KENYA GAZETTE SUPPLEMENT

VIHIGA COUNTY ACTS, 2020

NAIROBI, 16th December, 2020

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No 8 of 2020

Date of Assent 10th December 2020

Date of Commencement  See Section 1

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THE VIHIGA COUNTY PUBLIC PARTICIPATION AND CIVIC ENGAGEMENT ACT, 2020

AN ACT of the County Assembly of Vihiga to give effect to paragraph 14 of Part 2 of the Fourth Schedule of the Constitution of Kenya 2010, establish modalities and platforms for Public Participation and Civic Engagement in the governance of the County, and for connected purposes

ENACTED by the Vihiga County Assembly, as follows—

PART I— PRELIMINARY

Short title

1 This Act may be cited as the Vihiga County Public Participation and Civic Engagement Act, 2020 and shall come into effect upon publication

Interpretation

2 In this Act, unless the context otherwise requires—

“Assembly” means the County Assembly of Vihiga,

“Bunge Mashinani” means to decentralize the county assembly legislative business as provided under Article 185 of the Constitution of Kenya, 2010 by organizing for plenary sessions as well as directly engaging the public on all matters concerning them including policy making, legislation, project identification and monitoring through project management committees,

“Committee” means the Committee established under section of 7 of this Act,

“Constitution” means the Constitution of Kenya, 2010,

“County Executive Committee” means Vihiga County Executive Committee established in accordance with Article 179 (2) of the Constitution,

“County Executive Committee Member” means the County Executive Committee member for the time being responsible for and or in charge of matters of Public Service and Administration,

“County Gazette” means a Gazette published by the authority of the County Government or a supplement of such Gazette,

‘ County Public Officer ’ means any person appointed by the County Government and holding or acting in any county public office whether paid or unpaid or on contractual or permanent terms but does not include a person...
engaged on a part time basis in a county public body paid at an hourly or daily rate,

"County Secretary" means a county secretary appointed under section 44 of the County Governments Act, 2012,

"Government" means the County Government of Vihiga,

"Member" means a member of the Committee and includes a co-opted member

"Ministry" means the Department of the County Government and headed by the executive committee member for the time being responsible for matters of public service and administration,

"output indicator" means an indicator that measures the results of activities, processes and strategies of programmes or projects of the office,

"The Public" when used in relation to public participation in this Act, means—

(a) the residents of the County,

(b) the rate payers of a particular urban area,

(c) any resident civic organisation or non-governmental, private sector or labour organization registered in or licensed to operate in the county, or town in the county,

(d) non-resident persons who because of their temporary presence in the county, make use of services or facilities provided by the County

Object and Purposes of the Act

3 The objects and purposes of this Act are, subject to Articles 1, 10 174(c), 201(a) and 232 (1)(d) and (f) of the Constitution, to establish a legislative framework to give effect to —

(a) paragraph 14 of part 2 of the Fourth Schedule of the Constitution,

(b) the objects and principles of devolution set out under Article 174 (c) and (d) of the Constitution, and

(c) Part VIII of the County Governments Act, 2012

Guiding principles

4 The guiding principles on Public Participation shall be as provided for under Article 10, 174(c) and (d) and Article 232 the Constitution of Kenya, 2010 and section 87 of the County Governments Act, 2012
Public participation by the County Assembly and the Executive

5 (1) Public Participation shall be carried out by the Executive and the County Assembly respectively.

(2) The County Assembly shall carry out its public participation under this Act as per Article 196 (1) (b) of the Constitution of Kenya, 2010 and the Standing Orders of the Vihiga County Assembly.

(3) Whenever a Bill, Policy or Statutory Instrument is committed before a County Assembly Sectoral Committee, the public participation committee shall organize and manage the logistics for the smooth running of the public participation activity. The sectoral committee shall take into account the views and recommendations of the public when the committee presents its reports to the County Assembly.

(4) The Assembly shall conduct Bunge Mashinani in every sub-county in every financial year. The County Assembly shall co-ordinate and facilitate the Bunge Mashinani Program.

(5) The calendar for Bunge Mashinani shall be gazetted within the 1st month of the Financial year unless otherwise deferred by the Assembly.

(6) The Assembly shall provide funds to be utilized for logistics during public participation fora and Bunge Mashinani program.

(7) Bunge Mashinani program shall be funded through County Government disbursement, grants from national government, grants, aid or donation from national or international agencies and any monies from any source provided or donated for the said purposes.

