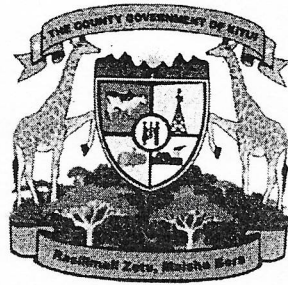


REPUBLIC OF KENYA



COUNTY GOVERNMENT OF KITUI

THE COUNTY ASSEMBLY

THIRD ASSEMBLY- FOURTH SESSION (2025)

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COUNTY ASSEMBLY PROCEDURE AND RULES COMMITTEE

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REPORT ON FORMULATION OF THE KITUI COUNTY ASSEMBLY  
SPEAKER'S RULES

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*clerk*  

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*Approval.*  
*[Signature]*  
*11/2/2025*

The Clerk's Chamber,  
County Assembly of Kitui,  
Assembly Buildings,  
Kitui, Kenya

February, 2025

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**ABBREVIATIONS**

**S.O** Standing Order

**CAPPA** County Assemblies Powers and Privileges Act, 2017

**MCA** -- Member of County Assembly



**ANNEXURES**

Annexure 1 Report Adoption list

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## **EXECUTIVE SUMMARY**

Section 38 of the County Assemblies Powers and Privileges Act (CAPPA), 2017 inter alia provides that;

*(1) The Speaker may, from time to time, issue such orders as may be necessary or expedient for the better carrying out of the purposes of this Act. (2) Without prejudice to the generality of the foregoing, the orders may provide for-*

*(a) the admittance of members of the public to the precincts of a county assembly;*

*(b) the deduction of any monies due to a member in respect of refreshments or other facilities made available to members within the precincts of a county assembly;*

*(c) the appropriate dress code for members.*

*(3) The Speaker may, from time to time as may be expedient, issue a Code of Conduct regulating the conduct of members of the county assembly whilst within the precincts of the county assembly other than the chamber.*

The County Assembly Standing Order number 1 gives the Speaker of the Assembly the authority and discretion to provide guidance on matters that are not expressly provided for in the Standing Orders. Nonetheless, the Assembly being a legislative organ, should encourage the use of written rules due to the fact that they offer uniformity of application in an institution, may easily be referred to and can progressively be reviewed over time. In addition, an Assembly is a perpetual institution and such permanent records are vital for futuristic application.

The County Assembly of Kitui has since inception been operating without the Speakers rules. It has always been operating under the wisdom and guidance of the Honourable Speaker of Assembly in determining matters that are not provided for in law or in our Standing Orders.

It is therefore important to develop a written framework of rules and orders that can easily be referred to for guidance and clarification.

The Committee on Procedure and Rules is mandated under Standing Order No. 187 to develop rules that can assist in the effective conduct of business in the County Assembly and its Committees.

The Speakers panel is established pursuant to the provisions of Standing Order No. 14A(1) and Members of the Panel are entitled to exercise all the powers vested in the Deputy Speaker and the Speaker when presiding a sitting.

The Speakers' Panel, while discharging their duties in presiding over the Assembly sittings, noted some procedural gaps and challenges that were not provided for in our Standing Orders but were crucial in the day to day running of the plenary and committee business such as the admission of visitors and the media to the Assembly.

The challenges were conveyed to the Committee on Procedure and Rules which resolved to formulate the Speaker's Rules for the orderly conduct of Assembly business.

The Committee on Procedure and Rules resolved to formulate the Speaker's rules jointly with the Committee on Powers and Privileges, Speaker's Panel and the Assembly House Leadership.



