



**COUNTY GOVERNMENT
OF BUNGOMA**

COUNTY ASSEMBLY OF BUNGOMA

**STANDARD OPERATING PROCEDURES
AND CONDUCT
ON THE PRECINTS**

December, 2023

COUNTY ASSEMBLY SERVICE BOARD

TABLE OF CONTENTS

FOREWARD	4
GLOSSARY OF TERMS	5
CHAPTER ONE	9
Procedures on conduct of the Hon. Members within the Precincts of the County Assembly.....	9
Offices for Hon. Members	9
Security checks for Hon. Members as provided by the County Assembly of Bungoma Standing Orders	10
CHAPTER TWO	11
Operational Procedures for Members of the Office of the Serjeant-At-Arms	11
CHAPTER THREE	14
Procedures on Admission and Conduct of the Members of the Public within the Precincts of the County Assembly	14
Public Car Park.....	14
Members' Car Park.....	14
Admission into the County Assembly Building and Gardens	15
Hours of Admission	15
Offensive weapons.....	16
Smoking, chewing Miraa	16
Photographs.....	16
Restricted Entry/Areas.....	16
Exclusion of Strangers.....	17
Galleries	17
Entrance to the Public Galleries	17
Conduct in All Galleries	17
The Press-Media	18
CHAPTER FOUR	20
COUNTY ASSEMBLY SESSIONS	20
CHAPTER FIVE	23

SECURITY CHECKS, CRIMINAL INFORMATION AND MOVEMENT OF OFFICE EQUIPMENT	23
CHAPTER SIX	26
EMERGENCY NOTIFICATION PROCEDURE	26
CHAPTER SEVEN	27
PROCEDURAL RULES FOR GENERAL ETIQUETTE AND PROCEDURE FOR RECEPTION OF VISITING DIGNITARIES AND MEMBERS OF THE DIPLOMATIC CORP	27
CHAPTER EIGHT	29
ETHICS, CODE OF CONDUCT AND STANDARDS	29
CHAPTER NINE	30
REVIEW OF THE STANDARD OPERATING PROCEDURES	30
ANNEXURE	31
.....	
MEMBERS OF THE PUBLIC TO PUBLIC GALLERY	33

FOREWARD



These operating procedures are guided by the following statutory instruments among others: the Constitution of Kenya 2010, County Governments Act, 2012, County Assemblies Services Act, 2017, County Assemblies Powers and Privileges Act, 2017 and County Assembly of Bungoma Standing Orders.

These Standard Operating Procedures guide Members of the County Assembly, Staff and Visitors in the transaction of activities within the Precincts of the County Assembly of Bungoma. A breach of these operating procedures will usually result in the matter being referred to the County Assembly Committee of Powers and Privileges, CASB, for consideration and action.

Total adherence to all the laid down rules and procedures will help to enforce law and order and make County Assembly of Bungoma a model County Assembly.

As the County Assembly Speaker, I may, from time to time, issue directions in the form of a Code of Conduct regulating the conduct of Members of the County Assembly and members of the public while in the precincts of the County Assembly.

A handwritten signature in blue ink, which reads "Emmanuel Situma". The signature is stylized with a large, sweeping initial "E" and a long horizontal line extending from it.

Hon. Emmanuel Situma (Speaker)
Chairman, County Assembly Service Board (CASB)

PREFACE



County Assemblies have rules and procedures on how they operate and transact their business so as to fulfill their mandate of representation, legislation and oversight.

In order for the work of County Assemblies to be conducted in a systematic and formal manner there is need to have standard operating procedures to guide members of County Assembly, staff and the public on their conduct within the precincts of the County Assembly.

This document accentuates rules and regulations on the access of members of the public to areas within the County Assembly. It guides the operations of Serjeant-At-Arms Department in their daily duties and undertakings.

It further stipulates how Members of the County Assembly, staff and members of the Public ought to dress in contemporary business office attire while in the County Assembly.

I urge all members of the County Assembly and staff to familiarize themselves with the laid down standard operating procedures and adhere to them while conducting business in the County Assembly. Members of the public should also access the document on the County Assembly website for them to depict proper conduct as it is expected of them whenever they visit the institution.

A handwritten signature in blue ink, appearing to read 'Charles W. Wafula', with a large, stylized initial 'C'.

Charles W. Wafula
Secretary, County Assembly Service Board

GLOSSARY OF TERMS

The following words and phrases shall have the meanings assigned to them as here below:

- 1. Appropriate dress code:** Hon. Member of the County Assembly or the Members of the Public dressed in contemporary business office attire, for both genders.
This means that male Members of the County Assembly 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 ladies Members of the County Assembly who may also wear trouser or skirt suits, knee-length dresses, *kitenge*, or such other African attire.
- 2. Card for Entry to Precincts:** an officially designed card on which should be entered the details of persons desiring to access the precincts of a County Assembly.
- 3. Card for Entrance to the' Gallery:** an officially designed card on which should be entered the details of persons desiring to enter the Speaker's Gallery for the purpose of following the proceedings of the County Assembly.
- 4. Card for Business Entry:** an officially designed card on which should be entered the details of persons desiring to access precincts of a County Assembly to transact business with a specified office.
- 5. Car Pass:** an officially designed card on which should be entered the details of any motor vehicle seeking entry into the precincts of the County Assembly.
- 6. County Assembly Service Board (CASB):** a body corporate with perpetual succession, established under Section 13 of the County Governments Act, 2012, with the mandate to manage the affairs of the County Assembly.
- 7. Media Center:** an area of facility within the precincts to facilitate the interaction of the Hon. Members with the media.
- 8. The Precincts:** Comprise the area of land and every building or part of a building under the County Assembly`s control, including:
 - i) The chambers in which the proceedings of the County Assembly are conducted including the galleries and lobbies of the chamber.
 - ii) All the parts of the building in which the chambers are situated, including the entrances, forecourts, yards, car parks, gardens, enclosures, or open spaces
 - iii) Committee rooms and other meeting places provided or used for the County Assembly's purposes

