



COUNTY ASSEMBLY OF KIAMBU

DIRECTORATE OF LEGISLATIVE, PROCEDURAL & COMMITTEE SERVICES

FACT SHEET ON COMMITTEES



*A vibrant, value oriented, quality driven & people responsive
County Assembly in Kenya*





PREFACE

A legislature, apart from approving draft legislations and policies put forth by the Government, also performs another important function of keeping surveillance over the executive. It has, therefore, to ensure that the executive acts in conformity with the tenets of policies approved and within the financial and administrative powers conferred on the government by the Assembly.

The Assembly Committees act as a link between the Assembly and the people on one hand, and between the administration and Assembly on the other. In a Parliamentary set up, peoples' interaction with Parliament is not direct; it is through the representatives elected by them. Similarly, administration's accountability to Parliament is also not direct; it is through the County Executive Committee Members who have to answer for anything done or not done by the County Departments looked after by them. In the Committees, however, Chief Officers of the County Departments appear personally for giving evidence in regard to matters under consideration. Similarly, peoples' interaction with the Committees is made possible when written memoranda are invited from the general public or the representatives/experts from various bodies, organizations or interests affected by the issues or measures under consideration of the Committee or when they are invited to tender oral evidence before the Committees.

Committees also make on-the-spot visits, if necessary, with a view to obtaining first-hand information in respect of the issues under their consideration. The Committees prepare their reports, after making in-depth examination of issues, which contain its suggestions/recommendations to be implemented by the government. The concerned County Department then submits a note to the Committee about the action taken by it on the recommendations explaining reasons, if any of the recommendations are not implemented. If the Committee is not satisfied by the explanation given by the Department, it may submit an Action-taken Report to the House.

The Assembly Committees thus mainly perform legislative scrutiny and ensure accountability of the executive to the Assembly. Committees, in fact, while doing so do not bully or weaken the administration but try to prevent misuse of power exercisable by the executive. This in brief is the foundation on which Committee system rests.

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INTRODUCTION

Establishment of Assembly

Chapter eleven and in particular Article 176 (1) of the Constitution of Kenya, 2010 states that *“There shall be a county government for each county, consisting of a county assembly and a county executive.”* The county assembly shall perform its role in accordance with Section 8 of the County Governments Act, 2012.

The County Assembly and its Membership

Article 177 (1) of the Constitution read together with Section 7 of the County Governments Act, 2012 establishes the membership of the county assembly as follows:

- i) Members elected by the registered voters of the wards, each ward constituting a single member constituency, on the same day as the general election of Members of Parliament, being the second Tuesday in August, in every fifth year;
- ii) The number of special seat members necessary to ensure that no more than two-thirds of the membership of the assembly are of the same gender;
- iii) The number of members of marginalized groups, including persons with disabilities and the youth, prescribed by an Act of Parliament; and
- iv) The Speaker, who is an ex-officio member.

Role of the County Assembly

Section 8 of the County Governments Act, 2012 states the following as the roles of county assembly:

- i) Vet and approve nominees for appointment to county public offices as may be provided for in this Act or any other law;
- ii) Perform the roles set out under Article 185 of the Constitution;
- iii) Approve the budget and expenditure of the county government in accordance with Article 207 of the Constitution, and the legislation contemplated in Article 220 (2) of the Constitution, guided by Articles 201 and 203 of the Constitution;
- iv) Approve the borrowing by the county government in accordance with Article 212 of the Constitution;
- v) Approve county development planning; and,
- vi) Perform any other role as may be set out under the Constitution or legislation.



