

Types of Meetings:-

1. Shareholders meetings or general meetings

- Statutory Meetings (Sec 165):- Such a meeting may be called within a period of less than 1 month and not more than 6 months from the date of issue of Certificate of Commencement of Business.

- Annual General Meetings (Sec 166)

- Extraordinary General Meetings (Sec 169)

2. Class Meetings: meeting of Debenture holders, preference holders, etc

3. Board Meetings (Sec 285)

Requisites of a Valid Meeting:

- Properly Convened by a proper authority
 - a. BOD
 - b. Members
 - c. Central Government
- 2. A Proper Notice must be served to all.
- 3. A Quorum must be present:
 - a. Public company 5 members
 - b. Other Company: 2 members
- 4. A Chairman must preside

5. Minutes of the proceedings of the meeting should be kept.

6. Notice: Not less than 21 days in writing notice must be given to all members.

7. When sent by post its deemed to be served after 48 hours of posting. Therefore, it must be dispatched 25 days before the date of meeting.

8. Shorter Notice:

Only in the Following cases;

- a. AGM, meeting by the consent of all members entitled to vote.
- b. In other meetings by consent of members holding not less than 95% of paid up share capital or holding not less than 95% of voting powers.

Contents of Notice:

a. Place of Meeting

b. Day of meeting

c. Time of the Meeting

d. Type of Businesses

a. Ordinary Business: Accounts, Balance sheet and report of BOD and Auditors. Declaration of Dividend, Appointment of Directors, Appointment and fixing the remuneration of Auditors..

b. Special Business