



# Shri Jagdamba Polymers Limited

## 37<sup>th</sup> ANNUAL REPORT 2020-2021



Technical Textile Solutions



# OUR Growth Story.....

Shri Jagdamba Polymers Limited was established in the year 1985 as a very tiny unit for manufacture of various plastic products viz HDPE/PP Fabrics & Woven Bags in the undeveloped and rural area of Ahmedabad, Dholka by Shri Ramakant Bhojnagarwala.

At the time of establishment of the unit in such a remote and undeveloped area, we had to face many challenges and with difficulty and pains the unit was made operational. The commercial production of the company was started in February 10, 1987 with one Tap Extrusion Plant, 10 Looms and 50 Workers. No infrastructural facilities like skilled workers, communication, transport etc. were available in the village when the unit was established and with most unfavorable conditions we could start the unit with a meagre production of 50 MTs per month.

At the time of start-up, since there was no skilled workers available in the area, Shri Ramakant Bhojnagarwala and their family members had trained many of the supervisors how to operate the machines and managed the production of the unit. During the initial time i.e. between the years 1987 to 1990 due to the operational difficulties as well as market situation we were not able to show good numbers, but with the Dedication and Vision of Shri Ramakant Bhojnagarwala and his team this could make happen.

By the passage of time since then, over the years, the company never looked back and has grown manifold and now the company has 3 different manufacturing units, each one unit having installed machineries with the latest technology. Today the company employs 1700 workers and staff and its yearly production is approximately 17500 MTs of finished products.

The major portion of its production is being exported to various countries and only very limited portion part is sold in the indigenous market. Over the years the company has earned and established a very good reputation and presence in the Global market which helped the company to secure more and more export orders.

Presently we are generating a revenue of Rs. 24674.37 lakhs and is expected to maintain the same trend and even enhance our profit margins, along with good numbers. We are also focusing on enhancing the Standard of Living & Economical Development of general public. Towards this direction we have spent Rs. 59.95 lakhs as CSR Expenses to face the challenging time of COVID out of which Rs. 56 lakhs was spent towards improving the overall health of general public and the remaining amount of Rs. 3.95 lakh was spent on education front. In addition to the CSR expenses, an amount of Rs. 51.15 lakhs was spent by the company for helping its own staff and workers during the pandemic COVID time.

Faith of the stakeholders of the company and combined efforts of the Workers, Supervisor, Staff and Management Team is the Secret of our Growth.



## Corporate Information

### BOARD OF DIRECTORS:

Mr. Ramakant Bhojnagarwala	Chairman cum Managing Director
Mr. Kiranbhai Bhailalbhai Patel	Whole-Time Director
Mr. Vikas Srikishan Agarwal	Executive Director
Mrs. Mudra Sachin Kansal	Independent Director
Mr. Mahesh Gaurishanker Joshi	Independent Director
Mr. Shail Akhil Patel	Independent Director

### CHIEF FINANCIAL OFFICER :

Mr. Anil Parmar

### COMPANY SECRETARY :

Mr. Kunjal Jayantkumar Soni

### STATUTORY AUDITORS:

M/s. Jaymin D. Shah & Co.  
Chartered Accountants

### SECRETARIAL AUDITORS:

M/s. G. R. Shah & Associates  
Practicing Company Secretary

### BANKERS:

Kotak Mahindra Bank Limited  
HDFC Bank Limited  
HSBC Limited

### PLANT:

Unit I: Plot No. 101, GIDC Estate Dholka - 382225  
Dist. Ahmedabad  
Unit II: Plot No.703-710,GIDC Estate Dholka -  
382225  
Dist. Ahmedabad  
Unit III: 100 % EOU, New Survey No. 166p/ 167p/  
168p/ 170p, Simej Rupgadh Road, Simej,  
Dholka-382265, Dist. Ahmedabad

### REGISTERED OFFICE:-

802, Narnarayan Complex,  
Opp. Navrangpura Post Office,  
Navrangpura, Ahmedabad-380009.  
Tel: +91-79-26565792  
Email: [admin@jagdambapolymers.com](mailto:admin@jagdambapolymers.com)  
Website: [www.shrijagdamba.com](http://www.shrijagdamba.com)

