Club or a Federation) from within the constituency in which the election is to be held may nominate a person or persons to stand for election as a voting member of the Council.

3 Nominations

- 3.1 No person shall be eligible for election or re-election as a member of the Council unless his or her nomination is endorsed in writing and signed by two or more individual members of the Association eligible to vote in the constituency in which he or she is standing for election and such nomination, together with his or her consent in writing to hold office, shall have been sent to the Returning Officer to arrive no later than 42 days before the date fixed for the election.
- 3.2 No person shall be validly nominated for re-election as a member of the Council for a further term if re-election would result in that person serving continuously as a voting member of the Council for more than three terms and such re-election would take effect before the expiry of a period 3 years since the person last served as a voting member of the Council.
- 3.3 No person may be validly nominated for election in more than one constituency at the same time.
- 3.4 The nomination paper, when sent to the Returning Officer, shall be accompanied by a short personal statement by the candidate (limited to 300 words).
- 3.5 A copy of any nomination paper and accompanying personal statement shall be sent to the Secretary of the Member Federation covering that constituency either wholly or in part (and if there is more than one such Member Federation, to the Secretaries of each of them) at the same time as it is sent to the Returning Officer to enable the Federations to comply with their responsibility to ensure that at least the required number of suitably qualified candidates is nominated (set out in paragraph 18(d) of the Constitution).

4 Entitlement to vote

4.1 Every individual member of the Association who has attained the age of 16 shall be entitled to vote in an election in the constituency in which he or she is registered to vote.

5 The Returning Officer

5.1 The Electoral Commission shall appoint some suitable person, who may or may not be an Officer or a member of the Association, to act as Returning Officer in an election

5.2 The Returning Officer shall be responsible for the preparation and distribution of ballot papers, their receipt, scrutiny and counting on return and the declaration of the result of the election.

5.3 The Returning Officer shall appoint two scrutineers, who shall not be members of the Council, to assist him or her in the performance of his or her duties.

5.4 The Returning Officer shall be responsible for the hearing and determination of any appeal against any irregularity made pursuant to paragraph 10.2 hereof and may make such arrangements for the hearing and determination of any appeal as he or she may, in his or her absolute discretion, decide.

5.5 The Returning Officer may, after hearing any appeal against any irregularity, either dismiss the appeal or declare the election invalid and order a new election or make such recommendation to the Council as he or she may think fit.

6 Ballot procedure

6.1 When a ballot becomes necessary, the Returning Officer shall distribute, or make available, ballot papers to all of the members of the Association entitled to vote in the constituency using such means as to him or her shall seem fit, to arrive or be available not less than 21 days before the date specified for their return.

6.2 The Returning Officer shall design and produce suitable ballot papers, including such instruction or guidance to voters as to him or her shall seem fit.

6.3 The Returning Officer shall publish with each ballot paper a copy of the short personal statement submitted by each of the candidates whose name appears on the ballot paper.

6.4 The Returning Officer shall specify the date upon which the ballot papers must be returned to him or her and that date shall be such date preceding the date of the election as to the Returning Officer may seem fit, having regard to his or her responsibility to receive, scrutinise and count the ballot papers.

6.5 The Returning Officer may extend the time for distribution and/or return of ballot papers where there are special circumstances making it necessary to do so.

6.6 Ballot papers shall be signed and returned to the Returning Officer at the address or addresses specified by him or her, so as to arrive on or before the date specified for their return. Ballot papers may be returned by post or by such other means as the Returning Officer may specify, including e-mail from a registered address or other attributable electronic means.

7 Method of voting

7.1 Each voter shall have one transferable vote.

7.2 Each voter must place on his or her ballot paper the figure 1 opposite the name of the candidate for whom he or she votes.

7.3 Each voter may also indicate the order of his or her preference for as many other candidates as he or she pleases by placing against their respective names the figures 2, 3, 4 and so on.

8 Valid and invalid votes

8.1 A ballot paper on which a first or only preference is expressed unambiguously shall be valid.

8.2 A ballot paper on which no first or only preference is expressed or on which any first preference is void for uncertainty shall be invalid.

