

FACTSHEET

16



PARLIAMENT OF KENYA  
THE NATIONAL ASSEMBLY

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# Visiting the National Assembly

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Factsheet No. 16

VISITING THE NATIONAL ASSEMBLY

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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.



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# Visiting the National Assembly





### Visiting the National Assembly

Article 118 of the Constitution provides for public access and participation in the conduct of business of Parliament.

### Overview of the Precincts of Parliament

The precincts of Parliament consist of several buildings. They include Main Parliament Buildings, Continental House, Protection House, County Hall, Imani House, Harambee Sacco, County House and Ukulima House within Nairobi CBD and the Centre for Parliamentary Studies and Training (CPST) in Karen.

### How to access the National Assembly

The public is allowed to use two entrances to the National Assembly; one along Parliament Road opposite KICC parking and the other along Harambee Avenue opposite County Hall. Visitors are advised to make their own parking arrangements.

### Security

Visitors to the National Assembly pass through a friendly security check at the entrance. Please ensure you carry your National Identity Card or passport. You are additionally expected to cooperate with security officers at the entrance and anywhere else within the vicinity of

Parliament. Following clearance by security, your identification document shall be retained by security officers, and you will be issued with a Visitor's Card which must be returned at the time of departure.

### Visiting offices of the National Assembly

Parliamentary administrative offices are open from 8:30 am to 5:00 pm, Monday to Friday except on public holidays.

### Planning Your Visit

We are open for tours all official working days throughout the year except when we are holding special events such as the State of the Nation Address by H.E. the President, the Budget Day or in the occurrence of an emergency or outbreak necessitating restrictions on access to Parliament such as Covid-19. In such cases, your visit may be rescheduled to an alternative date.

Bookings can be made by contacting the Office of the Clerk of the National Assembly through the contacts provided at the end of this Factsheet. Alternatively, walk-in visitors can approach security officers at the Gates for guidance.

### Observing plenary sessions of the House

The House sits on Tuesday (2.30pm – 7.00pm), Wednesday (9.30am – 1.00pm and 2.30pm – 7.00pm) and Thursday (2.30pm – 7.00pm). Visitors wishing to observe proceedings of the House are directed to the Public Gallery by the Protocol Officers and Serjeant-at-Arms.





## Visitors to committees

Visitors to the National Assembly can attend committee hearings. Sittings of Committees are open except in exceptional circumstances where sittings are held in camera. The Committee Schedule indicating the relevant Committee, venue and time of sitting is available on the Parliamentary website. Owing to space constraints, visitors are admitted on a first come basis.

## School visits to the National Assembly

Schools wishing to bring pupils and students from the age of 6 to 18 to the National Assembly are welcome. The request may be placed through their respective Members of Parliament, or by contacting the Clerk of the National Assembly through the contacts provided in this Factsheet. The request should clearly indicate the name of the institution, proposed date of visit, as well as the number of pupils/ students and the accompanying staff.



*A group of university students tour the parliament grounds on an open day.*

## Group tours

We conduct guided tours of Parliament for families, tourists, organizations, County Assemblies, colleges and universities are conducted upon request through writing to the Clerk of the National Assembly. Our facilities are friendly for people with disability.

## Events

Other events attracting visits to the National Assembly include:

- a) Swearing in of Members of Parliament
- b) State Opening of Parliament;
- c) State of the Nation Address by the President;
- d) Pronouncement of Budget highlights by the Cabinet Secretary for the National Treasury (Budget Day);
- e) Parliamentary Open Day/ Week;
- f) Sittings of the East African Legislative Assembly in Kenya;





### Rules and guidelines to the visitors

The rules and guidelines regarding admission and conduct of visitors to the National Assembly are contained in the Speaker's Rules. Some of the rules include:-



- a) Decent dress code by visitors. For admission in the Speaker's Gallery, male visitors must wear a tie and a coat/ blazer.
- b) Maintaining silence in the Public Gallery at all times.
- c) Not cheering or applauding in the Galleries.
- d) Not taking notes in the Galleries.
- e) Not filming nor taking photographs or using mobile phones in the Galleries. Photography and use of mobile phones in Parliament is limited to certain areas. If you are not sure about where you can take photos, please ask our Protocol Officers or Serjeant-at-Arms for information and help.

### Facilities

The Staff Cafeteria and ablution facilities are available for the convenience of visitors to the National Assembly. The Protocol Officers or Serjeant-at-Arms will guide you accordingly.

**Requests to visit the National Assembly can be channeled via the following address:**

The Clerk of the National Assembly

Main Parliament Building

P.O. BOX 41842-00100, NAIROBI

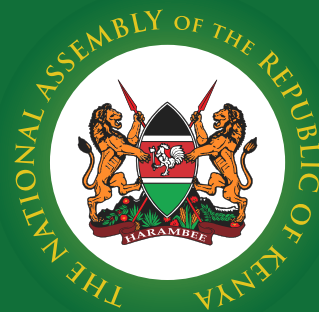
Tel. +254 (0) 020 2848000

Email: [clerk@parliament.go.ke](mailto:clerk@parliament.go.ke)

We welcome you to the National Assembly.







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