THE PLACE AND IMPORTANCE OF COMMITTEES IN A LEGISLATURE

Legislatures around the world have established Committees for the efficient discharge of the business of the House and in greater detail. A Committee of a Legislature system ensures that the Executive is accountable to the nation. This system brings the legislature face to face with government bureaucracy and other stakeholders, thus increasing the information available on governmental activities and projects. Committees therefore carry out the following functions:

a) *Legislative Function*

- i) Scrutinizing the county government activities, policies, and programs and whether they meet the objectives of legislation as intended;
- ii) Consider and scrutinize any existing law and propose amendments where necessary.

b) *Oversight Function*

Oversight is about keeping an eye on the activities of the Executive and holding the Executive to account. A particularly important element of oversight concerns reviewing and approving budget and expenditure of the county the budget, oversight on funds allocated to the county government, conducting enquiries on special issues; summoning persons to present oral evidence and written memoranda or documents; carrying out intra-county inspection tours and, conducting inquiries for subsequent reporting to the house.

Oversight by the Assembly can contribute to ensuring that the relationship between the county and its residents is one which is characterized by accountability.

Oversight aims to:

- i) improve the efficiency and effectiveness of Government operations;
- ii) Evaluate the performance of government programs;
- iii) Improves the quality of democracy;
- iv) Reduces corruption.

c) *Representative Function*

Representative function is about articulating matters relating to the respective wards and responding to public concerns.



MANDATE, ESTABLISHMENT AND CLASSIFICATION OF COUNTY ASSEMBLY COMMITTEES

Parliamentary committees are established for many reasons and the label and names given to those committees differ from country to country. In the County Assembly, committees operate pursuant to the Constitution of Kenya, 2010; provisions in enabling Statutes; the County Assembly Standing Orders and the established practice. Section 14 of CGA allows a county assembly to establish committees and make standing orders for the orderly conduct of its proceedings. Article 195, provides power of the county assembly (similar to the high court) to call for evidence, summon any witnesses and examine them on oath.

In most Westminster-type Parliaments, Committees fall into three broad categories based on the purpose and the duration as follows:

- a) Those assisting the House in its legislative and policy-making functions;
- b) Those which act as “watch dogs” over the Executive; and,
- c) Those of a general nature concerned mainly with the organization and powers of the House.

In the County Assembly of Kiambu just like other Westminster-type Parliaments, County Assembly Committees have been classified as follows:

TYPES OF COMMITTEES

- a) Housekeeping
- b) Select
- c) Sectoral

HOUSE KEEPING COMMITTEES

1. Assembly Business Committee

- i) The Assembly Business Committee consists of:
 - a) The Speaker as the Chairperson;
 - b) The Leader of Majority Party;
 - c) The Leader of Minority Party;
 - d) The Majority Party Whip;
 - e) The Minority Party Whip; and,
 - f) Not less than three and not more than six other members, who shall be nominated by Assembly parties and approved by the Assembly at commencement of every session, reflecting the relative majorities of the seats held by each of the Assembly parties in the Assembly and taking into consideration the interests of Independents.



- ii) The Assembly Business Committee shall be appointed within seven days of the Assembly of a new Assembly.
- iii) In the absence of the Speaker, the Deputy Speaker shall Chair the meetings of the Assembly Business Committee.
- iv) The Assembly Business Committee shall:
 - a) Prepare and if necessary, from time to time, adjust the Assembly calendar with the approval of the Assembly;
 - b) Shall monitor and oversee the implementation of the Assembly Business and programmes, including the legislative programmes
 - c) Shall implement the standing orders respecting the scheduling or programming of the business of the Assembly and the functioning of its committees;
 - d) Determine the order in which the reports of committees shall be debated in the Assembly;
 - e) May take decisions and issue directives and guidelines to prioritize or postpone any business of the Assembly acting with the concurrence of the Leader of Majority Party, as the case may be; and,
 - f) Consider such matters as may from time to time arise in connection with the business of the Assembly and shall have and perform such powers and functions as are conferred on and ascribed to it by the standing orders or from time and time by the Assembly.
- v) If, for any reason, a member of the Assembly Business Committee is to attend, the Leader in the Assembly of the party which nominated that Member may appoint another Member in that Member's place for the period for which the Member is unable to attend.
- vi) Unless, the Assembly Business Committee otherwise resolves, meetings of the Committee shall be held in camera.

