

**Customization of General items of Minutes**

Dear users,

Greetings of the day!,

In the resolution repository we have added the general items of meetings i.e.

**Election of chairperson**

**Quorum**

**Leave of absence**

**Noting of previous meeting**

**Performance review**

**Vote of thanks etc.**

Now you can customize the content of these items as well in the same manner as you may do for resolutions.

Please follow below mentioned instructions to access this feature:

***Dashboard ⇒ Resolution Master ⇒ Board/General/Committee/LLP Resolution***

***In the MY RESOLUTION window search "static" or with the key word of the agenda item.***



Home / Resolutions  
 \*You can update the resolution in your database by clicking on my resolution button and thereafter make changes as per your own standard.

Standard Resolutions Add Resolutions

**My Resolution**

Show 10 entries Search: static

#	Category	Sub Category	Agenda	MGT 14 Applicability	Type of Company	Action
156	Static		To elect the chairperson.	No		
157	Static		To grant Leave of absence, if any.	No		
158	Static		To ascertain the quorum.	No		
159	Static		To take noting of minutes of previous board meeting.	No		
160	Static		To take noting of the Committee Meeting Minutes.	No		
161	Static		To take on record the consents for shorter notice.	No		
162	Static		To take note of resolution passed by Circulation during the period			
163	Static		To Review Performance of the company			
164	Static		To discuss any other matter with the permission of the Chairman and with the consent of a majority of the Directors present in the meeting	No		

**Click on the edit button for making any change and save.**