

GOVERNMENT OF NAIROBI CITY COUNTY



THE NAIROBI CITY COUNTY ASSEMBLY

OFFICE OF THE CLERK

THIRD ASSEMBLY

(SECOND SESSION)



NCCA/TJ/PL/2023(12)

15TH MARCH 2023

PAPER LAID

SUBJECT: REPORT OF COMMITTEE

Pursuant to Standing Order 196, I beg to lay the following Paper on the Table of this Assembly, today Wednesday 15th March 2023.

- THE REPORT OF THE SELECT COMMITTEE PROCEDURE AND RULES ON INDUCTION WORKSHOP HELD FROM 15TH TO 18TH DECEMBER 2022 AT TRAVELLERS HOTEL, MOMBASA COUNTY.

(Chairperson, Select Committee on Procedure and Rules)

Copies to:
The Speaker
The Clerk
Hansard Editor
Hansard Reporters
The Press

*Paper laid on
15/3/2023*

COUNTY GOVERNMENT OF NAIROBI CITY



NAIROBI CITY COUNTY ASSEMBLY

THIRD ASSEMBLY – SECOND SESSION

**1ST REPORT OF THE SELECT COMMITTEE ON PROCEDURE AND RULES ON
INDUCTION WORKSHOP HELD FROM 15TH TO 18TH DECEMBER, 2022 AT THE
TRAVELLERS HOTEL, MOMBASA COUNTY.**

Clerk's Chambers
Nairobi City County Assembly
City Hall Buildings
Nairobi

MARCH, 2023

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1.0. PREFACE

1.1. Establishment and Mandate

Hon. Speaker,

The Select Committee on Procedure and Rules is one of the Select Committees established under Standing Order 206. The Committee is mandated under Standing Order 206 (4) to propose amendments to the standing orders and any such amendments shall upon approval by the county Assembly, take effect at the time appointed by the County Assembly.

1.2. Committee Membership

The Committee on Procedure and Rules comprises the following members:

1. The Hon. Kennedy Okeyo Ng'ondi, MCA- Chairperson
2. The Hon. Paul Kiguathi Kados, MCA – Vice Chairperson
3. The Hon. Hon. Peter Imwatok, MCA
4. The Hon. Lidya Akoth, MCA
5. The Hon. Moses Ogeto, MCA
6. The Hon. Esther Waithera Chege, MCA
7. The Hon. Chris Mtumishi, MCA
8. The Hon. Perpertia Mponjiwa, MCA
9. The Hon. Jane Wanjiru, MCA
10. The Hon. Jane Muasya, MCA
11. The Hon. Paul Ndungu, MCA

1.3. Committee Secretariat

The Committee is currently facilitated by:-

1. Mr. Edward Gichana- Clerk
2. Ms. Monica Muthami – Principal Clerk Assistant
3. Ms. Cammelyne Anguche – Senior Clerk Assistant

2.1 Background of the Committee induction Workshop

Hon. Speaker,

The County Assembly Committees are extensions of the Assembly established under the County Assembly Standing Orders and in accordance with Section 14 of the County Governments Act, 2012. The Committees are supposed to perform functions that the Assembly is not well fitted to consider in plenary. Following the constitution of County Assembly Committees on 27th October, 2022 the Select Committee on Procedure and Rules held its induction workshop from 15th to 18th December, 2022 at Travellers Beach Hotel, in Mombasa County. The objectives of the induction workshop included the following:-

- i.) Appreciate and understand the role and place of Committees in the Assembly;
- ii.) Appreciate the role and mandate of the Committee;
- iii.) Appreciate and understand the role of the Committee Chairperson and the structures of the Committee;
- iv.) Appreciate practice and procedure in Committees; and the

Hon. Speaker,

I wish to acknowledge with gratitude the Offices of the Speaker and the Clerk of the County Assembly for the support extended to the Committee in execution of its mandate.

Hon. Speaker, I also thank the Secretariat for their input and valuable contribution during compilation of this report.