2. The Procedure and Rules Committee

The Procedure and Rules Committee comprises of:

- a) Speaker as the chairperson;
- b) The Chairperson of Committees; and,
- c) Not more than four other Members.

Mandate of Procedure and Rules Committee

- i) The Assembly Procedure and Rules Committee shall consider and report on all matters relating to these Standing Orders.
- ii) The Assembly Procedure and Rules Committee may propose amendments to these Standing Orders and any such amendments shall upon approval by the Assembly, take effect at the time appointed by the Assembly.



- iii) The 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 Assembly, continue in force until amended or repealed by the Assembly.
- iv) Any rules approved under paragraph (iii) shall be annexed to the Standing Orders and shall be binding upon Committees to the same extent as these Standing Orders.
- v) The Committee may, on its own motion or following written request, make operational rules to supplement these standing orders for application by other committees in their consideration and disposal of claims or a petition for removal of persons from an office under the Constitution, any law or these standing orders.
- vi) Any rule or rules made by the Committee under paragraph (v) shall not be admissible unless such rule or rules conforms to the Constitution, relevant laws and these standing orders and obtains approval of the Assembly.

3. *The Liaison Committee*

- i) There shall be a Committee to be known as the Liaison Committee which shall consist of:
 - a) the Deputy Speaker as Chairperson;
 - b) the First Chairperson of the Chairpersons Panel, who shall be the vice chairperson;
 - c) Chairpersons of all Committees of the Assembly excluding *ad hoc* Committees.
- ii) The Liaison Committee shall:
 - a) guide and co-ordinate the operations, policies and mandates of all Committees;
 - b) deliberate on and apportion the annual operating budget among the Committees;
 - c) consider the programmes of all Committees,;
 - d) ensure that Committees submit reports as required by these Standing Orders;
 - e) subject to paragraph (3) of Standing Order 15 (*Speaker may refer a matter to any committee*), determine, whenever necessary, the committee or committees to deliberate on any matter; and,
 - f) give such advice relating to the work and mandate of committees as it may consider necessary;
- iii) The Liaison Committee shall consider reports of Committees that have been referred to them by the Speaker or those that have not been deliberated by the Assembly and may submit a consolidated report containing the summaries of such reports for noting by the Assembly.



4. *The Selection Committee*

- i) There shall be a committee, to be known as Selection Committee, consisting of:
 - a) the Leader of the Majority party who shall be the chairperson;
 - b) the Leader of the Minority party;
 - c) the Majority Whip;
 - d) the Minority Whip; and,
 - e) And not less than five and not more than seven members, who shall be nominated by Assembly parties and approved by the Assembly.
- ii) The Committee on Selection shall nominate Members to serve in Committees, save for the membership of the Assembly Business Committee, Committee on Appointments and the Speaker's Committee.
- iii) The Committee on Selection shall be appointed within ten days on assembly of a new Assembly.

5. *Committee on Appointments*

- i) There shall be a committee to be designated as Committee on Appointments to be appointed by the Assembly, consisting of:
 - a) The Speaker as a Chairperson;
 - b) The Leader of the Majority Party;
 - c) The Leader of the Minority party; and,
 - d) And not more than four other Members nominated by the Assembly Business Committee, on the basis of proportional Party Membership in the Assembly taking into consideration the numerical strength of the Parties and interests of Independent Members.
- ii) The Committee on Appointments shall be appointed within seven days on assembly of a new Assembly and shall serve for period of three years and that appointed thereafter shall serve for the remainder of the term of the Assembly.
- iii) In the absence of the Speaker, the Committee shall elect a member, from amongst its members to chair the meeting.
- iv) The Committee on Appointments shall consider, for approval by the Assembly, appointments under Articles 179(2) of the Constitution (*Members of County Executive Committees*).
- v) The quorum of the Committee on Appointments shall be one half of the Members of the Committee, but the Speaker shall not be counted for the purposes of quorum and shall not vote.



