



COUNTY ASSEMBLY OF BOMET

SPEAKER'S RULES



REPUBLIC OF KENYA

COUNTY ASSEMBLY OF BOMET

SPEAKER'S RULES

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FOREWORD

These are regulations guiding the conduct of Members of the County Assembly and Rules regulating admission and conduct of strangers made under powers conferred by the County Assemblies (Powers and Privileges) Act, 2017. Members are however, strongly advised to be fully conversant with the provisions of the Act - which among other things define certain powers, privileges and immunities of the Assembly, Committees and Members of the County Assembly.

CHAPTER 1: REGULATIONS FOR CONDUCT OF MEMBERS OF THE COUNTY ASSEMBLY WITHIN THE PRECINCTS OF THE COUNTYASSEMBLY

(Made by the Speaker)

General

1. The conduct of Members within the Chamber is regulated by Standing Orders made by the County Assembly, a copy of which is supplied to every Member.
2. Members are responsible for the selection and for the good behavior of all strangers whom they introduce to any part of the Buildings, Gardens or Members' Car Park.
3. Members are required to study and to assist in enforcing the Orders regulating admission and conduct of strangers.
4. No Member may bring any firearm or other offensive weapon 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.
5. Members are required not to enter the Chamber, Lounge or Dining

Room without being properly dressed*.

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 or person responsible for Catering 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.
7. Members are required to co-operate with the Serjeant-at-Arms and his 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 the Speaker after such compliance.

Office Accommodation

8. The Speaker, in consultation with Party Whips, is responsible for allocation of offices to Members at County Assembly Buildings.
9. The Serjeant-at-Arms shall co-ordinate all matters related to and connected with office accommodation and furnishings.

** 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.*

10. Members will be provided with shared secretarial services with photocopying facilities.
11. The County Assembly administration 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**

(Made by the Speaker)

General

1. For the purpose of these Rules, "stranger" means any person who is neither a Member nor an Officer or other employees of the County Assembly.
2. Special permission, whenever required by these Rules, may be given by the 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 by their respective Assistants.

Members' Car Park

3. No stranger may, without special permission, enter or remain in the Member's Car Park unless he or she is -
 - (a) a Government Official, or
 - (b) accompanied by a Member or Officer of the County Assembly, or Government Official, or
 - (c) the authorised driver of a Member or officer of the County Assembly, or a Government official, possessing a driver's pass issued by his 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 Mayor, 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 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 Rule 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 Rule 3 (b) who are brought by such persons into the Members' Car Park must be escorted by such persons into County Assembly Buildings, they may not, without special permission, remain in the Members' Car Park by themselves, unless they are authorized drivers to whom Rule 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 County Assembly Buildings or Gardens unless he is in possession of -
 - (a) a pass bearing that day's date issued to him and signed by a Member or Senior Officer of the County Assembly, or
 - (b) a permanent pass signed by the Speaker or the Clerk.
8. No stranger shall, without special permission, be permitted to remain in any part of County Assembly Buildings or Gardens other than the main Hall or the visitors' rooms unless he or she is attended by a Member or Officer of the County Assembly, or has a permanent pass under Rules 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 the wives or husbands of Members and of Senior Staff, to Members of Commonwealth Parliamentary Association, former Speakers and Members of the County Assembly and to approved representatives of the Press, and to others at the discretion of the Speaker.
10. Subject only to Rule 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.
11. Any stranger seeking audience of a Member or Officer of the County Assembly must not only obtain the necessary pass before entering County Assembly Buildings, but must also unless holding a permanent pass wait in the waiting room until escorted in accordance with Rule 3.
12. 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.

13. Members of the public who only wish to see the Buildings and Gardens will be admitted at suitable hours, when the County Assembly is not sitting, without passes, provided that they are escorted by a member of the staff.
14. No public function shall be allowed or conducted in the Members Lounge or Dining Restaurant.

Hours of Admission

15. No stranger shall, without special permission, enter or be allowed to remain in any part of the County Assembly 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 guests after 6 p.m.

Offensive Weapons

16. No stranger shall bring any firearm or other offensive weapon 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

17. Smoking shall not be allowed in the Members' Private Rooms, Lounge, Dining Room, Lobbies, along Corridors or Stairways of County Assembly Buildings.

Photographs

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

Restriction of Admission

19. No stranger shall, without special permission, be taken into the Library; or in any circumstances, shall any stranger be taken into the Members' Lounge, or any other room reserved for Members or staff.
20. Committee Rooms shall not, without special permission, be used for meetings with strangers.
21. No person under the age of 12 years shall be taken into the Lounge or Dining Room.
22. No person, even if otherwise qualified, shall be admitted to the

Lounge, Dining Room, or Speaker's Gallery unless he or she is, in the opinion of the Serjeant-at-Arms, properly dressed. *

Exclusion or Expulsion

23. The Serjeant-at-Arms may exclude strangers from the Main Hall and Ground Floor lavatories, if and so long as he considers such exclusion necessary for the convenience of Members, or for preservation of order, or for any special occasion.

24. The Serjeant-at-Arms, an Assistant Serjeant-at-Arms, and any other person acting under specific instructions from the Serjeant-at-Arms or his Assistants is authorized and required to expel from the Buildings, Gardens and Members' Car Park any person whom in his opinion, is infringing these Rules or otherwise behaving in an unseemly manner and no such expulsion shall be questioned, except by way of appeal to the 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

** This means coats, collar, tie, long trouser, socks and shoes, or service uniform, or decent national dress for men and an equivalent standard for women with hats optional. In the Lounge or the Dining Room, members or Visitors may wear long trousers, clean shirts, socks, shoes or service uniform.*

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

Galleries

25. No stranger shall be admitted to the Speaker's 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.
26. No Member shall, without special permission, sign Admission Cards for more than two strangers to occupy the Speaker's Gallery at any one time; and, for special occasions designated by the Speaker, no such Admission Card shall be signed by any Member, but all admissions to the Speaker's Gallery shall be at the Speaker's sole disposal.
27. No stranger shall be admitted to the Speaker's Gallery without the permission of the Speaker.
28. 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 the

Speaker, no such admission cards shall be issued, but all admissions to the Public Gallery shall be at the Speaker's discretion.

29. Admission cards shall not, without special permission, be issued for any gallery otherwise than for a specified day.
30. In all galleries, all strangers shall be required to stand while -
 - (a) the Governor or the Speaker formally enters or leaves the Chamber, or
 - (b) prayers are read, or
 - (c) oaths are administered.
31. Strangers in the galleries shall remain seated, except as required by Rule 30 or when entering or leaving the chambers and shall not applaud, comment audibly, make signs, eat, sleep, read books, newspapers, or other matter save for 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.
32. No person under the age of 12 shall, without special permission, be admitted to any gallery.

Press

33. Any representative of the Press approved by the Speaker shall be admitted by Press Admission Card to the Press Section of the Public Gallery, and to any special accommodation that may be reserved for the Press in the Buildings.
34. Such representatives of the Press shall otherwise be subject to these Rules 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 Bomet