### REGISTRAR & TRANSFER AGENTS:

**SKYLINE FINANCIAL SERVICES PRIVATE LIMITED**  
D-153A , 1st Floor, Okhla Industrial Area, Phase -I,  
New Delhi - 110 020  
Tel: +91-11-40450193-97  
Email: [admin@skylinerta.com](mailto:admin@skylinerta.com)  
Website: [www.skylinerta.com](http://www.skylinerta.com)

### ANNUAL GENERAL MEETING:

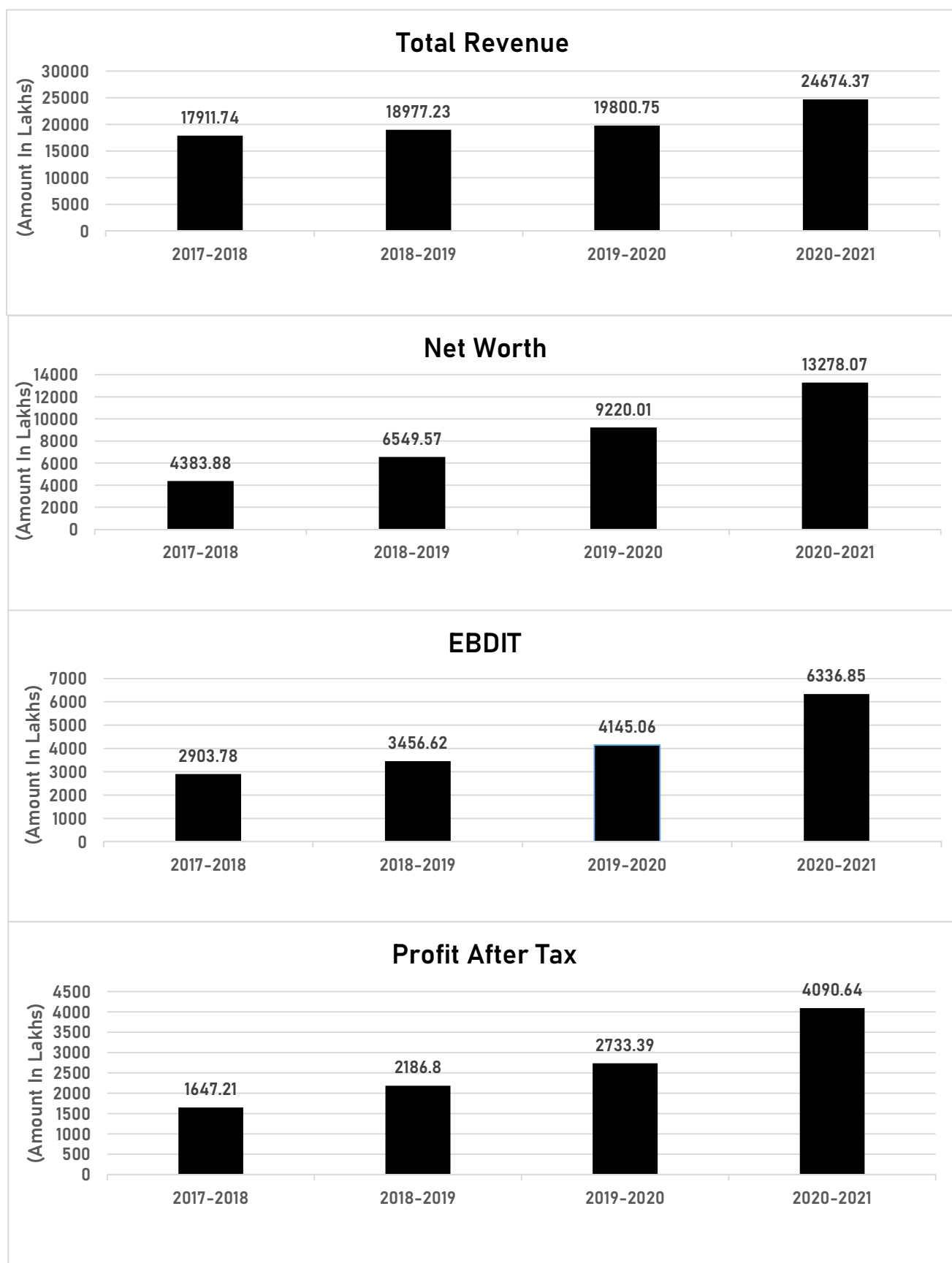
Date : Tuesday, September 28, 2021.  
Time : 11:00 A.M.

