

KIBABII UNIVERSITY



UNIVERSITY EXAMINATIONS

MAIN EXAMINATIONS

2020/2021 ACADEMIC YEAR

FOURTH YEAR FIRST SEMESTER

FOR THE DEGREE OF BACHELOR OF COMMERCE

COURSE CODE: BCO 418

COURSE TITLE: MEETINGS LAW AND PROCEDURES

DATE: 02/08/2021

TIME: 9.00AM-11.00AM

INSTRUCTIONS TO CANDIDATES

- 1) Answer Question **ONE**(Compulsory) and **ANY OTHER TWO** Questions
 - 2) Candidates must hand in their answer booklets to the invigilator while in the examination room
 - 3) Credit is given for legibility, clarity and use of relevant examples
 - 4) Question **ONE** is **30 marks** while Questions **2-5** carry **20 marks** each
 - 5) Clearly write your **Registration Number** on each answer sheet used
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TIME: 2 Hours

KIBU observes **ZERO** tolerance to examination cheating

QUESTION ONE: (30 MARKS)**CASE STUDY**

You have been elected as the Secretary General of Kibabii University alumni in the Annual General Meeting of Members. You discover that Minutes are not a report of the discussion at the meeting or of the reasons of its decisions. With reference to the above statement;

Required:

- a i. Analyse SIX purposes served by meetings (6 marks)
- ii. Assess FOUR rules relating to alteration of minutes (4 marks)
- b Discuss FIVE duties of the chairman of a meeting in each of the following case:
 - i. Preservation of order (5 marks)
 - ii. Regulation of discussion (5 marks)
- c i. Highlight the requirements to be met before a notice of meeting served on members can be held to be valid (10 marks)

QUESTION TWO

- a. A company is required to give notice of a resolution that is proposed to be moved at an Annual General Meeting once it receives requests from its members. With reference to the above statement;
 - i. Outline FIVE conditions for the request to be effective (5 marks)
 - ii. Explain FIVE ways in which an Extraordinary General Meeting might be convened (5 marks)
- b. Discuss the effect of adjournment of a meeting in relation to:
 - i. Notice of the adjourned meeting (2 marks)
 - ii. Business of the meeting (2 marks)
 - iii. Proxies at the adjourned meeting (2 marks)
 - iv. With reference to powers and duties of the chairperson of a meeting, explain FOUR circumstances under which the chairperson can exercise in casting vote (4 marks)

QUESTION THREE

- a i. Discuss the procedure to be followed when a quorum is not present during the proceedings of a meeting (5 marks)
- ii. In relation to meetings, law & procedures explain and distinguish the following:
 - (i) Annual General Meeting (2 marks)
 - (ii) Other General Meetings (2 marks)
 - (iii) Class Meeting (1 mark)
- b. Explain FIVE conditions under which the law may recognize as valid a meeting held in more than one venue (10 marks)

QUESTION FOUR

- a. With reference to meetings, law & procedures, discuss FIVE requirements for passing of a special resolution in a meeting (10 marks)
- b. Describe FIVE essentials for keeping meetings on track (10 marks)

QUESTION FIVE

- a. In the context of liquidation of a company, outline FIVE persons who might represent a creditor at a creditor's meeting (10 marks)
- b. In relation to meetings, explain FIVE powers of the chairperson of a meeting (10 marks)