

REPUBLIC OF KENYA



COUNTY GOVERNMENT OF NYANDARUA

SPEAKERS RULES

**A Guide of Rules and Regulations
For
Conduct on Precincts of County Assembly**

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FOREWORD

This booklet sets out in brief form the regulations for the conduct of Members of County Assembly, and orders regulating admission and conduct of strangers made under the Standing Orders of the Nyandarua County Assembly. Members are, however, strongly advised to be fully conversant with the provisions of the Standing Orders and the County Assemblies (Powers and Privileges) Act, 2017 – which among other things, define certain powers, privileges and immunities of the County Assembly and of the Members of County Assembly.

The Hon. Speaker may, after consultation with the House Business Committee and the Chairperson’s Panel, make amendments to these orders whenever need arises.

CHAPTER 1

REGULATIONS FOR CONDUCT OF MEMBERS OF THE COUNTY ASSEMBLY OF NYANDARUA WITHIN THE PRECINCTS OF THE ASSEMBLY

General

1. The conduct of Members within the chamber is regulated by Standing Orders made by the House, a copy of which is supplied to every Member.
2. Members are responsible for the selection and for the good behaviour of all Strangers whom they introduce to any part of the Buildings, Gardens or Members' Car Park.
3. Members are required to assist in enforcing the Orders regulating Admission and Conduct of Strangers.
4. No Member shall be in possession of any firearm or other offensive weapon in the Buildings or Gardens of the Assembly. All such weapons must be deposited with the Serjeant-at-Arms at the time of entry, and collected at the time of leaving.
5. Members are required to enter the Chamber, Lounge or Dining Room while properly dressed.^{1*}
6. Members are required to pay promptly all Catering Accounts. If any such Account is not paid during the month following that in which it is rendered, the Chairperson of the Members' Welfare, Catering and Library Services Committee may direct that no further meals or drinks shall thereafter be provided on such Member's Account until all moneys owing for more than one month have been paid.

¹ * *This means coat, collar, tie, longtrousers, socks and shoes or service uniform or decent national dress for men; and an equivalent standard for women with hats optional.*

7. Members are required to co-operate with the Serjeant-at-Arms and the Assistants, in ensuring proper and seemly conduct by all persons within the precincts, by complying immediately with their requests; and any complaint regarding any of those officers should be addressed to Mr. Speaker after such compliance.

Office Accommodation

8. The County Assembly Service Board is responsible for allocation of offices to Members at the Assembly Buildings.
9. The Serjeant-at-Arms shall co-ordinate all matters related to and connected with office accommodation and furnishings of the Members.
10. Members will be provided with shared secretarial services and photocopying facilities.
11. The County Assembly Service Board shall co-ordinate all matters related to and connected with provision of secretarial staff, office equipment, stationery and communication facilities.

CHAPTER 2

ORDERS REGULATING ADMISSION AND CONDUCT OF STRANGERS WITHIN THE PRECINCTS OF THE COUNTY ASSEMBLY

General

1. For the purpose of these Orders, “Stranger” means any person who is neither a Member nor an Officer or other employee of the County Assembly.
2. Special permission, whenever required by these Orders, may be given by Mr. Speaker or in his absence, by the Deputy Speaker; or, if neither of them is available by the Clerk or by the Serjeant-at-Arms; or failing them, by their respective Assistants.

Members’ Car Park

3. No Stranger may, without special permission, enter or remain in the Members’ Car Park unless he or she is—
 - (a) authorised government official;
 - (b) accompanied by a Member or Officer of the County Assembly, or authorised government official; or
 - (c) the authorised driver of a Member or Officer of the County Assembly, or a Senior Government official, possessing a driver’s pass issued by his/her employer, and actually driving or in charge of a car bearing the official County Assembly Car Park Pass; or
 - (d) a Member of the Diplomatic Corps, or Governor, or head of a service or other distinguished visitor, in a flag car, or the driver of such a car.

4. No vehicle, other than a G.K. vehicle, a County government vehicle, a flag car or a self-driven taxi will be admitted into the Members' Car Park unless it bears the official County Assembly Car Pass on its windscreen.
5. Taxis carrying or coming to collect persons described in Order 3(b) will be admitted into the Members' Car Park to discharge or collect their passengers, but may not park there. If required to wait, they must do so in the public car park.
6. Friends of persons described in Order 3(b) who are brought by such persons into the Members' Car Park must be escorted by such persons into Assembly Buildings, they may not, without special permission, remain in the Members' Car Park by themselves, and unless they are authorised drivers to whom Order 3(c) applies.

Admission to Buildings or Gardens

7. No stranger shall without special permission, be admitted into or allowed to remain in any part of Assembly Buildings or Gardens unless he is in possession of—
 - (a) a pass bearing that day's date issued to him/her and signed by a Member or Senior Officer of the County Assembly, or
 - (b) a permanent pass signed by Mr. Speaker or the Clerk.
8. No stranger shall, without special permission, be permitted to remain in any part of Assembly Buildings or Gardens other than the main Hall or the visitors' rooms unless he/she is attended by a Member or Officer of the County Assembly, or has a permanent pass under Orders 7(b) and 9. Holders of passes for the day must at all times be attended by Members or Officers of the County Assembly in all other parts of the Buildings and Gardens, but their hosts may leave them with other Members or Officers.

