



TECHNICAL UNIVERSITY OF MOMBASA

School of Business

Department of Business Administration

UNIVERSITY EXAMINATION FOR:

DEGREE CLASSES: BACHELOR OF BUSINESS ORGANIZATION MANAGEMENT

BSC 4404 LAW & PROCEDURES OF MEETINGS

SPECIAL/SUPPLEMENTARY EXAMINATION

SERIES: JULY 2025

TIME: 2HOURS

DATE:Jul2025

Instructions to Candidates

You should have the following for this examination

-Answer Booklet, examination pass, and student ID

This paper consists of five questions. Attempt question ONE (Compulsory) and any other TWO questions.

Do not write on the question paper.

Question ONE (Compulsory) 30 marks

a) (i) Differentiate between “Public Meeting” and “Private Meeting. [4 marks]

(ii) Every company must hold, in addition to any other meeting, an Annual General Meeting (AGM). Highlight any SIX Roles of the company AGM. [6 marks]

b) As a certified secretary, you have been invited to present at a seminar for board members of Upendo SACCO. The seminar topics will be; Effective management of meetings, writing of minutes, reports, and board papers. With reference to the above statement, prepare a write-up on the essentials of good minute writing. [10 marks]

c) With reference to Company law, discuss FIVE requirements for passing of a special resolution in a meeting. [10 marks]

Question TWO

- a) A Chairman must act impartially and ensure that the business of the meeting is conducted properly and efficiently and in accordance with the law and the Company's articles. With reference to the above statement:
- (i) Discuss the legitimate measures that a Chairman Could take to limit debate and discussion in a meeting. [8 marks].
 - (ii) Suggest THREE practical tactics that a Chairman can use to deal with disruption in a meeting. [6 marks].
- b) Certain powers which are exercisable by members in a meeting require "Special Notice". Explain any Three resolutions that require special Notice. [6 marks]

Question THREE

- a) Describe the circumstances under which the court will order a compulsory winding up of a company. [10 marks]
- b) Highlight five duties of a secretary during the day of a meeting. [10 marks]

Question FOUR

Write short notes on the following terms relating to law and procedure of meetings:

- (i) Executive/Steering Committee. [4 marks]
- (ii) Minutes of "In Camera" meetings [4 marks]
- (iii) Quorum for holding Director meeting. [4 marks]
- (iv) Statutory meetings [4 marks]
- (v) Ways of amending words in a motion. [4 marks]

Question FIVE

- a) Discuss any Five provisions regulating the appointment of county government committees. [10 marks]
- b)
 - (i) Define Defamation. [2 marks]
 - (ii) In relation to the Law of Defamation, explain FOUR statements that have absolute privilege. [8 marks]