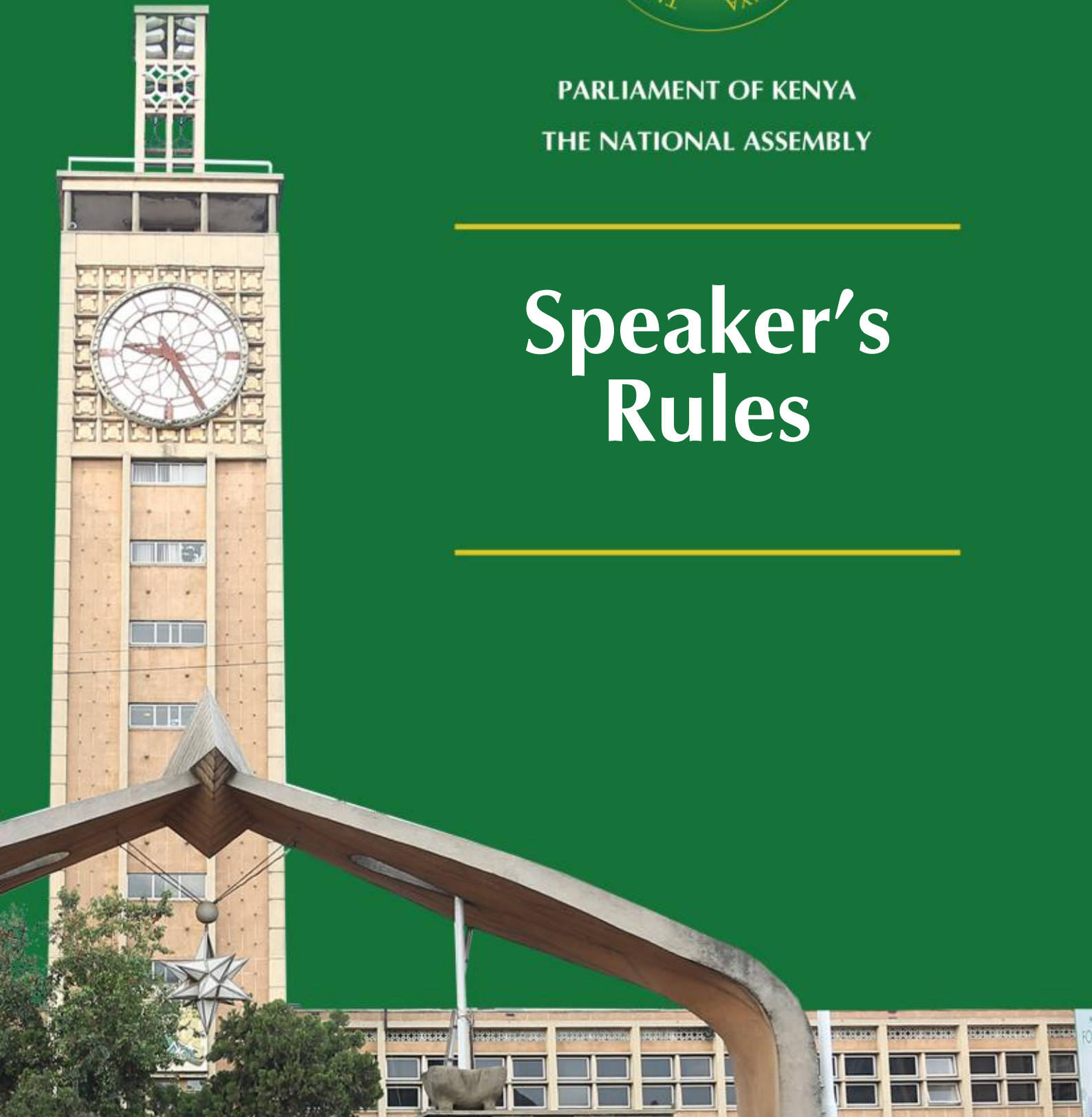




PARLIAMENT OF KENYA
THE NATIONAL ASSEMBLY

Speaker's Rules



SPEAKER'S RULES

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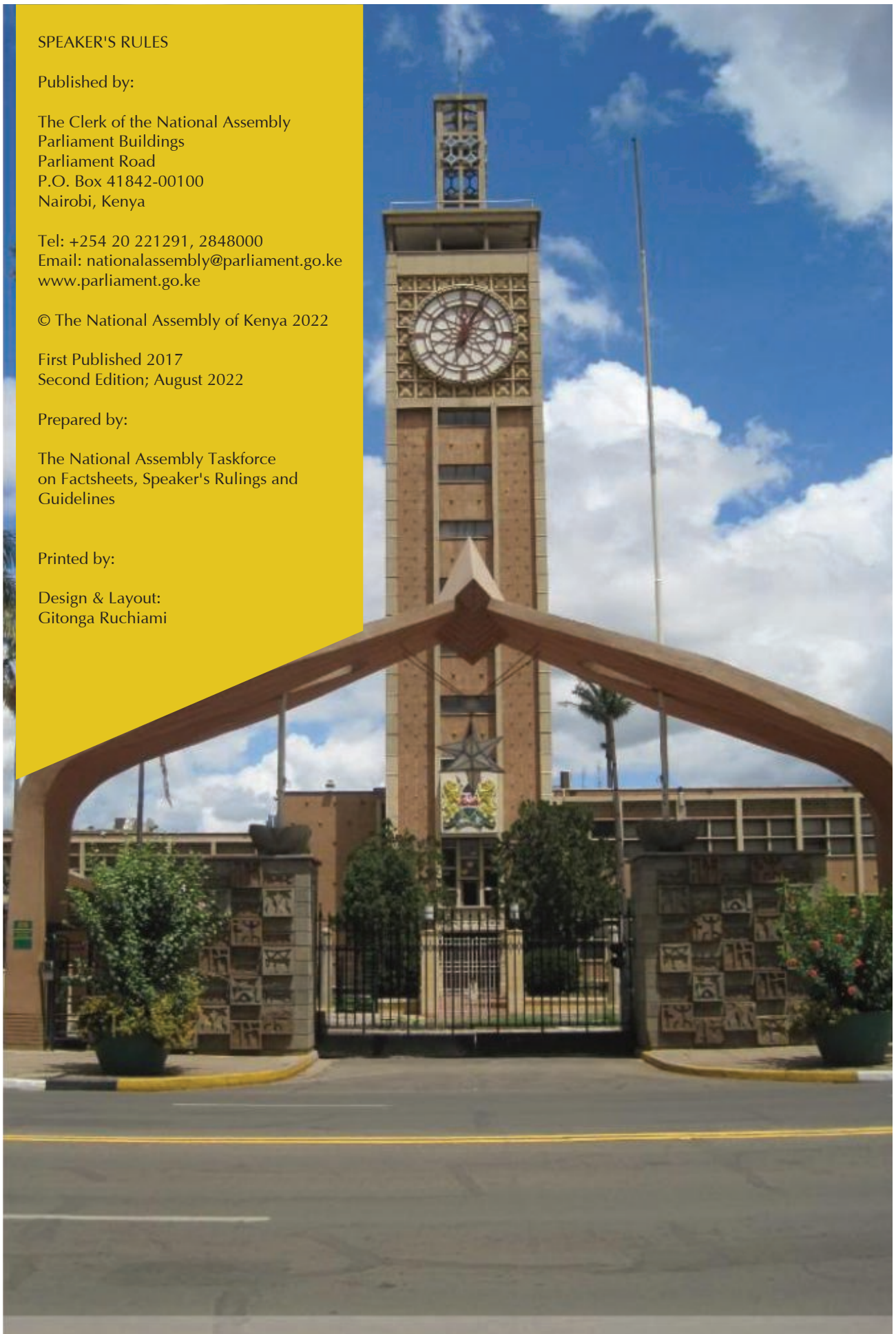
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Purpose and Acknowledgement

This Factsheet is part of the Kenya National Assembly Factsheets Series that has been developed to enhance public understanding and awareness, and to build knowledge on the work of the Assembly, and its operations. It is intended to serve as a guide for ready reference by Members of Parliament, staff and the 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 the concerted effort 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, Speaker's Rulings and Guidelines*, namely, Mr. Kipkemoi arap Kirui (Team Leader), Mr. Rana Tiampati, Mr. Kennedy Malinda, Ms. Anna Musandu, Mr. Samuel Kalama, Mr. Salem Lorot, Ms. Fiona Musili, Mr. Benson Inzofu, Ms. Laureen Wesonga, Ms. Anne Shibuko, Mr. James Maina Macharia, Mr. Morrice Shilungu, Mr. Finlay Muriuki, Ms. Rabeca Munyao and Mr. Stephen Omunzi.

