Uganda Vision 2040

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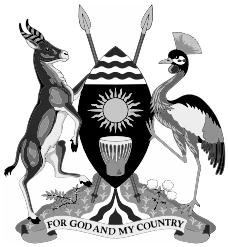
Republic of Uganda

MINISTRY OF LOCAL GOVERNMENT

STANDARD RULES OF PROCEDURE FOR LOCAL GOVERNMENT COUNCILS IN UGANDA



Revised July
2019



THE REPUBLIC OF UGANDA

MINISTRY OF LOCAL GOVERNMENT

STANDARD RULES OF PROCEDURE

FOR

LOCAL GOVERNMENT COUNCILS IN UGANDA

REVISED, JULY 2019

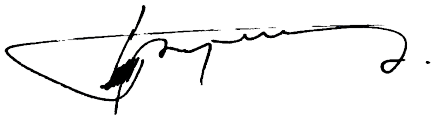
FOREWORD

I am delighted to introduce to you the Revised Standard Rules of Procedure to be used by Local Government Councils during the conduct of Council affairs. This follows the numerous amendments that the Local Governments Act and other Legislations have undergone over the period.

The manner in which Councils conduct business is of paramount importance to Local Governance and democracy. Experience has revealed that for a number of reasons, there is usually a high turnover of Councillors. As such, appreciation of the Council mode of operation is always a challenge for the new members of Council. It is, therefore, necessary to have the Standard Rules of Procedure that will provide Local Government Councils with the knowledge and skills, as well as a basis for procedures of conducting Council business.

The revision of the Standard Rules of Procedure was done through a consultative process, building on lessons learnt during the course of working and interacting with various Local Government Councils, Partners and Stakeholders. The Rules have taken into account the experiences, lessons and challenges encountered by Councils during their operations. It has also incorporated new Legal and Policy changes in the management of Local Government Councils.

It is, therefore, imperative that the Standard Rules of Procedure are put to the best use in consonance with the 3rd Schedule of the Local Governments Act Cap 243 as well as Rule 111 of these Rules.



Tom .R. Butime
MINISTER OF LOCAL GOVERNMENT

ACKNOWLEDGEMENT

The Revision of the Standard Rules of Procedure involved a series of activities including; Stakeholder Meetings, Stakeholder Interviews and Desk Reviews. Consultative Meetings were conducted in 5 Regions, ie Central, Western, Eastern, South West and Northern Uganda. For each of the Regions, 5 Districts were selected to participate in the Consultative Meetings. The participants from each of the 5 Districts included Speaker, Deputy Speaker, District Chairperson, Chief Administrative Officer, Clerk to Council, and at least 2 Chairpersons of Committees and 3 Councillors.

The invaluable wealth of information, time and insights from various Stakeholders upon which the Revision of the Standard Rules of Procedure was made possible are greatly acknowledged. The Ministry is grateful to the Persons and Institutions that contributed immensely to the Revision of these Standard Rules of Procedure.

Special tribute goes to the Institute of Parliamentary Studies (IPS) under the auspices of the Democratic Governance Facility (DGF) whose financial support has made the Revision of these Rules possible. In addition, the successful Revision of these Rules of Procedure was made possible by the unwavering technical support of Practitioners from various Local Governments, but in particular those from:- Masaka, Bukomansimbi, Kalungu, Sembabule, Kiboga, Kagadi, Hoima, Kibaale, Kakumiro, Kyenjojo, Kamuli, Mayuge, Kaliro, Jinja, Namutumba, Mbarara, Isingiro, Ntungamo, Kiruhura, Lyantonde, Gulu, Kitgum, Lamwo, Lira and Oyam.

Further still, the Ministry is grateful to the members of staff in general whose technical input was vital in the Revision of the Rules and in particular, the Local Councils Development Department for their invaluable input.

I also take this opportunity to thank the Political Leadership in the Ministry and Members of the Senior Management Team for their input and support.

The revised Standard Rules of Procedure will go a long way in helping Local Government Councils in the day to day management of Council affairs since well conducted Council Meetings enhance Service Delivery, Good Governance and contribute to the attainment of National Development Goals as Prescribed in the Vision 2040.



Ben Kumumanya
PERMANENT SECRETARY

THE REPUBLIC OF UGANDA

STANDARD RULES OF PROCEDURE AS ADOPTED FOR:

.....

(Name of LG) Local Government



Under:
COUNCIL MINUTE NO:

.....

Date: .....