- iv) The offices of the County Assembly including the places within such offices that are provided for the use of members, members of staff, members of the public, and the members of the press.
- v) Places provided for the use or accommodation of the members, members of the public, and representatives of the press used in connection with the proceedings of the County Assembly or its Committees; and
- vi) All other buildings or parts of a building provided or used in connection with the proceedings of the County Assembly or its Committees while so used by the County Assembly as if the premises where the County Assembly or the Committee is sitting were within the precincts of the County Assembly.
- vii) Where the County Assembly or the Committee of the County Assembly convenes outside the premises ordinarily used for its sittings, this policy (SOP) shall apply as if the premises where the County Assembly or the Committee is sitting were within the precincts of the County Assembly.

9. *Members of the Public*, in relation to persons on the precincts of the County Assembly, refer to any person other than the Hon. Speaker, a Member of the County Assembly, an officer or employee of the County Assembly.

10. *Public Bay*: in relation to the access of the Members of the Public to the Precincts of the County Assembly, refer to an area within the precincts designated for the:

- i. Members of the public are to deposit petitions according to the provisions of Article 37 of the Constitution.
- ii. Members of the public are to engage in peaceful picketing or demonstrations according to Article 37 of the Constitution;
- iii. Officers of the County Assembly to receive the petitions and hear the prayers of those picketing or demonstrating; and
- iv. The Speaker may designate areas within or outside the precincts of the County Assembly where members of the public may, pursuant to Article 37 of the Constitution, assemble, demonstrate, picket, or present petitions or memoranda to the County Assembly.

11. *Special permission* would refer to an order to be given by the Hon. Speaker. In the absence of the Hon. Speaker, such an order shall be given by the Clerk of the County Assembly

12. *Strangers* have the meaning assigned to Members of the Public in (ix) above.

13. *Visitor* shall have the same meaning as Stranger above.

14. *Visitors Center:* in relation to the access of the Members of the Public to precincts of the County Assembly, refer to an area within the precincts designated as the point at which all Members of the Public accessing the precincts to visit Hon. Members, staff, Officers or to tour the precinct are received by staff of the County Assembly;

CHAPTER ONE

Procedures on conduct of the Hon. Members within the Precincts of the County Assembly

1. The conduct of Hon. Members in the Assembly Chambers is generally regulated by the Standing Orders, operating procedures of the County Assembly and Speaker's Rules.
2. Honourable Members and Staff are allowed two (2) visitors at any one specific period; such visitors should enter and vacate the precincts by 8.00am and 5.00 p.m respectively by depositing their card of entry at the exit gate.
3. Members in possession of firearms should deposit them with the Serjeant-At-Arms and be picked at the time of departure from the Precincts.
4. Members shall access the Chamber and Committees appropriately dressed.
5. Members are required to cooperate with the Clerk and the Serjeant-At-Arms, in ensuring proper conduct by all members of the public within the precincts. Hon. Members are expected to assist in addressing complaints about the conduct of the members of the public; such complaints should be addressed to the Hon. Speaker.
6. All media briefings must adhere to the Standing Orders in force.

Offices for Hon. Members

1. The County Assembly Service Board is responsible for providing offices and office facilities to Hon. Members at the Assembly Buildings or any other building designated as precincts of the County Assembly. The Serjeant-At-Arms shall directly be involved in the allocation and occupation of such offices for the Hon. Members.
2. The Serjeant-At-Arms through the office of the Clerk shall coordinate all matters related to and connected with office equipment and furnishings.
3. The offices shall be equipped with telephones and facilities for calls within the County. However, Hon. Members are entitled to make calls anywhere within the republic in connection with their official work through the telephone exchange. Consideration shall be given to the use of mobile phones by Hon. Members to effectively reach all corners of the various wards.
4. Provision of secretarial staff, security services, lift operators, office equipment, stationery, information and communication technology, and WIFI access shall be through the office of the Clerk.
5. The office of the Clerk shall provide common secretarial pools, manned reception desks, and security ushers on every floor level for use by the Hon. Members.
6. Upon cessation of membership, either by dissolution or some other circumstance, Hon.

Members should arrange to vacate the offices on notification by the Clerk. On such occasions, all facilities and items provided for their use should be surrendered to the Serjeant-At-Arms.

Security checks for Hon. Members as provided by the County Assembly of Bungoma Standing Orders

1. A Member shall be subjected to a security check or screening before entering the Chamber or the venue of the Committee sitting by Serjeant-At-Arms (SAA).
2. The security check or screening under paragraph (1) shall extend to a member's handbag, document bag, or another accessory that a member intends to enter into the chamber or committee sitting.

CHAPTER TWO

Operational Procedures for Members of the Office of the Serjeant-At-Arms

The following operational procedures for the office of the Serjeant-At-Arms are meant to guide the Department in their daily duties and undertakings, keeping in mind all governing instruments in force. The Department shall:

1. Enforce the Standing Orders and Speakers Rules to ensure there is order and decorum; keep the Speaker well advised on matters of security within the precincts of the County Assembly and outside the County Assembly if necessary.
2. The Serjeant-At-Arms shall at all times, while on duty in the precincts, wear the official service uniform or working dress.
3. Ensure that the various cards of entry and car passes are always available for the Hon. Speaker, the Clerk, and the Hon. Members to append their signatures as needed.
4. Ensure that the visitors' register is maintained and suitably filled in by every visitor or car that accesses the precincts.
5. Vet and allow all visitors to the galleries to ensure that an appropriate dressing code is observed by the visitors.
6. Issue and record all passes given to those accessing the precincts, and ensure that the cards are handed back to the office on the exit of the visitors.
7. Escort all visitors to and from their destination desk within the precincts.
8. Maintain decorum and order in the visitors' waiting room.
9. Maintain decorum and order in the corridors on all floors so as to avoid congestion in such corridors by loitering persons.
10. Ensure that properties belonging to the County Assembly are not removed from the precincts without the gate pass.
11. Ensure the safety and wellbeing of all members and members of the public while in the precincts of the County Assembly.
12. Ensure that no offensive weapon, article, or substance is brought into the precincts of the County Assembly and if brought, ensure that such weapons, articles, or substances are safely kept in custody and handed back to the Hon. Member or Members of the Public upon exiting the precincts.
13. Carry out specific instructions from the Speaker or Clerk to expel the Members of the Public from the precincts if such Members of the Public are believed to be infringing on the set orders.

