



## **Energy Technologies Limited**

### **Meeting Procedure**

#### **Responsibility**

It is the responsibility of the Chairman and under his direction the Company Secretary to ensure the following procedures are implemented.

#### **Meeting Dates and Notice**

A calendar shall be set at the beginning of each Financial Year stating the dates for board meetings throughout the year. Directors are asked to commit to those dates as best they can. At each meeting of the Board the diarised date shall be reviewed and directors asked of their ability to attend. Dependent on the advice received, the date shall be changed or maintained. All board meetings must be preceded by a Notice of Meeting distributed to directors at least seven days prior to the meeting. In exceptional circumstances the Chairman has the right to call a meeting without seven days notice but it is accepted that this power shall be used sparingly and only when needed.

#### **Meeting Documents**

All documents related to a meeting or to be tabled at a meeting of directors must be distributed to all directors at least 3 working days prior to any meeting. Distribution shall be via electronic means. For each meeting the minimum documents to be distributed shall consist of the Minutes of the previous meeting, the Profit and Loss accounts for the period since the last meeting, the cash flow for the period since the last meeting and any documents related to matters arising detailed in the Minutes of the previous meeting. The Chairman shall ask directors if they have read the documents circulated and if all directors have not read the documents shall call on the board to decide if they should defer the meeting until documents have been read or continue. The failure of a director to read documents prior to a meeting more than twice in any one financial year shall be reason for the Chairman to question their commitment and request their resignation. For important documents such as lease agreements, sale and purchase agreements, license agreements and bank documents, directors have the right to seek independent expert opinion as per company policy.

#### **Record of Meetings**

To assist in minute taking meetings shall be recorded. Recordings are to be kept for a minimum period of three months prior to erasure. All directors have the right to request a recording to aid them in approving the written record of a meeting. Minutes of meetings must be circulated to directors within a period of 5 working days from the date of the meeting and directors must reply with any suggested amendments within 2 working days after the receipt of the minutes.



## **Meeting Attendance**

It is preferred that directors attend all meetings in person but it is recognized that this is often not possible and as such attendance by phone or video conferencing is accepted as attending. Directors must attend at least two thirds of the meetings held in each financial year. If any director fails to attend the required number of meetings it shall be reason for the Chairman to question their commitment and request their resignation.