PART II—ESTABLISHMENT MANDATE, COMPOSITION AND FUNCTIONS OF THE COMMITTEE OF PUBLIC PARTICIPATION AND CIVIC ENGAGEMENT

Coordination of Public Participation and Civic engagement

6 Public Participation and Civic engagement shall be coordinated, upheld and facilitated by the office of the Governor or respective County Executive Committee Members at the Executive and in case of the County Assembly by the relevant County Assembly Committees.

Establishment and Composition of the Committee

7 (1) The County Executive Member with the approval of the County Executive Committee shall establish a Committee composed of—

(a) the County Secretary as the Committee’s Chairperson,
(b) the Director for the time being responsible for and or in charge of matters of administration who shall be the Secretary,
(c) members nominated by any of the representative organizations specified in sub-section (2), and
(d) the County Public Officers specified in subsection (4)

(2) The members appointed under Sub-section (1) (c) shall be nominees of the following organizations—

(a) one representative from a professional association in the County,
(b) one representative from the private sector in the County,
(c) one representative from the registered associations of the informal sector in the County,
(d) one representative from the registered neighborhood associations,
(e) one representative from the civil society and non-governmental organizations engaged in public interest and/or public participation in the County,
(f) one representative from an association of urban areas and cities in the County,
(g) one representative from the registered association of the youth in the County, and
(h) one representative from a registered association of persons living with disabilities in the County

(3) In appointing the members of the Committee under sub-section (1)(c), the County Executive Member shall ensure that—

(a) the committee reflects the regional and ethnic diversity of the people within the County, and
(b) not more than two-thirds of the members are of the same gender

(4) The County Public Officers referred in sub-section (1) (c) shall be the following—

(a) all Chief Officers in the County,
(b) the Director in charge of Public Service and Administration,
(c) the County Attorney,
(d) an officer nominated from the Office of the Governor,
(e) the Head of County Communication, and
(f) the Head of Public Participation
(5) (1) The functions of the Committee shall be to—

(a) ensure, promote and coordinate the participation of communities and locations in governance and development,

(b) ensure that public participation and civic engagement meeting activities are inclusive,

(c) provide the public with a clear context for which public participation and civic engagement is to be undertaken and how decisions will be made,

(d) inform the public of existing or potential linkages with other policy initiatives, issues or public participation activities,

(e) ensure that the public participation and civic engagement device used is appropriate to the nature of the policy initiatives, issues involved, the target groups affected and the staff and resources available,

(f) establish a feedback process to the public including opportunities for the public to forward additional comments or input to the decision taken,

(g) develop an evaluation framework to the public participation and civic engagement plans,

(h) ensure that public participation and civic engagement processes adhere to the relevant legislation, regulations, policies or guidelines affecting the rights and responsibilities of the public, officers and the different participants involved,

(i) establish whether there is support for the development of new public participation techniques and technologies,

(j) maintain an up to date database or inventory of all its activities,

(k) for the purpose of creating the culture of, and respect for the principles of public participation, facilitate public education and training programmes relating to public and civic engagement participation,

(l) carry out research on matters relating to public participation and civic engagement generally,

(m) receive quarterly reports prepared by the Secretariat for submission to the County Executive Committee Member in charge of Public Service and Administration,

(n) prepare and submit annual reports to the Executive Committee Member for submission to the Governor for onwards
transmission to the County Assembly on the status of public participation and civic engagement in the affairs of county governance, and

(o) perform any other function as may be assigned by legislation

(2) In the performance of its function and obligations under this section, the Committee shall be guided by the guidelines provided in the First Schedule

(6) (1) The Committee may do or perform all such other things or acts as may be necessary for the proper discharge of its functions under this Act or as may lawfully be done by a public office

(2) Without prejudice to the generality of sub-section (1), the Committee shall have powers to—

(a) through the County Executive Member, advice the county executive committee on matters of policy relating to public participation and civic engagement,

(b) with the approval of the county executive committee, enter into agreements or arrangements with any institution, association or professional organizations as it may consider appropriate in furtherance of the purpose for which it is established,

(c) enforce set standards regarding public participation and civic engagement,

(d) delegate any of its powers to any officer, representative, agent, section or sub-committee of the Committee,

(e) undertake any other activity as shall be necessary for the fulfillment of any of its functions under this Act