Hon. Speaker, finally, I would like to appreciate the Members of the Committee on Selection for their commitment and valuable contributions towards ensuring the Committee implements its mandate

Hon. Speaker, it is therefore my pleasant duty and privilege, on behalf of the Members of the Select Committee on Selection to present the report of the induction workshop which was held from 15th to 18th December, 2022 at Travellers Hotel, Mombasa County.

Signed.....

THE HON. KENNEDY NG'ONDI, MCA (CHAIRPERSON)

Date

2.3 INTRODUCTION

The workshop entailed the overview establishment and role of Committees in achieving the mandate of the County Assembly, legal underpinning of Committees of the Assembly, rationale for Committees in the Assembly, types of the Committees, limitation of mandate of Committees, overview of the management and operation of Committees in the Assembly, mandate of the Committee, roles/duties of Committee Chairperson and Vice-Chairperson, management of Committees, as well as procedure and practices in Committees.

2.4 PRESENTATION BY THE FACILITATOR

Introduction

The Committee was trained by Mr. Samuel Kalama from Senate who facilitated discussions on the following topic as follows:

2.5 COUNTY ASSEMBLY COMMITTEES

2.5.1 Legal Underpinning of Committees of the Assembly

The Committee learned that the power for Assemblies to establish Committees is inherent in its authority/functions given under Articles 176 and 185 of the Constitution.

Aside from the Constitutional provisions, the Members were informed that the Section 14(1) (b) of the County Governments Act, 2012 grants the Assembly power to establish Committees. The Members also learned that they are Committees, which are constituted as results of Statutes/Acts of Assembly. For example, the Nairobi City County Assembly (Powers and Privileges) Act 2017 and Nairobi City County Ward Development Fund Act, 2014 establishes the Select Committees on Powers and Privileges and Ward Development Fund respectively. However, a Committee may be formed on a resolution of the Assembly

It was also worth noting that Nairobi City Standing Orders provide for establishment of Assembly Committees and prescribe subject areas and mandate. Thus, the facilitator reiterated that Members should keep themselves acquainted with the provisions of the Standing Orders particularly on the 3rd schedule from time to time.

Mr. Samuel Kalama in his bid to explain the core functions of the Assembly pointed out the following as the principle roles and functions of–

- ✓ Representation
- ✓ Legislation
- ✓ Oversight
- ✓ Approval of expenditure and revenue raising measures
- ✓ Approval of appointments and removal thereof
- ✓ Deliberation & resolution of issues of concern to residents

The presenter informed the Members that County Assemblies discharge the above stated roles either within plenary sittings or within Committees of the Assembly.

He defined Committees of the Assembly as smaller units or groups of Members of the County Assembly that allow the Assembly to perform multiple functions simultaneously.

2.5.2 Rationale for Committees

The Committee was informed that the role of the County Assemblies under Article 185 and Part 2 of the Fourth Schedule of the Constitution is broad and one that cannot be effectively discharged in the plenary.

Further, members learned that Committees are critical in enhancing the efficiency of the Assemblies in the following manner:-

- ✓ Summoning persons or witnesses.
- ✓ Frequency of Sittings.
- ✓ Conducive environment for presentation of evidence.
- ✓ Carrying out inspection tours and field visits.
- ✓ Formation of sub-Committees.

2.6 POWERS OF ASSEMBLY COMMITTEES

Members were informed that for effective discharge of mandate, Committees are guaranteed powers and immunities that are conferred collectively and individually. These powers and immunities are derived from the following documents:

- ✓ The Constitution (Art. 196 of the Constitution)
- ✓ County Governments Act (s. 17)
- ✓ County Assemblies Powers and Privileges Act
- ✓ Standing Order 183

It is however important to note that immunities are limited to the extent of the nexus with parliamentary work and precincts of the Assembly.