## **1.0 PREFACE**

Section 38 of the County Assemblies Powers and Privileges Act (CAPP), 2017 inter alia provides that;

(1) *The Speaker may, from time to time, issue such orders as may be necessary or expedient for the better carrying out of the purposes of this Act.*

(2) *Without prejudice to the generality of the foregoing, the orders may provide for-*

(a) *the admittance of members of the public to the precincts of a County Assembly;*

(b) *the deduction of any monies due to a member in respect of refreshments or other facilities made available to members within the precincts of a county assembly;*

(c) *the appropriate dress code for members.*

(3) *The Speaker may, from time to time as may be expedient, issue a Code of Conduct regulating the conduct of members of the County Assembly whilst within the precincts of the County Assembly other than the chamber.*

Further Section 38 (5) of the same Act provides that;

*'For the purposes of Article 94(6) of the Constitution- (a) the purpose and objective of the delegation under this section is to enable the Speaker to give directions for the orderly conduct of Members, members of staff and the public generally within the precincts of a County Assembly.*

It is important to note the provisions of Article 196 of the Constitution which give the members of the Public the power and authority to participate in the business of the Assembly. Article 196 provides that;



A County Assembly shall,

- a) Conduct its business in an open manner, and hold its sittings and those of its committees, in public; and
- b) Facilitate public participation and involvement in the legislative and other business of the Assembly and its Committees.

It is important to note that the Speaker has discretion under Article 196 (2) of the Constitution of Kenya, 2010, to exclude the public, or any media, from any sittings in exceptional circumstances where the Speaker has determined that there are justifiable reasons for doing so.

The Speaker's Rules are additionally formulated in fulfillment of the requirements in the following provisions of the Constitution:

**Article 35- Access to information**

- 1) Every citizen has the right of access to-
  - a) information held by the state; and
  - b) information held by another person and required for the exercise or protection of any right or fundamental freedom.

**Article 27- Equality and freedom from discrimination**

(1) Every person is equal before the law and has the right to equal protection and equal benefit of the law.

(4) The State shall not discriminate directly or indirectly against any person on any ground, including race, sex, pregnancy, marital status, health status, ethnic or social origin, colour, age, disability, religion, conscience, belief, culture, dress, language or birth.

Therefore, formulation of these rules is crucial so as to guide the conduct of the members of the public and the media who attend County Assembly sittings in exercise of their authority under Article 196 of the Constitution of Kenya, 2010.

The County Assembly is a House of rules and procedures that operates under the guidance of the Constitution of Kenya, 2010, Statute law, County Assembly of Kitui Standing Orders, and the precedents, customs, procedures and traditions of the County Assembly and other jurisdictions to the extent that they are applicable.

This notwithstanding, it is important to appreciate that the County Assembly in undertaking her mandate, is at sometimes faced with procedural gaps that also require coming up with more instruments to guide the House in ensuring an effective legislative Assembly.

Further, the Speaker's panel in the exercise of their duties while presiding in the Assembly, noted challenges in ensuring the successful orderly conduct of business in the County Assembly.

Procedural gaps such as the dress code of Members of County Assembly, admission and conduct of members of the public and other visitors in the Assembly, are matters that do not directly touch on the procedure of business in the Plenary and Committees but can potentially prejudice the conduct and outcome of business if not regulated.

The County Assembly Standing Order number 1 gives the Speaker of the Assembly the authority and discretion to provide guidance on matters that are not expressly provided for in the Standing Orders. Nonetheless, the Assembly being a legislative organ, should encourage the use of written rules due to the fact that they offer uniformity of application in an institution, may



easily be referred to and can progressively be reviewed over time. In addition, an Assembly is a perpetual institution and such permanent records are vital for futuristic application.

It is therefore important to develop a written framework of rules and orders that can easily be referred to for guidance and clarification.

This notion was contemplated in Section 38 of CAPP, 2017, which provides an avenue for County Assemblies to develop additional rules/orders to guide the conduct of Members of Assembly, Staff and the Public while within the precincts of the County Assembly.

Additionally, Standing Order No. 187 (5) provides that;

*The County Assembly Procedure and Rules Committee may propose rules for the orderly and effective conduct of committee business and any such rules, shall upon approval by the County Assembly, continue in force until amended or repealed by the County Assembly.*

The Committee on Procedure and Rules, in execution of her mandate as stated above, retreated jointly with the Speaker's panel to formulate the first draft of the County Assembly Speaker's rules for adoption by the House. This exercise took place from 31<sup>st</sup> July to 4<sup>th</sup> August, 2023 at Pride Inn Flamingo hotel, Mombasa and 22<sup>nd</sup> to 26<sup>th</sup> April, 2024 at Pride Inn Azure, Nairobi.

