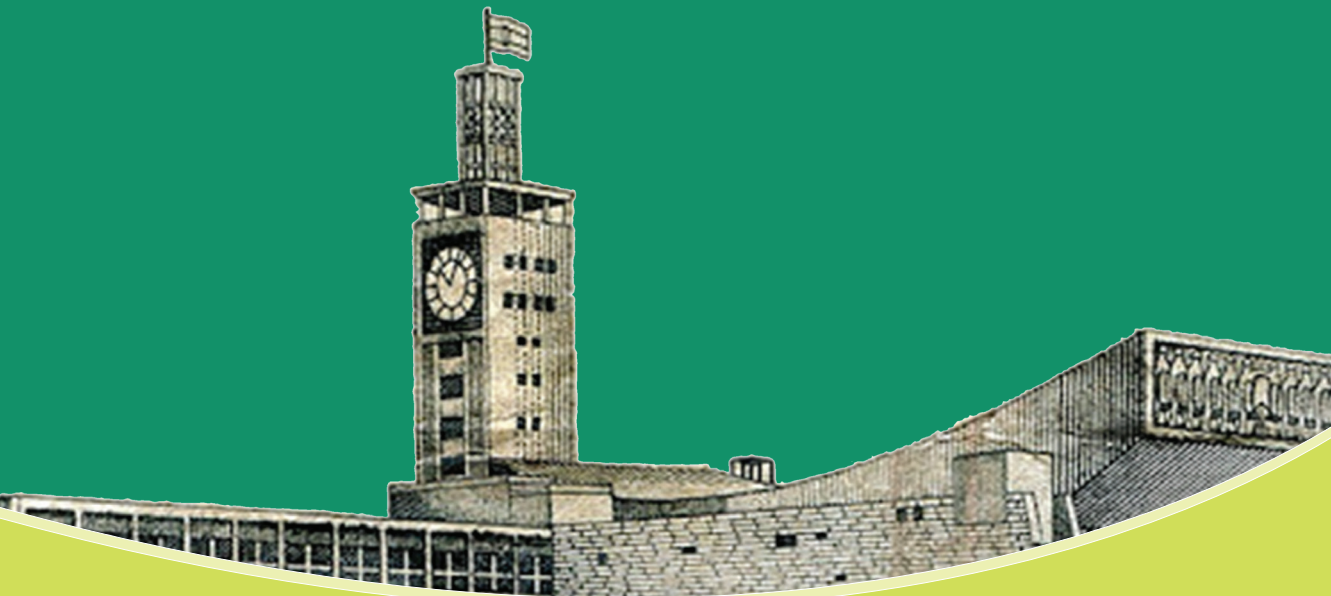




Parliament of Kenya

The National Assembly

Directorate of Legislative and  
Procedural Services



**Fact Sheet**  
No. 11



# Directorate of Legislative and Procedural Services

*FactSheet No.11*

## **Directorate of Legislative and Procedural Services**

*FactSheet 11: Directorate of Legislative and Procedural Services*

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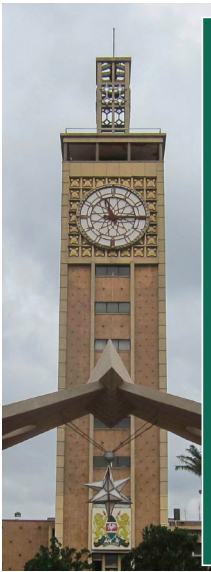
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## Acknowledgements

This Factsheet on the **Directorate of Legislative and Procedural Services** is part of the Kenya National Assembly Factsheets Series that are supposed to enhance public understanding, awareness and knowledge of the work of the Assembly and its operations. It is intended to serve as easy guide for ready reference by Members of Parliament, staff and the general public. The information contained here is not exhaustive and readers are advised to refer to the original sources for further information.

This work is a product of concerted efforts of all the Directorates and Departments of the National Assembly, and the Parliamentary Joint Services. Special thanks go to the Members of the National Assembly Taskforce on Factsheets, Online Resources and Webcasting of Proceedings, namely, Mr. Kipkemoi arap Kirui (Team Leader), Mr. Emejen Lonyuko, Mr. Robert Nyaga, Mr. Denis Abisai, Mr. Stephen Mutungi, Mr. Bonnie Mathooko, Maj. (Rtd.) Bernard Masinde, Mr. Enock Bosire, and Ms. Josephine Karani. Special thanks also go to the very dedicated members of the Secretariat of the Taskforce Mr. Salem Lorot (Head of the Secretariat), Mr. Samuel Kalama, Ms. Anne Shibuko, Mr. Benson Inzofu, Mr. Finlay Muriuki, Ms. Doreen Karani, Mr. Charles Atamba and Ms. Rabeca Munyao.