Removal from Committee

8 (1) The Chairperson or member shall be removed from the committee on the following sufficient grounds—

(a) inability to perform the functions of the office arising out of physical or mental incapacity,

(b) gross misconduct,

(c) incompetence or negligence of duty

(d) financial misappropriation,

(e) is found guilty of professional misconduct by the relevant professional body,
(f) in any particular case, failure to declare his or her interest in any matter being considered or to be considered by the Committee or committees,

(g) absence from three consecutive meetings of the Committee without a reasonable cause,

(h) resigns in writing by delivering his resignation letter to the County Executive Committee Member,

(i) is convicted of a criminal offence and sentenced to a term of imprisonment, or

(j) ceases to be a member of the nominating body for members appointed under section 7(2)

(2) Disciplinary action against the chairperson and or a member shall be in accordance with established public service county code of regulations and the Employment Act, 2007 or any other applicable law or regulation

(3) Appointment requirements for members appointed under clause 7 (2) shall be regulated by the Second Schedule

Meetings

9  (1) The business and affairs of the Committee shall be conducted in accordance with the Third Schedule

(2) In addition to the provisions of the Third Schedule, the Committee may formulate guidelines to regulate its activities

(3) The Committee may invite any person to attend any of its meetings and to participate in its deliberations, but that person shall not vote on any matter requiring a decision of the Committee

Protection from personal liability

10 No act, matter or thing done by a member of the Committee, if done in good faith while executing the functions, powers or duties of the Committee, shall render the member personally liable for any action claim or demand whatsoever

PART III — FUNDING FOR CITIZENS’ PARTICIPATION AND CIVIC ENGAGEMENT

Sources of funding

11 (1) Citizen participation and civic engagement activities shall be financed from the following sources—

(a) disbursement by the County government as provided for under a budget or a supplementary budget,
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(b) grants made by the National Government or other County Governments,

(c) grants, aid or donation from National or International Agencies, and

(d) all monies from any other source provided or donated to the County Government for the said purpose

**Utilisation of funds**

12 The funds under section 11 shall be utilized as follows—

(a) in accordance with sections 91 to 98 of the County Governments Act 2012

(b) logistics for organizing regular meetings between citizens and officers of the County Government, in accordance with section 99 of the County Governments Act, 2012, and

(c) any other function(s) not provided for but related to and/or connected with or in furtherance of public participation and civic engagement

**PART IV — CITIZENS’ PARTICIPATION FORUM/FORA AND CIVIC ENGAGEMENT MEETINGS**

**Citizens’ Participation Forum/Fora and Civic Engagement Meetings**

13 (1) The Committee—

(a) shall facilitate the convening of a citizens’ participation forum/fora and Civic engagement meeting(s) and shall convene such forum/fora and meetings as is in the circumstances necessary to publicise matters of public importance affecting the public or any community in the County or the delivery of services by the County Government and may also consider petitions from other entities with the approval of the County Executive Committee,

(b) may in collaboration with other entities, when a forum is convened ensure that the forum/fora and civic engagement meeting(s) is/are fully publicized to enable the attendance and participation of a wide section of the population,

(c) appoint facilitators well versed with the document presented for the public participation and civic engagement meeting(s),

(d) appoint a secretary for every forum/fora and civic engagement meeting(s) who shall take minutes of the proceedings of that forum/fora and civic engagement meeting(s), taking note of the
issues arising in the forum for action or response by the relevant organ or organs of the County, government or other entity and thereafter provide feedback on the action taken on the issues raised,

(e) publicize the said minutes to the public,

(f) amend the document presented for public participation and civic engagement to reflect the views of the citizens,

(g) facilitate meaningful participation of the citizens in the forum/fora and civic engagement meeting(s) including—

(i) ensuring accessibility to the forum, and

(ii) use of a language that is understandable

(2) The Committee shall put in place structures for affirmative action for inclusion and participation of the minorities and marginalized groups in the County without discrimination during the citizen participation fora and civic engagement

(3) No meeting shall be convened for the purpose of promoting, opposing or discussing the election of any person as a member of that County Assembly or as a Member of Parliament

(4) Nothing in this section shall be construed as derogating from the provisions of any other written law relating to the holding of public meetings

Facilitation of citizens' Participation Forum/Fora and Civic engagement

14 (1) The Committee shall facilitate the convening of citizens' participation forum/fora and civic engagement meeting(s) as may be necessary to publicise matters of the county, sub-county, ward or village to discuss and give views on—

