

THE INSTITUTE OF CORPORATE SECRETARIES OF PAKISTAN

C.I.S. Examination - July 2011

Meeting Law and Procedures

Time Allowed: 3 hours

Maximum Marks: 100

Note: Attempt all questions

Q. No.		Marks
	<u>Section I</u>	<u>Marks 40</u>
1	What is meant by "Agenda"? Why is it necessary? Will you put the routine items of the Agenda first in order? Draft a specimen Agenda for the annual general meeting of a public company.	2 2 5 11
2	What is the procedure of maintaining minutes of meetings?	5
3	Describe the powers and duties of a Chairman? Who is Chairman of a meeting? How he is appointed?	5 10
	<u>Section II</u>	<u>Marks 60</u>
4	As a Secretary of a Company what points should you remember in the preparation of minutes? Distinguish between minutes of narration and minutes of decision.	20
5 (a)	What do you mean by quorum? Why quorum is necessary? Explain.	5
(b)	What is the quorum required for (i) a public company meeting (ii) a private company meeting (iii) an adjourned meeting (iv) a board meeting with seven directors on the Board.	15
6	You are the Secretary of Private Limited Company which has just received its certificate of incorporation. State in numbered paragraphs the formal business to be considered at the first meeting of the directors of the Company. Draft the necessary resolutions for any three important items of business for this meeting.	20