# FactSheet

11

## Directorate of Legislative and Procedural Services

### 1.0 Mission

To facilitate Members of the National Assembly to efficiently and effectively fulfill their Constitutional mandate by providing non partisan, timely, and accurate legislative and procedural support

### 2.0 Vision

To be the Directorate of excellence in provision of efficient and effective legislative and procedural support to Members

### 3.0 Core values

- Neutrality and Objectivity
- Professionalism & Teamwork
- Integrity, accountability & transparency
- Innovation
- Responsiveness
- Courtesy
- Timeliness

### 4.0 Background

The legislative process of the National Assembly requires orderly and timely disposal, as well as a properly-structured and dedicated system to offer legislators and other stakeholders, technical support to effectively deliver in their legislative

engagements. In order to guarantee the achievement of these critical objectives, the Directorate of Legislative and Procedural Services was established as one of the key functional units under the Office of the Clerk to provide administrative and procedural support that facilitate the work of the National Assembly in fulfilling its Constitutional mandate.

## **5.0 Mandate**

The mandate of the Directorate of Legislative and Procedural Services includes providing procedural and legislative support, administrative support and an interface between the House and internal and external stakeholders.

The Directorate discharges the following duties and responsibilities:

1. Preparation of the draft Parliamentary calendar for approval by the House;
2. Preparation, processing and circulation of the weekly Programme of Business, Order papers and the resultant Votes and Proceedings of the National Assembly;
3. Ensuring orderly and timely disposal of the agenda of Parliament as directed by the House Business Committee (HBC);
4. Ensuring orderly processing of business in the House;
5. Provision of procedural advice to the House Leadership, Members, Clerk of the House, Staff and members of the public on parliamentary procedures, traditions, practices, conventions and processes;



*Clerks-at-the-Table pose for a photo before swearing in of the 12<sup>th</sup> Parliament.*



6. Facilitating distribution of Bills, Reports and other Parliamentary documents/publications to MPs, Staff and the general public ahead of their consideration in the House;
7. Ensuring timely transmission of all decisions arrived at by the National Assembly to appropriate implementing agencies and/or recipients.
8. Offering administrative support and services in the management of joint sittings and interactions between Houses of Parliament;
9. Providing support through secretariat services to the House Business Committee, Procedure and House Rules Committee, the Committee of Privileges, the Speakers' Panel, and other Select Committees on matters of procedural or legislative nature.
10. Providing procedural research support to the House and Members;
11. Providing an interface for enhanced public participation and awareness of the role of the National Assembly and status of business of the House;
12. Providing a linkage between the National Assembly and external national and international legislative bodies including the Senate, Commonwealth Parliamentary Association (CPA), Inter-Parliamentary Union (IPU), East African Legislative Assembly (EALA), African-Caribbean and Pacific-European Union (ACP-EU) Assembly, Pan African Parliament (PAP) and Inter-Governmental Authority on Development (IGAD) and managing respective parliamentary Desks that facilitate those linkages;
13. Drafting and marshaling publication of Bills, Motions, Sessional Papers, Statements, Questions and Petitions;
14. Keeping custody of and archiving all National Assembly journals and records such as Votes and Proceedings and papers laid on behalf of the Clerk;
15. Attending to Chamber duties during House sittings as Clerks-at-the-Table;
16. Coordinating capacity building programmes for legislators, including visiting legislators, staff and other stakeholders including Members of County Assemblies (MCAs) and County Assembly Staff;
17. Drafting of Considered Rulings and Speaker's Communications;
18. Preparation and custody of Messages to and from the Senate and the Presidency;
19. Processing of petitions to Parliament by members of the public;
20. Facilitating Parliamentary diplomacy through Parliamentary Caucuses and Friendship Groups between the National Assembly and other Parliaments.
21. Among many other duties, responsibilities, functions and outputs.

