

FACTSHEET

24



PARLIAMENT OF KENYA

THE NATIONAL ASSEMBLY

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# Directorate of Legislative and Procedural Services

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2nd Edition

Factsheet No. 24

DIRECTORATE OF LEGISLATIVE AND  
PROCEDURAL SERVICES

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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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# Directorate of Legislative and Procedural services





*Procedural Clerks ( in green gowns behind the Speaker) in the Speaker's procession before the commencement of a House Sitting.*

## 1.0 Background

The legislative process of the National Assembly requires orderly and timely disposal, as well as a properly-structured and dedicated system to offer legislators and other stakeholders, technical support to effectively deliver in their legislative engagements. In order to guarantee the achievement of these critical objectives, the Directorate of Legislative and Procedural Services was established as one of the key functional units under the Office of the Clerk to provide administrative and procedural support that facilitate the work of the National Assembly in fulfilling its Constitutional mandate.

## 2.0 Mandate

The mandate of the Directorate of Legislative and Procedural Services includes providing procedural and legislative support, administrative support and an interface between the House and internal and external stakeholders.

The Directorate discharges the following duties and responsibilities:

1. Preparation of the draft Parliamentary calendar for approval by the House;
2. Preparation, processing and circulation of the weekly Programme of Business, Order papers and the resultant Votes and Proceedings of the National Assembly;

3. Ensuring orderly and timely disposal of the agenda of Parliament as directed by the House Business Committee (HBC);
4. Ensuring orderly processing of business in the House;
5. Provision of procedural advice to the House Leadership, Members, Clerk of the House, Staff and members of the public on parliamentary procedures, traditions, practices, conventions and processes;
6. Facilitating distribution of Bills, Reports and other Parliamentary documents/publications to MPs, Staff and the general public ahead of their consideration in the House;
7. Ensuring timely transmission of all decisions arrived at by the National Assembly to appropriate implementing agencies and/or recipients.
8. Offering administrative support and services in the management of joint sittings and interactions between Houses of Parliament;
9. Providing support through secretariat services to the House Business Committee, Procedure and House Rules Committee, the Committee of Privileges, the Speakers' Panel, and other Select Committees on matters of procedural or legislative nature.
10. Providing procedural research support to the House and Members;
11. Providing an interface for enhanced public participation and awareness of the role of the National Assembly and status of business of the House;
12. Providing a linkage between the National Assembly and external national and international legislative bodies including the Senate, Commonwealth Parliamentary Association (CPA), Inter-Parliamentary Union (IPU), East African Legislative Assembly (EALA), African-Caribbean and Pacific-European Union (ACP-EU) Assembly, Pan African Parliament (PAP) and Inter-Governmental Authority on Development (IGAD) and managing respective parliamentary Desks that facilitate those linkages;
13. Drafting and marshaling publication of Bills, Motions, Sessional Papers, Statements, Questions and Petitions;
14. Keeping custody of and archiving all National Assembly journals and records such as Votes and Proceedings and papers laid on behalf of the Clerk;
15. Attending to Chamber duties during House sittings as Clerks-at-the-Table;
16. Coordinating capacity building programmes for legislators, including visiting legislators, staff and other stakeholders including Members of County Assemblies (MCAs) and County Assembly Staff;
17. Drafting of Considered Rulings and Speaker's Communications;
18. Preparation and custody of Messages to and from the Senate and the Presidency;
19. Processing of petitions to Parliament by members of the public;
20. Facilitating Parliamentary diplomacy through Parliamentary Caucuses and Friendship Groups between the National Assembly and other Parliaments.
21. Among many other duties, responsibilities, functions and outputs.