### INDEX:

1. Notice -----	4
2. Director Report -----	15
3. Independent Auditors Report -----	39
4. Financial Statements -----	46
5. Notes Forming Part of Financial Statement -	50



## Growth at Glance:







## **NOTICE**

**Notice** is hereby given that the 37<sup>th</sup> Annual General Meeting of the members of **Shri Jagdamba Polymers Limited** will be held at 11:00 a.m. on Tuesday, September 28, 2021 through Video Conferencing ("VC")/ Other Audio Visual Means (OAVM) to transact the following businesses:

### **ORDINARY BUSINESS:**

- 1) To receive, Consider and adopt the Audited Financial Statements for the year ended March 31, 2021 and reports of the Directors and the auditors thereon.
- 2) To declare Dividend on equity shares for the financial year ended on March 31, 2021.

**"RESOLVED THAT** a dividend at the rate of 40% i.e. Rs. 0.40/- (Forty Paisa only) per equity share of Rs. 1/- (One rupees) each fully paid-up of the Company be and is hereby declared for the financial year ended March 31, 2021 and the same be paid as recommended by the Board of Directors of the Company, out of the profits of the Company for the financial year ended March 31, 2021."

- 3) To appoint a Director in place of Mr. Vikas Srikishan Agarwal (DIN: 03585140) who retires by rotation and being eligible offers himself for re-appointment as Director of the Company.

**Place: Ahmedabad**  
**Date: 27/08/2021**

**By order of the Board of Directors of**  
**Shri Jagdamba polymers Limited**

**Sd/-**  
**Kunjal Soni**  
**Company Secretary**

**Registered Office:**  
**802, Narnarayan Complex,**  
**Opp. Navrangpura Post Office,**  
**Navrangpura,**  
**Ahmedabad - 380009**

**NOTES:**

As you are aware, in view of the situation arising due to COVID-19 global pandemic, the general meetings of the Companies shall be conducted as per the guidelines issued by the Ministry of Corporate Affairs (MCA) vide Circular No. 14/2020 dated April 8, 2020, Circular No. 17/2020 dated April 13, 2020 and Circular No. 20/2020 dated May 05, 2020. The forthcoming AGM will thus be held through video conferencing (VC) or other audio visual means (OAVM). Without the physical presence of the Members at a common venue. Accordingly, in compliance with the provisions of the Companies Act, 2013, SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Circulars issued by the Regulators, the AGM of the Company is being held through VC/OAVM. Hence, Members can attend and participate in the ensuing AGM through VC/OAVM. The deemed venue for the AGM shall be the Registered Office of the Company.

The Register of Members and Share Transfer Books of the Company shall remain closed from Saturday, the September 18, 2021 to Thursday, the September 28, 2021 (both days inclusive).

