



Copyright Society of Botswana

COPYRIGHT SOCIETY OF BOTSWANA (COSBOTS)

Extraordinary General Meeting 2024

Date: 3 February 2024

**Location: Dual-location live streaming
Botswana National Productivity Centre - Gaborone
Thapama Hotel – Francistown**

Time allocation: 2hours

PROPOSED AGENDA

No.	BUSINESS TO BE DISCUSSED	LEAD PERSON	TIME
1.	Opening Prayer	Volunteer	2 mins
2.	Apologies/Confirmation of quorum	Company Secretary	2 mins
3.	Adoption of the Agenda	Chairperson	2 mins
4.	Introductions	Mr A. Mosimanegape	10 mins
5.	Welcome Remarks	Chairperson	10 mins
6.	Report on the status of the company and answering by Directors of the questions put by members in respect of the affairs and business of the company	Chairperson	20 mins
7.	Presentation of the resolution to be considered by the General Assembly	Chairperson	10 mins
11.	Closing Remarks	Chairman	5 mins
12.	Closing Prayer	Mr. Mpho Motlhasedi	3 mins
13.	TOTAL TIME ALLOCATION		1 HOUR



RULE OF ENGAGEMENT AT THE EXTRAORDINARY GENERAL MEETING (EGM)

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.



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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



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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 Extraordinary General Meeting on 3 February, 2024 the Board of Directors has determined (in accordance with clause 23 of COSBOTS's Constitution) that the meeting shall adjourn for a period of not more than 3 hours, and thereafter, if the expiration of such period, a quorum is still not met then the members present or their proxies present are 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 3 February, 2024.