The Committee was however unable to finalise on the formulation of the rules since there was need to consult other County Assemblies such as Nairobi and Kilifi County Assemblies that have successfully managed to formulate their rules in order to share ideas on suitable and effective provisions.



The Committee also consulted legislative experts from the National Assembly and the Senate who advised the Committee on the best parliamentary practices to be considered and adopted in the formulation of Speaker's rules.

Thereafter, the Committee retreated to Weston Hotel in Nairobi from 20<sup>th</sup> to 25<sup>th</sup> January, 2025 to finalise and come up with the final draft.

The Committee undertook the exercise jointly with;

- i. The Speaker's panel – being the members entitled to exercise all the powers vested in the Deputy Speaker and the Speaker when presiding over a sitting;
- ii. Powers and Privileges Committee – being the Committee mandated to consider all cases/incidences of alleged breach of privilege, house rules, and resolutions. The committee monitors and enforces the rules of the House.
- iii. The Assembly House Leadership – being the members tasked to ensure the smooth functioning of the legislative process.

### **1.1 Establishment and Composition of the Committee on Procedure and Rules**

The Committee on Procedure Rules is established under Standing Order No. 187. As currently constituted, the Committee comprises of the following members;

- |                                  |              |
|----------------------------------|--------------|
| 1. Hon. Kevin Kinengo Katisya    | -Chairperson |
| 2. Hon. Christopher Nzilu Nzioka | -Member      |
| 3. Hon. Godfrey Muthengi Ndagara | -Member      |
| 4. Hon. Gabriel Mutunga Munyao   | -Member      |
| 5. Hon. Jacqueline Cate Kalenga  | -Member      |

## **1.2 Mandate of the Committee**

The County Assembly Committee on Procedure and Rules is a select committee established under the County Assembly Standing Order No. 187(1) whose mandate is to undertake the following;

- i. To consider and report on all matters relating to the County Assembly standing orders;
- ii. To review and propose amendments to the County Assembly Standing orders;
- iii. To propose rules for the orderly and effective conduct of committee business. Such rules, once approved by the Assembly have the same effect as the Standing Orders.

## **1.3 Establishment and Composition of the Speaker's Panel**

The Speakers panel is established pursuant to the provisions of Standing Order No. 14 A (1) which states that;

'There shall be a panel to be known as the Speaker's Panel which shall comprise of three Members to be known, respectively, as the First, Second and Third Chairperson of Committees and who shall be entitled to exercise all the powers vested in the Speaker and the Deputy Speaker when presiding a sitting'.

The members of the Panel are nominated by the Speaker in consultation with the party whips and approved by the Assembly through a motion.

The Speakers Panel for the third Assembly was constituted on 15<sup>th</sup> March, 2023 upon approval of the motion by the Assembly.

The Panel comprises of the following members;

1. Hon. Paul Maluki – First Chairperson



2. Hon. Fastina Mwendu Solomon – Second Chairperson
3. Hon. Muthama Musyoka Kieti – Third Chairperson

#### **1.4. Establishment and composition of Powers and Privileges Committee**

The committee on Powers and Privileges is established by Section 15(1) of the County Assemblies Powers and Privileges Act, 2017 as read together with Standing Order No. 152B.

Section 15(1) of the County Assemblies Powers and Privileges Act, 2017, 2017 states that; *there is established in each county Assembly a committee known as the Committee on Powers and Privileges consisting of-*

- i. The Speaker, who shall be the chairperson of the Committee; and
- ii. Such other members of the County Assembly as may be provided in the Standing Orders of the County Assembly.

#### **1.5 Functions of the Committee on Powers and privileges**

Pursuant to section 4 of the County Assemblies Powers and Privileges Act, the functions of the committee shall be to-

- i. Inquire in to the conduct of a member whose conduct is alleged to constitute a breach of privilege in terms of section 16; and
- ii. Perform such other functions as may be specified in the County Assemblies powers and privileges Act.