The Members were further informed that besides the privileges and immunity enjoyed by the Members the Committees have the following powers:

- ✓ Power to Summon witnesses to appear
- ✓ Power to enforce attendance of witnesses
- ✓ Power to examine witnesses on oath/affirmation
- ✓ Power to compel production of documents
- ✓ Power to compel answering of questions
- ✓ Power to examine to issue commission or request to examine witnesses abroad
- ✓ Freedom of debate and speech
- ✓ Protection from civil or criminal proceedings for Legislative work (committee, reports)

2.7 MANDATE OF THE SELECT COMMITTEE ON PROCEDURE AND RULES

The facilitator explained in depth the Committees' mandate as follows:-

2.7.1 Mandate of the Committee and it's limitation

The Select Committee on Selection is mandated under Standing Order 168 (2) to nominate members to serve in Committees, save for the membership of the County Assembly Business Committee and Committee on Appointments.

The presenter informed the Committee that in discharging its mandate, the Committee is confined to its mandate as per the Standing Orders. However he highlighted that the Committee had limited mandate and therefore once Committee are constituted the Committee becomes dormant for quite a while.

2.4.4 Management of Committees

With regard to management and administration of Committee's operations, the Committee was informed of three broad areas namely, supervisory, direction, administration, resource provision and the direct management. Committees work under the direction of the Speaker, the Assembly Business Committee and Supervised by the Liaison Committee.

Administratively, the Clerk through the Department of Committee Services supports the Committees. Thus, the Committee learned the centrality of the Office of the Clerk in the Management of each Committee. In this regard, Clerk Assistants who are representatives of the Assembly Clerk are attached to various Assembly Committees.

Further, the County Assembly Service Board through provision of staff, committee rooms and financial resources resource the Committees. Finally, the Committee members learned that the Chairperson manages Committees with assistance of Vice Chairperson.

2.4.5 Effective Committees

The Committee was informed that the effectiveness of a Committee can be measured based on the following factors:

- ✓ The skills of the chairperson in managing activities and meetings of the committee;
- ✓ The quality of support staff and resources available;
- ✓ Consensus building - bipartisanship;
- ✓ Level of commitment and involvement of Members in Committee matters;
- ✓ Public & stakeholder involvement and participation;
- ✓ Adequate preparation of the Committee Chair and Members;
- ✓ Integrity of Committee membership – declaration of interest;
- ✓ Production of timely and qualitative Committee reports;
- ✓ Ability to evaluate or assess its own performance;
- ✓ Quality of staffing is essential for effective functioning;
- ✓ Consensus building – the multiparty nature of legislatures often translates into multiparty committees that calls for effective consensus building for committee effectiveness;
- ✓ Adequate resources and facilities to carry out assigned mandates;
- ✓ Manageable size of the committee – if a committee is too large or too small it renders it ineffective; large committees become unwieldy and small numbers limit the quality of ideas needed for effective work; and
- ✓ Commitment of Members to committee business.

2.4.6 Qualities of a good Chairperson

The presenter highlighted the following as the attributes of Chairperson and Vice Chairperson that are requisite for effective management of the Committee:

- ✓ The Chairperson should be competent and demonstrate understanding of parliamentary process;
- ✓ He/she should have a solid working relationship with members and key staff and know the content of key matters assigned to the committee;
- ✓ The Chairperson must be flexible and adaptable to new conditions when circumstances change;
- ✓ He/she should demonstrate firmness and decisiveness when decision are made;
- ✓ He/she should demonstrate honesty and dependability with committee members, staff and media in order to earn respect;
- ✓ The Chairperson needs to be open and build strong open communication links for trust;
- ✓ He/she must exercise fairness in dealing with Committee Members;

- ✓ He/she needs to be tolerant with an understand and accept that members will not support committee leadership all the time;
- ✓ He/she should demonstrate patience and the right time to be one;
- ✓ The Chairperson should embrace humility and accept responsibility for mistakes;
- ✓ The Chairperson needs to have stamina and project high energy level however long it may take to address matters;
- ✓ He/she should be able to build consensus and demonstrate high sensitivity to diverse opinions in view of building synergy in the Committee;
- ✓ He/she is expected to be impartial and treat all members and attendees with equity
- ✓ Irrespective of party or position.

2.4.7 Roles of the Committee Chairperson

The Committee was informed that the Chairperson is the most important personality in the Committee and is usually responsible for convening meetings and managing the committee (S.O. 177).