9. Permanent passes will be issued to County leaders as shall be determined by Mr. Speaker. This shall include personal assistants to Members representing Persons with disability, approved representatives of the Press, and to others at the discretion of Mr. Speaker.
10. Special passes shall be given to the wives or husbands of Members and of Senior Staff at the office of Serjeant-at-Arms and the Serjeant-at-Arms shall notify the Member or senior staff whose spouse has visited the assembly.
11. Subject only to Order 14, Members may obtain from the receptionist and issue passes for the day but will be held responsible for the conduct of all to whom they issue such passes.
12. Any stranger seeking audience of a Member or Officer of the County Assembly must not only obtain the necessary pass before entering Assembly Buildings, but must also unless holding a permanent pass, wait in the reception until escorted into the Gardens or Buildings in accordance with Order 3.
13. All passes for the day only must be surrendered to a member of the staff when the holder leaves the Buildings and may not be used again even that day.
14. Members of the public who only wish to see the Buildings and Gardens will be admitted at suitable hours, when the House is not sitting, without passes, provided that they are escorted by a member of the staff.
15. No public function shall be allowed or conducted in the Members' Lounge, common room or Dining Restaurant.

Hours of Admission

16. No stranger shall, without special permission, enter or be allowed to remain in any part of the Buildings or Gardens after 8 p.m., nor shall any Member or officer of the County Assembly, without special permission, admit or keep more than two strangers as his/her guests after 6 p.m.

Offensive Weapons

17. No stranger shall bring any firearm or other offensive weapons into the Buildings or Gardens. All such weapons must be deposited with the Serjeant-at-Arms at the time of entry and collected at the time of leaving.

Smoking

18. Smoking shall not be allowed in the Assembly Precincts other than the smoking zone.

Baby Care Unit

19. Members and Staff shall, for the care of their babies and for breast feeding purpose, only use the baby care unit.

Photographs

20. No stranger shall, without special permission, take a photograph in any part of the Buildings, Gardens or Members' Car Park.

Restriction of Admission

21. No stranger shall, without special permission, be taken into the Library or the Bar or in any circumstances, shall any stranger be taken into the Members' common room, or any other room reserved for Members or staff.
22. Committee Rooms shall not, without special permission, be used for meetings with strangers.
23. No person under the age of 13 shall be taken into the Lounge or common room.
24. No person, even if otherwise qualified, shall be admitted to the Lounge, common room or Public Gallery unless he or she is, in the opinion of the Serjeant-at-Arms, properly dressed.*²

2 * This means coat, collar, tie, long trousers, socks and shoes or service uniform or decent national dress for men; and an equivalent standard for women with hats optional.

Exclusion or Expulsion

25. Strangers shall not enter into parts of the House appropriated to Members, unless with the express invitation of the Speaker and Members of the County Assembly or as so directed by the Clerk. Parts of the House appropriated to Members are:
 - (i) The Speaker's Chambers
 - (ii) The Ante Room leading into the Chamber
 - (iii) The Chamber
 - (iv) The Common Room
 - (v) The Committee Rooms
 - (vi) The Dining Room
 - (vii) Members' Meeting Room
 - (viii) All other Rooms beyond the Members' Lobby
 - (ix) All offices of the Departments
26. The Serjeant-at-Arms may exclude strangers from the precincts of the assembly, if and so long as he or she considers such exclusion necessary for the convenience of Members, or for preservation of order, or for any special occasion.
27. The Serjeant-at-Arms, an Assistant Serjeant-at-Arms, and any other person acting under specific instructions from the Serjeant-at-Arms or his/her Assistants is authorised and required to expel from the Buildings, Gardens and Members' Car Park any person whom in his/her opinion, is infringing these Orders or otherwise behaving in an unseemly manner and no such expulsion shall be questioned, except by way of appeal to Mr. Speaker after compliance therewith. A stranger who has been so expelled shall, in default of successful appeal against such expulsion, be altogether excluded from the Buildings, Gardens and Members' Car Park for such period

thereafter as may be directed by Mr. Speaker, after receiving a report from the Serjeant-at-Arms or his/her Assistant and (where practicable) giving such stranger an opportunity of explanation or apology.

Galleries

28. No stranger shall be admitted to the Public Gallery without an Admission Card signed by a Member or Officer of the County Assembly, who thereby accepts responsibility for such stranger's good behaviour.
29. No Member shall, without special permission, sign Admission Cards for more than two strangers to occupy the Public Gallery at any one time; and, for special occasions designated by Mr. Speaker, no such Admission Card shall be signed by any Member, but all admissions to the Public Gallery shall be at the Speaker's sole discretion.
30. No stranger shall be admitted to the Speaker's Box without the permission of Mr. Speaker.
31. No stranger shall be admitted to a Public Gallery without Admission Card issued by an officer of the County Assembly, who is satisfied that such stranger is likely to behave in an orderly manner and, for special occasions designated by Mr. Speaker, no such admission cards shall be issued, but all admissions to the Public Gallery shall be at the Speaker's sole disposal.
32. Admission cards shall not, without special permission, be issued for any gallery otherwise than for a specified day.
33. In all galleries, all strangers shall be required to stand while –
 - (a) the Speaker, President, Governor, Senator or any other dignitary formally enters or leaves the Chamber, or
 - (b) prayers are read, or
 - (c) oaths are administered.

34. Strangers in the galleries shall remain seated, except as required by Rule 33 or when entering or leaving and shall not applaud, comment audibly, make signs, eat, drink, chew, sleep, read books, newspapers, use any electronic devices or other matter save the Order Paper for the day, take notes (unless in the Press Section) or create any disturbance; and shall, if so required by an officer of the County Assembly, leave with the receptionist at the entrance any brief cases, or other receptacles or appendages.
35. No person under the age of 13 shall, without special permission, be admitted to any gallery.

Such representatives of the Press shall otherwise be subject to these Orders as applicable to all Strangers who hold permanent passes; but they shall not, without special permission, operate as Press Reporters in any part of the Buildings or Gardens other than the Press Section of the Public Gallery or any special accommodation that may be reserved for the Press.

By Order of the Speaker of the County Assembly of Nyandarua

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