6. *Speaker's Committee*

- i) There shall be a committee to be known as the Speaker's Committee comprising of not more than five Members appointed by the Speaker at the commencement of every Session.
- ii) A Member shall not qualify for appointment as a Member of the Committee unless the Member has served as a Member of the Assembly for at least one term.
- iii) Paragraph (ii) shall not apply to the appointment of Members into the Committee during the term of the First Assembly.
- iv) The quorum of the Committee shall be three Members.
- v) The Speaker's Committee shall provide a forum to which the Speaker may consult regarding the running of the affairs of the Assembly, but its decisions shall not be binding on the Speaker.
- vi) The Speaker may at any time, discharge a Member from the Speaker's Committee.
- vii) Paragraph (v) does not preclude the Speaker from consulting any other Committee or Member on any matter the Speaker may deem fit.
- viii) Meetings of the Committee shall be held in camera.

SELECT COMMITTEES AND THEIR MANDATE

1. Budget and Appropriations

- i) There shall be a committee to be known as the Budget and Appropriations Committee.
- ii) The Committee shall consist of a Chairperson and not more than sixteen other Members.
- iii) The functions of the Committee shall be to:
 - a) Investigate, inquire into and report on all matters related to coordination, control and monitoring of the county budget;
 - b) Discuss and review the estimates and make recommendations to the Assembly;
 - c) Examine the County Fiscal Strategy Paper presented to the Assembly;
 - d) Examine Bills related to the County budget, including Appropriation Bills; and,
 - e) Consider the reports of the Controller of Budget on the implementation of the annual county budget.



2. County Innovation, Communication and Technology

- i) There shall be a committee to be known as the County Innovation, Communications and Technology Committee which shall be responsible for:-
 - a) Providing opportunities for systematic and progressive consultations with the County Executive to facilitate the development of policies and conducive environment to attract and retain innovation and investment in the County including the use of appropriate technology;
 - b) examining and inquiring into matters related to development, retention and advancement of policies, programmes, skills and expertise aimed at attracting and retaining innovation and investments in the County;
 - c) inquiring into mechanisms availed by the County Government to facilitate public communication and access to information as required under sections 95 and 96 of the County Governments Act;
 - d) advising the Assembly on any matters relating to the broadcast rules contained in the Third Schedule including the review of the broadcasting rules and development of procedures for the enforcement of the broadcasting rules; and,
 - e) Consider, on its own motion, or following direction of the Speaker or the Assembly, any matter relating to the breach of broadcasting rules, including proposing sanctions.
- ii) The Committee shall consist of a Chairperson and not more than sixteen other Members.
- iii) The County Innovation, Communication and Technology Committee may make reports and recommendations to the Assembly on any matter falling within its mandate as prescribed under paragraph (i), including proposing legislation on innovation, communications or technology but shall not deal with matters related to procurement of items or services of the broadcast, or any matter falling within a function of the Assembly Service Board.

3. Implementation and Law Affairs

- i) There shall be a committee to be known as the Committee on Implementation and Law Affairs.
- ii) The functions of the Committee shall be:
 - a) to scrutinize the resolutions of the Assembly (including adopted committee reports), petitions and the undertakings given by the County Executive Committee and examine –
 - b) whether or not such decisions and undertakings have been implemented and where implemented, the extent to which they have been implemented; and whether such implementation has taken place within the minimum time necessary; and,
 - c) Whether or not legislation passed by the Assembly has been operational-



ized and where operationalized, the extent to which such operationalization has taken place within the minimum time necessary;

- iii) To oversee matters concerning intergovernmental and inter-county relations;
- iv) To oversee the county sector/department responsible for legal affairs;
- v) To provide a forum for the consideration of proposed amendments to National laws affecting County Governments for which a formal request for views has been received, but whose subject does not fall under the mandate of any other Committee of the Assembly; and,
- vi) To consider any matter concerning the amendment of the Constitution for which the action of the County Government is required.
- vii) The Committee may follow up on assurances made by the Executive by way of response to statements under Standing Order 55 (*Time for statements requests and response statements*) but such follow-up shall be limited to assurances contained in the response as signed by the responsible County Executive Committee Member.
- viii) The Committee may propose to the Assembly, sanctions against any member of the County Executive Committee who fails to report to the relevant committee on implementation status without justifiable reasons.