14. Maintain order and decorum in all galleries by assisting the Members of the Public in observing the Speakers rules in relation to the galleries.
15. Overall, ensure that these procedural procedures and the Speaker's rules are strictly observed.
16. In cases where the Members of the Public are picketing or presenting petitions or memoranda, the Serjeant-At-Arms shall ensure that such Members of the Public actions are confined to the area designated by the Speaker for such actions.
17. Shall escort Hon. Members under sanction out of the chamber or out of the precincts if ordered to do so by the Speaker.
18. Serjeant- At-Arms shall administer a manual or electronic attendance register of the Hon. Members and the secretariat during the sitting of the House and the Committees.
19. When called upon by the Speaker or Chairperson of the Committee, the Serjeant-At-Arms shall ascertain that quorum is attained for the sitting and shall advise the Speaker or Chairperson on the same.
20. The Serjeant-At-Arms shall guard the closed doors of the House during a division vote.
21. Ensure the custody of the Mace.
22. Shall administratively manage the luggage in the luggage holding area at the entrance gate.
23. The Serjeant-At-Arms shall supervise cleaning, gardening and garbage collection in the precincts of the County Assembly so as to provide a clean environment for Hon. Members, Staff and the Members of the Public. The following procedure shall apply to the maintaining the County Assembly gardens
 - i. Identify and mark County Assembly garden
 - ii. Supervise contracted service providers
 - iii. Vetting service providers
 - iv. Maintain checklist on daily basis
 - v. Vet and accredit their access identification Cards
 - vi. Recommend or terminate service provided
 - vii. Develop quarterly report
24. Office allocation will be carried out by SAA with the approval of the Clerk. The following procedures shall apply;
 - a) Procedures for allocation of offices to staff**
 - i) HOD – Makes a request to the Clerk who marks it to the CSAA. After assessing
 - ii) SAA to find space available and advice the Clerk.

- iii) The Clerk then recommends for or rejects application
- iv) Advise the HOD on the available office space
- v) Fill Standard office allocation form and return
- vi) SAA hands over Custody of office inventory to the office holder.

b) Procedure for maintenance of Offices

- i) Regular inspection every 24hrs by filling in office checklist
- ii) Submit report to in charge of estate management
- iii) Fumigation, shampooing every 2 weeks
- iv) Issuance of job card for services done
- v) Sign job card by SAA for authentication for the work done.
- vi) Develop quarterly report for monitoring and evaluation.

CHAPTER THREE

Procedures on Admission and Conduct of the Members of the Public within the Precincts of the County Assembly

The rules and regulations in chapter three relate to the access of members of the public to the following areas in the precincts:

Public Car Park

1. Members of the public shall access the public car park via the designated entrance, subject to compliance with the entry processes, including physical or technological/machine security checks.
2. Vehicles shall be limited to a maximum period of six (6) hours to park in the public car park.

Members' Car Park

1. No member of the public may, without special permission, enter or remain at the Hon. Member's car park unless they are:
 - i) Accompanied by a Hon. Member or an officer of the County Assembly
 - ii) The authorized driver of an Hon. Member or an officer of the County Assembly or a Senior County or National Government Official, in possession of a Card for Entry to Precincts, and actually driving or in charge of a car bearing the official County Assembly Car pass; or
 - iii) A member of the Diplomatic Corps, the Governor or other distinguished visitor in a flag car, or the driver of such a car
2. Friends of persons described in Order 1(i) who are brought by such persons into the Members' Car Park must be escorted by such persons into the Assembly Buildings; they may not, without special permission, remain in the Members' Car Park by themselves, unless they are authorized drivers to whom Order 1(ii) applies.
3. No vehicle other than an official County Government, Kenya Government, flag car, or self-driven taxi will be admitted to the Hon. Members' car park unless it bears the official County Assembly car pass on its windscreen.
4. Taxis carrying or coming to collect persons described in Order 1(i) will be admitted into the member's car park to discharge or collect their passengers, but may not park there. If required to wait, they must do so in the public car park.

Admission into the County Assembly Building and Gardens

1. All visitors, staff of the County Assembly and staff of the Hon. Members should at all times display their identification badges while in the precincts of the County Assembly.
2. Bags and luggage must be left in the luggage holding area set up near the entrance gate. The Serjeant-At-Arms must put in place administrative measures in the management of the left luggage.
3. No member of the public shall, without special permission, be admitted into or allowed to remain in any part of the County Assembly buildings or garden unless such member is in possession of:
 - i) A card for entry to the precincts bearing that day's date was issued to him or her and signed by the Sergeant-At-Arms.
 - ii) A card of business entry signed by the Hon. Speaker or the Clerk
4. The provided card of entry must be conspicuously worn by a member of the public at all times while within the precincts.
5. Holders of cards for the day under Order 3(i) must at all times be attended by an Hon. Member or officer of the County Assembly in all other areas of the buildings and gardens, but their hosts may leave them with other Members of Officers.
6. VIP Cards will be issued to County Executive Committee Members, the County Secretary, County Chief Officers, Sub County Administrators County Directors, Chairs of Boards and Committees of the Municipal and Urban Areas, and Former Hon. Members of County Assembly of Bungoma.
7. A member of the public seeking the audience of a Hon. Member or an officer of the County Assembly must not only obtain the necessary entrance card but must also wait in the reception area until escorted to their destinations.
8. Serjeant-At-Arms should ensure members of the public accessing offices of the Hon. Members must go through all security checks at all times and be escorted to and from the place of meeting with the Hon. Members.
9. Cards of entrance to the precincts for the day must be surrendered at the access point to the precincts.
10. A member of the public who only wishes to tour the precincts and the gardens will be admitted with an entrance card at the scheduled hours when the County Assembly is not sitting and escorted by the Serjeant-at-Arms.