1. Pursuant to the provisions of Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014 (as amended) and Regulation 44 of SEBI (Listing Obligations & Disclosure Requirements) Regulations 2015 (as amended), and MCA Circulars dated April 08, 2020, April 13, 2020 and May 05, 2020 the Company is providing facility of remote e-voting to its Members in respect of the business to be transacted at the AGM. For this purpose, the Company has entered into an agreement with Central Depository Services (India) Limited (CDSL) for facilitating voting through electronic means, as the authorized e-Voting's agency. The facility of casting votes by a member using remote e-voting as well as the e-voting system on the date of the AGM will be provided by CDSL.
2. The attendance of the Members attending the AGM through VC/OAVM will be counted for the purpose of ascertaining the quorum under Section 103 of the Companies Act, 2013.
3. Pursuant to MCA Circular No. 14/2020 dated April 08, 2020, the facility to appoint proxy to attend and cast vote for the members is not available for this AGM. However, in pursuance of Section 112 and Section 113 of the Companies Act, 2013, representatives of the members such as the President of India or the Governor of a State or body corporate can attend the AGM through VC/OAVM and cast their votes through e-voting.
4. In line with the Ministry of Corporate Affairs (MCA) Circular No. 17/2020 dated April 13, 2020, the Notice calling the AGM/ has been uploaded on the website of the Company at [www.shrijagdamba.com](http://www.shrijagdamba.com). The Notice can also be accessed from the websites of the Stock Exchanges i.e. BSE Limited at [www.bseindia.com](http://www.bseindia.com). The AGM Notice is also disseminated on the website of CDSL (agency for providing the Remote e-Voting facility and e-voting system during the AGM) i.e. [www.evotingindia.com](http://www.evotingindia.com).
5. The AGM has been convened through VC/OAVM in compliance with applicable provisions of the Companies Act, 2013 read with MCA Circular No. 14/2020 dated April 8, 2020 and MCA Circular No. 17/2020 dated April 13, 2020 and MCA Circular No. 20/2020 dated May 05, 2020.
6. In continuation of this Ministry's General Circular No. 20/2020, dated May 05, 2020 and after due examination, it has been decided to allow companies whose AGMs were due to be held in the year 2020, or become due in the year 2021, to conduct their AGMs on or before 31.12.2021, in accordance with the requirements provided in paragraphs 3 and 4 of the General Circular No. 20/2020 as per MCA circular no. 02/2021 dated January, 13, 2021.
7. Members as on the cut-off date of September 17, 2021 shall only be entitled for availing the remote E-voting facility and E-voting facility during the AGM. A person who is not a Member on the cut-off date should accordingly treat this Notice for information purposes only and attend the AGM through VC/OAVM and shall not be entitled to any voting rights.
8. Since the AGM is held through VC/OAVM, where physical attendance of members in any case has been dispensed with, there is no requirement of appointment of proxies. Accordingly, the facility of appointment of proxies by members will not be available for this meeting and hence requirement of attaching the Proxy Form and Attendance Slip has been dispensed herewith and not annexed to this Notice.



9. Corporate Members intending to send their authorized representative(s) to attend the meeting pursuant to Section 113 of the Companies Act, 2013 are requested to send to the Company, a Certified True Copy of the relevant Board Resolution together with their respective specimen signatures authorizing their representative(s) to attend and vote on their behalf to the scrutinizer by email to [csgaurang7@gmail.com](mailto:csgaurang7@gmail.com). The authorized representative(s) shall enjoy all the rights of a Member for the purpose of voting through remote e-voting or for participation and voting in the meeting held through VC /OAVM.
10. A person can be an authorized representative of more than one Body Corporate. In such a case, he is treated as more than one Member present in person for the purpose of the quorum.
11. In Compliance with MCA Circulars dated April 08, 2020, April 13, 2020 and May 05, 2020 and SEBI Circular dated May 12, 2020, Members may kindly note that sending of Physical Copies of Annual Report to Members have been dispensed with and is being sent through electronic mode to those members whose e-mail addresses are registered with the Company or Depositories. Members may also note that the Notice of the 37<sup>th</sup> AGM and the Annual Report will be available on the Company's website [www.shrijagdamba.com](http://www.shrijagdamba.com) and can also be accessed from the website of the Stock Exchange i.e. BSE Limited at [www.bseindia.com](http://www.bseindia.com) and disseminated on the website of CDSL at [www.evotingindia.com](http://www.evotingindia.com).
12. Pursuant to the MCA Circulars and SEBI Circular, in view of the prevailing situation, owing to the difficulties involved in dispatching of physical copies of the Notice of the 37<sup>th</sup> AGM and the Annual Report for the year ended March 31, 2021 including therein the Audited Financial Statements for the Financial Year 2020- 21, are being sent only by email to the Members. Therefore, those Members, whose email address is not registered with the Company or with their respective Depository Participant/s, and who wish to receive the Notice of the 37<sup>th</sup> AGM and the Annual Report for the Financial Year 2020-21 and all other communication sent by the Company, from time to time, can get their email address registered by following the steps as given below:-
  - a. For Members holding shares in physical form, please send scan copy of a signed request letter mentioning your Folio No., Name of shareholder, scanned copy of the share certificate (front and back), PAN (self-attested scanned copy of PAN card), AADHAR (self-attested scanned copy of Aadhar Card) by email to Company email id [admin@jagdambapolymers.com](mailto:admin@jagdambapolymers.com).
  - b. For the Members holding shares in demat form, please update your email address through your respective Depository Participants.
13. In case of joint holder attending the Meeting, only such joint holder who is higher in the order of names will be entitled to vote.
14. Members holding shares in dematerialised mode are requested to intimate all changes pertaining to their bank details, NECS, mandates, nominations, power of attorney, change of address/name, PAN details, etc. to their Depository Participant only and not to the Company's Registrars and Transfer Agents. Changes intimated to the Depository Participant will then be automatically reflected in the records of the Registrars and Transfer Agents which will help the Company and its Registrars and Transfer Agents to provide efficient and better service to the Members.
15. In accordance with the amendments to Regulation 40 of the Listing Regulations, Securities and Exchange Board of India (SEBI), decided that requests for effecting transfer of listed securities shall not be processed unless the securities are held in dematerialized form with a Depository (National Securities Depository Limited or Central Depository Services (India) Limited). Members holding shares in Physical Form are requested to consider converting their holding to dematerialized Form in order to eliminate all risks associated with physical shares. Members can contact the Registrar and Share Transfer Agent (RTA) in this regard. Members holding shares in electronic form are requested to intimate immediately any change in their address or bank mandates their Depository Participants with whom they are maintaining their Demat accounts.



