



Republic of Kenya



The Senate



SPEAKER'S RULES

THIRD EDITION

July, 2018

FOREWORD

The Speaker's Rules are made pursuant to the powers of the Speaker under Section 37 of the Parliamentary Powers and Privileges Act, 2017. The Rules regulate the conduct of Senators and also govern the admission and conduct of members of the public and other visitors to Parliament. Breach of the Speaker's Rules will usually result in the matter being referred to the Committee of Privileges for consideration and action.

In addition to the Speaker's Rules, Senators are advised to be fully conversant with all other laws which define the powers, privileges and immunities of the Senate and of the Senators.

The Speaker may, after consultation with the Committee of Privileges, make amendments to these Rules whenever need arises.

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Clerk of the Senate/Secretary
Parliamentary Service Commission

PART I

CONDUCT OF SENATORS WITHIN THE PRECINCTS OF PARLIAMENT

General

1. The conduct of Senators within the Chamber of the Senate is regulated by the Standing Orders of the Senate, a copy of which is supplied to every Senator.
2. Senators are responsible for the selection and for the good behavior of all visitors whom they introduce to any part of the precincts of Parliament.
3. Senators are required to study and to assist in enforcing the Rules regulating admission and conduct of visitors.
4. No Senator may bring a firearm or other offensive weapon into the Senate Chamber, 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. Senators are required not to enter the Chamber, Lounge or Dining Room without being properly dressed. This means that a male Senator shall be dressed in a coat, collar, tie, long trousers, socks and shoes, or service uniform, religious attire or such other decent dressing as may be approved by the Speaker from time to time. An equivalent standard shall apply in respect of women Senators who may also wear *Kitenge* or such other African attire.
6. Senators 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, directions may be given that no further meals or drinks shall thereafter be provided on such Senator's account until all moneys owing for more than one month have been paid.

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

Office accommodation

8. The Parliamentary Service Commission in consultation with the Speaker is responsible for provision of offices and office facilities to Senators at Parliament Buildings or any other building designated as precincts of Parliament.
9. The Serjeant-at-Arms shall co-ordinate all matters related to and connected with office accommodation and furnishings.
10. The offices shall be equipped with telephones provided with level 9 facilities for calls within the Nairobi area. However, Senators are entitled to make calls anywhere within the country in connection with their parliamentary work provided they go through the telephone exchange.
11. Senators shall be provided with shared secretarial services with photocopying facilities.

PART II

RULES REGULATING ADMISSION AND CONDUCT OF VISITORS WITHIN THE PRECINCTS OF PARLIAMENT

General

1. For the purpose of these Rules, “Visitor” means any person who is neither a Member nor an officer or other employee of Parliament.
2. Special permission, whenever required by these Rules, may be given by the Speaker or, in his/her absence, by the Deputy Speaker; or, if neither of them is available, by the Clerk or by the Serjeant-at-Arms; or in their absence, by their respective Assistants.

Senators’ car park

3. No visitor may, without special permission, enter or remain in the Senators’ car park unless he or she is-
 - (a) a senior Government official in the course of his or her duties, or
 - (b) accompanied by a Senator or officer of the Senate, or senior Government official, or
 - (c) the authorized driver of a Senator or an officer of the Senate or a senior Government official in the course of his or her duties, possessing a driver’s pass issued by his or her employer, and actually driving or in charge of a car bearing the official Parliament Car Park Pass, or
 - (d) a member of the Diplomatic Corps or the head of a disciplined 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 shall be admitted into the Senators' car park unless it bears the official Parliament Car Pass on its windscreen.

Admission to precincts of Parliament

5. No visitor shall, without special permission, be admitted into or allowed to remain in any part of the precincts of Parliament unless he or she is in possession of-
 - (a) a pass bearing that day's date issued to him or her and signed by a Senator or a senior officer of Parliament, or
 - (b) a permanent pass signed by the Speaker or the Clerk.
6. No visitor shall, without special permission, be permitted to remain in any part of the precincts of Parliament, other than the main Hall or the visitors' rooms, unless he or she is attended by a Senator or an officer of the Senate, or has a permanent pass. A visitor holding a pass for the day must at all times be attended by a Senator or an officer of the Senate in all other parts of the Senate precincts, but their hosts may leave them with other Senators or officers.
7. Permanent passes shall be issued to senior officers of relevant Government Departments, the spouses of Senators and of senior staff, to Members of the Commonwealth Parliamentary Association, to approved representatives of the Press, and to others at the discretion of the Speaker.
8. Senators may obtain from the receptionists and issue passes for the day but shall be held responsible for the conduct of all to whom they issue such passes.
9. Any visitor seeking audience of a Senator or officer of the Senate must not only obtain the necessary pass before entering the Senate

precincts but also, unless holding a permanent pass, wait in the waiting room until escorted.