A member may be found to be in breach of privilege if he/she willfully fails to obey any rule, order or resolution of the County Assembly or contravenes any provisions of the Speaker's Orders under Section 38 of the County Assemblies Powers and Privileges Act.

#### **1.6. Composition of the Committee.**



As currently constituted, the Committee comprises of the following members;

1. Hon. Kevin Kinengo Katisya - Speaker/Chairperson
2. Hon. Munira Mohammed - Vice Chairperson
3. Hon. Christopher Nzilu Nzioka - Member
4. Hon. Boniface Maundu Katumbi - Member
5. Hon. Joseph Kasungi Kavula - Member
6. Hon. Zacchaeus Ivutha Syengo - Member
7. Hon. Joseph Musyoka Mbite - Member
8. Hon. Ciambutra Karigi. - Member
9. Hon. Elizabeth Ndunge Peter - Member

### **1.7 Establishment and composition of the Assembly House Leadership**

The establishment of the House leadership in County Assemblies is provided for under Standing Ordre 15 and 16. The leadership in County Assemblies plays a crucial role in ensuring the smooth functioning of the legislative process.

Standing order No. 15 provides for the establishment of the offices of the leader of the majority party and the majority party whip together with their deputies while Standing order No. 16 provides for the establishment of the offices of the leader of the minority party and the minority party whip together with their deputies.

Further, gazette notice no. 10350 dated 9<sup>th</sup> August, 2023, provided for the establishment of other party whips in our case being the Jubilee party and the United Democratic Alliance (UDA) party.

## Composition of the County Assembly House Leadership

The leadership of the Assembly currently consists of;

1. Hon. Kevin Kinengo Katisya - Speaker
2. Hon. Christopher Nzilu Nzioka - Deputy Speaker
3. Hon. Harrison Maluki Mawia - Leader of the Majority Party
4. Hon. Alex Mutambu Nganga - Leader of the Minority Party
5. Hon Boniface Mukwate Katula - Majority Party Whip
6. Hon. Sylvester Kitheka Munyalo - Minority Party Whip
7. Hon. Erastus Musyoka Mbuno - Deputy Leader of the Majority Party
8. Hon. Jeremiah Musee Mutua - Deputy leader of the Minority Party
9. Hon. Godfrey Muthengi Ndagara - Deputy Majority Party Whip
10. Hon. Boniface Maundu Katumbi - Deputy Minority Party Whip
11. Hon. Malinga Munyao - UDA Party Whip
12. Hon. David Masaku Munyao - Jubilee Party Whip



#### **1.4 ACKNOWLEDGEMENT**

The development of the Speaker's Rules marks a significant milestone in strengthening the legislative framework and operational efficiency of the Kitui County Assembly. These rules form an integral part of the broader Kitui County Assembly Standing Orders designed to enhance public understanding, promote awareness, and build knowledge of the Assembly's functions, proceedings, and governance structures. They serve as an essential reference guide for Members of the County Assembly, Assembly staff, and the general public, ensuring clarity, consistency, and adherence to established parliamentary procedures.

The formulation of these rules has been a product of extensive deliberation, collaboration, and dedication from various stakeholders within the County Assembly. In particular, the Speaker extends profound gratitude to the Joint Committee on Procedure and Rules, the Speaker's Panel, the Committee on Powers and Privileges, and the House Leadership for their unwavering commitment and invaluable contributions throughout the process. Their collective expertise, insights, and meticulous review have been instrumental in shaping these rules to align with best legislative practices.

Special appreciation is also extended to the Office of the Clerk of the Assembly for its steadfast support, coordination, and technical guidance. Further, recognition is given to the committees' secretariat, whose tireless efforts, research, and administrative assistance played a crucial role in compiling this report and finalizing the Speaker's Rules.

The Speaker acknowledges and commends all individuals and teams who dedicated their time, knowledge, and resources to this important initiative. Their contributions have been vital in ensuring that these rules not only

enhance the effective functioning of the Assembly but also uphold the principles of good governance, transparency, and accountability in legislative processes.

With these rules in place, it is our collective expectation that they will serve as a fundamental tool in fostering order, efficiency, and professionalism in the conduct of Assembly business.