16. The Securities and Exchange Board of India (SEBI) has mandated the submission of Permanent Account Number (PAN) by every participant in the securities market. Members holding shares in electronic form are, therefore, requested to submit the PAN to their Depository Participants with whom they are maintaining their Demat accounts. Members holding shares in Physical Form can submit their PAN details to the Company.
17. Additional Information required to be furnished under Regulation 36 (3) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015 and Secretarial Standards-2 with respect of the Director(s)/ Manager seeking appointment/re-appointment at the AGM has been furnished and forms a part of the notice. The director(s)/manager has furnished the requisite consents/declarations for their appointment/re-appointment.
18. Since the AGM is held through VC/OAVM, the Route Map is not annexed in this Notice.
19. The facility of participation at the AGM through VC/OAVM will be made available to maximum 1000 members on first come first served basis. This will not include large Members (Members holding 2% or more shareholding), Promoters, Institutional Investors, Directors, Key Managerial Personnel, the Chairperson of the Audit Committee, Nomination and Remuneration Committee and Stakeholders Relationship Committee, Auditors etc. who are allowed to attend the AGM without restriction on account of first come first served basis.
20. M/s. G. R Shah & Associates, Company Secretary, Ahmedabad has been appointed as the Scrutinizer to scrutinize the remote e-Voting process and casting vote through the e-Voting system during the meeting in a fair and transparent manner.
21. During the 37<sup>th</sup> AGM, the Chairman shall, after response to the questions raised by the Members in advance or as a speaker at the 37<sup>th</sup> AGM, formally propose to the Members participating through VC/OAVM Facility to vote on the resolutions as set out in the Notice of the 37<sup>th</sup> AGM and announce the start of the casting of vote through the e-Voting system. After the Members participating through VC/OAVM Facility, eligible and interested to cast votes, have cast the votes, the e-Voting will be closed with the formal announcement of closure of the 37<sup>th</sup> AGM.
22. The Scrutinizer shall after the conclusion of e-Voting at the 37<sup>th</sup> AGM, first download the votes cast at the AGM and thereafter unblock the votes cast through remote e-Voting and shall make a consolidated scrutinizer's report of the total votes cast in favour or against, invalid votes, if any, and whether the resolution has been carried or not, and such Report shall then be sent to the Chairman or a person authorized by him, within 48 (forty eight) hours from the conclusion of the 37<sup>th</sup> AGM, who shall then countersign and declare the result of the voting forthwith.
23. The Results declared along with the report of the Scrutinizer shall be placed on the website of the Company at [www.shrijagdamba.com](http://www.shrijagdamba.com) and on the website of CDSL at [www.evotingindia.com](http://www.evotingindia.com) immediately after the declaration of Results by the Chairman or a person authorized by him. The results shall also be immediately forwarded to the BSE Limited, Mumbai.
24. The dividend on equity shares, if declared at the AGM, will be paid to those shareholders holding shares and whose names appear on the Register of Members of the Company on September 18, 2021. In respect of shares held in electronic form, the dividend will be payable to those who are the beneficial owners of shares as per details furnished by National Securities Depository Ltd. (NSDL) and Central Depository Services (India) Ltd. (CDSL). Dividend Warrants/ Demand Drafts will be dispatched to the registered address of the shareholders who have not updated their bank account details.
  - a. Members holding shares in electronic form may note that their bank details as may be furnished to the Company by respective Depositories will only be considered for remittance of dividend through NECS/ECS or through Dividend Warrants. Beneficial Owners holding Shares in demat form are requested to get in touch with their Depository Participants (DP) to update / correct their NECS/ ECS details - Bank Code (9 digits) and Bank Account No. (11 to 16 digits) to avoid any rejections and also to give instructions regarding change of address, if any, to their DPs. It is requested to attach a photocopy of a cancelled cheque with your instructions to your DP.