(a) issues of interests in the county, sub-county, ward village or urban area,

(b) the implementation of county policies and plans in the county, sub-county, ward, village or urban area, or

(c) the administration and functioning of the county, sub-county ward, village or urban area, or

(d) the delivery of services by the county public service in the county sub-county, ward, village or urban area
Convening of citizen’s Participation Forum/Fora and Civic engagement

15 (1) A Sub-County, Ward or Village Administrator or a member/committee of the County Assembly may with prior approval of the Committee or the relevant committee of the Assembly in the case of member/committee, convene a citizen participation forum or civic engagement meeting(s) for the citizens to discuss and give views on or with respect to the following—

(a) issues of interests in the respective administrative unit,

(b) implementation of government policies and plans in the respective administrative unit,

(c) the administration and functioning of the respective administrative unit, or

(d) the delivery of services by the county public service in the respective administrative unit

(2) The forum/fora and civic engagement meeting(s) shall be open to all citizens of the respective administrative unit who desire to attend and citizens shall be allowed to speak through representatives or directly

(3) The convener of the forum/fora and civic engagement meeting(s) shall appoint a secretary to take the minutes of the proceedings of the forum/fora and civic engagement meeting(s) and shall, with the assistance of the Committee publicize the minutes to the members of the respective administrative unit and shall also—

(a) take note of the issues arising from the forum for action or response by the relevant organs of the county government, and

(b) give feedback on the action taken on the issues raised

(4) The convener of the forum/fora and civic engagement meeting(s) must ensure that the forum/fora and civic engagement meeting(s) is/are fully publicized to enable attendance and participation of a wide section of the population, including marginalized groups and communities

(5) The Committee shall establish mechanisms to facilitate dissemination of information on the various Public Participation and Civic Engagement fora to the public in the form of media with the widest public outreach in the county, which may include—
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(a) noticeboard within the county headquarters, sub-county and ward offices, chief camps and such other public premises within the County
(b) television stations,
(c) information communication technology centres,
(d) county websites,
(e) community radio stations,
(f) public meetings,
(g) traditional media, and
(h) church gatherings

6 (1) When convening any citizens forum under this Act the Committee shall ensure that —

(a) a notice is published in at least one national daily newspaper having circulation within the County at least 7 days prior to the proposed forum, and
(b) the notice is announced in at least one community radio station within the county at least 7 days prior to the proposed forum

(2) The notice referred in subsection 15 (6) shall include—

(a) an information statement summarizing particulars of the subject matter of the proposed consultative forum,
(b) inform citizens on various ways in which to access any documents relating to the subject, and
(c) invite the public to submit written comments or representations to the county government in respect of the proposed subject matter of the forum

PART V— PETITIONS

Form of Petition

16 A petition to County Executive Committee on any issue of public interest in the County shall be in the form set out in the Fourth Schedule and shall—

(a) be handwritten, printed or typed,
(b) be in English or Kiswahili and be written in respectful, decorous and temperate language,
(c) be free of alterations and interlineations in its text,
(d) be addressed to the County Secretary,

(e) have its subject-matter indicated on every sheet if it consists of more than one sheet,

(f) confirm that efforts have been made to have the matter addressed by the relevant body and that there has been no response on the matter from the relevant body or that the response has not been satisfactory

(g) confirm that the issues in respect of which the petition is made are not pending before any court or other constitutional or legal body,

(h) conclude with a clear, proper, concise and respectful prayer, reciting the definite object of the petitioner or petitioners in regard to the matter to which it relates,

(i) subject to paragraph (j), contain the names, addresses, identification numbers, signature or a thumb impression of the petitioner or of every petitioner, where there is more than one petitioner,

(j) contain only signatures or thumb impressions, as the case may be, and addresses and identification numbers written directly onto the petition and not pasted thereon or otherwise transferred to it,

(k) if the petitioner is unable to sign, be signed by a witness in whose presence the petitioner shall make his or her mark or thumb impression on the petition

Procedure for presenting petition

17 (1) A petition to the County Executive Committee shall be submitted to the County Executive Member by the petitioner.

(2) The County Executive Member shall, within seven days of the date of receipt of the petition, review the petition to ascertain whether the petition meets the requirements of this Act.