## **6.0 Our Clientele**

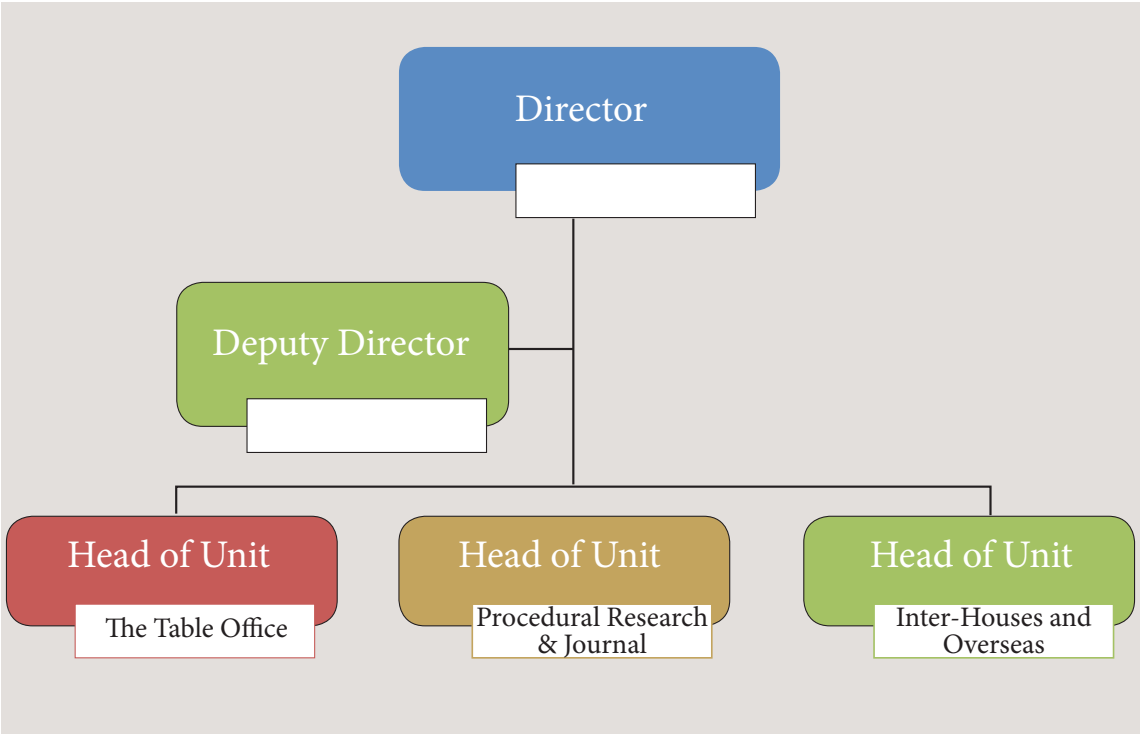
- (i) Members of Parliament
- (ii) The Senate
- (iii) Judiciary, Ministries, departments, agencies, constitutional commissions and independent offices;
- (iv) Members of the public;
- (v) Stakeholders and private sector institutions/NGOs/civil society organizations
- (vi) Other Parliaments/ Local and international parliamentary organizations

- (vii) Education institutions
- (viii) Other Directorates/Departments in the National Assembly

7.0 Organogram

For increased efficacy, the Directorate is structures in Departments that discharge specialized functions

Figure 1: Organogram of the Directorate of L&P



The Table Office	Procedural Research & Journal	Inter-Houses and Overseas
<ul style="list-style-type: none"> <li>a) Secretariat to the House Business Committee</li> <li>b) Preparation of the Order Paper and Weekly Programme of the House</li> <li>c) Preparation of the Calendar of the House</li> <li>d) Processing and managing Motions, Petitions, Statements</li> <li>e) Processing and managing amendments to Bills</li> <li>f) Conveyance of House decisions</li> <li>g) Conveyance of Messages as appropriate</li> <li>h) Managing the Affairs of the Chairpersons' Panel</li> <li>i) Custody of Processing of Papers Laid</li> <li>j) Initial handling of questions for Committees</li> <li>k) Regular communications from the Chair</li> <li>l) Updating of website and uploading daily information</li> <li>m) Handling of official visitors to Speakers row and Diplomatic boxes</li> </ul>	<ul style="list-style-type: none"> <li>a) Secretariat to the Powers &amp; Privileges Committee</li> <li>b) Processing of Votes and Proceedings, including indexing Generating papers and briefs on procedural issues</li> <li>c) Developing procedural manuals</li> <li>d) Developing parliamentary factsheets</li> <li>e) Preparing Bi-annual and Annual Reports of the House</li> <li>f) Developing historical materials</li> <li>g) Publishing technical legislative research resources under the authority of the Clerk</li> <li>h) Coordinating and facilitating public seminars and lectures</li> <li>i) Custody of Papers Laid</li> <li>j) Generating considered rulings for Speaker</li> <li>k) Handling matters of induction of a new House</li> <li>l) Handling continuous capacity building of Members</li> <li>m) Coordinating online and other forms of legislative information management</li> <li>n) Assisting in handling staff training matters of the Directorate.</li> </ul>	<ul style="list-style-type: none"> <li>a) Secretariat to the Procedure and House Rules Committee</li> <li>b) Management of the Committee on Members' Services and Facilities</li> <li>c) Arranging for Joint Sittings of Parliament</li> <li>d) Management of legislative aspects of Mediation processes</li> <li>e) Arranging for other ceremonial activities, including the Presentation of the Budget Highlights</li> <li>f) Management of Inter-Parliamentary Desks</li> <li>g) Handling issues of Budgeting, Planning and Procurement, of the three Divisions</li> <li>h) Liaising with the County Assemblies including support for capacity building</li> <li>i) Handling attachments to the Directorate</li> <li>j) Co-ordination of programmes relating to study tours by other Parliaments and other visiting delegations.</li> </ul>

## 8.0 Contacts

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