



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:

(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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