



**CS PART II SECTION 4**  
**LAW AND PROCEDURE OF MEETINGS**

**FRIDAY: 25 May 2018.**

**Time Allowed: 3 hours.**

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

**QUESTION ONE**

- (a) Where a public meeting is held on private premises, the common law and statutory provisions provide for the rights of the organiser, those who attend and the police.
- (i) With reference to decided cases, explain the rights of an organiser of a public meeting in a private place. (10 marks)
- (ii) Citing a decided case, describe one circumstance under which the police would have a statutory right to enter into a public meeting held in a private premise. (5 marks)
- (b) Explain the voting procedures and practice in a board of directors meeting. (5 marks)
- (Total: 20 marks)**

**QUESTION TWO**

- (a) Minutes are not a report of the discussion at the meeting nor of the reasons of its decisions.
- With reference to the above statement:
- (i) Analyse six purposes served by minutes. (6 marks)
- (ii) Assess three rules relating to alteration of minutes. (6 marks)
- (b) Absolute privilege provides a complete defence against defamation even though the statement complained of was false or malicious.
- With reference to the above statement, describe four circumstances on which a plea of absolute privilege is available. (8 marks)
- (Total: 20 marks)**

**QUESTION THREE**

- (a) Parliamentary procedure is a time tested method of conducting meetings.
- With respect to rules of order, summarise:
- (i) The general procedure of handling a motion which is before a county assembly. (6 marks)
- (ii) The general rules of debate in the senate. (6 marks)
- (b) With respect to order paper, outline:
- (i) Five matters that are automatically included in the order paper of the national assembly. (5 marks)
- (ii) Three matters whose inclusion in the order paper requires initiation from a member of parliament. (3 marks)
- (Total: 20 marks)**

**QUESTION FOUR**

- (a) Discuss four duties of the chairman of a meeting in each of the following case: (4 marks)
- (i) Preservation of order. (4 marks)
  - (ii) Regulation of discussion. (4 marks)
- (b) Analyse six guidelines of holding a valid board of directors meeting. (12 marks)
- (Total: 20 marks)**

**QUESTION FIVE**

- (a) With reference to liquidation of a business, examine six rules governing proxies during the first meeting of creditors. (6 marks)
- (b) With reference to meetings of county public service boards, summarise eight agenda items derived from powers of the county public service board. (8 marks)
- (c) Explain six uses of information booths during an annual general meeting of a listed company. (6 marks)
- (Total: 20 marks)**
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