- b. The Company has appointed **SKYLINE FINANCIAL SERVICES PRIVATE LIMITED** as Registrar and Share Transfer Agent (R&T Agent). Members are requested to send all future correspondence to the **SKYLINE FINANCIAL SERVICES PRIVATE LIMITED** at D-153A, 1st Floor, Okhla Industrial Area, Phase -I, New Delhi - 110020. Members holding shares in physical mode are requested to notify immediately any change in their addresses, the Bank mandate or Bank details along with photocopy of the cancelled cheque or bank passbook/statement attested by the bank to the R&T Agent of the Company.
- c. Shareholders of the Company holding shares in physical mode are requested to register their E-mail address with Registrar and Share Transfer Agent (RTA) of the Company. At Pursuant to the Finance Act, 2020, dividend income is taxable in the hands of shareholders w.e.f. 1st April, 2020 and Company is required to deduct tax at source on payment of dividend at the prescribe dates. The Shareholders are requested to refer the Finance Act, 2020 and amendments thereof for prescribed rates for various categories of shareholders. Shareholders may submit their forms for non-deduction of tax at source (TDS) viz. 15G/15H/10F and other relevant documents with RTA of the Company at [www.skylinerta.com](http://www.skylinerta.com) or Shareholders may send such documents through E-mail at [admin@skylinerta.com](mailto:admin@skylinerta.com) latest by September 15, 2021. Pursuant to the provisions of Section 72 of the Companies Act, 2013, Shareholders are entitled to make nomination in respect of the shares held by them in physical form. Shareholders desirous of making nominations are requested to send their requests in Form SH-13.

**THE INTRUCTIONS OF SHAREHOLDERS FOR REMOTE E-VOTING AND E-VOTING DURING AGM AND JOINING MEETING THROUGH VC/OAVM ARE AS UNDER:**

- (i) The voting period begins on September 25, 2021 at 09:00 am and ends on September 27, 2021 at 05:00 pm During this period shareholders' of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date (record date) may cast their vote electronically. The e-voting module shall be disabled by CDSL for voting thereafter.
- (ii) Shareholders who have already voted prior to the meeting date would not be entitled to vote at the meeting venue.
- (iii) Pursuant to SEBI Circular No. **SEBI/HO/CFD/CMD/CIR/P/2020/242 dated 09.12.2020**, under Regulation 44 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, listed entities are required to provide remote e-voting facility to its shareholders, in respect of all shareholders' resolutions.

Currently, there are multiple e-voting service providers (ESPs) providing e-voting facility to listed entities in India. This necessitates registration on various ESPs and maintenance of multiple user IDs and passwords by the shareholders.

In order to increase the efficiency of the voting process, pursuant to a public consultation, it has been decided to enable e-voting to **all the demat account holders, by way of a single login credential, through their demat accounts/ websites of Depositories/ Depository Participants**. Demat account holders would be able to cast their vote without having to register again with the ESPs, thereby, not only facilitating seamless authentication but also enhancing ease and convenience of participating in e-voting process.