DATED: ...11/02/2025

HON. KEVIN KINENGO KATISYA  
SPEAKER,  
COUNTY ASSEMBLY OF KITUI.



## 2.0 SPEAKER'S RULES ORDERS REGULATING CONDUCT OF HONOURABLE MEMBERS, MEMBERS OF THE SERVICE, ADMISSION AND CONDUCT OF MEDIA REPRESENTATIVES AND VISITORS WITHIN THE PRECINCTS OF THE ASSEMBLY

### Introduction

1. These rules govern the admission and conduct of Honourable Members, media representatives, and visitors to the chamber and precincts of the Assembly.

2. For the purpose of these Orders,

'Clerk' means the Clerk of the County Assembly

"exceptional circumstances" refers to events or occurrences lawfully declared in accordance with any written law, and may include epidemics, pandemics and other emergencies.

'Honourable Members' refers to the honourable Speaker and the honourable members of the County Assembly

'Members of the Service' refers to the staff of the County Assembly, both permanent and pensionable, partisan and contracted staff

'Officers of the Assembly' refers to the clerks at the table and the sergeant at arms.

'Special Permission' means permission to be granted in situations where it would normally have been prohibited under these rules.

"Visitor" means any person who is neither a Honourable Member of the County Assembly nor an Officer or other employee of the County Assembly

### Special Permission

3. Special permission to be admitted to the County Assembly, whenever required by these Orders, may be given by the Speaker or in his or her absence, by the Deputy Speaker or members of the Speaker's panel. If neither of them is available, by the Clerk, the Serjeant-at-Arms or by their respective assistants.

#### **Responsibility for the conduct of Visitors**

4. Honourable Members and members of the service are responsible for the conduct of all visitors whom they introduce to the precincts of the Assembly, and are required to assist in enforcing these Orders.
5. In exceptional circumstances, mitigation measures outlined by the Office of the Speaker and other public bodies are to be strictly observed at all times.

#### **Access by officers of the County Assembly**

6. Officers are authorized to enter and be present in the Chamber of the House and lobbies in the exercise of their functions while the House is sitting.

#### **Firearms and other Offensive Weapons**

7. Honourable Members and Visitors shall not bring any firearms or other offensive weapons into the precincts of the County Assembly.
8. Honourable Members and visitors who are duly authorized to hold firearms must deposit them with the Serjeant-at-Arms at the time of entry and collect them at the time of leaving.

#### **Dress code for Honourable Members, Members of the Service, Media and the Public/visitors**



9. Honourable Members, Members of the service, media and the public/visitors should not enter the Chamber, Lounges and Committee Rooms without being properly dressed.

Dressing must be neat, modest and of a nature that upholds the dignity of the Assembly.

Honourable members and members of the service shall observe a formal dress code while within the chambers and a relaxed formal wear while on official duty outside the County Assembly.

### **(1) Men's Formal Dress code**

A formal dress code for men for purposes of these rules means a Kaunda suit or formal business Suit including a blazer/coat, long-sleeved shirt with buttons and a collar, long formal trousers, formal office tie, socks and formal office shoes or service uniform.

In furtherance of the above, the following rules shall apply;

- a) Men must wear a tie at all times and not remove the coats/blazers while within the chamber.
- b) Coats/blazers must be black, charcoal, grey, navy blue or any other darkish colours.
- c) Trousers must be black, charcoal, grey, navy blue or any other darkish colours.
- d) Long sleeved shirts must be white, black, blue, cream, grey, striped or any other darkish colours.
- e) Waist coats and sweaters worn inside blazers/coats, must be black, charcoal, grey, navy blue or any other darkish colours.
- f) Shorts and jeans are not allowed whether they are suits or not.
- g) Official ties must be muted colours and not bright and flamboyant.

- h) Sun glasses and bowties are not allowed.
- i) Formal office shoes should be black, navy blue, grey, brown or any other darkish colours. Shoes that expose the toes shall not be allowed unless on medical grounds
- j) Sport shoes, canvas shoes and open shoes are not allowed.