10. All passes for the day only must be surrendered to a member of staff when the holder leaves the Buildings and may not be used again even on that day.
11. Members of the public who only wish to see the parliamentary buildings and gardens shall be admitted at a suitable hour, when the Senate is not sitting, without passes, provided that they are escorted by a member of staff.
12. No public functions shall be allowed or conducted in the Senators' Lounge or Dining Restaurant.

Hours of admission

13. No visitor 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 Senator or officer of the Senate, without special permission, admit or keep more than two visitors as his or her guests after 6 p.m.

Offensive weapons

14. No visitor shall bring any firearm or other offensive weapon into the precincts of Parliament. All such weapons must be deposited with the Serjeant-at-Arms at the time of entry, and collected at the time of leaving.

Smoking

15. Smoking shall not be allowed in the Senators' Private Rooms, Lounge, Dining Room, Lobbies, along Corridors, Stairways or Parliament Buildings.

Photographs

16. No visitor shall, without special permission, take a photograph in any part of the precincts of Parliament.

Restriction of admission

17. No visitor shall, without special permission, be taken into the Library or the Commonwealth Parliamentary Association Room; in no circumstances, shall any visitor be taken into the Senators' Bar or any other room reserved for Senators or staff.
18. Committee Rooms shall not, without special permission, be used for meetings with visitors.
19. No person under the age of 12 years shall be taken into the Lounge or Dining Room.
20. 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. This means that the person is dressed in a coat, collar, tie, long trousers, socks and shoes or service uniform, religious attire or such other decent dressing as the Speaker may from time to time approve. In the Lounge or the Dining Room, Senators or visitors may wear long trousers, clean shirts, socks, shoes or service uniform. An equivalent standard shall apply in respect of female visitors while in the Gallery, Lounge or Dining Room.

Exclusion or Expulsion

21. The Serjeant-at-Arms may exclude visitors from the precincts of Parliament, if he or she considers such exclusion necessary for the convenience of Senators, or for preservation of order, or for any special occasion.
22. The Serjeant-at-Arms, an Assistant Serjeant-at-Arms, and any other person acting under specific instructions from the Serjeant-at-Arms or his or her Assistants is authorized and required to expel from the precincts of Parliament any person whom in his or her

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 visitor who has been so expelled shall, in default of successful appeal against such expulsion, be altogether excluded from the parliamentary precincts for such period thereafter as may be directed by the Speaker, after receiving a report from the Serjeant-At-Arms or his or her Assistant and (where practicable) giving such visitor an opportunity for explanation or apology.

23. No visitor shall be admitted to the Speaker's Gallery without an admission card signed by a Senator or an officer of the Senate, who thereby accepts responsibility for such visitor's good behavior.
24. No Senator shall, without special permission, sign admission cards for more than two visitors 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 Senator, but all admissions to the Speaker's Gallery shall be at the Speaker's sole disposal.
25. No visitor shall be admitted to the Public Gallery without an admission card issued by an officer of the Senate, who is satisfied that such visitor 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 sole disposal.
26. Admission cards shall not, without special permission, be issued for any gallery otherwise than for a specified day.
27. In all galleries, all visitors shall be required to stand while-
 - (a) the President or the Speaker formally enters or leaves the Chamber, or
 - (b) prayers are read, or

- (c) oaths are administered.
28. Visitors in the galleries shall remain seated, except as required by Rule 27 above or when entering or leaving and shall not applaud, comment audibly, make signs, eat, sleep, read books, newspapers, or other matter except the Order Paper for the day, or create any disturbance; and shall, if so required by an officer of Parliament, leave with the receptionist at the entrance any brief-cases, or other receptacles or appendages.
 29. No person under the age of 12 shall, without special permission, be admitted to any gallery.

Press

30. 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 Building.
31. Representatives of the Press shall otherwise be subject to these Rules as applicable to all visitors who hold permanent passes; but they shall not, without special permission, operate as press reporters in any part of the precincts of Parliament 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 Senate
Parliament of Kenya**

Published by:
Clerk of the Senate/Secretary
Parliamentary Service Commission
Parliament Buildings
NAIROBI