(3) Where the County Executive Member considers that a petition does not comply with section 16 the County Executive Member may give such directions as are necessary to ensure that the petition is amended to comply with that section.

Consideration of petition

18 (1) The County Executive Member shall, if satisfied that the petition meets the requirements of this Act, forward the petition to the
county executive committee or the relevant county department for consideration

(2) The County Executive Committee or the relevant county department relating to the petition may appoint a committee to investigate the subject matter of the petition

Procedure in the investigation

19 (1) The County Executive Committee, the relevant county department or a committee appointed in relation to a petition may hold public hearing and may—

(a) invite individuals to submit memoranda or appear before the committee to give evidence on a petition,

(b) invite any person holding public office to appear before them to give evidence relating a petition,

(c) co-opt qualified persons to assist it in the discharge of their functions,

(d) with the support from the Committee, hold public hearing in relation to the petition

(2) The evidence given by a person invited under sub section (1) shall be taken down in writing and a copy of it sent to the person who gave the evidence

(3) A person giving evidence may, within seven (7) days from the date of receipt of the copy under sub section (2), suggest corrections to his or her evidence due to inaccurate reporting and the evidence shall be printed with such corrections as may be appropriate

(4) The county executive committee, the relevant body or the committee may at its discretion refuse to hear any irrelevant evidence or to listen to any unruly or unmanageable person giving evidence

(5) Any document received at the investigation of a petition shall not be withdrawn or altered without the knowledge and approval of the executive committee

(6) A document submitted to the investigation of a petition may be released to the person who submitted it at the conclusion of the deliberations

(7) The committee appointed under section 18 (2) shall, as soon as practicable after the conclusion of the investigation submit its findings and recommendation to the county executive committee or the relevant body for a final decision to be made on the petition
(8) The County Executive Member shall, within 7 days of the decision of the County executive or the relevant body, and in writing, notify the petitioner of the decision

Publicization of decision on petition

20 The County Executive Member shall, within 7 days after the decision is communicated to the petitioner or petitioners, with assistance from the Committee —

(a) give notice of the decision to the public by posting a copy in a conspicuous place at the offices of the County Government,

(b) inform the public that a copy or extract of the decision is available on its website,

(c) publish the decision in such other manner as may be appropriate for the dissemination of information

Register of petitions

21 (1) The County Secretary shall keep and maintain a register in which shall be recorded all petitions and supporting documents, and the decisions of the county executive committee or the relevant body

(2) The register of petitions under subsection (1) shall be accessible to the public during working hours

Appeal against decision on a petition

22 Any party dissatisfied by the decision of the county government or the relevant body may appeal to the Commission on Administrative Justice pursuant to the provisions of the Commission on Administrative Justice Act 2011

Petitions to Assembly

23 A Petition may be presented or submitted to the Assembly by the petitioner or a Member of the Assembly on behalf of the petitioner in accordance with the Standing Orders of the Assembly

PART VI— MISCELLANEOUS PROVISIONS

County Executive Committee’s power of direction

24 The County Executive Committee shall oversee the performance of the activities of the Committee under this Act and may, in writing give the Committee directions on matters of policy not inconsistent with the provisions of this Act
Offences and penalty

25 A person who—

(a) without justification or lawful excuse, obstructs hinders, threatens a member of the Committee or a member of staff or committee acting under this Act,

(b) submits false or misleading information,

(c) without reasonable excuse, fails to appear before a meeting of the Committee when required to do so,

(d) knowingly and deliberately misrepresents to or misleads a member of the Committee or a member of staff at the Committee acting under this Act, commits an offence and is liable on conviction to a fine not exceeding fifty thousand shillings or to imprisonment for a term not exceeding one year or to both

Regulations

26 The County Executive Committee Member may, in consultation with the Committee, and upon approval by the county assembly make regulations for the better carrying out of the purposes and of this Act
PUBLIC PARTICIPATION GUIDELINES

The following shall guide the County Government and the Committee when conducting public participation activities—

1. Build a realistic timeframe for the consultation, allowing reasonable period for each stage of the process.

2. Be clear as to the type of the public, community or profession to be consulted, the issues or matter for consultation and for what specific purpose.

3. Ensure that the consultation document is as simple and concise as possible, providing the summary of the issues or matter for consultation and clearly setting out the questions to be addressed.

4. Publish and distribute the documents as widely as possible, including but not limited to providing hard copies, television advertisements, websites, community radio announcements and traditional media.