The Chairperson of the Committee is among other things expected to perform the following roles:-

- ✓ Spokesperson of the Committee – he/she presents position of the Committee and talks on behalf of the Committee;
- ✓ Presides over committee meetings, ruling on procedural and relevance of issues, such as the relevance of questions or amendments to that committee's mandate;
- ✓ Performs the functions and exercises the powers assigned to office of the Chairperson by the committee, resolutions of the Assembly or legislation
- ✓ Deals with disorder among members or by the public where the latter are admitted to hearings;
- ✓ Answers oral questions and responds to Statements in the Assembly on behalf of the committee;
- ✓ Signs committee reports after consideration of a matter;
- ✓ requests the appearance of witnesses or the production of papers on behalf of the committee;
- ✓ Controls the public hearings of evidence and directs the proceedings;
- ✓ Liaises with the government and other members of the committee on the progress of important legislation;
- ✓ Maintains open communication channels with all committee members for effective functioning of Committees;
- ✓ Presents Committee business to the Assembly; and
- ✓ Determines questions of privilege.

2.4.8 Role and attributes of a Committee Member

The facilitator stated the effectiveness of the Committee also depends on certain attributes of the Members.

In this regard, he stated that an effective Committee Member should be able to demonstrate the following attributes;

- ✓ Regular attendance of committee meetings;
- ✓ Be prepared to take a lead occasionally on particular items of agenda;
- ✓ Should be active and interested participants in the committee proceedings;
- ✓ Be assertive without being aggressive, in essence, be prepared to give an opinion/ start a point without being domineering;

- ✓ Be conscious of the goals and mandate of the committee;
- ✓ Should maintain confidentiality on Committee matters;
- ✓ Be supportive of other members of the committee;
- ✓ Be well prepared and contributes to discussion in a relevant and constructive way;
- ✓ Be proactive, well briefed and informed about the various items on the agenda to be discussed;
- ✓ Should be an attentive listener who respects the views of the other Members;
- ✓ Be respectful of opposing and divergent views and opinions of other Members;
- ✓ Observe punctuality in attending Committee meetings and activities; and
- ✓ Be collaborative and objective without being influenced by party ideology or personal differences.

2.4.9 Roles of the Secretariat in the Effectiveness of a Committee

The Committee was informed that a professional team of secretariat are key to Committee success. The secretariat plays a key role in the effective running of a Committee in the following respects:

- ✓ Procedural and technical advisor;
- ✓ Makes administrative arrangements for meetings, public hearings, and visits;
- ✓ Prepares notices and programme of meetings and facilitate their circulation;
- ✓ Prepares briefing materials for the committee;
- ✓ Prepares minutes of meetings and draft reports;
- ✓ Assists Chairperson in conducting meetings
- ✓ Ensures that committee documents are filed and circulated ahead of the meeting;
- ✓ Provides information, advice and support to Assembly committees;
- ✓ Manages communication/correspondences
- ✓ Planning, coordination and budgeting of committee activities;
- ✓ Provides independent research, drafting and impartial procedural support to committees
- ✓ Communication link between committee and stakeholders;
- ✓ Administers of oath to witnesses;
- ✓ Generally ensures execution of committee resolutions.
- ✓ Prepares documents for tabling in the Assembly for adoption by the House;
- ✓ Prepares talking notes for motions sponsored by or relating to the Committee

2.5 PROCEDURE AND PRACTICE IN COMMITTEES

The Committee was informed that these procedures as provided for in the standing orders are central to processing of Committee business.

In his presentation, the facilitator stated that Committees undertake tasks on behalf of the Assembly and are therefore an extension of the Assembly. They derive authority on delegated basis and are governed in their proceedings by procedures and practice which reflect those that prevail in the Assembly.