4. County public Investments and Accounts

- i) There shall be a committee to be designated the County Public Investment and Accounts Committee.
- ii) The County Public Investments and Accounts Committee shall be responsible for:-

I. in respect of the accounts of the County Government:

- a) the examination of the annual reports of the Auditor General on the accounts relating to the appropriations of the sum voted by the Assembly to meet the public expenditure for the County Government, including the Assembly; and,
- b) the examination of any other reports of the Auditor General on public funds relating to the County, including specialized reports and special reports submitted by the Auditor General on his own motion or following a request of the Assembly in accordance with the law relating to Public Audit.

II. In respect of County Government Entities:

- a) The examination of the annual reports of the Auditor General on the accounts of county government entities, including county corporations;
- b) The examining of any recommendation from the Auditor General relating to withholding of funds to a county government entity or a county corporation;
- c) The examination of proposals from the county executive to declare a



county corporation to be a county government entity; and,

- d) where a report is not available, the examination, in the context of the autonomy and efficiency of the county public investments, whether the affairs of the county public investments, are being managed in accordance with sound financial or business principles and prudent commercial practices.
- iii) The Committee may, in respect of a County Government-Linked Entity, inquire into the commercial affairs of the entity with a view to examining the prudence and commercial effectiveness of the continued investment of the County in the entity.
- iv) The Public Investments and Accounts Committee may examine the commercial effectiveness of the County Government's investment in a county government entity or a county corporation, including proposals for divestiture.
- v) The Public Investments and Accounts Committee shall not examine the following matters as they relate to county government entities, including county corporations and county government-linked entities:
 - a) Matters of policy as distinct from business or commercial functions of the public investments in the County;
 - b) Matters of day-to-day administration; and,
 - c) Matters for the consideration of which machinery is established by any special statute under which a particular county government entity, including county corporations or county government-linked entity is established.
- vi) The County Public Investments and Accounts Committee shall consist of a chairperson who shall be a member elected by the Committee from amongst the members of the Committee nominated from the minority party or coalition of parties in the Assembly and not more than fourteen other Members.
- vii) The County Public Investments and Accounts Committee shall elect a chairperson and vice-chairperson from amongst its members.
- viii) The County Public Investments and Accounts Committee constituted by the Assembly immediately following the general election shall serve for a period of three calendar years and that constituted thereafter shall serve for the remainder of the Assembly term.

5. Members' Services, Facilities and Welfare

- i) There shall be a Committee to be designated as the Committee on Members' Services, Facilities and Welfare, consisting of a Chairperson and not more than ten other Members who shall be nominated by the Selection Committee and appointed by the Assembly at the commencement of every Session.
- ii) The Committee shall be responsible for—



- a) receiving and considering views of Members on the services and facilities availed to them in relation to their welfare; and,
 - b) Advising and reporting on all matters connected to the services and facilities availed to the Members in relation to their welfare.
- iii) The reporting under paragraph (2) (b) shall be made-
- a) to the Speaker or to the County Assembly Service Board in respect of services, facilities or welfare matters of Members of the County Assembly, falling within the responsibilities of the County Assembly Service Board as provided for under Section 12 of the County Governments Act, 2012; and
 - b) To the Assembly, in case of any other matter.
- iv) The Chairperson and four Members shall constitute a quorum.
- v) For purposes of the Standing Order, welfare includes the health, well-being, and comfort of the Members of the County Assembly.