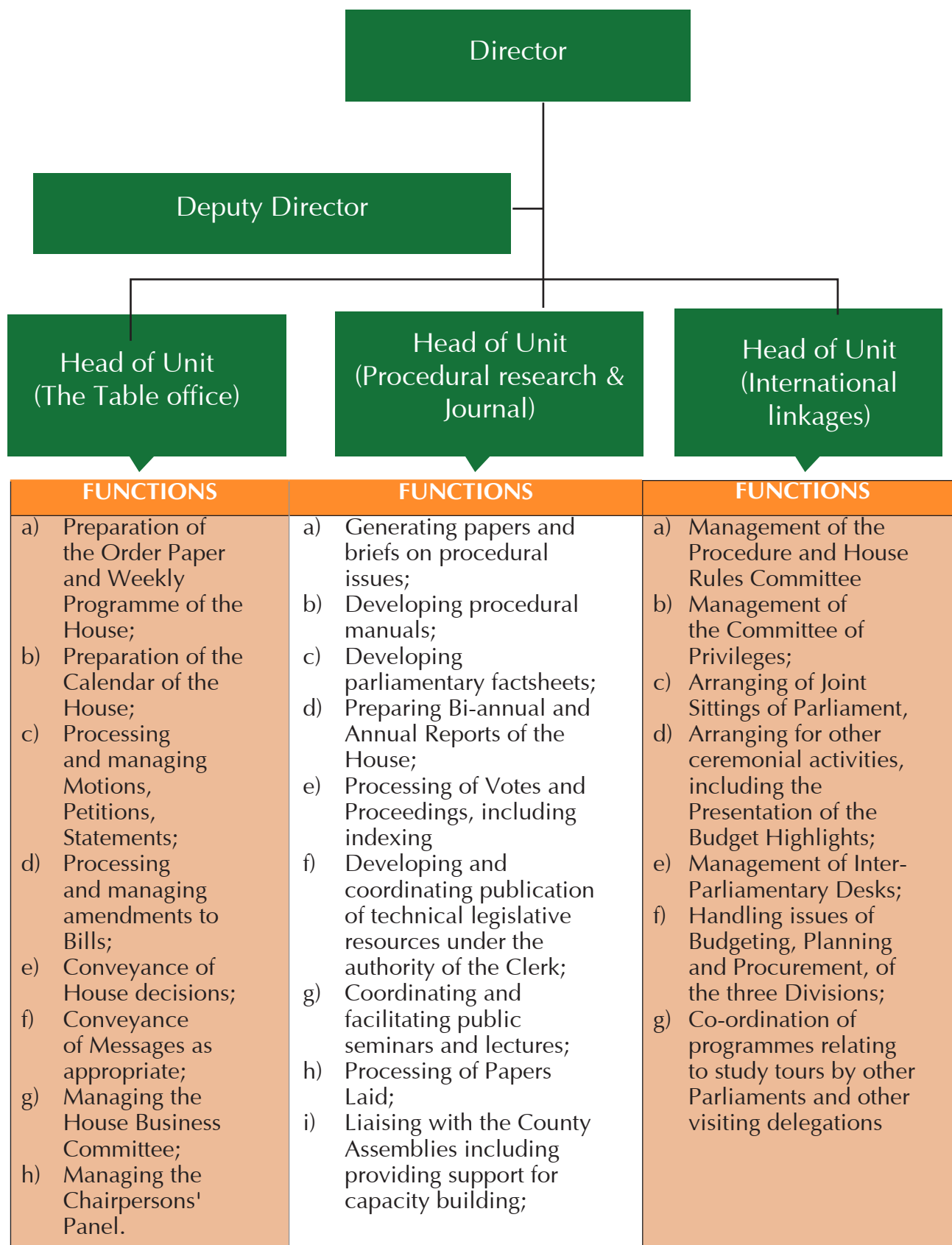
### 3.0 Our Clientele

- (i) Members of the National Assembly
- (ii) The Senate
- (iii) Judiciary, Ministries, departments, agencies, constitutional commissions and independent offices;
- (iv) Members of the public;
- (v) Stakeholders and private sector institutions/NGOs/civil society organizations
- (vi) Other Parliaments/ Local and international parliamentary organizations
- (vii) Education institutions
- (viii) Other Directorates/Departments in the National Assembly

## 4.0 Organogram

For increased efficacy, the Directorate is structured in Departments that discharge specialized functions

**Figure 1: Organogram of the Directorate of L&P**







*Clerks at the Table led by the Clerk of the National Assembly, Mr. Michael Sialai, (4th from the left on the front row), during the Swearing-in Ceremony of the Members of the 12th Parliament.*

## 5.0 Contacts

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