Hours of Admission

1. No member of the public shall, without special permission, enter or be allowed to remain

in any part of the County Assembly Precincts after 1700 hours (5:00 p.m.), nor shall any Hon. Member or an officer of the County Assembly, without special permission, admit or keep more than two members of the public as his guests after 1800 hours (6:00 p.m.).

2. Any member of the public wishing to visit a Hon. Member after 6:00 p.m. will seek special permission from the Hon. Speaker or the Clerk.

Offensive weapons

No member of the public shall bring any firearm or other offensive weapon, article, or substance into the precincts. All such items must be deposited with the Serjeant-At-Arms at the time of entry and collected at the time of departure.

Smoking, chewing Miraa

Smoking and chewing miraa shall not be allowed in the precincts, except in areas designated by order of the Hon. Speaker.

Photographs

No member of the public shall, without special permission, take photographs in any part of the precincts of the County Assembly unless expressly permitted by the Hon. Speaker.

Restricted Entry/Areas

1. No member of the public shall, without special permission, be taken into the
 - i) Chamber
 - ii) Speakers office
 - iii) House Leadership Offices
 - iv) Strong rooms and server rooms/control rooms
 - v) Hansard/Journal and Broadcasting Rooms
 - vi) Catering units
 - vii) Library,
 - viii) Gym or any other area that the Speaker designates as private.
2. Members of the public intending to attend Committee meetings must have a valid photo identity (i.e., national identification card, passport, or service card) that shall be subjected to security checks, and such member of the public shall be escorted by Serjeant-At-Arms to the Committee room at least 15 minutes prior to the commencement of the meeting.
3. Admission to such a meeting shall depend on the availability of seating space and shall be on a first-come, first-served basis.

4. Committee rooms shall not, without special permission by the Clerk through the Serjeant-At-Arms (SAA), be used.
5. No member of the public, even if otherwise qualified, shall be admitted to the Galleries unless he or she is, in the opinion of the Serjeant-At-Arms appropriately dressed.

Exclusion of Strangers

1. The Serjeant-At-Arms (SAA), acting under specific instructions from the Speaker or the Clerk, is authorized and required to expel from the precincts or specific areas of the precincts any stranger who, in his/her opinion, is infringing orders, as long as the infringement is considered an inconvenience to the Hon. Members. Such an expulsion shall not be questioned except by way of appeal to the Hon. Speaker after compliance therewith.
2. A stranger who has been expelled shall, in default of a successful appeal against such expulsion, be altogether excluded from the precincts for such a period thereafter as the Hon. Speaker may direct, after receiving a report from the Clerk and after giving such member of the public an opportunity of explanation or apology.

Galleries

Entrance to the Speaker`s Gallery

1. No stranger shall be admitted to the Speaker`s gallery without a card for entrance.
2. No stranger will be admitted to the Speaker`s gallery without the permission of the Hon. Speaker.

Entrance to the Public Galleries

1. No member of the public shall be admitted to the public gallery without an entrance card issued by the Serjeant-At-Arms who would be satisfied that such members of the public are likely to behave in an orderly manner. For special occasions designated by the Hon. Speaker, no such entrance cards shall be issued, but all admissions to the public gallery shall be at the sole discretion of the Hon. Speaker.
2. Entrance cards shall not, without special permission, be issued for any gallery other than for the specified day.

Conduct in All Galleries

1. In the galleries, the members of the public shall remain seated at all times but must stay standing during:

- i) The Governor or the Speaker official entry and exit of the Chamber,
 - ii) The reading of the prayers,
 - iii) The administration of the oath
2. Members of the public in the galleries shall:
 - i) Not applaud, comment audibly, make signs, eat, chew gum, sleep, speak on a mobile phone,
 - ii) Not read books, newspapers, or other matter save the Order Paper for the day;
 - iii) Not to display any political party wear, slogans, or otherwise.
 - iv) Put the phones in silent mode.
 - v) Not create any disturbance.
3. A member of the public under the age of twelve years shall not be admitted to any gallery unless in the company of an adult.
4. The County Assembly shall provide such facilities and effect such modifications, whether physical, administrative, or otherwise, within its precincts as may reasonably be required to accommodate persons with disabilities.

The Press-Media

1. Any representative of the media accredited by Media Council of Kenya and approved by the Clerk shall be admitted by being issued the media admission card to the media gallery and to any special accommodation that may be reserved for the media in the County Assembly building. A person shall not publish or tender evidence of:
 - i) Any journal if the publication of that journal is prohibited by or in terms of the Standing Orders or an order or resolution of the County Assembly;
 - ii) Any journal purporting that it has been published under the authority of the County Assembly or the Committee or the Speaker while it has not been published under such authority; or
 - iii) Any journal purporting that it is a verbatim account of the proceedings of the County Assembly or Committee is not such account.
2. A person shall not broadcast, televise, or otherwise transmit by electronic means the proceedings of the House or the Committee except by order or under the authority of the Hon. Speaker or Chairperson of the a Committee of the County Assembly and in accordance with the Standing Orders and the conditions and directions determined by the Hon. Speaker.
3. Such representatives of the media shall be subjected to these orders as applicable to all members of the public. They shall not, without special permission, operate as media

reporters in any part of the precincts other than the media gallery or the media centre, where Hon. Members may give interviews and address media conferences.

