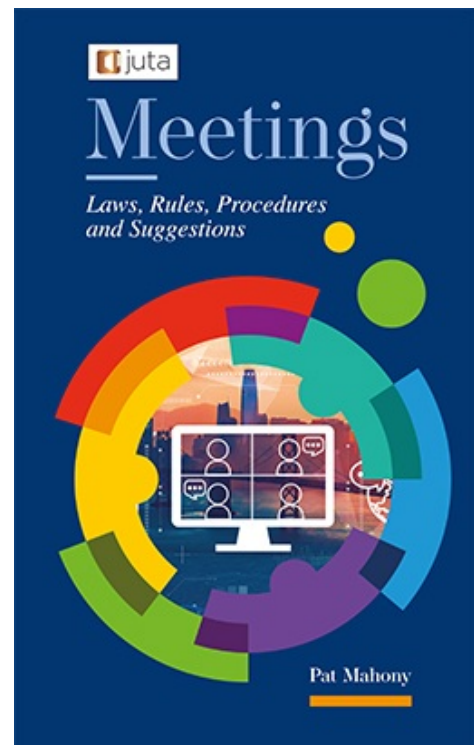


Meetings: Laws, Rules, Procedures and Suggestions

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About this Publication:

Meetings: Laws, Rules, Procedures and Suggestions sets out the rules and procedures that apply to meetings so that the requirements are taken into account when planning meetings. Drawing on his extensive experience and personal professional conduct, the author provides suggestions to help facilitate the planning of meetings. All these suggestions are integrated with the legal requirements relating to meetings so that compliance and smooth flowing conduct will be the result.

About the Author

Pat Mahony is a fellow of the Chartered Governance Institute and a past president of its Southern African division. In a career spanning several decades, he has been very actively involved in meetings at all levels, including large stock exchange listed companies, employee benefit funds such as retirement funds and medical aid societies, and academic and professional bodies. He has lectured extensively on a part-time basis on a range of subjects aimed at furthering the professional development needs of many in South Africa and overseas. His authorship portfolio comprises several highly practical publications and he is currently the chief technical editor of *Company Secretarial Practice*, published by Juta.

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CHAPTER 1: What is a meeting?
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Of Interest and Benefit to:

- Company secretaries
- Trustees of retirement funds or bodies corporate of sectional title schemes
- Directors who chair board and board committee meetings
- Administration managers who arrange staff and committee meetings