FOREWORD

The *Speaker's Rules* are regulations for conduct of Members of the National Assembly as well as orders regulating admission and conduct of visitors within the precincts of the National Assembly. The Rules are made pursuant to powers conferred by section 37 of the Parliamentary Powers and Privileges Act, 2017. Members are however, strongly advised to be fully conversant with the provisions of the said Act –which among other things defines certain powers, privileges and immunities of the Assembly, Committees and the Members of the Assembly.

Speaker of the National Assembly

Speaker's Rules



ORDERS REGULATING CONDUCT OF MEMBERS, ADMISSION AND CONDUCT OF MEDIA REPRESENTATIVES AND VISITORS WITHIN THE PRECINCTS OF THE ASSEMBLY

Introduction

1. These rules govern the admission and conduct of Members, media representatives and visitors to the Chamber and the precincts of the Assembly
2. For the purpose of these Orders, 'Visitor' means any person who is neither a Member of the National Assembly nor an Officer or other employee of Parliament.
3. Special permission to be admitted to the National Assembly, whenever required by these Orders, may be given by the Speaker or in his or her absence, by the Deputy Speaker; or if neither of them is available, by the Clerk, by the Serjeant-at-Arms or by their respective Assistants.

Responsibility for the conduct of Visitors

4. Members are responsible for the selection and conduct of all visitors whom they introduce to the precincts of the Assembly, and are required to assist in enforcing these Orders.
5. In exceptional circumstances, mitigation measures outlined by the Office of the Speaker and other public bodies are to be strictly observed at all times. In this Rule, 'exceptional circumstances' means events or occurrences lawfully declared in accordance with any written law, and may include epidemics, pandemics and other emergencies.



*Above: A group of university students tour the Parliament Building on an open day.
Below: A group of Primary School students attend a session of The National Assembly;*





Access by officers of Parliament

6. Officers are authorized to enter and be present in the Chamber of the House and lobbies in the exercise of their functions while the House is sitting.

Firearms

7. Visitors shall not bring any firearm or other offensive weapon into the precincts of Parliament.
8. Members and visitors who are duly authorized to hold firearms must deposit them with the Serjeant-at-Arms at the time of entry and collect them at the time of leaving.

Dress code for Members of Parliament, media representatives and guests

9. Members of Parliament, members of the press and guests should not enter the Chamber, Lounge, Dining Room or Committee Rooms without being properly dressed. A proper dress for men means a coat, collar, tie, long-sleeved shirt, long trousers, socks and shoes or service uniform. For the ladies, business, formal or smart casual wear applies. Skirts and dresses should be below knee-length and decent. Sleeveless blouses are prohibited.

Cooperation with Serjeant-At-Arms

10. Members are required to cooperate with the Serjeant-at-Arms in ensuring proper and appropriate conduct by all persons within the precincts, by complying immediately with their directives and any complaint regarding any of those officers should be addressed to the Speaker only after such compliance.

Members' Car Park

11. A visitor shall not enter or remain in the Member's Car Park without special permission, unless he or she is—
 - (a) accompanied by a Member or Officer of the National Assembly, or
 - (b) an authorized driver of a Member or officer of the National Assembly or a senior government official, possessing a driver's pass issued by his or her employer and practically driving or in charge of a car bearing the official Parliament car pass, or
 - (c) a member of the Diplomatic Corps or head of a service or other distinguished visitor, in a flag-bearing car or the driver of such car.

12. Guests of persons described in Order 11 (b) must be escorted into Parliamentary buildings. They may not, without special permission, remain in the Member's Car Park by themselves, unless they are authorized drivers to whom Order 11 (b) applies.