4. The following procedures shall apply for broadcasting and media briefings

a) Procedure for broadcasting of County Assembly sessions

The SAA in liaison with the Media Relations will regulate media activities in County Assembly and enforce Speaker's rules on broadcasting of County Assembly sessions. The SAA shall;

- i) Certify media accreditation.
- ii) check the dress code
- iii) Check equipment
- iv) Allow coverage.

b) Procedure for media briefings

- i) Accreditation of media personnel to County Assembly to be undertaken together with media relations officer
- ii) Identify media centre
- iii) Liaise with media relations officer to administer accredited journalists
- iv) Execute the plan

CHAPTER FOUR
COUNTY ASSEMBLY SESSIONS

1. Procedure prior to the commencement of sittings.

Checking of the Chamber to ensure that all relevant items are in place;

- i) Clock
- ii) Prayer
- iii) Communication system
- iv) Air conditioning
- v) Drinking water
- vi) Order paper
- vii) Standing orders
- viii) Constitution
- ix) Seats

2. Procedure for Speaker procession

- i) Brief 30 minutes before time
- ii) ASAA/Commissionaires collect the mace from the CSAA office to the Speakers office.
- iii) SAA, ASAA and clerk on duty form up at the Speaker's walk way.
- iv) The bell is rung 5 min to time.
- v) The lead clerk beckons the Speaker for the procession when the time comes.
- vi) The bell is stopped when the procession forms up.
- vii) The procession leads to the chamber.
- viii) The lead ASAA shouts Mr. Speaker. The tail end ASAA responds "All strangers Mr. Speaker". The ASAA or SAA at the chamber door way shouts "Hon. Members Mr. Speaker".
- ix) The procession proceeds with the Speaker on the temporal side. The mace bearer stands at the dispatch table awaiting the Speaker to read the prayer.
- x) The Speaker takes his/ her seat and the SAA places the mace on the upper bracket of the dispatch table.
- xi) The SAA (mace bearer) bows to the crown and matches off.

3. Procedure for control of Chamber conditions

The SAA shall maintain the following chamber equipment in good working condition in consultation with the relevant departments;

- i) ICT System
- ii) Fans/ Ac
- iii) Biometric system
- iv) Hansard equipment
- v) Sanitary
- vi) Furniture

4. Procedure for Chamber proceedings

(a) To the Speaker

- i) The SAA shall provide security to the Speaker.
- ii) The SAA shall provide service to the Speaker.

NOTE: The SAA shall always bow when approaching or leaving the Speaker.

(b) Messengerial Duties

The SAA shall provide any messengerial duties to the members, Clerk at the Table, media, members of the public and dignitaries visiting the house / galleries.

5. Procedure on division of the House.

- i) During the division of the house the SAA shall enforce the order of the speaker to close all doors and draw the bar.
- ii) No members shall be allowed into the chambers until the speaker's orders the doors to be opened and the bar withdrawn.
- iii) No member shall be allowed to leave the chamber once the division bell rings and when the doors have been closed and bars drawn.

6. Procedure for maintenance of law and order.

As guided by the standing orders the SAA will enforce the Speaker's orders to maintain law and order.

7. Procedure adjournment of the House

As provided for by the Standing Orders, the house shall adjourn to a given date and time, the SAA shall proceed to pick the mace, salute when the Speaker bows and lead the procession of the Speaker & Clerks at the table out of the chamber to the Speaker's office.

8. Procedure for suspending the chamber sittings.

- i) The SAA shall cover the mace on orders of the Speaker that the chamber has been suspended until a given time.

ii) The SAA shall uncover the mace when the speaker resumes the chair.

9. Procedure for the Committee of the Whole House

i) On orders of the committee of the whole house by the speaker the SAA will proceed and lower the mace.

ii) After the committee of the whole house the SAA will proceed to raise the mace to its proper position.

iii) The Clerk Assistant at the table will shout “Honorable Members Mr. Speaker”

10. Procedure for first County Assembly sitting after general election.

i) The SAA shall proceed to the chamber with the mace.

ii) The SAA shall cover the mace with clothe.

iii) The SAA shall position the ballot boxes and protect the mace & ballot boxes.

iv) The SAA shall order the ringing of the quorum bell on orders of the clerk.

v) Screening of the members walking to the chamber.

vi) The clerk shall give the procedure of the election of the Speaker.

vii) The SAA shall confirm the integrity of ballot box by emptying and displaying to the members.

viii) The SAA shall safeguard the ballots.

ix) The clerk shall order the SAA to march in the newly elected Speaker from the candidates holding room to the chamber

x) The SAA shall escort the speaker up to the bar.

CHAPTER FIVE
SECURITY CHECKS, CRIMINAL INFORMATION AND MOVEMENT OF
OFFICE EQUIPMENT

1. Procedure for security checks

- (a) There will be checks at the;
 - i) All access points
 - ii) Entrance to the building
 - iii) Entrance to the chamber / gallery.
- (b) Screening shall be done both physical and by use of machine by the SAA deployed at the check points as per the Standing Orders, Speakers Rules and Communication from the Chair.
- (c) The following persons will be screened as directed:
 - i) Members of County Assembly
 - ii) Staff
 - iii) Visitors

2. Legal/Criminal Information

- (a) Contacting police for assistance/report crime
 - i) Take the details of the crime/offence committed and secure the scene
 - ii) Log in the crime/offence committed in the Occurrence Book
 - iii) Report the incident to the Leadership and commence preliminary investigation
 - iv) Contact the Police and report the matter to the relevant police unit.
- (b) Use of force
 - i) The force to be applied where resistance has been faced should be on graduated response to defeat the adversary.
 - ii) Force to be applied while in the house when the speaker directs/orders the Serjeant-At-Arms to do so.
 - iii) Force may be applied when arresting an offender within the precincts of County Assembly where the person involved becomes unruly/disorderly and violent
- (c) Criminal Trespass
 - i) Identification, arrest, search and detain
 - ii) Notify the leadership and report to the relevant police unit