## **(2) Formal dress code for ladies**

A formal dress Code for ladies for purposes of these rules means business skirt suits, dress suits and trouser suits. In furtherance of the above, the following rules shall apply;

- a) A Skirt suit, dress suit and trouser suit refers to a formal coat/blazer paired with a matching skirt, dress or trouser respectively.
- b) Skirt suits and dress suits should be below the knee and decent.
- c) Shirts and blouses worn inside the suits shall be white, cream, grey, black, striped or any other darkish colours.
- d) Sun glasses, sleeveless blouses and dresses are prohibited. Ladies should avoid wearing tight and revealing clothing.
- e) Shorts, culottes, Khaki trousers ('three quarter trousers') and jeans are not allowed whether they are suits or not.
- f) Coats, cardigans and neck scarves if worn must be black, charcoal, grey, navy blue, green and other darkish colours.
- g) Trouser suits may be worn but blazers and coats must fall below the hips to ensure modesty.
- h) African wear 'vitenges' are prohibited.
- i) Formal office shoes should be black, navy blue, grey, brown, white and red or any other darkish colours. Shoes that expose the toes shall not be allowed unless on medical grounds.
- j) Formal Office shoes should be of one colour.



k) Sport shoes, canvas shoes and open shoes are not allowed.

### **(3) Relaxed formal wear for men**

Honourable Members and members of the service dress code while on official duty outside the precincts of the County Assembly is relaxed formal wear.

Relaxed formal wear for men means neat long trousers, polo shirts, casual shirts and an option of either blazers, jackets or sweaters.

Trousers should be either jeans, Khaki or official.

Shorts, track suits, tight trousers, tight shirts are not allowed except during sporting events and they should not be tight and revealing.

In addition, appropriate footwear is required to maintain a smart yet relaxed appearance. Acceptable shoes include formal leather shoes, loafers, or clean and well-maintained casual dress shoes. Open-toed sandals, slippers, or overly sporty footwear such as sneakers should be avoided in official settings.

### **(4) Relaxed formal wear for ladies**

Relaxed formal wear for ladies means decent smart casual dresses and skirts that must be below the knee or neat trousers.

Decent colored blouses, sweaters, blazers and jackets may be worn.

Shorts, sleeveless blouses and sleeveless dresses are prohibited.

Coats, cardigans and blouses must fall below the hips to ensure modesty when wearing trousers. Open-toed sandals, slippers, or overly sporty footwear such as sneakers should be avoided in official settings.

### **(5) Dress code for visitors/ public**

Members of the public visiting the County Assembly shall be neatly and decently dressed.

Men should be officially dressed or be in a relaxed formal wear such as blazers, jackets, sweaters, neat trousers and polo shirts.

Females should be officially dressed or be in a relaxed formal wear such as neat trousers, decent smart casual dresses and skirts that must be below the knee.

Decent Colored blouses, sweaters, blazers and jackets may be worn. Shorts are not allowed.

Visiting students should be in their full school uniform.

A visitor shall not be admitted to the Speaker's Gallery unless they are properly dressed in the formal dress code described herein above.

#### **(6) Dress code for the media**

Any visiting media representative shall be dressed in official formal wear as described in rule 9 (1) and (2) above.

#### **(7) Religious Wear**

Religious attires for both men and women are permitted provided a member wearing a 'Kanzu' also wears an official coat as an outer garment.

Those whose faith requires them to wear a head gear may wear the same as long as the colour of the headgear is black, white, grey, navy blue and any other darkish colours.

#### **Cooperation with Serjeant-at-Arms**

10. Honourable Members are required to cooperate with the Serjeant-at-Arms in ensuring proper and appropriate conduct by all persons within the precincts, by complying immediately with their directives and any



complaint regarding any of those officers should be addressed to the Speaker only after such compliance.

### **Members' Car Park**

11. A visitor shall not enter or remain in the Honourable Members' Car Park without special permission from the Speaker or Clerk, unless he or she is-

- a) accompanied by a honourable member or Serjeant-at-Arms; or
- b) an authorized driver of a honourable member or member of the service or a senior government official, possessing a driver's pass issued by his or her employer and personally driving or in charge of a car bearing the official County Assembly car pass; or
- c) a Member of the Diplomatic Corps or head of a service or other distinguished visitor, in a flag-bearing car or the driver of such car.

