



## information | pack

This document details the **Law of Sectional Title Meetings Course** presented by Paddocks.

**Please note:** The dates of the next presentation of this course are not confirmed. However, this course will be presented during the first half of 2011. Please inform **Kate** on 021 685 4775 or [kate@paddocks.co.za](mailto:kate@paddocks.co.za) of your interest in this course and you will notified of the dates and further details when finalised.

Paddocks is pleased to offer the **Law of Sectional Title Meetings Course**. The course meets the high and exacting standards expected of Paddocks.

### Need for the course:

Most people involved in the sectional title industry are aware of the prescribed management rules, and the provisions made therein with regards to meetings. However, the scope of law that affects sectional title meetings is far wider than the relevant provisions of the prescribed management rules. The Law of Sectional Title Meetings Course will empower students to control and manage meetings with clarity and confidence built upon a broad and thorough understanding of the law of meetings.

### About the course:

The content covered in this five-week Internet-based distance-learning course draws from the prescribed management rules, the law of associations, the law of meetings and common law. It will equip students with a comprehensive understanding of the law of meetings in the sectional title context. The course has been designed by sectional title specialist and University of Cape Town Adjunct Professor, Graham Paddock.

### Who should attend?

Anyone who wants to be empowered in their understanding of the law of sectional title meetings, including managing agency principals, portfolio managers, trustees, owners, chairpersons, accountants, attorneys, property developers, property development financiers and other interested parties.

### Entry requirements:

Students must have a current email account, access to and general familiarity with computers, including the ability to read documents in Adobe PDF (Portable Document Format) and create documents in Microsoft Word<sup>®</sup> as well as a general familiarity with the Internet.

### What does the course cover?

The course comprises 5-weeks of distance tuition presented via the Internet. The course module outline is included below:

Module	Preliminary Module Description
<b>Module 1 Introduction</b>	In the first module we introduce meetings by looking at the sources of applicable law; understanding the standards of compliance; the definition of a meeting; the types of sectional title meetings; how resolutions can be taken without meetings; the scope of meeting activities; the position in layered schemes; with special suggestions for trustees, managing agents and owners.
<b>Module 2 Calling and arranging meetings</b>	Module two focuses on the process of calling and arranging meetings. You will gain an understanding of notices, and the process of calling a meeting of trustees and general meeting of owners. This module then specifically looks at who is the authorised convenor; the ratification of an improperly called meeting; understanding who is entitled to notice; the required notice periods; the deemed notice provision; the notice for general meetings; and the timing of special general meetings.

<b>Module 3 Formalities</b>	In this module three we deal with the required formalities at meetings. You will learn about proper constitution; the agenda; minutes; individuals entitled to attend the various types of meetings; and the quorum requirements in the context of trustee and owner meetings.
<b>Module 4 Chairpersons role</b>	Module four covers the chairperson's role as officer at both trustee and owner meetings; the chairperson's powers and duties; the formalities of controlling debate, controlling voting and ending a meeting.
<b>Module 5 Debate and voting</b>	Module five unpacks motions, questions and resolutions; voting by trustees and owners; and touches on disciplinary proceedings. Bonus material included in this module analyses the business that trustees and business owners can conclude at meetings, the levels of consensus required and identifies the decisions that have additional requirements.

### Course Delivery:

Interaction with students will be via the **Paddocks Learning** website and the notes and guidelines for study will be delivered to students in electronic format. (<http://www.paddocks.co.za/learning>)

Each module listed above is divided into several components and is delivered via the user-friendly website, which caters for the varying needs and preferences of students. These components include:

- course notes
- video lectures
- online discussion forum
- multiple choice quiz answered online (as a practise assignment)
- further reading and references

There are also two time-limited online multiple choice assignments completed during the course. Each week a new module is made available to the student body. Jennifer Paddock, a specialist sectional title consultant, is the Course Convener who provides academic support during the 5-weeks. Tamara Breytenbach is the Course Coordinator who provides administrative assistance to the students. Together, they ensure quality assistance is provided throughout the 5-weeks.

### Award of the certificate:

Certificates can be awarded only to those students who:

- a) Complete both assignments; and
- a) Achieve a combined final mark of at least 50% for the assignments.

Successful students will receive a *Certificate of Competence in the Law of Sectional Title Meetings* issued by Paddocks.

### Course fee:

R3,300.00 (excl. VAT), which includes all courseware, expert support, and a Paddocks certificate.

### Registration and enquiries:

Course dates are to be confirmed.

Please contact Kate at Paddocks for more details:

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