- (d) Search and detention
 - i) Conduct thorough searches for unwarranted offensive weapons
 - ii) Record and hand over to the Head of Department
 - iii) Record on the register and report to the leadership about the unwarranted weapons

- (e) Procedure for control of fire arms and safety instructions
 - i) Receive the weapon, check safety, count ammunition and keep in sealable bag under lock and key.
 - ii) Record in the fire arms register for safe custody

3. Incident Report

An incident will be reported in writing within 24HRs to the relevant authority and should capture the following;

- i) Title of the incident
- ii) The day, time.
- iii) Nature of incident / details.
- iv) The reporting officer's details and signature.

4. Accident Report

An accident will be reported in writing within 24HRs to the relevant authority and should capture the following;

- i) Title of the incident
- ii) The day, time.
- iii) Nature of incident / details.
- iv) The reporting officer's details and signature.

5. Daily Logs / OB

- i) Title of the incident
- ii) The day, time.
- iii) Nature of incident / details.
- iv) The reporting officer's details and signature.
- v) Action taken

6. Inspection Reports

Reports shall be made daily, weekly, monthly, quarterly & annually as required.

7. Lost and found

Lost and found item shall be recorded as follows;

- i) Item name / description
- ii) Location found
- iii) Tag number
- iv) Collected by Lost and found items shall be kept in the custody of CSAA within 24hrs until such item (s) is claimed. Proper record shall be kept.

8. Internal movement of equipment

- i) Fill inventory movement form
- ii) Submit to SAA for approval

9. Procedure for movement of office equipment

- i) Fill inventory form in duplicate
- ii) Submit to the SAA for approval
- iii) SAA issues gate pass in duplicate
- iv) Record on inventory book/file
- v) Rubber stamp and sign by SAA counter signed
- vi) State the equipment's make and destination
- vii) Designation of the officer, date and quantity

10. Return of office equipment

- i) Copy of inventory submitted to reception desk for verification.
- ii) SAA confirm before receiving
- iii) Record in the return column
- iv) Issue record in RED
- v) Return record in BLUE

11. Procedure for event management

- i) Identify nature and needs of the event
- ii) Constitute a committee to plan and prepare for the event
- iii) Develop terms of reference and develop plan

CHAPTER SIX
EMERGENCY NOTIFICATION PROCEDURE

- A. Emergency notification
 - i) Exit entrances to be clearly marked
 - ii) Bells and emergency alarms to be working properly and;
 - iii) Automated fire suppressers to be well maintained particularly for the chamber and committee rooms.
- B. Procedure for emergencies
 - (i) During Chamber sittings
 - i) Notify the Speaker/Clerk
 - ii) Initiate evacuation procedure
 - iii) Notify the relevant experts for support
 - iv) Secure the Mace
 - v) Secure the chair as appropriate
 - vi) Submit a report after action
 - (ii) Committee Sittings
 - i) Notify the Chair
 - ii) Initiate evacuation procedure
 - iii) Submit a report after action
- C. Official Events
 - i) Notify the Chair
 - ii) Initiate evacuation procedure
 - iii) Submit a report after action
- D. Normal Office hours
 - i) Notify the Clerk/Speaker
 - ii) Initiate evacuation procedure
 - iii) Submit a report after action
- E. Media Briefing
 - i) Notify the members to issue media brief
 - ii) Initiate Evacuation plan
 - iii) Media relations officer to marshal journalists out of the scene
 - iv) Submit a report after action

CHAPTER SEVEN

PROCEDURAL RULES FOR GENERAL ETIQUETTE AND PROCEDURE FOR RECEPTION OF VISITING DIGNITARIES AND MEMBERS OF THE DIPLOMATIC CORP

1. Procedural rules for general etiquette

- a) Procedural rules for general etiquette will be issued from time to time in the form of circulars reminding the Hon. Members and Staff of the County Assembly, as well as members of the public who, for one reason or another, gain access to precincts. The rules will provide guidance and direction on how specifics will be observed within the precinct.
- b) The rules may address such matters as are related to:
 - i) Designation of specified entrances to the precincts for the use of certain categories of persons, for instance, the Hon. Members, the Governor, Members of the County Executive Committee and the Members of the Public making delivery of goods to the Procurement Department, etc.
 - ii) The designation of parking slots in the members' parking for the leadership of the County Assembly shall be reserved.
 - iii) The designation of parts of the lounge and dining room for the exclusive use of the Hon. Members shall be identified and reserved.
 - iv) Provide for the operation times of facilities like the gym, etc.
 - v) Designation of parts of the library, gardens, and forecourts for the use of Hon. Members
 - vi) Designation of protocol and precedence for the participation by the Hon. Members on specific National and County ceremonial occasions
 - vii) Directions for temporary restrictions on movement of the Members of the Public within the precincts on certain specified occasions
- c) Occasional rules for general etiquette would be issued, depending on the status of the person targeted. The circulars would be signed by the Hon. Speaker or the Clerk, then publicized in the County Assembly Website and handed to each member of the public accessing the precincts.