GENERAL ARRANGEMENT

	Rule No	Page No
Part I: Preliminary	1-11	10-13
Part II: Meeting, Sitting and Adjournment of Council	12-17	19-21
Part III: Order of Business	18	22-23
Part IV: Motions to Council	19-27	24-27
Part V: Matters of Public Importance, Questions and Statements	28-34	28-31
Part VI: Petitions	35-40	32-33
Part VII: Conduct of Meetings	41-61	34-40
Part VII: Voting in Council	62-70	41-43
Part IX: Council Legislation Procedure	71-88	44-45
Part X: Committees of Council	89-98	52-59
Part XI: Votes of Censure and Removal from Office	99-103	60-62
Part XII: General Provisions	104-119	63-69
Appendix A: Oaths		70-71
Appendix B: Council Prayer		72
Appendix C: Council Registers		73
Appendix D: Censure Petition Format		74
Appendix E: Format of other petitions		75
Appendix F: Receipt of Motion/Petition/ Question		76
Appendix G: Notification of suspension of a member		77
Appendix H: Notification of completion of suspension		78
Appendix I: Letter forwarding petition to Minister		79
Appendix J: Benefits of adhering to Rules of Procedure		80

Contents

PART I: PRELIMINARY 10
1. Interpretation 13
2. Taking of Oath 13
3. Scope of Rules 13
4. Language to be used in Council 13
5. Unregulated Procedure 14
6. Election of Speaker 14
7. Election of Deputy Speaker 16
8. General Authority of the Speaker 16
9. Sitting arrangement in Council 17
10. Address of Council by the Chairperson 17
11. Suspension of Rules 18

PART II. MEETINGS, SITTINGS AND ADJOURNMENT OF COUNCIL ... 19
12. Sittings 19
13. Emergency Meetings 19
14. Notice of meeting 19
15. Registration at meetings 20
16. Quorum at meetings 20
17. Suspension or Adjournment of Council Proceedings 21

PART III. ORDER OF BUSINESS 22
18. Order of Business for Council Meetings 22

PART IV: MOTIONS TO COUNCIL 24
19. Notice of Motion 24
20. Oral notice of motions 24
21. Amendment of a Motion 25
22. Motions without Notice 25
23. Seconding of motions 26
24. Amendment of Notices by the Speaker 26
25. Withdrawal of Motion 26
26. Matters of similar nature 27
27. General Rules of Motions 27

PART V: MATTERS OF PUBLIC IMPORTANCE, QUESTIONS AND PERSONAL STATEMENTS 28
28. Matters of Urgent Public Importance 28
29. Questions 29
30. Form of Questions 29
31. Time Allotted to Questions 29
32. Copy of the Reply to be supplied in Writing 29
33. Questions to Chairperson without Notice 30
34. Personal statements 31

PART VI: PETITIONS 32
35. Format of a Petition 32
36. Language of Petition 32
37. Signing of Petition 32

38. Lodgement 32
39. Approval by Speaker 32
40. Tabling 32
PART VII: CONDUCT OF MEETINGS 34
41. Entrance by the Speaker 34
42. Prayers 34
43. Communication from the Chair 34
44. General Rules of meetings 35
45. Speaker and Chairpersons to be Impartial 35
46. Rules of Debate 35
47. Interruption when a Member is speaking 36
48. Maintenance of Order 37
49. Precedence of Speaker 37
50. Irrelevant or Repetition of Speech 37
51. A Motion that a Member be no longer heard 38
52. Ordering the Withdrawal of a Member 38
53. Suspension of a Member 38
54. Expression of Regret 39
55. Grave Disorder 39
56. Member to withdraw while his or her Conduct is debated 39
57. Rule of Anticipation 40
58. Explanations during debate 40
59. Acting for absent Members 40
60. When reply allowed 40
61. Seconders 40
PART VIII: VOTING IN THE COUNCIL 41
62. Questions to be decided by majority 41
63. Ex- officio Members of Council 41
64. Voting in the Council 41
65. Voice voting 42
66. Secret Vote 42
67. Demand for a Division Lobby 42
68. Division by Speaker 43
69. Equal number of votes after Division 43
PART IX: COUNCIL LEGISLATION PROCEDURE 44
70. Form of Bills 44
71. Subject Matters of Bills 44
72. Ordaining clause 44
73. Methods of Publications of Bills 44
74. Private Members' Bills 45
75. Prohibition of Bills derogating from particular human rights and freedoms 45
76. Distribution of copies of a bill to Members 45
77. Bill to be read three times 46
78. First Reading 46
79. Reference of a Bill to a Committee 46
80. Second Reading 46
81. Bills in Committee 47

