

18 September 2019

NAME
ADDRESS 1
ADDRESS 2
ADDRESS 3
ADDRESS 4

Dear Levy Payer

Electing the BID Board of Directors for the second year

I write to inform you that the Harrogate BID Board has agreed the timetable and the process for electing the Directors for the second year. Enclosed with this letter is the timetable and process.

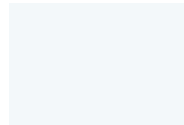
We want to give every levy payer the opportunity to participate in the process, but to be able to put your name forward or to vote, you have to be a **member of the Harrogate BID company**. We enclose a Membership Application form together with the Rules. If you are interested, then please complete the whole form and return to the above address **before noon** on 30 September 2019. If you have completed the Application Form before, there is no need to submit a form again. If you want to check that we have received your completed form, please contact info@harrogatebid.co.uk

The applications will be processed and presented to the next BID Board meeting on 3 October. The next communication from us will be to **Harrogate BID Ltd members only** inviting them to express an interest in being a Director of the Harrogate BID and enclosing a Candidate's form to be completed. Should we receive more names than vacancies for a sector, then there will be a secret ballot.

This has been a busy year setting up the Company, recruiting staff etc. Christine Armstrong and Lis Robinson started in March as Business Liaison, building up relationships with businesses. In July Elizabeth Murphy joined us as BID Manager. Further team members will be recruited. Several projects are now coming to fruition. The Harrogate Gift Card will be launched mid-October. We have restaurant month and cocktail month planned. Please look out for our regular newsletter keeping you informed of what the BID is doing.

We look forward to hearing from you. If you have any questions, please phone us on 0330 1355 252.

Yours sincerely



John Fox
Chair of Harrogate BID
Company Registration No: 10747321

Timetable for Board Elections

- 05 September 2019 BID Board Director Candidate and Information Forms and timetable agreed by the Board
- 18 September 2019 Information about becoming a Member of Harrogate BID Ltd posted to all BID Levy Payers and those who pay a financial contribution to the BID
- 30 September 2019 **NOON** Completed application forms to be received by Harrogate BID Ltd
- 01 October 2019 Application forms processed
- 03 October 2019 Harrogate BID Board to approve application Forms
- 08 October 2019 Letter and Candidate forms posted to members of Harrogate BID Ltd
- 25 October 2019 **NOON** Closing date for receipt of completed Candidate forms
- 28 October 2019 Review Candidate forms, check Membership
- 04 November 2019 Candidate interviews to be held where more names received than vacancies
- 11 November 2019 Candidate List and Information, including a ballot paper, if necessary, posted to Harrogate BID members.
- 25 November 2019 **NOON** Completed ballot papers to be received by Harrogate BID Ltd. Ballot closed.
- 25 November 2019 Ballots Counted
- 26 November 2019 Successful applicants Informed
- 05 December 2019 Harrogate BID AGM

NOTES:

- 1) Only those Sector/Skill/Experience areas with more candidates than allocated places will go forward to ballot.
- 2) Public Sector Directors will be nominated by their organisations and will not be subject to ballot.



APPLICATION FOR COMPANY MEMBERSHIP

I/We.....

of Business Name.....

Address/Registered Office

.....
.....
.....

would like to become a member of *Harrogate BID Ltd*, a private company limited by guarantee. I/we also declare that I am/we are not a 'Local Authority Person' and will advise the Company of any change in such status which could cause it to become a regulated company.

Signed.....

Date.....

Print Name.....

Position.....

Email.....

(Note: Where the applicant is a body corporate (eg a Limited Company), the following should also be completed)

I hereby certify that I am a duly authorised person of the aforementioned body and authorised to accept the invitation referred to:

I also fully accept and will adhere to the rules set out overleaf (Company Membership Rules):

Signed.....

Date.....

Print Name.....

Position.....

Business Name.....

Address

.....
.....
.....

COMPANY MEMBERSHIP RULES

- 1) Every BID Levy Payer or equivalent financial contributor is eligible to become a member.**
- 2) Where a levy payer has multiple hereditaments he/she is entitled to one membership/one vote.**
- 3) In order to become a member, a levy payer must complete this form.**
- 4) In order to become a member a levy payer/financial contributor must have paid their dues in full in the previous year and have paid the current year's levy/contribution within 3 months of the issue of the first bill/invoice.**
- 5) Harrogate BID is a company limited by guarantee. As such, it has members rather than shareholders, who are each entitled to:**
 - Receive a copy of the company's annual accounts;**
 - As appropriate, attend general meetings and cast a vote;**
 - Elect directors by voting.**
- 6) Members must work in the best interests of the company and its objectives and in supporting and ensuring the delivery of the agreed Business Plan. Rules set out in the BID Company Articles of Association and those of Companies House relating to the conduct of members/directors will also apply.**
- 7) Members will not be able to stand for the position of Chair unless they have served a minimum of a year as a Board Director and ideally have served as Vice Chair.**
- 8) Members must declare any conflicts of interest.**
- 9) Members are required to treat all communications and discussions of and relating to Company business, verbal and written as confidential and not to be discussed, distributed or used in any way unless agreed by the Company Board.**
- 10) By signing this form members will also confirm that they have not been disqualified from standing as a Director of a Company or have convictions relating to financial or company wrongdoing.**
- 11) Membership applications will be vetted by the existing Board of Directors. Decisions will be final and not subject to appeal.**
- 12) Breach of any of the above rules will mean cancellation of membership of the Company. This will be decided by Board Directors.**
- 13) If the company is wound up, the maximum you commit to paying towards the company's debts is £1. This is the guarantee you would make upon becoming a member, as described in the articles of association, and applies for the time you are a member and 12 months thereafter.**