



UNIVERSITI TEKNOLOGI MARA

ADM231: LAW AND PRACTICE OF MEETINGS

Course Name (English)	LAW AND PRACTICE OF MEETINGS APPROVED
Course Code	ADM231
MQF Credit	4
Course Description	Meetings are an important in the administration of companies, firms, societies, local authorities and government agency .This course focus on the law and practice of meetings in general, the way meetings are convened, constituted and conducted.The subject is broad in nature and covers public meetings,local authorities, registered societies and associations and company meetings
Transferable Skills	UiTM Graduates Attributes based on PO 1)Demonstrate ability to identify and articulate self skills, knowledge and understanding confidently and in a variety of contexts 2)Demonstrate ability to manage personal performance to meet expectations and demonstrate drive, determination, and accountability. 3) Demonstrate ability to communicate clearly and confidently, and listen critically 4) Demonstrate ability to apply creative, imaginative and innovative thinking and ideas to problem solving. 5) Demonstrate enthusiasm, leadership and the ability to positively influence others 6) Demonstrate ability to investigate problems and provide effective solutions. 7) Demonstrate practical and contemporary knowledge of relevant professional, ethical and legal frameworks
Teaching Methodologies	Lectures, Case Study, Tutorial, Discussion, Presentation
CLO	CLO1 Describe the concept and principles of law of public meeting CLO2 Explain the requisite of a valid meeting CLO3 Describe the local authorities, societies and association meeting
Pre-Requisite Courses	No course recommendations
Topics	1. Definition of Meeting 1.1) The common law definition in Sharpe v Dawes (1876), Re London Flats Ltd (1969) and East v Bennet Bros Ltd (1911). 1.2) Exception to common law- Sec. 147(6) of Companies Act 1965. 1.3) One man meeting. 1.4) Requirement for lawful meeting. 1.5) Differences between private meetings and public meetings. 2. Public gathering and meeting in the street. 2.1) Public meeting held indoor and outdoor. 2.2) Public assembly. 2.3) *Local Government Act 1976. 2.4) *Public Order (Preservation) Act 1958. 2.5) *Police Act 1967. 2.6) The rights of the public to hold meeting in the street. 2.7) Public obstruction. 2.8) Public nuisance prescribed by law.

3. Law and practice on meetings in general

- 3.1) Convening meeting: notices, agenda and papers.
- 3.2) Constituting meeting: chairman, quorum, attendance,
- 3.3) proxies and corporate representative.
- 3.4) Conducting meeting: motions, resolutions, voting, adjournment, postponement, amendments and formal motions.
- 3.5) Recording minutes.
- 3.6) Natural justice.

4. Company meetings

- 4.1) General Meetings.
- 4.2) * Statutory Meeting
- 4.3) *Annual General Meeting
- 4.4) *Extraordinary General Meeting
- 4.5) *Class Meetings.
- 4.6) Directors Meetings.
- 4.7) Duties of the secretary-before, during and after meetings

5. Meetings of other organizations

- 5.1) Local authorities
- 5.2) Registered societies and associations
- 5.3) Co-operative societies

Assessment Breakdown	%
Continuous Assessment	40.00%
Final Assessment	60.00%

Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Assignment	Case Study Report (10%) and Presentation on power point (5%)	15%	CLO2
	Quiz	MCQ and Short Essay	5%	CLO1
	Test	Test 1. Short essay	10%	CLO1
	Test	Test 2 Short essay	10%	CLO3

Reading List	Recommended Text	<ul style="list-style-type: none"> • Kang Shew Meng 2007, <i>Handbook of Company Secretarial Practise in Malaysia</i>, 5th Issue Loose Leaf Ed., Chap 8&9, Lexis Nexis Kuala Lumpur [ISBN: 9679620005] • Law of Malaysia 2014, <i>Companies Act 1965 (Act 125), Regulations, Rules & Order</i>, International Law Book Series Petaling Jaya, Malaysia [ISBN: 978-967-89-23] • Law of Malaysia 2012, <i>Akta Perhimpunan Aman 2012 (Akta 736) & Peaceful Assembly Act 2012 (Act 736) Hingga 10hb September 2013</i> International Law Book Series Petaling Jaya, Malaysia [ISBN: 97896789225] • Law of Malaysia 2010, <i>Local Government Act 1976 (Act 171) & Subsidiary Legislation</i>, International Law Book Series [ISBN: 9789678918268] • Law of Malaysia 2008, <i>Societies Act, 1966 (Act 335) & Regulations</i>, International Law Book Series Petaling Jaya, Malaysia [ISBN: 9789678918855]
	Reference Book Resources	<ul style="list-style-type: none"> • Madeleine Cordes, Frank Shackleton, Ian Shearman 2006, <i>Shackleton on the Law and Practice of Meetings</i>, Ed. 10th Ed., Thomson Sweet & Maxwell London [ISBN: 0-421-92200-1]
Article/Paper List	Recommended Article/Paper Resources	<ul style="list-style-type: none"> • Star Publication Notice of Annual General Meeting for PLC, <i>STAR</i>
	Reference Article/Paper Resources	<ul style="list-style-type: none"> • MAICSA (related to Meetings), <i>Corporate Voice</i>
Other References	<ul style="list-style-type: none"> • Website Ministry of Home Affairs Malaysia <i>The Registry of Societies Malaysia</i> http://www.ros.gov.my 	