82. Functions of the committee of the whole Council on a Bill ...47
83. Committee of the Whole Council.....47
84. Procedure in Committee of the Whole Council on a Bill 48
85. Report of Committee after Committee Stage.....50
86. Third Reading and passing of Bills 50
87. Signing a bill into an ordinance and publication.....51
PART X: COMMITTEES OF THE COUNCIL 52
88. Executive Committee.....52
89. Business committee 52
90. Committee of the Whole Council.....52
91. Standing Committees 53
A. Composition 53
B. Term of Office 53
C. Functions of Committees 54
D. Powers of a Committee 55
E. Powers of a Chairperson of a Committee 55
F. Meetings of Committees 56
92. Working Committees 57
93. Sub-Committees.....57
94. Report of Committee.....57
95. Publication of Proceedings, Evidence of Reports of Committees... 58
96. Access to Documents prepared for or Submitted to a Committee 58
97. Presence of Non- Members of Committee 59
PART XI: VOTES OF CENSURE AND REMOVAL FROM OFFICE 60
98. General Rules of Censure and Removal from Office.....60
99. Removal of the Chairperson from office.....60
100. Removal of the Speaker or Deputy Speaker.....60
101. Vote of Censure against a Secretary.....61
102. General Procedure for Censure Petitions.....62
PART XII: GENERAL PROVISIONS.....63
103. Resolutions Affecting a Secretary.....63
104. Advice, Recommendations or Approval of Committee 63
105. Minutes of Proceedings.....63
106. Custody of papers and records 65
107. Access to Tabled Papers.....65
108. Duties of the Clerk to the Council.....65
109. Facilitation of persons with Disability 66
110. Adaptation of Rules.....66
111. Amendment of Rules 67
112. Admitting Strangers 67
113. Withdrawal of Strangers.....67
114. Employment of Members in professional Capacity 68
115. Access to the Council Chamber 68
116. Dress Code.....68
117. Lapse or reinstatement of Council business upon end of the term of Council 68
118. Contempt of Council 69
Appendix A: Oaths 70

Appendix B: Standard Council Prayer 72
Appendix C: Council Registers to be maintained..... 72
Appendix D: Censure Petition Format 73
Appendix E: Format of any other Petition 75
Appendix F: Letter of Receipt of A Petition/Motions/Questions..... 76
Appendix G: Letter notifying the suspension of a Member from Council and Committee sittings 77
Appendix H: Letter notifying the completion of suspension of a Member from Council and Committee sittings 78
Appendix I: Letter of forwarding a petition to the Minister 79
APPENDIX J: Possible Benefits of adhering to the Council Rules of Procedure 80

PART I: PRELIMINARY

1. Interpretation

In these Rules of Procedure, unless the context otherwise requires: -

"Act" means the Local Governments Act, Cap 243.

"Arms" means fire arms

"Bill" means the draft of a Byelaw or an Ordinance and includes both Private Member's Bill and Executive Member's Bill.

"Censure" means a process initiated by an individual councillor or group of councillors with reasonable cause and within the existing legal framework to remove a person from office.

"Chairperson" means Chairperson of the Local Government, the committee of a whole Council, standing committee and any other committee of Council.

"Chamber" means the room in which the proceedings, business and debates of the Council take place, but does not include any place in such room which has been allocated as a place or places where the general public or Members of the media may gather to listen to the proceedings of the Council.

"Chief Executive/Chief Executive Officer" means an Accounting Officer of a District/Municipality/Division/Town Council/Sub-County, thus Chief Administrative Officer/Town Clerk/Sub-County Chief.

"Chief Whip" means a mobiliser of Members of Council belonging to political caucus appointed by the party from among the Members.

"Clerk" means the Clerk to the Council or any other person assigned by the Chief Administrative Officer / Town clerk / Sub County Chief to act for the Clerk.

"Committee of the whole Council" means a Committee composed of all Members of Council.

"Committee" means a Committee of a whole Council, standing committee, business committee or any other committee of Council.

"Constitution" means the Constitution of the Republic of Uganda.

"Consultation" means to inform, interact with and obtain an

opinion of another person for purposes of concurrence on a matter.

"Council" means Local Government Council.

"Debate" means a formal discussion of a particular proposal.

"Decorum" means acting or behaving respectfully.

"Division" means the grouping of Members into lobbies for the purpose of voting as described in Rule 67 of these Rules.

