

Annual General Meeting 2021

Date: 28 May 2022

Location: Gaborone

Simulcast broadcast: Palapye, Francistown & Maun

Time allocation: 4 hours

PROPOSED AGENDA

No.	BUSINESS TO BE DISCUSSED	LEAD PERSON	TIME
1.	Opening Prayer	Volunteer	2mins
2.	Apologies/Confirmation of quorum	Company Secretary	2mins
3.	Adoption of the Agenda	Chairperson	2mins
4.	Introductions	Public Relations Director	5mins
5.	Welcome Remarks	Chairperson	5mins
6.	Minutes of meeting held 27 th March 2021	Chairperson/Company Secretary	20mins
7.	Matters arising from minutes of 27 th March 2021/ Action Sheet	Chairperson/Company Secretary	10mins
8.	Receive and consider the Consolidated report including: a. Annual report of the Board of Directors b. Chairperson's Report c. CEOs Report d. Finance Report	Chairperson	1hr 0mins
9	The review by the Members of the Company's affairs/ COMMENTS & QUESTIONS		
10.	Receive and consider Company's audited Annual Financial Statement for the year ended 30 June 2021, together with the Auditor's Report.	MSD Mesotlo	40mins
11.	Release from liability of the members of the Board of Directors	Chairperson	10 mins
12.	Appoint Auditors of the Company, to hold office from the conclusion of the meeting until the conclusion of the next meeting at which accounts are laid before the Company and authorize the Directors to determine the Statutory Auditors' remuneration.	Ms. Winani Sekani – Treasurer	4 mins
13.	Reading, consideration, and approval of draft resolutions.	Chairperson	15mins
14.	Approve the draft Constitution	Chairperson	20 mins
15.	Closing Remarks	Chairperson	10 mins
17.	Closing Prayer	Volunteer	3mins
18.	TOTAL TIME ALLOCATION		4 HOURS

RULE OF ENGAGEMENT AT THE ANNUAL GENERAL MEETING

In the interest of fairness to inter alia all of the members who will be in attendance and maintaining an orderly meeting, the Chairperson, on behalf of the Board, requests that you honour the following rules of engagement:

A. Rules of engagement

1. All attendees must provide the requisite documentation/ IDENTIFICATION upon registration.
2. Attendees may not consume any intoxicating substances at the premises of the meeting.
3. Only members of COSBOTS or proxy holders shall be allowed entry and thus opportunity to participate the meeting.
4. Should you wish to address the meeting, please raise your hand and wait until you are recognized by the Chairperson.
5. When you are recognised, please do the following:
 - 5.1 state your name clearly;
 - 5.2 articulate your status as a member or a proxy holder;
 - 5.3 and present your question or comment.
6. All questions and comments should be directed to the Chairperson of the meeting.
7. Remarks must be confined to the business of the meeting as per the agenda.
8. In order for all members to have an equal opportunity to speak, each speaker is limited to one question or comment lasting no more than one minute in length. Additional questions may be asked if time permits before the close of the meeting.
9. Members who wish to present proposals will have two minutes to present their proposals.
10. Please show respect for all other attendees and permit each speaker the courtesy of concluding his or her remarks without interruption.

Subject to the rules above, the views and comments of all members are welcome. However, the purpose of the meeting will be observed, and the Chairperson will stop discussions that are:

1. Irrelevant to the business of the meeting or the conduct of the company's operations;
2. Related to pending or threatened litigation;

3. Derogatory in nature;
4. Unduly prolonged (longer than the stipulated time);
5. Substantially repetitious of statements made by previous speakers; or
6. Related to personal grievances. If you have membership-related issues or grievances, please refer these to Mr. Patrick Matlapeng after the meeting and he will introduce you to the appropriate person/s for resolution. Alternatively, please direct correspondence to membership@cosbots.co.bw

B. Breach or non-compliance with the Rules of engagement

In the event of any breach of or non-compliance by a member or non-member participant with any of the terms of these Rules of Conduct, whether or not such breach or non-compliance is the subject of a complaint by another member or other non-member participant, the Board of COSBOTS reserves the right to take appropriate action against the defaulting individual including, but not limited to, exclusion from member events, immediate removal from premises and suspension of membership and/or membership benefits

GENERAL INFORMATION

1. Proxies

A member entitled to attend and vote at the meeting is entitled to appoint a proxy to attend, speak, and vote in its stead, by completing and signing the proxy form attached separately and delivering such proxy form to the registered office of COSBOTS. Proxy forms to reach the registered office of COSBOTS, for the attention of the Company Secretary, not less than forty-eight (48) hours before the time for holding the meeting or adjourned meeting.

A proxy need not be a member of COSBOTS.

2. Identification and Authorisation

In accordance with Company rules and procedures, please note that all members of COSBOTS participating in the meeting, and/or their duly appointed proxies, must provide satisfactory identification to COSBOTS upon arrival at the meeting. In this regard, subject to the Chairperson's discretion, generally, only a valid Membership Card, Membership Certificate, a valid Botswana Identity Card, a valid passport or a valid driver's licence shall constitute satisfactory identification. The representative of a juristic member must provide satisfactory proof of his/her authorisation to represent such juristic member, at the Chairperson's discretion.

3. Quorum

If no quorum is present within half an hour of the time for commencement of the Annual General Meeting on 28 May 2022, the Board of Directors has determined (in accordance with clause 20 of COSBOTS's Constitution) that the meeting shall stand adjourned to 09h00 on 4 June 2022 at the same location and, if at such reconvening of the adjourned meeting a quorum is not present by 09h30, then any number of members present (in person or by proxy) shall constitute a quorum.

Only Members of COSBOTS are permitted to attend the meeting. Regrettably, no children are allowed.

4. Record Date

The record date for the meeting shall be 28 May 2022.