SECTORAL COMMITTEES AND THEIR MANDATE

- i) There shall be committees to be known as Sectoral Committees the members of which shall be nominated by the Selection Committee in consultation with Assembly parties at the commencement of every Assembly.
- ii) A Member appointed to a Sectoral committee at the commencement of an Assembly or at any other time during the term of an Assembly shall, unless the Assembly otherwise resolves, serve for the term of that Assembly.
- iii) Unless the Assembly otherwise directs, the Sectoral Committees and the subject matter respectively assigned to them shall be as set out in the First Schedule.
- iv) The mandate of Sectoral Committees in respect of the subject matter assigned under the First Schedule of the Standing Orders shall only be exercised within the limits contemplated under Part 2 of the Fourth Schedule to the Constitution.
- v) The functions of a Sectoral Committee shall be to-
 - a) Investigate, inquire into, and report on all matters relating to the mandate, management, activities, administration, operations and estimates of the assigned departments;
 - b) Study the programme and policy objectives of departments and the effectiveness of the implementation;
 - c) Study and review all county legislation referred to it;
 - d) Consideration of statutory instruments as provided under the Statutory Instruments Act, any other law relating to statutory instruments and Part XXV (*Statutory Instruments*) of these Standing Orders.
 - e) Study, assess and analyze the relative success of the departments as measured by the results obtained as compared with their stated objectives;
 - f) Investigate and inquire into all matters relating to the assigned depart-



ments as they may deem necessary, and as may be referred to them by the Assembly;

- g) To vet and report on all appointments where the Constitution or any law requires the Assembly to approve, except those under Standing Order 218 (*Committee on Appointments*); and,
- h) Make reports and recommendations to the Assembly as often as possible, including recommendation of proposed legislation.
- i) The Sectoral Committees are as set out in the schedule below. They deal with the subject matters respectively assigned to them.

COMMITTEE	SUBJECT
Agriculture, Livestock and Fisheries	all matters related to agriculture, including irrigation, crop and animal husbandry, livestock sale yards, county abattoirs, plant and animal disease control and fisheries; veterinary services (excluding regulation of the profession), and animal control and welfare, including licensing of dogs and facilities for the accommodation, care and burial of animals.
County Public Service and Administration	All matters relating to county public service including labor, manpower or human resource planning; delivery of county public services; decentralized units; civic education and citizen participation; and the county enforcement units.
Education, Science and Research	All matters related to pre-primary education, village polytechnics, home craft centers, childcare facilities, libraries and research.
Finance and Economic Planning	All matters relating to county public finance including county public debt, county statistics, county revenue policies, county taxation and County economic planning and development.
Health Services	All matters related to county health services, including, in particular county health facilities and pharmacies, ambulance services, promotion of primary health care, licensing and control of undertakings that sell food to the public, cemeteries, funeral parlors and crematoria.
Planning and Urbanization	all matters related to county planning and development including statistics, land survey and mapping, boundaries and fencing, housing; matters related to county land use including zoning, spatial plans, sectoral plans, cities and urban areas plans.



Trade, Tourism and Cooperatives	All matters related to county trade development and regulation, including markets, trade licenses (excluding regulation of professions), fair trading practices, county investments, local tourism and cooperative societies.
Transport, Public Works and Infrastructure	All matters related to county transport, including county roads, street lighting, traffic and parking, public road transport; county public works and services including storm water management systems in built-up areas; electricity and gas reticulation and energy regulation.
Water, Environment and Natural Resources	All matters related to implementation of specific national government policies on natural resources and environmental conservation, including soil and water conservation and forestry and control of air pollution, sound pollution, other public nuisances and outdoor advertising and refuse removal, refuse dumps and solid waste disposal and water and sanitation services.
Youth, Sports and Social Services	All matters relating to gender, youth and sports; cultural activities, public entertainment and public amenities, including betting, casinos and other forms of gambling, racing, cinemas, video shows, museums, county parks, and other recreation facilities; fire-fighting services and disaster management, control of drugs and substance abuse and pornography; and matters related to preservation of county cultural heritage.
Committee on Trade and Industrialization	To consider all matters relating to trade, industrialization, tourism, cooperatives, investment and divestiture policies
Committee on Devolution and Inter-governmental Relations	To consider all matters relating to trade, industrialization, tourism, cooperatives, investment and divestiture policies
Committee on National cohesion Equal Opportunity and Regional Integration	To Consider all matters relating to the pursuit of national cohesion and intergration, the equalization of opportunities and improvement of the quality of life and status of all persons, region, integration, the East African Legislative Assembly and pan African Parliament



GENERAL PROVISIONS

Nomination of Members to Committees

Unless otherwise provided by any written law or these Standing Orders, the Committee on Selection shall, in consultation with Assembly parties, nominate Members who shall serve on a committee.