2. Procedure for reception of visiting dignitaries and members of the diplomatic Corp

- (a) Use the Public relations Office/Protocol officers
 - i) Clearance from the Speaker/ Clerks office

- ii) Avail parking space
- iii) Communication to the office of the Clerk

(b) Visiting President/Head of State

- i) Coordinate security with other agencies
- ii) Provide designated parking space
- iii) Avail visitors book and executive pen at the holding room
- iv) Avail holding room
- v) Lead procession to the Chamber and out of the chamber
- vi) Provide aide de camp seat
- vii) Ensure proper sitting

CHAPTER EIGHT

ETHICS, CODE OF CONDUCT AND STANDARDS

In carrying out County Assembly duties, Hon. Members and the Staff shall observe the following personal conduct.

i) *Selflessness*

Members shall take decision solely in terms of the public interests and they shall not do so to gain financial or material benefits for themselves, their family, or other friends.

ii) *Integrity*

Members shall not place themselves under any financial or other obligations to an outside individual or organization that might influence them in the performance of their duty.

iii) *Objectivity*

In carrying out public business, including making public appointments, awarding contracts or recommending individual for rewards and benefits, members shall make choices on merit.

iv) *Accountability*

Members shall be as open as possible about all the decisions and actions to the Members of the Public and must submit themselves to whatever scrutiny that is appropriate to their office.

v) *Openness*

Members shall be as open as possible about all the decisions and actions that they take. They shall give reasons for their decisions and restrict information only when the wider public interest clearly demands.

vi) *Honesty*

Members have a duty to declare any private interests to their public duties and to take steps to resolve any conflicts arising in a way that protects the Members of the Public.

vii) *Leadership*

Members shall promote and support discipline and adhere to rules and procedure of the County Assembly, this code of conduct, other laws and shall keep time, all the agreed upon schedules and programs.

viii) *Mutual respect*

Members shall respect the authority in the County Assembly and shall keep dignity and respect for each other.

ix) *Public Interest*

Members shall base their conduct on full consideration of the public interest, avoid conflict between personal interest and the public interest and resolve conflict between the two, at once and in favor of the public interest.

x) *Public Trust*

Members shall at all times conduct themselves in a manner which will maintain and strengthen the public's trust and confidence in the integrity of the County Assembly and never undertake any action which may bring the House or its Members generally, into disrepute.

xi) *Corruption*

The acceptance by a Member to a bribe to influence his or her conduct as a Member, including any fee, compensation or reward in connection with the promotion of, or opposition to, any Bill, Motion, or other matter submitted, or intended to be submitted to the House, or to any Committee of the House, is contrary to this Code of Conduct and Standards.

These general principles will be taken into account when considering the investigations and determination of any allegation of breach of the rules of conduct.

Notwithstanding provisions of Section 38 (3) of the County Assembly Powers and Privileges Act, 2016, the County Assembly is subject to and will operate within the provisions for objects, principles of governance; ethics, codes of conduct and standards, contained in the Constitution, national legislation and any other enabling law or statute.

CHAPTER NINE

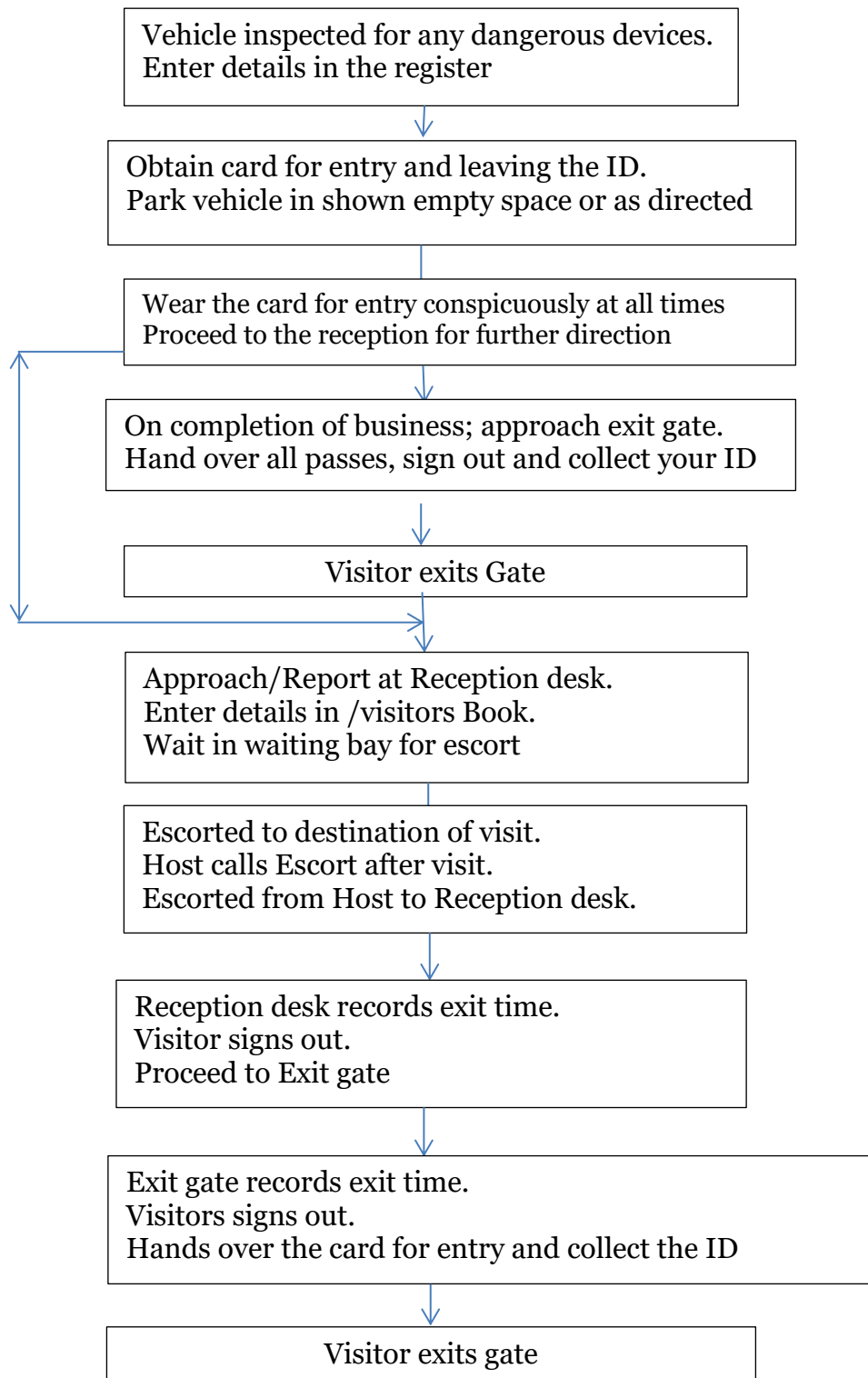
REVIEW OF THE STANDARD OPERATING PROCEDURES

The Standard Operating Procedures shall be reviewed from time to time.

