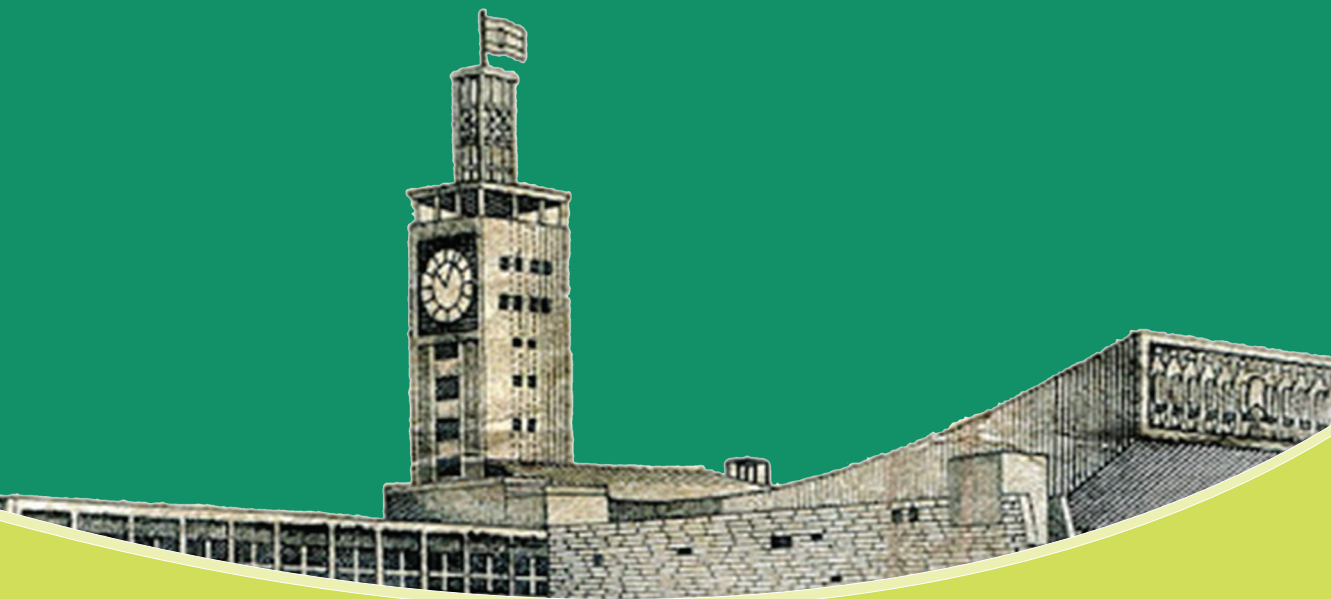




Parliament of Kenya

The National Assembly

The Serjeant-At-Arms
Department



Fact Sheet
No. 13

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This Factsheet on **The Serjeant-At-Arms Department** is part of the Kenya National Assembly Factsheets Series that are supposed to enhance public understanding, awareness and knowledge of the work of the Assembly and its operations. It is intended to serve as easy guide for ready reference by Members of Parliament, staff and the general public. The information contained here is not exhaustive and readers are advised to refer to the original sources for further information.

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The Serjeant-At-Arms Department

The **Serjeant-at-Arms of the National Assembly** is a Parliamentary officer responsible for enforcing the Standing Orders, Speaker's Rules and Orders to ensure order and decorum. The **Serjeant-at-Arms** also performs ceremonial duties including carrying the mace to and from the House during ordinary and special sittings of the House. The **Serjeant-at-arms** also keeps order during meetings, and, if necessary, forcibly removes any members or guests who are overly rowdy or disruptive.

A **Serjeant-at-arms** may be a retired soldier, police officer, or other official with experience in security.

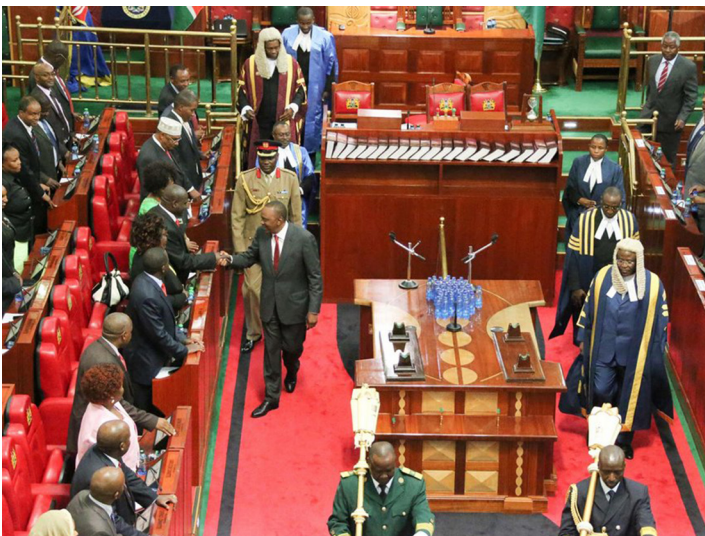
The Roles of Serjeant-at-arms include:

a. Chamber and Ceremonial Duties

1. Enforce Speaker's Rules and Standing Orders to maintain order and decorum in the Chamber and the galleries;
2. Escort Members under sanction out of the Chamber if ordered to do so by the Speaker;
3. Maintain a manual attendance register in the event that the biometric system fails;
4. Ascertain that quorum is attained before start of business in the Plenary;
5. Standing guard during a division vote when all Chamber doors are locked;



(Above): A Serjeant-At-Arms Officer placing the Mace in its brackets at the commencement of a sitting.



(Left): Chief Serjeant-At-Arms Officers of respective Houses leading a procession of H.E. The President at the end of a joint sitting.

6. Maintain the custody of the Mace and MPs' firearms;
7. Facilitate access and comfort of guests during official visits by dignitaries to the precincts and the Plenary.

b. Housekeeping and Estate Management

1. Allocate offices, furniture and accessories to MPs and staff;
2. Supervise contracted service providers responsible for cleaning;
3. Ensure committee rooms are secure, clean and ventilated;
4. Supervise gardening, fumigation and garbage collection;
5. Ensure safety of Parliamentary Estate and assets.

c. Operations and Liaison

1. Facilitate admittance of Members' guests, accredited public officials, media representatives and visitors to the National Assembly;
2. Facilitate visits by dignitaries to the Jomo Kenyatta Mausoleum;
3. Assist with protocol during national holidays and state functions;
4. Ensuring emergency preparedness and evacuation in case of fire outbreaks and other incidents;
5. Enforce the warrants of the Speaker summoning a witness to testify before a select committee of the House;
6. Control the media/press and witnesses during committee's sessions.

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