The Committee on Selection shall give consideration to the need for gender balance and shall, so far as may be practicable, ensure that no more than two-thirds of members of a committee of the Assembly, including a committee established through a resolution of the Assembly, shall be of the same gender.

A vacancy occasioned by resignation or removal of a Member from a committee shall be filled within fourteen days of the vacancy.

A Member against whom an adverse recommendation has been made in a report of a committee that has been adopted by the Assembly shall be ineligible for nomination as member of that committee.

No member shall serve on a select committee unless the nomination of such member is approved by the Assembly.

Subject to any written law, the Standing Orders or a resolution of the Assembly, a committee shall consist of an odd number of members, being, not less than fifteen and not more than seventeen.

Conduct of Election

The Clerk shall, in consultation with the Speaker appoint a place, date and time for the first meeting of a Committee within seven days of its constitution by the Assembly, or such further period as the Speaker may approve, and as soon as a majority of the Committee is present, the Clerk shall, by a secret ballot, conduct the election of the Chairperson and Vice-chairperson of the Committee.

Whenever a vacancy occurs in the office of Chairperson or Vice-chairperson of a committee, the Clerk shall in consultation of the Speaker, within seven days of the vacancy arising, appoint a place and time for the meeting of the committee to elect the Chairperson or Vice-chairperson.

Chairing of Committees and Quorum

A committee shall, upon appointment, elect its chairperson and vice-chairperson from amongst its members; the chairperson and one third of the members of a committee shall constitute a quorum.

Powers and Privileges

Committees shall enjoy and exercise all the powers and privileges bestowed on Assembly by the Constitution and statute, including the power to summon witnesses, receive evidence and to request for and receive papers and documents from the Government and the public.



Among the duties of the chairperson includes:

- i) Convene and preside at meetings of the committee
- ii) Perform the functions and exercise the powers assigned to the office of Chairperson by the Committee, resolutions of the Assembly or legislation;
- iii) Be the spokesperson of the committee

Sittings of Committees

A sitting of a committee shall be held at such place, date and time as shall be determined by the Chairperson or on a petition made by a majority of the members of that committee but no meeting of a Committee may be held outside the precincts of Assembly without the approval of the Speaker.

Member adversely mentioned not to sit

A Member who is adversely mentioned in a matter under deliberation by a Committee shall not be present at any meeting at which the Committee is deliberating on the matter, but the Member may appear to adduce evidence as a witness before the Committee.

Public Access to Meetings of the Committees

In line with Article 118 of the Constitution, all meetings and proceedings of Committees of the Assembly are open to the public, unless in exceptional circumstances, the speaker has determined that there are justifiable reasons for the exclusion of the public. Nevertheless, due to limitation space and the need for orderliness, public safety and effective operations, the public is as far as possible, admitted on first come first served basis.

With regard to public hearings on a bill, stakeholders may appear in person and make oral presentations on the designated date and time and present written memoranda via email or postage giving views, suggestions, comments or feedback.

Committee Secretariat

The Directorate of Legislative, Procedural and Committee Services, headed by the Director provides procedural, administrative operational services needed by the Assembly Committees. As representatives of the Clerk of the Assembly, committee clerks are the heads of committees' secretariats and key compliance officers.

The key functions of the Directorate pertain to deploying relevant staff to serve in committees; preparation of the plans and budgets for Committees, facilitating stakeholder participation, coordinating Committees schedules and events, facilitating procedural and other technical advice to Chairs/ members of Committees with regard to Committee business. It also maintains records including custody.



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