



**kasneb**

**CS PART II SECTION 4**

**LAW AND PROCEDURE OF MEETINGS**

**FRIDAY: 3 September 2021.**

**Time Allowed: 3 hours.**

**Answer ALL questions. Marks allocated to each question are shown at the end of the question.**

**QUESTION ONE**

Your company intends to hold its 21<sup>st</sup> Annual General Meeting (AGM) on 1 October 2021.

After careful consideration, you have settled on Desert Palms Solutions to be your Information Communication Technology (ICT) consultant in preparation for the virtual AGM.

Advise the company secretary on the following:

- (a) Ten factors to consider when selecting the technology for virtual meetings for the organisation. (10 marks)
  - (b) Five factors to consider in order to enhance security for virtual meetings. (10 marks)
- (Total: 20 marks)**

**QUESTION TWO**

- (a) Highlight five instances that might lead to the adjournment of a meeting. (5 marks)
  - (b) With reference to voting, explain five methods of voting that could be adopted in a meeting. (5 marks)
  - (c) Outline five particulars that should be included in a board paper to be presented to a company's board committee meeting. (5 marks)
  - (d) Explain five measures that a chairperson of a meeting could use to limit debate and discussions in a meeting. (5 marks)
- (Total: 20 marks)**

**QUESTION THREE**

- (a) The Public Order Act defines a meeting as any gathering of persons (not being an excluded meeting) convened and held for any purpose including any political purpose.

With reference to the above statement, describe five types of "excluded meetings" as provided for in the Act.

(10 marks)

- (b) Many organisations have recently developed policies on holding meetings virtually.

Analyse five contents of a policy on conduct of virtual meetings of the board.

(10 marks)

**(Total: 20 marks)**

**QUESTION FOUR**

- (a) Explain six requirements of quorum for board meetings. (6 marks)
  - (b) Summarise four circumstances where a director of a company could be permitted to be counted in quorum and vote on a contract in which he or she has an interest. (4 marks)
  - (c) (i) In relation to the law of defamation in meetings, explain the term "absolute privilege". (2 marks)
  - (ii) Discuss two requirements to be met for a plaintiff to prove defamation by innuendo. (4 marks)
  - (d) With reference to meetings in company liquidation, outline four persons or parties to whom the administrator should report to after the initial creditors meeting. (4 marks)
- (Total: 20 marks)**

**QUESTION FIVE**

- (a) Outline the sequence of business at the national assembly. (7 marks)
- (b) Discuss four ways in which members of a county assembly (MCAs) are supposed to behave whenever the speaker is in the assembly or rises to intervene in a debate. (8 marks)
- (c) Examine the rights of a person present at a meeting in each of the following cases:
  - (i) By invitation in private premises. (3 marks)
  - (ii) By admission upon payment. (2 marks)

**(Total: 20 marks)**

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