Therefore the Members were informed that no Committee is superior to the Assembly and the Assembly will always deal with a matter a Committee has reported on as it deems fit, Further, it was noted that except as and to the extent to which the chairperson may otherwise direct for the purpose of facilitating full consideration and discussion of a matter referred to a committee, the procedure in Committees shall be as nearly as possible, the same as that in the Committee of the Whole Assembly. The Chairperson of any Committee represents Hon. Speaker and has similar powers in the Committee as the Chairperson in the Committee of the Whole Assembly.

In the context of procedure in the Committees, Members noted the following provisions:

- ✓ Chairing of Select Committees and quorum - Chairperson in absence of whom vice-chairperson chairs and in absence of both, a Member of the Committee is elected by the Committee to chair that specific sitting. **S.O. 174;**
- ✓ Sitting of Select Committees- determined by Chairperson or upon a petition by at least 7 Members. **S.O. 178;**
- ✓ Sub- Committees of Select Committees - formed for effective, simultaneous & timely delivery on tasks (at least a third of total membership Members adversely mentioned. – **S.O. 179;**
- ✓ Members adversely mentioned -be excluded from deliberations except when giving evidence. **S.O. 180;**
- ✓ Adjournment for lack of quorum - 30 minutes from scheduled time. **S.O. 181;**
- ✓ Frequency of meetings - at least once in two months ... frequency determined by mandate and ceilings as per SRC. **S.O. 182.** On the same breadth, the Members learnt that a Committee cannot sit when Assembly is sitting unless with Speaker's permission. This therefore means that a meeting of the Committee is suspended whenever division bell is rung (proceedings would become void);
- ✓ Absence of Chairperson and Vice Chairperson – member designated by Chair, in absence of which Members present elect a Chair for that sitting. **S.O 184;**
- ✓ Attendance by non-Members – non-Members may attend but cannot vote (precedence is accorded to Members). **S.O 192.** The Committee learned that a friend of the Committee who is among persons elected or nominated to the House is at liberty to attend any sittings of the Assembly Committees, make comments, suggestions during deliberations as long as he or she cannot take part in decisions made by the Committee. For instance, when a committee is making deliberations on an ongoing inquiry or even a capital project in certain wards, a relevant MCA is at liberty to attend or invited to attend to shed more light on a given topical issue;
- ✓ Temporary absence of a Member - in the event that any member of a Committee is absent or otherwise unable to attend the sittings of the committee, the party whip of that Member's party may, with permission of the Speaker, appoint another Member to act in that Member's place during the period of such absence or inability. **S.O 189 (1);**
- ✓ Voting in the Committee to be arrived at through voting (**S.O. 192**) (minority or dissenting views are recorded). Chairperson only has original vote (**S.O 191**), however, the Committee was informed that it consensus is the good practice in Committee's decision-making;
- ✓ Limitation of debate - The Assembly may, on a Motion made by any Member in accordance with this Standing Order, impose a limit in respect of debate on any particular Motion or Bill by allotting a limited period of time for such debate or by limiting the time during which Members may speak in such debate or by imposing such limitations. **S.O 106. (1);**
- ✓ Public access to meetings of Select Committee - All committee proceedings shall be open to the public unless in exceptional circumstances the Speaker has determined that there are justifiable reasons for the exclusion of the public. **S.O 195;**
- ✓ Taking oath – instances when required and manner of administration; and
- ✓ Joint sitting of Committees - with other Committee on a matter of crosscutting nature (chaired by Chair with longest cumulative period of service). **S.O 200.**

2.6 Reports of Committee

The meeting was informed that pursuant to Standing Order 196, the reports of a select committee should be prepared and kept in the same form as the Votes and Proceedings of a Committee of the whole County Assembly and in such other form as may be prescribed in the Committee Manual.

Further, the report of the committee, having been adopted by a majority of the members should be signed by the chairperson on behalf of the Committee. A minority or dissenting report may be appended to the report by any member(s) of the Committee

A report of a select Committee including any minority report, together with the minutes of the proceedings of the committee, and with such note or record of any evidence by the committee as the Committee may deem fit should be laid on the Table of the County Assembly by the chairperson or the vice chairperson or by a member authorized by the committee on its behalf within fourteen days of the conclusion of its proceedings.