- (iv) In terms of SEBI circular no. SEBI/HO/CFD/CMD/CIR/P/2020/242 dated December 9, 2020 on e-Voting facility provided by Listed Companies, Individual shareholders holding securities in demat mode are allowed to vote through their demat account maintained with Depositories and Depository Participants. Shareholders are advised to update their mobile number and email Id in their demat accounts in order to access e-Voting facility.



Pursuant to above said SEBI Circular, Login method for e-Voting and joining virtual meetings for **Individual shareholders holding securities in Demat mode** is given below:

Type of Shareholders	Login Method
Individual Shareholders holding securities in Demat mode with CDSL	<ol style="list-style-type: none"> <li>1) Users who have opted for CDSL Easi / Easiest facility, can login through their existing user id and password. Option will be made available to reach e-Voting page without any further authentication. The URL for users to login to Easi / Easiest are <a href="https://web.cdslindia.com/myeasi/home/login">https://web.cdslindia.com/myeasi/home/login</a> or visit <a href="http://www.cdslindia.com">www.cdslindia.com</a> and click on Login icon and select New System Myeasi.</li> <li>2) After successful login the Easi / Easiest user will be able to see the e-Voting option for eligible companies where the evoting is in progress as per the information provided by company. On clicking the evoting option, the user will be able to see e-Voting page of the e-Voting service provider for casting your vote during the remote e-Voting period or joining virtual meeting &amp; voting during the meeting. Additionally, there is also links provided to access the system of all e-Voting Service Providers i.e. CDSL/NSDL/KARVY/LINKINTIME, so that the user can visit the e-Voting service providers' website directly.</li> <li>3) If the user is not registered for Easi/Easiest, option to register is available at <a href="https://web.cdslindia.com/myeasi/Registration/EasiRegistration">https://web.cdslindia.com/myeasi/Registration/EasiRegistration</a></li> <li>4) Alternatively, the user can directly access e-Voting page by providing Demat Account Number and PAN No. from a e-Voting link available on <a href="http://www.cdslindia.com">www.cdslindia.com</a> home page. The system will authenticate the user by sending OTP on registered Mobile &amp; Email as recorded in the Demat Account. After successful authentication, user will be able to see the e-Voting option where the evoting is in progress and also able to directly access the system of all e-Voting Service Providers.</li> </ol>
Individual Shareholders holding securities in demat mode with NSDL	<ol style="list-style-type: none"> <li>1) If you are already registered for NSDL IDeAS facility, please visit the e-Services website of NSDL. Open web browser by typing the following URL: <a href="https://eservices.nsdl.com">https://eservices.nsdl.com</a> either on a Personal Computer or on a mobile. Once the home page of e-Services is launched, click on the "Beneficial Owner" icon under "Login" which is available under 'IDeAS' section. A new screen will open. You will have to enter your User ID and Password. After successful authentication, you will be able to see e-Voting services. Click on "Access to e-Voting" under e-Voting services and you will be able to see e-Voting page. Click on company name or e-Voting service provider name and you will be re-directed to e-Voting service provider website for casting your vote during the remote e-Voting period or joining virtual meeting &amp; voting during the meeting.</li> <li>2) If the user is not registered for IDeAS e-Services, option to register is available at <a href="https://eservices.nsdl.com">https://eservices.nsdl.com</a>. Select "Register Online for IDeAS "Portal or click at <a href="https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp">https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp</a></li> <li>3) Visit the e-Voting website of NSDL. Open web browser by typing the following URL: <a href="https://www.evoting.nsdl.com/">https://www.evoting.nsdl.com/</a> either on a Personal Computer or on a mobile. Once the home page of e-Voting system is launched, click on the icon "Login" which is available under 'Shareholder/Member' section. A new screen will open. You will have to enter your User ID (i.e. your sixteen digit demat account number hold with NSDL), Password/OTP and a Verification Code as shown on the screen. After successful authentication, you will be redirected to NSDL Depository site wherein you can see e-Voting page. Click on company name or e-Voting service provider name and you will be redirected to e-Voting service provider website for casting your vote during the remote e-Voting period or joining virtual meeting &amp; voting during the meeting.</li> </ol>