

**Q.1 SELECT THE CORRECT ANSWER FROM THE POSSIBLE CHOICES GIVEN BELOW AND REWRITE THE STATEMENTS: -**

(5 marks)

- 1) The right of casting vote is given to the \_\_\_\_\_.  
(a) Secretary      (b) Director      (c) Chairman
- 2) For passing ordinary resolution \_\_\_\_\_ majority is required.  
(a) 21%      (b) 51%      (c) 71%
- 3) Accepted motion is called \_\_\_\_\_.  
(a) Point of order      (b) Amendment      (c) Resolution
- 4) A proxy can vote only in the case of voting by \_\_\_\_\_.  
(a) Voice      (b) Poll      (c) Division
- 5) \_\_\_\_\_ is a proposal put before the meeting for discussion and decision.  
(a) Minutes      (b) Motion      (c) Resolution

**Q.2 WRITE A WORD OR A TERM OR A PHRASE WHICH CAN SUBSTITUTE EACH OF THE FOLLOWING STATEMENTS :-**

(5 marks)

- 1.) Minimum number of members required to be present at the meeting.
- 2.) A statement containing list of items to be discussed at the meeting.
- 3.) The representative of an absent member.
- 4.) The written record of proceeding of meeting.
- 5.) The authority to send notice of the meeting.

**Q.3 ANSWER IN BRIEF :- (ANY THREE)**

(12 marks)

- 1) Explain any four methods of Voting?
- 2) State the importance of Minutes.
- 3) Write the guidelines for preparation of Agenda?
- 4) State the importance of company meetings.

**Q.4 STUDY THE FOLLOWING CASE/ SITUATION AND EXPRESS YOUR OPINION :- (3 marks)**

**Mr.DEV is elected as the chairman of the General meeting.  
Please advise him on the following matters:-**

- A) What will Mr.DEV do with the minutes book after the meeting?
- B) What will Mr.DEV do when voting is conducted in a company meeting?
- C) What will Mr.DEV do if any member misbehaves in the meeting and point of order is raised?

\*\*\*\* BEST OF LUCK \*\*\*\*