2.7 Qualities of a good report

The Committee was informed that a good report of a Committee should be characterized by the following attributes:

- ✓ Be factual, i.e based on facts, verified information and valid proofs.
- ✓ Be clear and easily understandable
- ✓ Be free from errors and duplication
- ✓ Should facilitate right decision making
- ✓ Be result focused and result oriented
- ✓ Be well organized and structured
- ✓ Possess ethical reporting style
- ✓ Be prepared in time and tabled in the Assembly

2.8 Role of Committee Members in Consideration of Committee reports

During consideration of reports, the Members are expected to do the following:

- ✓ Give opinions and derive recommendations
- ✓ Adopt report/express dissent if necessary
- ✓ Support the Chair/Vice Chair by seconding motion for adoption of the Committee Reports
- ✓ Be present and contribute to the Motion on adoption of Committee Reports in the Assembly
- ✓ Support the adoption of the Report (lobbying and negotiations)

2.9 PUBLIC INQUIRIES

The Committee was informed that enquiries are in-depth investigations and are conducted to establish the causes behind certain incidents that have affected or affecting the citizens.

The Committee was thus informed that most Sectoral Committee work is undertaken through inquiries into particular subjects within their mandate. In this regard, the Members noted that;

- ✓ Committees themselves choose inquiry topics and suitable methodologies
- ✓ Suggestions for inquiry subjects may come from self-referred or referral by the Assembly.
- ✓ Conduct of inquiries should be programmed in a manner that still leaves room for urgent response to changing events.

Further, the Committee noted that the length and number of sittings/sessions for an inquiry is determined by the magnitude of the subject matter. The need to balance the desirability of hearings also determines the range of witnesses to be contacted by the Committee. The balance helps to keep the inquiry topical and avoid being overtaken by policy change or other events.

The Members also noted that an inquiry should ideally not take more than one month to conclude lest the matter is overtaken by events.

2.10 Stages in an inquiry process

The facilitator informed that when committees conduct enquiries, they should observe the following steps in order for its Members to have a sound and an objective enquiry;

- ✓ Receipt and consideration of terms of reference;
- ✓ Collecting evidence through call for information/participation or letters inviting submissions;
- ✓ Processing of submissions/evidence;
- ✓ Hearings;
- ✓ Preparation of a draft report and adoption;
- ✓ Tabling Report in the Assembly;
- ✓ Consideration by the Assembly; and
- ✓ Implementation of recommendations.

2.11 Powers of committee in relation to evidence taking

The Committee was informed that Assembly Committees have the power to require people to attend, the giving of evidence and the production of documents. This is in line with the provisions of article 185 of the Constitution.

During the preparation for investigations, Committee may require witnesses to provide written submission and or oral evidence. Oral evidence sessions are held in public, with the Committee interrogating the witnesses. The Secretariat prepares background briefs for each oral evidence session including suggested questions targeting specific information from the witnesses.

2.12 Questioning witnesses

The Committee was informed that the following need to be in the mind of the Committee during meetings with witnesses:

- ✓ Questions are intended to draw evidence from the witness
- ✓ Members not to respond to questions on behalf of the witness
- ✓ Committee members not to make statements or outline their own views during oral sessions
- ✓ Members' views and statements to be reflected during report writing
- ✓ Questioning techniques for Members are necessary.
- ✓ Witnesses with respect and courtesy.

2.13 Rights of witnesses

The Committee was informed that the County Assemblies Powers and Privileges Act, 2017 provides for the rights of witnesses whenever they appear before a Committee. They include the following:

- ✓ They should be given reasonable notice of the meeting
- ✓ They should be supplied with a statement of the matters expected to be
- ✓ They should be invited to appear, and are summoned only where a committee makes a deliberate decision to issue a summons;
- ✓ They should be permitted to submit a written submission prior to appearing to give oral evidence;

- ✓ They should be allowed to answer only those questions that are relevant to the committee's inquiry;
- ✓ They should be permitted to be accompanied by counsel and to consult counsel for advice;
- ✓ They should be given latitude to object to answering any questions on any ground of self-incrimination, or invasion of privacy. (*Committee may however insist on an answer*)
- ✓ They should not be subject to interference or improper influence (intimidation, or promise of inducement) in respect of evidence that may be given before a committee
- ✓ They should be given latitude to give evidence in private session or make a confidential written submission subject to the agreement of the committee.