"Emergency" means any unforeseen event threatening order, peace, life or any function of society which if not urgently attended to may result in undesirable consequences that may be irreversible.

"Ex-officio member" means a member of Council or Committee who is part of it by virtue of holding another office. Such a member does not form quorum and has no voting rights.

"Lobby" means any place, which makes it possible to separate Members voting for any motion from Members voting against.

"Meetings" means Council meetings, Committee meetings and working group meetings.

"Members" means a Member of the Council or Committee.

"Minister" means Minister responsible for Local Governments.

"Motion" means a proposal made by a Member, that the Council or a Committee of Council does something, order something to be done or express an opinion concerning some matter.

"Petition" means a written prayer or plea presented to the Council and includes all similar submissions whether relating to public or private matters of general policy, or to redress Local or personal grievances.

"Point of clarification" means an interjection made by a Member to seek information on a matter alluded to by a Member holding the floor.

"Point of information" means an interjection made by a Member to offer information to a Member holding the floor.

"Point of order" means an interjection made against a Member holding the floor to express breach of acceptable behaviour, conduct and practices.

"Point of procedure" means an interjection made by a Member of the Council to express breach of Rules of procedure.

"Precincts of the Council" means the chamber, the lobbies, the galleries and grounds of the Council and such other places the Speaker may from time to time specify.

"Recommendation" means a proposal made to Council for decision.

"Resolution" means a decision on a matter by the Council.

"Returning Officer" means an officer responsible for elections administration for purposes of these Rules. For avoidance of doubt, the responsible officer means the CAO or His/Her representative.

"Ruling" means a decision taken by the Speaker on a matter of Rules of procedure in Council.

"Ruling Party" means the ruling party in the Central Government, which by extension is the ruling party in all Local Governments.

"Secretary" means a Member of the Executive Committee of a Local Government and is the political head of the Department(s) that fall under his/her jurisdiction.

"Sergeant-at-Arms" includes an Assistant Sergeant-at-Arms and any person appointed by the Speaker to perform the functions of a Sergeant-at-Arms.

"Session" means a series of meetings of the Council within a period of twelve months.

"Sine die" means business or proceedings that have been adjourned with no appointed date for resumption.

"Sitting" means a period during which Council or a committee thereof is sitting continuously without adjournment.

"Sitting day" means a day on which the Council meets to discuss business.

"Speaker" means the Speaker of the Council and includes the Deputy Speaker.

"Special meeting" means a non-scheduled sitting of Council called to discuss a specific matter.

"Table" means the Table of the Clerk to the Council.

"Unregulated Procedure" means procedure not provided for by these Rules.

"Vice Chairperson" means the Vice Chairperson of the Council.

2. Taking of Oath

1) Every Member of Council shall, before taking his or her seat in Council take and subscribe in a manner prescribed by law, the oath of allegiance and the Oath of a Councillor as specified in the Eighth Schedule to the Act.
2) A Chairperson, Vice Chairperson, Speaker, Deputy Speaker, Member of the Executive Committee shall take Oath prescribed for the office.
3) Except for the purposes of taking the Oaths referred to in sub-Rules (1) and (2), no person shall sit or vote in Council before taking and subscribing to the oath as it may be applicable.
4) A Member shall make a written declaration addressed to the Chief Administrative Officer or Town Clerk or Sub-County Chief accepting the office of Councillor.
5) The oaths under this Rule shall be the ones provided under the Eighth Schedule to the Local Governments Act Cap 243.

3. Scope of Rules

These Rules shall govern the proceedings of the Council and all Members of the Council shall be bound by and comply with these Rules.

4. Language to be used in Council

1) The proceedings and debate of Council shall be in the English language. Where a Member cannot express himself or herself in English he or she may request for prior special permission to use vernacular language and an interpreter shall be provided by the Clerk for that purpose.
2) Notwithstanding the provisions of Sub-Rule (1) Council may resolve to debate in any vernacular language provided the minutes shall be kept in English language.

5. Unregulated Procedure

1) Any question of procedure not provided for in these Rules shall be decided upon by the Speaker whose decision shall operate as an Interim Rule until a Committee appointed for that purpose decides on the procedure.

