

Case Study Series on Convening of Meetings: An Analytical Approach

19 June 2025, Thursday

9.00am – 1.00pm

Speaker: MR FOO POH KHEAN
FCIS, (CS) (CGP)

Virtual

Course code: CS190625W1

Closing date: 17 June 2025



**4 CPD
HOURS**

Introduction

The 'Case Study' Model of discussion and analysis has been widely acknowledged as an effective mode of teaching by premier institutions like Harvard Business School and the Kennedy School of Business. Cases are narratives, situations, selective data and statements that present real-life simulations and as such, put to the fore unresolved and thought-provoking issues which are likely to occur in varying magnitude and complexities, in our practical lives also. Case Studies encourage participants to engage in critical thinking and to identify the several solutions for a given set of facts. In this 3rd series of the Case Studies Webinars, simulated and practical case scenarios will be presented and invite participants to engage in critical thinking and to identify solutions for given sets of case scenarios in corporate secretarial practice.

Course objectives

This 4-hours webinar seeks to analyse and assess the practical approach towards the convening of board and general meetings, the notice period requirements, rules relating to quorum, attending virtual meetings and hybrid meetings, confirmation of minutes of meetings.

Who should attend

Company directors, company secretaries, accountants, lawyers, auditors and those who involve in the advisory works.

Course outline

- Case study no. 1 deals with the convening of a board meeting and what happens if there is no quorum; how to deal with directors having conflicts and calling for board meetings simultaneously; refusal to confirm the minutes of the previous meeting; a director's challenge to the notice of meeting; a director's challenge to the minutes of the meeting
- Case study no. 2 deals with the convening of general meetings; computation of the notice period for various resolutions; waiver and/or consent for short notice of meeting; the chairperson of the meeting; dealing with the situation where a quorum is not met after the meeting commences; proposals from the floor; disruptions / interruptions during a meeting; responsibility for recording the minutes of meeting

Learning Outcomes

By the end of the webinar, participants will be able to –

- Have a better understanding of the responsibilities and duties involved
- Learn how to handle practical situations
- Minimize their liabilities or risks in their occupation / practice

Methodology

The speaker will be using power-point presentation to post the two case studies and engage in an interactive session where attendees must participate to analyse and assess the case studies, offer solutions or suggestions to deal with the scenario

About the trainer: MR FOO POH KHEAN, FCIS, LL.B (Hons), CLP (CS)(CGP)

Kenneth Foo is a regular speaker for MAICSA and was a former adjunct lecturer in University College Tunku Abdul Rahman, Kuala Lumpur. He was a former council member of MAICSA and is presently the honorary secretary of the Malaysian Corporate Counsel Association. He has his own practice specializing in corporate solutions, consultation and advice and restructuring of companies. He is also a chartered company secretary since starting his own practice in 1990 until to-date. He is also the co-author of "Companies Act 2016: New Dynamics of Company Law in Malaysia" and "Company Meetings, Minutes and Resolutions in Malaysia" published in 2017 and 2021 respectively by the Malaysian Current Law Journal.

WEBINAR FEE

Category	Early Bird Fee per person (RM) (applicable for participant who register and pay before 5/6/2025)	Normal Fee per person (RM)	Group Fee per person (RM)* (For 3 or more registrations from the same organization)
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MAICSA Member's staff***	400	400	400

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Tel: **03-2282 9276 (ext 805)**

Attention: Ms Norfalati

- Fee is payable to **MAICSA**

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- **NO Letter of undertaking is accepted.**

Upon successfully registration, you are deemed to have read and accepted the terms and conditions.

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WEBINAR ACCESS LINK

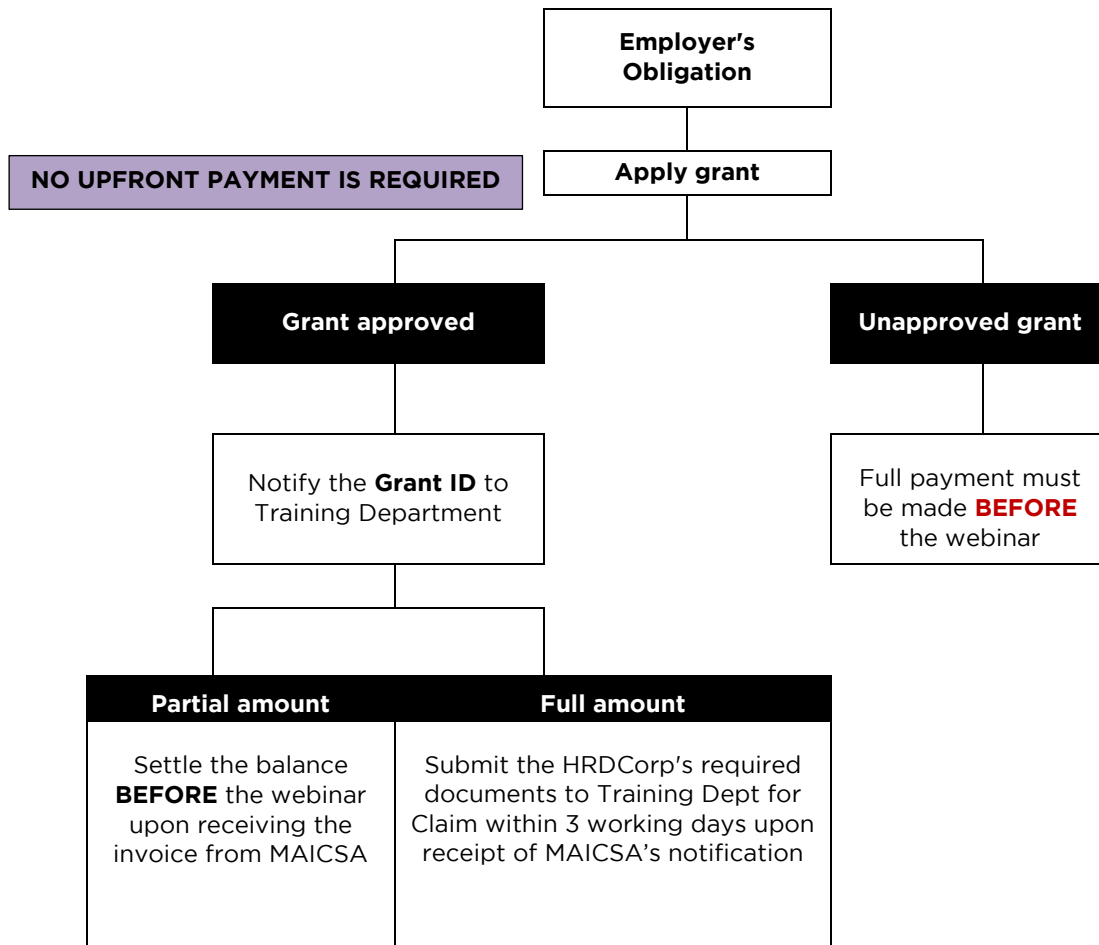
- The Access Link will be emailed at least one day before the commencement of the webinar.
- The Access Link is unique and should not be forwarded/shared with others.
- **Participants may log-in at 8.45am**

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