Members of public queue to view the body of The Late President HE Daniel Toroitich arap Moi

Admission to Building or Gardens

13. A visitor shall not, without special permission, be admitted into or allowed to remain in any part of Parliament Buildings or Gardens unless he or she is in possession of—
- (a) a pass bearing that day's date issued to him or her and signed by the Clerk or a Parliamentary officer; or
 - (b) a permanent pass signed by the Speaker or the Clerk.
14. A visitor shall not, without special permission, be permitted to remain in any part of Parliament Buildings or Gardens other than the Main Hall or the visitors' rooms unless he or she is attended to by a Member or a Parliamentary officer, or holds a permanent pass.
15. Permanent passes may be issued to the officers of Ministries, Departments and Agencies, and to approved representatives of the media or any other guests of the Speaker in a discretionary manner.
16. A public function shall not be conducted in the Members' Lounge, Dining restaurant, Parliamentary Gardens or in any other building within the precincts of Parliament without the permission of the Speaker or the Clerk.
17. Upon leaving Parliamentary buildings, a holder of a pass for the day must surrender the pass to the Serjeant-at-Arms or any such authorized Parliamentary officer. Such pass may not be used again even on that material day upon surrender.
18. Members of the public whose sole objective is to tour the Parliamentary Buildings and Gardens will be admitted without passes at suitable hours when the Assembly is not sitting, provided that they are escorted by a member of staff.



Hours of admission

19. A visitor shall not, without special permission, enter or be allowed to remain in any part of the Parliamentary Buildings or Gardens after 8.00 pm nor shall any Member or Parliamentary officer, without special permission, admit or keep more than two visitors as his or her guests after 6.00 p.m.



Restriction of Admission

22. A visitor shall not, without special permission, be taken into the library or any other room reserved for Members or staff.

Exclusion or Expulsion

23. The Serjeant-at-Arms may exclude visitors from any part of the precincts of Parliament if the Serjeant-at-Arms considers such exclusion necessary for the convenience of Members or for preservation of order.



Smoking

20. Smoking is not permitted in the precincts of Parliament except in designated areas.



Admission to the Galleries

24. A visitor shall not be admitted to the Speaker's Gallery or the Public Gallery without an Admission Card signed by a Member or Officer of the National Assembly.

25. A Member shall not, without special permission, sign Admission Cards for more than two visitors to occupy the Speaker's Gallery at any one time. For special occasions designated by the Speaker, no such Admission Card shall be signed by any Member, but all admission to the Speaker's Gallery shall be at the Speaker's sole discretion.



Photographs

21. Unauthorized photography and video-recording is prohibited within the precincts of Parliament.

Admission to the Speaker's Row

26. A visitor shall not be admitted to the Speaker's Row without the permission of the Speaker.

Admission to Diplomatic Boxes

27. A visitor shall not be admitted to any Diplomatic Box without the permission of the Speaker or the Serjeant-at-Arms.

Admission Cards for specified day

28. Admission Cards shall not, without special permission, be issued for any Gallery other than for a specified day.

29. Standing during specific events

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, unless otherwise advised by the Presiding Officer.

Visitors in the Galleries to remain seated

30. Visitors in the Galleries shall remain seated, except as required by Rule 29 or when entering or leaving and shall not applaud, clap, comment audibly, make signs, use a phone, tablet or other device, display any placard, eat, chew, sleep, read books, newspapers, or other material save the Order Paper for the day, take notes (unless in the Press Gallery) or create any disturbance, and shall, if so required by an officer of the National Assembly, leave with the Serjeant-at-Arms at the entrance any brief cases, conspicuous luggage or other receptacles or appendages.

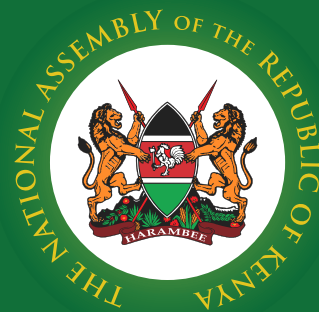
Media representatives

31. Any representative of the Media approved by the Speaker shall be admitted through a Media Admission Card to the Media Section of the Public Gallery, and to any special accommodation that may be reserved for the Media in the Parliamentary Buildings.



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

By Order of the Speaker of the National Assembly



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