12. Guests of persons described in Order 11(b) and (c) must be escorted into the County Assembly buildings. They may not, without special permission, remain in the Honourable Members' car park by themselves, unless they are authorized drivers.

### **Admission to the Building or Gardens**

13. A visitor shall not, without special permission be admitted into or allowed to remain in any part of the County Assembly Precincts unless he or she;

- (a) Is in possession of a pass bearing that day's date issued to him or her and signed by the Clerk or a County Assembly officer; or
- (b) Has a permanent pass signed by the Speaker or the Clerk.
- ~~(c)~~ Is accompanied by a honourable member or a member of the service or a person who holds a permanent pass.

14. Permanent passes may be issued to the Officers of Ministries, Departments and Agencies, and to approved representatives of the media or any other guests of the Speaker in a discretionary manner.
15. A public function shall not be conducted in the Honourable Member's Lounge, restaurant, Gardens or in any other building within the precincts of the County Assembly without permission of the Speaker or the Clerk.
16. Upon leaving County Assembly Precincts, a holder of a pass for the day must surrender the pass to the Serjeant-at-Arms or any authorized Officer. Such pass may not be used again even on that material day upon surrender.
17. Members of the public whose sole objective is to tour the County Assembly Precincts will be admitted without passes at suitable hours when the Assembly is not sitting, provided that they are escorted by Honourable members and the sergeant at arms officer.

#### **Hours of admission**

18. A visitor shall not, without special permission, enter or be allowed to remain in any part of the County Assembly Precincts after 8:00 p.m. nor shall any Honourable Member or member of the service, without special permission, admit or keep more than two visitors as his or her guests after 8:00 p.m.

#### **Smoking**

19. Smoking is not permitted in the precincts of the Assembly except in designated smoking areas.



## **Sexual Harassment**

20. Sexual harassment of any honourable member, member of the service or visitor is prohibited within the precincts of the County Assembly.

“Sexual harassment” includes doing any of the following, if the person doing it knows or ought to know that it is unwelcome-

- a) making a request or exerting pressure for sexual activity or favours;
- b) making intentional or careless physical contact that is sexual in nature; and
- c) making gestures, noises, jokes or comments, including innuendos, regarding another person’s sexuality.

## **Prohibition from use of abusive language**

21. Honourable members and members of the service are prohibited from the use of abusive language amongst each other either verbally or on social media platforms.

## **Photographs and Videos**

22. Honourable members and members of the service are prohibited from taking, sharing or resharing any un-authorized audios, photography and videography of County Assembly proceedings.

23. Unauthorized photography and video recording by any honourable member, member of the service, visitor or external media is prohibited inside the Chamber and within precincts of the County Assembly.

## **Usage of Mobile phones within the Assembly Chamber**

24. All phones must be on silent mode and no making calls whilst in the Chamber.

25. Taking photographs and audio/video recordings with phones in the Chamber is prohibited.

### **Restriction of Admission**

26. A visitor shall not, without special permission, be taken into the library or any other room reserved for Honourable Members or members of the service.

### **Exclusion or Expulsion**

27. The Serjeant-at-Arms may exclude Honourable members or visitors from any part of the precincts of the County Assembly if he or she considers such exclusion necessary for the convenience of honourable Members or for preservation of order.
28. Conduct that may necessitate the removal of honourable members or visitors from any part of the precincts of the County Assembly includes disorderly verbal or physical conduct, drunkenness or intoxication among others.

### **Admission to the Galleries**

29. A visitor shall not be admitted to the Public Gallery without an admission Card signed by a Honorable Member or Clerk of the County Assembly.
30. A Honourable Member shall not, without special permission, sign Admission Cards for more than two visitors to occupy the Public Gallery at any one time.

For special occasions designated by the Speaker, no such Admission Card shall be signed by any Honourable Member, but all admissions to the Speaker's Gallery shall be at the Speaker's sole discretion.