3.0 CONCLUSIONS AND WAY FORWARD

3.1 CONCLUSION

The Assembly Liaison Committee approved the schedule for the induction workshops for all Assembly Committees. Accordingly, the Select Committee on Procedure and Rules undertook its workshop from 15th to 18th December, 2022 whose objective was to equip the Committee Members with the relevant knowledge regarding the mandate, operations and management of the Committee. During the said workshop, Members interacted with the facilitator through presentations and plenary sessions. At the conclusion of the workshop, the Committee considered the legacy report of the previous Committee that would inform the work plans. The Committee undertook to give its mandate the seriousness it deserves with respect to legislation, oversight, representation and budget making.

3.2 WAY FORWARD

Upon conclusion of the workshop, the Committee adopted the following resolution:

That,

1. Members to take leading role in coming up with legislations on various aspects of the mandate of the Committee;

MINUTES OF THE 1ST SITTING OF THE SELECT COMMITTEE ON PROCEDURE AND RULES HELD ON WEDNESDAY 15TH MARCH, 2023 AT THE CHAMBER BOARDROOM AT 12.00P.M.

MEMBERS PRESENT

1. The Hon. Kennedy Okeyo Ng'ondi, MCA- Chairperson
2. The Hon. Paul Kiguathi Kados, MCA – Vice Chairperson
3. The Hon. Hon. Peter Imwatok, MCA
4. The Hon. Lidya Akoth, MCA
5. The Hon. Moses Ogeto, MCA
6. The Hon. Esther Waithera Chege, MCA
7. The Hon. Chris Mtumishi, MCA
8. The Hon. Perpetua Mponjiwa, MCA
9. The Hon. Jane Wanjiru, MCA
10. The Hon. Jane Muasya, MCA
11. The Hon. Paul Ndungu, MCA

IN ATTENDANCE - COUNTY ASSEMBLY COMMITTEE SECRETARIAT.

1. Ms. Monica Muthami - Principal Clerk Assistant
2. Ms. Cammelyne Anguche - Senior Clerk Assistant

MIN.01/NCCA/SCPR/MAR/2023– PRELIMINARIES

The Chairperson called the meeting to order at 12.00 pm and opened the meeting with a word of prayer. He then read the agenda of the day which was adopted for discussion as proposed by Hon. Moses Ogeto and seconded by Hon. Lidya Okoth as follows:

AGENDA

1. Prayers
2. Adoption of Agenda
3. **Adoption of the Select Committee on Procedure and Rules Induction report**
4. Adjournment

MIN.02/NCCA/SCPR/MAR/2023– ADOPTION OF THE SELECT COMMITTEE ON PROCEDURE AND RULES REPORT

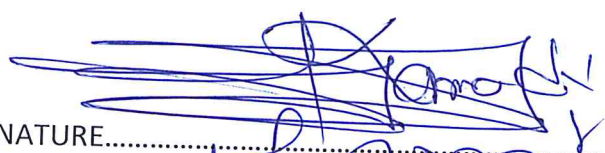
The Committee Members considered the report of the Induction retreat held from 15th to 18th December, 2023 in Mombasa County. The report was adopted as proposed by Hon. Jane Muasya and seconded by Hon. Perpetua Mponjiwa.

MIN.03/NCCA/ SCPR//MAR/2023 – A.O. B & ADJOURNMENT

The Committee having dispensed the business of the day and the time being ten minutes past twelve o'clock, the Chairperson adjourned the sitting. The minority and Majority Parties lists were adopted as proposed by Hon. Chris Mtumishi and seconded by Hon Paul Ndung'u.

CONFIRMED TO BE TRUE RECORD OF THE PROCEEDINGS

SIGNATURE.....


(Chairperson)

DATE.....

h