ANNEXURE

DIAGRAMATIC FLOW CHART OF OPERATING PROCEDURES.

PUBLIC CAR PARK



EXCEPTIONS

Card for entry for business is shown at entry gate. Details recorded



Visitor record details at the reception desk Visitor proceeds to the intended office.



Proceed to relevant office.
After completion returns to the Reception Desk.
Signs out



Return to Exit gate,
Enter exit time
Signs out at Exit gate



Visitor Exits

MEMBERS OF THE PUBLIC TO SPEAKERS GALLERY

Requests for Card of entry from SAA office and details entered. Card of Entry for the day is signed by Speaker/Clerk

Public presents card of entry to SAA and the same officers ensures the visitor is appropriately dressed before entering the gallery

The public shall; bow to the Speaker on entry and exit. Remain standing during the entry and exit of the Speaker and or Governor, prayer and oath-taking. Remain seated in silence during session of debate

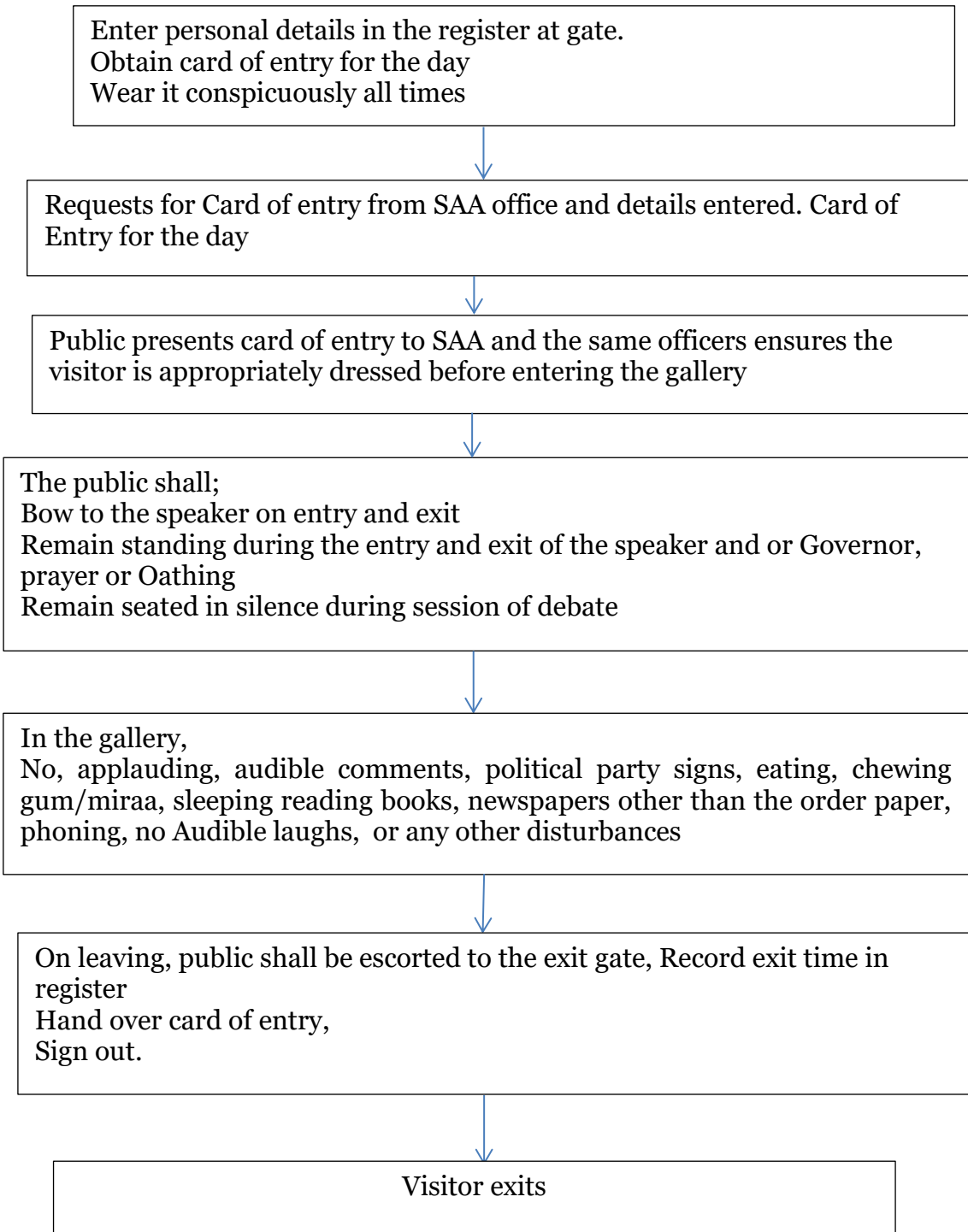
In gallery: - No applauding, audible comments, political party signs, eating, chewing gum/miraa, sleeping, reading books, newspapers, other than the Order Paper, phoning, audible laughs, any other disturbances

On leaving shall be escorted to the exit gate by the SAA

Record exit time in register
Hand over card of entry
Sign out.

Visitor exits

MEMBERS OF THE PUBLIC TO PUBLIC GALLERY





COUNTY GOVERNMENT OF BUNGOMA



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