### **Admission to the Speaker's Row**

31. A visitor shall not be admitted to the Speaker's Row without the permission of the Speaker.



### **Admission Cards for specified day**

32. Admission cards shall not, without special permission by the Speaker or Clerk of Assembly, be issued for any Gallery other than for a specified day.

### **Standing during specific events**

33. In all Galleries, visitors shall be required to stand while-
- a) The Speaker, the Governor or the Senator formally enters or leaves the Chamber; or
  - b) prayers are read.
  - c) When recognized or called upon by the Speaker.

### **Visitors in the Galleries to remain seated**

34. Visitors in the Galleries shall remain seated, except as required by Rule 33 or when entering or leaving and shall not applaud, clap, comment audibly, talk, make signs, use a phone, tablet or other device, display any placard, eat, chew, sleep, read books, newspapers, or other material save for the Order Paper for the day, take notes (unless in the Press Gallery) or create any disturbance.
35. Visitors shall, if so required by an officer of the County Assembly, leave with the Serjeant-at-Arms at the entrance any brief cases, conspicuous luggage or other receptacles.

### **Media representatives**

36. Any representatives of the Media approved by the Speaker shall be admitted through a Media Admission Card to the Media Section of the Public Gallery, and to any special accommodation that may be reserved for the Media in the County Assembly Precincts.
37. Accredited representatives of the Media shall otherwise be subject to these Orders as applicable to all visitors who hold permanent passes,

but they shall not, without special permission, operate as Reporters in any part of the County Assembly Precincts other than the Media Section of the Public Gallery or any Special Accommodation that may be reserved for the Media.

### **Adherence to the Rules**

38. Every honourable member, member of the service, visitor, public or media representative must adhere to these rules. Failure to which will amount to;

- a) Breach of privilege by a honourable member pursuant to section 16 (c) and (d) and Section 38 of the County Assemblies Powers and Privileges Act,
- b) Administrative action by the Clerk of Assembly for members of the service in line with the existing County Assemblies Services Act and the County Assembly Human Resource Manual;
- c) Revocation of a permanent pass issued to a person,
- d) Expulsion or ejection from the County Assembly Precincts by the Serjeant at arms officer,
- e) Any other penalty or sanction imposed by the Speaker at his or her discretion.

### **COMMENCEMENT**

These rules shall come into force upon adoption by the House.

### **4.0 COMMITTEE'S RECOMMENDATION**

That the House adopts the report of the committee on Procedure and Rules on formulation of the Speaker's Rules.

These rules will go a long way in safeguarding the security of Honourable Members and members of the service and upholding the dignity of the





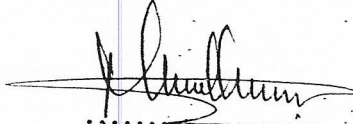
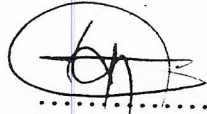
Assembly, while at the same time guaranteeing the right of the public to access the precincts of the Assembly and follow its proceedings whether in Plenary or in Committees.

## **5.0 CONCLUSION**

To ensure orderly conduct of business in the County Assembly, Honourable Members, members of the service and the public are advised and encouraged to adhere to the Speaker's Rules.

**ANNEX 1- ADOPTION OF THE REPORT**

We, Honorable Members of the Committee on Procedure and Rules, have pursuant to Standing Order 179, adopted this report on the Formulation of the County Assembly Speaker's rules and append our signatures to affirm our approval, confirmation, accuracy, validity and authenticity of this Report.

<u>NAME</u>	<u>DESIGN</u>	<u>SIGNATURE.</u>
1. Hon. Kevin Kinengo Katisya	Chairperson	
2. Hon. Christopher Nzilu Nzioka	Member	
3. Hon. Godfrey Muthengi Ndagara	Member	
4. Hon. Gabriel Mutunga Munyao	Member	
5. Hon. Jacqueline Cate Kalenga	Member	



INDEX - ALPHABETICALLY BY NAME

The following members of the Committee on the Status of the Negro in the United States are listed in alphabetical order of their names. The names of those who have since died are indicated by a dagger (†) and those who have since resigned by an asterisk (\*). The names of those who have since been elected to the Senate are indicated by a double dagger (‡).

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