



# **STAMFORD COLLEGE**

## **SCHOOL OF BUSINESS**

### **DIPLOMA IN CORPORATE ADMINISTRATION (SEMESTER 4)**

#### **DCA 203: LAW OF MEETINGS**

**Date : 25 July 2007 (Wednesday)**

**Time : 11.30 AM - 1.30 PM**

**Duration: 2 hours**

#### **Instructions to Candidates**

Question 1 in Section A is compulsory. Answer TWO out of FOUR questions in Section B.

Please ensure that this examination paper contains FIVE questions on ONE printed page before you start the examination.

Books, papers and other written materials are not allowed to be brought into the examination hall. A candidate who violates the examination rules of Stamford College or commits a malpractice will be disqualified from the examination.

Write your Examination Index Number on each page of your answer booklet.

## **SECTION A (COMPULSORY)**

### **Question 1**

Describe FIVE circumstances a one man meeting will be considered as a valid meeting.

(Total = 10 marks)

## **SECTION B**

Answer TWO out of FOUR questions.

### **Question 2**

- (a) Make a comparison between special resolution and resolution that requires special notice. (15 marks)
- (b) Give TWO ways in which a motion can be amended. (5 marks)

(Total = 20 marks)

### **Question 3**

- (a) Discuss FIVE functions of a chairman in a meeting. (10 marks)
- (b) List FIVE duties of a secretary before a meeting is being held? (5 marks)
- (c) State FIVE situations in which an adjournment can take place in meeting. (5 marks)

(Total = 20 marks)

### **Question 4**

- (a) Briefly explain SIX ways of voting that are available in meetings. (15 marks)
- (b) In your opinion, which is the best voting process? Please state your reasons for the chosen method. (5 marks)

(Total = 20 marks)

### **Question 5**

- (a) Explain FOUR advantages of notice and FOUR advantages of an agenda for a company's meeting. (16 marks)
- (b) Explain the following:
  - (i) Skeleton agenda
  - (ii) Chairman's agenda

(4 marks)

(Total = 20 marks)

**-END OF PAPER-**