



REPUBLIC OF KENYA  
PARLIAMENT  
THE NATIONAL ASSEMBLY

**NOTIFICATION TO ALL MEMBERS- ELECT OF THE NATIONAL ASSEMBLY:  
PRE-SWEARING & ORIENTATION SESSIONS FOR MEMBERS-ELECT**

The Parliament of Kenya, which is established pursuant to Article 93 of the Constitution, consists of the National Assembly and the Senate. Article 95 of the Constitution outlines the role of the National Assembly to include representation of the people of constituencies and special interests, deliberating on and resolving issues of concern to the people, law-making, determining the allocation of national revenue between the National Government and County Governments, appropriating funds for expenditure by the National Government and other State organs, exercising oversight over the national revenue and its expenditure, reviewing conduct in office of certain State officers, approving declaration of state of emergencies, among other roles.

Following the general elections held on Tuesday, 9<sup>th</sup> August, 2022, the Clerk of the National Assembly hereby **congratulates** all Members-Elect and wishes to notify Members-Elect of the National Assembly as follows-

**First Sitting of the House**

- Article 126(2) of the Constitution provides that *“whenever a new House is elected, the President, by notice in the Gazette, shall appoint the place and date for the first sitting of the new House, which shall not be more than thirty days after the election”*. In this regard, upon the notification of the date of the first sitting of the 13<sup>th</sup> Parliament by H.E. the President in due course, the Clerk of the National Assembly shall also publicize the information to all Members-Elect.

**Business of the First Sitting**

- During the first sitting of the House, the Clerk of the National Assembly shall administer Oath or Affirmation of Office to Members-Elect present in accordance with Article 74 of the Constitution and Standing Orders 3 of the National Assembly Standing Orders. This will be followed by election of the Speaker and Deputy Speaker of the National Assembly at the same sitting. More information on the election of the Speaker and Deputy Speaker will be availed after the notification of the date of the first sitting of the House by H.E. the President.

**Orientation Sessions**

- Ahead of the first Sitting of the House, the National Assembly has organized **orientation sessions** for all Members-Elect. In this regard, the Clerk of the National Assembly invites all Members to attend **orientation sessions** to be held in **Parliament Buildings, Nairobi** as per the Schedule hereunder-

Day	Time
Thursday, 25 <sup>th</sup> August, 2022	Morning Session (9.00am to 12. 30 pm)
	Afternoon (2.30pm to 5.00pm)
Friday, 26 <sup>th</sup> August, 2022	Morning Session (9.00am to 12. 30 pm)
	Afternoon (2.30pm to 5.00pm)

- The orientation sessions shall include registration of the Members, collection of bio-data information, issuance of parliamentary identification cards, briefing on the use of the Chamber voting system, tour of Parliament Buildings and briefings by the Office of the Clerk on essential legislative matters, among others things.
- During the orientation sessions, the Members-Elect will also be briefed on, among other things, the services and facilities available to the Members. The Members-Elect will also be facilitated to register for various services and facilities available including medical insurance and other related services, facilities and benefits. To this end, **all Members-Elect including Members who have been re-elected are encouraged to attend the orientation sessions.**

**Biodata**

- Standing Order 259F** of the National Assembly Standing Orders provides that *“At the commencement of every Parliament, a Member shall submit to the Clerk biodata in the form prescribed in the Tenth Schedule for purposes of facilitating the Member in the*

*affairs of the National Assembly and for public information”*. In light of the foregoing, all Members-Elect to the National Assembly are required to submit **duly completed bio data forms during the orientation sessions.**

- Copies of the bio-data forms are available at the **Office of the Clerk of the National Assembly, Main Parliament Buildings, Nairobi. The copies of the bio-data form can also be downloaded from the Parliament Website at <http://www.parliament.go.ke/downloads>.** The information provided in the bio-data form, in particular the contact information of a Member shall be used to communicate all notices on Parliamentary Meetings to the Member, through the official Bunge Bulk SMS service. In this regard, Members are encouraged to duly fill in the bio-data forms and submit as required. **For any clarification regarding the bio-data form, please contact the Inter-Houses and Oversees Department on Telephone 020-2848000 Ext. 4263/3279 or email [clerk@parliament.go.ke](mailto:clerk@parliament.go.ke)**

**Documents required**

- The Members-Elect should carry with them-
  - The original National Identity Card or Passport;
  - The Kenya Revenue Authority Personal Identification Number (PIN);
  - The original Certificate of the Elected Member of the National Assembly issued by the IEBC Returning Officer (*a copy will be made at the Desk, certified and original returned to the Member-Elect*);
  - Duly filled and signed Bio-data form, and,
  - A copy of updated Curriculum Vitae (CV).

**PLEASE NOTE that other additional personal documentation/information may be required to facilitate application for medical insurance cover. Members who have been re-elected are also required to submit the documentation specified here-above.**

**Submission of the Member-Elect IEBC Certificate**

- Each Member-Elect shall be required to submit the **original Certificate of the Elected Member of the National Assembly issued by the IEBC Returning Officer** to the Clerk of the National Assembly. Upon submission, the Clerk shall make a copy of the certificate and certify the copy and return the original certificate to the Member-Elect.

**Induction Sessions**

- After the first Sitting, Members shall also undergo **induction sessions** organized by the National Assembly. Further information on the date, place and programme of the induction sessions will be communicated after swearing-in and election of the Speaker.

**Reading Resources**

- Members-Elect are encouraged to obtain copies of the National Assembly Standing Orders, fact-sheets and other resources from the Parliament Website, at <http://www.parliament.go.ke/the-national-assembly/resources>

**Clearance by former Members of the National Assembly**

- Former Members of the National Assembly are required to **urgently** conclude any pending administrative clearances to facilitate a smooth transition of the 13<sup>th</sup> Parliament.

For more information, kindly contact the **Office of the Clerk, Main Parliament Buildings, Nairobi on Telephone 020-2848000 Ext. 3300/3350 or email [clerk@parliament.go.ke](mailto:clerk@parliament.go.ke)**

SERAH M. KIOKO, MBS  
AG. CLERK OF THE NATIONAL ASSEMBLY

19<sup>th</sup> August, 2022

**“For the Welfare of Society and the Just Government of the People”  
“The National Assembly speaks for you, Our results speak for themselves”**