8.3 A ballot paper which does not bear the signature and name of the voter shall be invalid.

8.4 Where a ballot paper is returned by e-mail from a registered address or by other attributable electronic means pursuant to paragraph 6.6 hereof, the name of the voter entered electronically by that voter shall suffice as his or her signature.

9 Counting the votes

9.1 The Returning Officer shall examine the ballot papers returned to him or her and shall count them in order to determine the total number of votes cast.

9.2 The Returning Officer shall then set aside any invalid ballot papers; count them and subtract the number of them from the total number of votes cast to get the total valid vote.

9.3 The Returning Officer shall examine the valid ballot papers and shall sort them into parcels according to the first preference recorded for each candidate and record the total number of first preference votes recorded for each candidate.

9.4 The Returning Officer shall then calculate the quota by dividing the total valid vote by one more than the number of places to be filled.

9.5 The Returning Officer shall then consider each candidate in turn in descending order of their votes and deem elected any candidate whose vote equals or exceeds the quota.

9.6 The Returning Officer shall thus complete the first stage of the count and shall proceed to distribute the surpluses of any elected candidate so as to give effect to the next available preferences and to transfer the votes of the excluded candidates with the fewest votes, in accordance with the detailed instructions for the counting of votes set out in the guide published and made available on line by the Electoral Reform Society entitled "How to Conduct an Election by the Single Transferable Vote" (3rd edition 1997).

9.7 The Returning Officer may use any electronic means which he or she is satisfied will produce, or assist in producing, the same result as the procedure set out above.

10 Defects in the ballot procedure

10.1 Accidental failure to deliver or make available a ballot paper in due time or at all to a member entitled to vote shall not invalidate an election or be treated as an irregularity unless a substantial number of members entitled to vote have not received or had made available to them ballot papers at all or have received them

or had them made available to them too late to make it practical to return them in due time.

10.2 An unsuccessful candidate who alleges that there has been or may have been an irregularity in the election may within one month after the declaration of the result appeal to the Returning Officer. Subject to any order made by the Returning Officer on appeal, no irregularity shall invalid

Appendix 4. Letter from John Bowcott to Council members

Dear member of Council,

On 20th October 2018 Council accepted the recommendations of the P&SB Working Party for the future governance of the CA. Furthermore it requested that the changes required by the proposal be incorporated into a new draft constitution and that this together with a detailed implementation plan for the agreed recommendations be presented to the January 2019 Council Meeting.

A Working Party has now completed that task and its recommendations were discussed and endorsed by the Management Committee on 5th January.

It recommends a tight but achievable timetable of:

- 26th January a discussion and decision at Council (including whether to call the SGM)
- Feb and March - communication and discussion with Federations
- 30th Mar - a SGM to approve the implementation and changes to the Constitution (NB the notice of the SGM will need to be given in the February Gazette - the deadline for which is the week following the January Council meeting).

Subject to these approvals the whole Election process is to be completed before 1 Oct and the new Council will assemble after the October AGM.

As you would expect the proposal now contains a significant amount of detail. For that reason the papers for the Governance Changes Implementation Plan are being made available well ahead of the other Council Meeting documents. It is important that the mechanisms that will deliver the new structure are understood as well as possible before the Council meeting. If you do need an explanation of some part of the proposal a member of the Working Party can be available to help.

Therefore three key documents are attached to this message and are generally available to CA members in the documents section of the website:

- The overall outline of the Changes and the Implementation Plan
- The necessary draft amendments to the Constitution - presented as one marked up document
- The draft details of the Election processes

You should note that the Constitution Working Party has only tackled the clauses/ words that have to change to enable the revised Council. It has deliberately not dealt with other amendments that may be needed in a future review but would overcomplicate matters if we were to make them now. The Working Party is also recommending that the detailed processes necessary for the elections to Council are kept outside the Constitution but that the powers of those overseeing the elections are to be specified there. A draft of these will be published for information, but the final wording will be decided by the Election Commission.

You already know that this is a very important matter. It is essential that the decisions that we will make are 'well informed'. It is for that reason that you are receiving the proposal early. I have already said that we can deal with points of clarification ahead of the meeting and it would also help the efficiency of the meeting if you were also to raise any 'issues' that you have early. That way I hope that we are all well placed to contribute to a wise decision.

If you do have questions or concerns please do bring them to my attention early. I will then find the most suitable person to respond.

John B