6. Election of Speaker

1) The Speaker shall be elected by the Council from among Members of Council.
2) Subject to Section 11(10) of the Local Governments Act, no business shall be transacted in Council other than an election to the office of Speaker at any time the office is vacant.
3) The Chief Magistrate shall preside at the first election of a Speaker of the District Council.
4) A person being proposed as a candidate to the Office of Speaker shall give his or her consent to the nomination.
5) Subject to Section 11(2) of the Local Governments Act, the election of a Speaker shall be by secret ballot.
6) At an election of the Speaker, the Chief Magistrate shall invite nominations from Members of the Council present.
7) A Member making a nomination shall move a motion that **"(Name ..... do take the Chair of this Council as the Speaker"** and shall give a brief statement of the background and qualifications of the nominee.
8) The nomination shall be seconded without debate.
9) If only one person is nominated, he or she shall be declared elected Speaker.
10) Where more than one person is nominated, the Council shall proceed to elect a Speaker.
11) When all nominations in respect of the Speaker have been received, the Chief Magistrate shall announce that the ballot will now be taken. Voting shall be in the following manner:-
    a) The Clerk to Council shall ascertain the number of Members present;
    b) Before voting commences, the Chief Magistrate shall cause to be produced one ballot box and cause to

demonstrate the fact that the box is empty;

c) The Chief Magistrate shall cause to be given to each Member of Council present a ballot paper;

d) A Member who wishes to vote shall proceed to a booth or designated area for the purpose and located to and within reasonable distance of the ballot box and shall, while there, write the name of the candidate of his or her choice, fold the marked ballot paper and drop it in the ballot box;

e) On the election of a Speaker no vote may be cast by proxy;

f) After all Members who wish to vote have voted, the Chief Magistrate shall in full view of the Members present cause the Clerk to Council to empty the ballot box and immediately count the ballot paper (s) contained in it;

g) At the completion of counting, the Chief Magistrate shall announce the result of the voting, specifying: -

i. The total number of ballot papers contained in the ballot box.

ii. The total number of Members who have abstained from voting.

iii. The number of both spoilt and blank ballot papers.

iv. The number of votes obtained by each nominee.

h) No person shall be declared Speaker unless that person gets more than fifty per cent of the votes of all Members of the Council cast in his or her favour.

i) If no person gets more than fifty per cent of the votes cast in his/her favour, the election shall be repeated between the first two persons getting the highest votes until one of them gets more than fifty per cent of the votes.

1) The person elected Speaker shall be conducted to the Chair by the Chief Magistrate;

2) Before assuming the duties of the Office of Speaker, the person elected shall, in the manner prescribed by law, take and subscribe to the Oath of Speaker specified in Appendix A of these Rules.

3) The person elected as Speaker shall upon taking the Oath of Speaker be presented with; the Mace, the Speaker's robes, the Rules of Procedure, the Local Governments Act and the Constitution of the Republic of Uganda.

7. Election of Deputy Speaker

1) The Deputy Speaker shall be elected by the Council from among Members of the Council.
2) The Speaker shall preside at the election of the Deputy Speaker.
3) An election to the Office of the Deputy Speaker shall be held at the first sitting of the Council and whenever that Office becomes vacant.
4) The Rules prescribed for the election and the taking and subscribing to the oath of Speaker shall apply with necessary modifications to the election of the Deputy Speaker.

8. General Authority of the Speaker

1) Except during the election of the Speaker, the Speaker shall preside over the proceedings of the Council and shall be the custodian of these Rules.
2) The Deputy Speaker shall take the chair of the Speaker at any time when requested by the Speaker to do so during a sitting of the Council and otherwise in the absence of the Speaker.
3) The Speaker/Deputy Speaker shall preserve order and decorum in the Council and shall decide questions of order and procedure.
4) In deciding a point of order or procedure, the Speaker/ Deputy Speaker may state reasons for the decision and may cite any Rule of Procedure or other applicable authority.
5) When the Speaker delegates to the Deputy Speaker when not in session, he/she shall give clear guidelines in writing.

9. Sitting arrangement in Council

1) Members of the Executive Committee shall sit on the front bench on the right hand of the Speaker.
2) A chair shall be provided for the Chief Executive Officer next to the Local Government Chairperson on the right hand side of the Speaker but off the podium.
3) The Speaker shall require that all Members of the various political parties represented in Council sit together in the following manner:-
   a) The Members of the Ruling Political Party in Government shall sit on the right hand side of the Speaker;
   b) Members from Opposition Parties shall sit on the left hand side of the Speaker; and
   c) An independent Member shall notify the Speaker in writing at the inaugural Council meeting about the side of the Council he/she wishes to sit.
4) A chair shall be provided for the Deputy Speaker on the left hand side of the Speaker but off the podium.
5) Heads of Departments shall be provided with seats within the Council hall.
6) Members of the Public shall either sit on sides, back or in the Public Gallery where such facility exists.
7) A chair shall be provided for the Chairperson of a committee of the whole Council at the table.

