

**W1-2-60-1-6**

**JOMO KENYATTA UNIVERSITY**

**OF**

**AGRICULTURE AND TECHNOLOGY**

**UNIVERSITY EXAMINATIONS 2015/2016**

**THIRD YEAR FIRST SEMESTER EXAMINATION FOR THE**

**DEGREE OF BACHELOR OF BUSINESS OFFICE MANAGEMENT**

**HBO 2304: MEETINGS, LAW AND PROCEDURE**

**DATE: DECEMBER 2015 TIME: 2 HOURS**

**INSTRUCTIONS: ANSWER QUESTION ONE (COMPULSORY) AND ANY OTHER TWO QUESTIONS**

**QUESTION ONE (30 MARKS)**

1. Explain the importance of a special resolution. [3 marks]
2. Discuss the importance of a Quorum of a meeting. [3 marks]

1. Distinguish between special and ordinary resolution. [3 marks]
2. Discuss the importance of company meetings. [3 marks]
3. Distinguish between a Conclave meeting and Business meeting. [3 marks]
4. Explain how modern technology has impacted on meetings. [3 marks]
5. Explain the term resolution and discuss the various types of

company resolutions. [3 marks]

1. Explain the importance of meetings to creditors in a company. [3 marks]
2. Distinguish between a class meeting and an annual general meeting. [3 marks]
3. Explain the importance of shareholders to a company meeting. [3 marks]

**QUESTION TWO (20 MARKS)**

a) Discuss the provision relating to meetings of directors, creditors

and debenture holders. [10 marks]

b) Mary Anne is a newly employed secretary at Mailinne Company

limited. She does not know the general principles of practice

relating to meetings.

Advise her. [10 marks]

**QUESTION THREE (20 MARKS)**

a) Milly has been invited to Jomo Kenyatta University of Agriculture to

give a lecturer on requisites of a valid meeting. Discuss the main

points that will form her presentation. [10 marks]

b) Njoki is a shareholder in Gusii Cultural Company Limited.

Njoki has been called to attend a meeting belonging to the

shareholders. However, Njoki does not know the various

meetings of shareholders. Advise her. [10 marks]

**QUESTION FOUR (20 MARKS)**

a) Explain the meeting of the word Chairman, in regard to meetings

of companies and discuss the various duties of a chairman. [10 marks]

b) “The Secretary is crucial to the smooth running of all the operations

of a Company”. “Anonymous”. In relation to the aforesaid statement,

discuss the various duties of a secretary in a company meeting. [10 marks]