

## GUIDELINES FOR PUBLIC ACCESS TO THE COUNTY ASSEMBLY

### COMMITTEES

*Article 196 of the Constitution recognizes the importance of public participation and involvement in the legislative and other business of the County Assembly and its committees. Consequently, the Clerk publishes on the Assembly website (<http://www.kiambuassembly.go.ke>), a weekly schedule of sittings of the Assembly and its Committees indicating the agenda, time and venue. Similarly, after the First Reading of a Bill and its referral to a relevant Committee, a public notice is published by the Clerk in at least two National Newspaper, and the County Assembly website. The Notice invites the public to appear before the relevant committee at a designated date, time and venue and/or submit written memoranda or correspondence through the Clerk of the County Assembly.*

*Meetings of the County Assembly Committees are generally open to the public, unless in exceptional circumstances where the Speaker has determined that there are justifiable reasons for the exclusion of the public.*

The County Assembly may resolve to hold its Committee Sittings within the precincts of the Assembly or elsewhere in Kenya, with the approval of the Speaker.

For the purposes of these guidelines, **‘Member of the public’** means any person not being the Speaker or an employee of the County Assembly Services Board of Kiambu.

### Members of the public who wish to attend committee meetings must abide by the following rules:

#### Admission to buildings or Gardens

- i. A member of the public shall not be admitted into or allowed to remain in any part of the Assembly Buildings or Gardens unless he/she is in possession of a *Pass bearing that day's date issued to him/her and signed by a Senior Officer of the County Assembly; or a permanent pass signed by the Clerk of the County Assembly. Where a member of the public is in possession of a temporary badge, he/she shall ensure that the badge is conspicuously displayed on him/her clothing.*
- ii. All members of the public intending to attend Committee meetings must have a valid photo identity (national or service Identity card or passport) and shall be subjected to security checks;
- iii. Accredited members of the public shall be escorted into Committee rooms at least 15 minutes prior to commencement of the meeting;
- iv. Accreditation shall be subject to availability of sitting space and on “*first come first served basis*”

- v. Accreditation for access to a Committee meeting shall be limited to attendance of that particular Committee meeting and shall not serve to permit members of the public access into other parts of the Assembly Building;
- vi. All accreditation badges must be surrendered at the security desk when the holder leaves the Assembly Buildings.

#### Restriction of Audience

A member of the public accredited under these guidelines shall have no automatic right of audience in the Committee meetings, unless called upon by the Chairperson.

#### Disorderliness and Contempt

The Committee Chairperson has the power to order removal of any person for disorderly conduct or contempt. In very rare cases, and for specific reasons, the Chairperson may order the withdrawal of members of the public, upon consultations with the approval of the Speaker.

Members of the public may not bring and make use of voice calls on their cell phones within the Committee rooms.

Members of the public shall not applaud during Committee proceedings.

#### Offensive Weapons

A member of the public shall not bring any firearm or any other offensive weapon to the Assembly Buildings or any other part of the precincts of the Assembly. All such weapons must be declared and deposited with the Sergeant-at-Arms at the time of entry and collected at the time of leaving.

#### Adjournments

At the conclusion of a Committee sitting, or adjournment or for any other reason, all members of the public shall immediately leave the precincts of the Assembly.

#### In –Camera Session

A member of the public shall not attend a meeting of a Committee which is scheduled to be held in camera. If a Committee decides that part of its proceedings should be held in camera, the Chairperson shall instruct the members of the public to vacate the Committee room for such duration as may be determined by the Chairperson.

#### Correspondence and Memoranda

All correspondences and memoranda should be addressed to the **Office of the Clerk of the County Assembly**.

Besides physically appearing at the Committee meetings, the public is encouraged to embrace the use of ICT facilities including the website, email e.t.c. to engage or communicate ideas, views, suggestions and comments to Committees.

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