

THE INSTITUTE OF CORPORATE SECRETARIES OF PAKISTAN

C.I.S. Examination – January 2012

Meeting Law and Procedures

Time Allowed: 3 hours
Note: Attempt all questions

Maximum Marks: 100

Q. No.		Marks
	<u>Section I</u>	<u>Marks 40</u>
1	What is "meeting"? Define "Minutes" and out line the general rules for the drafting of minutes. What are the principal rules governing the notice of a meeting? What is Agenda of a meeting? How is it's prepared?	5 10 5 5
2	What do you mean by quorum.? Why quorum is necessary? Explain. What is the quorum required for (a) public company meeting, (b) an adjourned meeting (c) a private company meeting (d) a board meeting with seven directors on the board.	5 10
	<u>Section II</u>	<u>Marks 60</u>
3	Distinguish between Annual General Meeting and Extraordinary General Meeting..	15
4	Explain the provisions relating to minutes of Board, and general meeting under the Companies Ordinance 1984. Distinguish between minutes of narration and minutes of decision..	15
5	When and in what manner and by whom can an extra ordinary meeting be called?.	15
6	What is a statutory meeting? Describe the procedure for holding a statutory meeting and prepare a notice for such a meeting.	20 15