5. Ensure that all responses are carefully and open-mindedly analysed and the results made widely available to the public, including an account of the views expressed and the reasons for the decisions taken.

6. Disclose all information relevant for the public to understand and evaluate the decision.

7. Ensure that stakeholders have fair and equal access to the public participation process and their opportunity to influence decisions.

8. Ensure that all commitments made to the public, including those by the decision-maker, are made in good faith.

9. Undertake and encourage actions that build trust and credibility for the process among all the participants.

10. Be personally responsible for the validity of all data collected, analyses performed, or plans developed by it or under its direction.

11. Ensure that there is no misrepresentation of work performed or that was performed under the relevant body’s direction.

12. Examine all of its relationships or actions, which could be legitimately interpreted as a conflict of interest by clients, officials, the public or peers.
13 Should not engage in conduct involving dishonesty, fraud, deceit, misrepresentation or discrimination

14 Should not accept fees wholly or partially contingent on the client’s desired result where that desired result conflicts with its professional judgment
SECOND SCHEDULE  (s 7 (2))

(10) Where a vacancy occurs in the membership of the Committee the Executive Committee Member shall, appoint a new member in accordance with the provisions of this Act.

(11) A person is qualified to be a member of the Committee under Section 7 (2) if that person—

(a) is a citizen of Kenya and a resident of Vihiga County,

(b) holds a diploma from a recognized institution in Kenya,

(c) has knowledge and relevant experience in community service or social work, and

(d) meets the requirements of leadership and integrity set out in chapter six of the Constitution.
THIRD SCHEDULE

MEETINGS AND PROCEDURE FOR THE COMMITTEE

1 The Committee shall decide when, where and the frequency for its meetings provided that no three months shall lapse before the Committee convenes.

2 The quorum of any meeting of the Committee shall be a simple majority of all the members and a decision or resolution of the meeting shall be by a simple majority of the members present.

3 A meeting of the Committee shall be presided over by the chairperson, the vice-chairperson or in their absence, by any member chosen by members present at the meeting.

4 The members of the Committee shall elect a vice-chairperson from among themselves—

   (a) at the first sitting of the office, and

   (b) whenever it is necessary to fill the vacancy in the office of the vice-chairperson.

5 The Chairperson and Vice-chairperson shall not be of the same gender.

6 If any member has a personal or fiduciary interest in any matter before the Committee, and is present at its meeting or of any of its committee at which any matter is the subject of consideration, that member shall as soon as is practicable after the commencement of the meeting, declare such interest and shall not take part in any consideration or discussion of, or vote on any question touching such matter failing which he commits an offence for which such person is liable for punishment in accordance with the provisions of the Public Officers Ethics Act and or the Penal Code or such other law repealing the same.

7 A disclosure of interest made under paragraph (6) shall be recorded in the minutes of the meeting at which it is made.

8 No member or staff of the Committee shall transact any business or trade with the Committee.

9 The Committee shall keep minutes of all proceedings of its meetings and decisions taken.
FOURTH SCHEDULE

FORM OF A PUBLIC PETITION

TO The (Name of county) County Executive Committee

WE/I, the undersigned and humble Petitioner(s)

of (Here insert the names or description of the petitioner or petitioners and address including their status, residents of a particular area, workers, particular part of the community, minority or marginalised group etc)

DRAW the attention of the County Executive Committee to the following

(Here briefly state the reasons underlying the petition and request for the intervention of the Government/Assembly by outlining the grievances or problems and summarizing the facts which the petitioners wish the Government/Assembly to consider)

THAT (Here confirm that efforts have been made to have the matter addressed by the relevant body and it failed to give satisfactory response)

THAT (Here confirm that the issues in respect of which the petition is made are not pending before any court of law, or constitutional or legal body)

THEREFORE your humble petitioners PRAY that the County Executive Committee - (Here set out the prayer by stating in summary what action the petitioners wish the Government/Assembly to take or refrain from)

and your PETITIONERS will ever Pray

<table>
<thead>
<tr>
<th>Name of petitioner</th>
<th>Full Address</th>
<th>National ID or Passport No</th>
<th>Signature/Thumb print</th>
</tr>
</thead>
<tbody>
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Subsequent Pages

PETITION concerning

(Here, repeat the summary in first page)

*This form may contain such variations as the circumstances of each case may require*