10. Address of Council by the Chairperson

1) The Chairperson shall at the beginning of the Financial Year: -
   a) Deliver to the Council "the state of the Local Government address";
   b) When the address on the state of affairs of the Local Government has been delivered, the Council shall debate it in the subsequent sitting;

c) The debate of the State of affairs of the Local Government shall be placed on the order paper of the subsequent meeting.

2) The state of the Local Government address shall be backed by written copies that shall be distributed to all Members of Council; and;

3) The Local Government Chairperson May, in consultation with the Speaker, address the Council from time to time on any matter of importance to the Local Government.

11. Suspension of Rules

1) Any provision of these Rules relating to the proceedings or business at a meeting of the Council or its Committee may be suspended by resolution of not less than half of the Members present.

2) The suspension of any provision of these Rules shall be limited in its operation to the particular purpose and time for which suspension has been approved.

3) A motion contemplated in sub-Rule (1) may be moved without notice being given.

4) This Rule shall not apply in respect to Rule 2, 6, 7 and 11.

5) This Rule shall not apply to provisions contained in any other legislation.

PART II. MEETINGS, SITTINGS AND ADJOURNMENT OF COUNCIL

12. Sittings

1) A sitting of Council is duly constituted when it is presided over by the Speaker, or Deputy Speaker.
2) Subject to the Local Governments Act, the Council shall sit to consider: -
   a) Business at least once in two months and on those days determined by the Speaker.
   b) Sittings shall be held any time between 8.00 am and 5.00 pm on official working days.
3) Notwithstanding sub-Rule 2 (a) and (b) of this Rule, the Speaker may, having regard to the state of the business of the Council, direct that the sittings be held outside the period or days prescribed in the sub-Rules.
4) Except for emergency meetings, it shall be appropriate for a Council and its Committees to have Schedules for their ordinary meetings for the Financial Year.

13. Emergency Meetings

1) In the case of an emergency, the Speaker may call a special meeting on recommendation of the Executive Committee declaring the emergency at any time he or she considers expedient, giving reasonable notice.
2) Business in such meetings shall be restricted to the purpose(s) for which it has been convened.

14. Notice of meeting

1) Notice in writing indicating the time and place of every meeting shall be dispatched by or on behalf of the Clerk to the Council to every Member: -
   a) At least seven working days before the meeting (excluding

the day on which the meeting is to be held).

b) A copy of the invitation letter shall be posted on the Council notice board and other public places that the Clerk may decide.

c) A written notice may be supplemented by a public announcement over the radio provided that in respect of special meetings the Clerk may give reasonable notice, being less than seven days.

2) The notice shall contain Order of Business for the meeting called, minutes of the previous meeting and any other reports to be discussed.

3) Every Member shall inform the Clerk to the Council the address at which he or she wishes the notices issued under this Rule to be sent.

4) A Speaker who upon being advised not to convene a meeting but proceeds to do so shall bear pecuniary responsibility for all related expenses.

15. Registration at meetings

At the commencement of every meeting of the Council, the Clerk shall ensure that Members, the Local Government Officials and strangers register their names in the Registers provided for that purpose as in Appendix C.

16. Quorum at meetings

1) At any meeting of Council, fifty percent of all Members of Council shall constitute quorum to transact business.

2) If at the expiration of half an hour after the time for which a meeting has been called, a quorum is not realized, the Speaker shall adjourn the meeting for fifteen minutes during which a bell shall be rung.

3) If on the resumption of proceedings after the expiry of fifteen minutes, the number of Members present is still less than fifty percent of all Members of Council, the Speaker shall suspend the sitting or adjourn the Council without question put.

4) A quorum is duly realized even with the absence of the

Chairperson or Vice-Chairperson of the Council.

5) Ex-officio Members do not constitute quorum.
6) Quorum shall be maintained throughout the meeting.
7) If for any reason during the course of the meeting, a Member takes notice or raises objection that the Members present in Council are less than Fifty per cent of the number of all Members of Council, the Speaker shall on ascertaining it to be true, suspend the proceedings for an interval of fifteen minutes during which a bell shall be rung. If on the resumption of proceedings after the expiry of fifteen minutes, the number of Members present is still less than fifty percent of all Members of Council the Speaker shall suspend the sitting or adjourn the Council.

17. Suspension or Adjournment of Council Proceedings

1) The Speaker may at any time suspend a sitting or adjourn Council.
2) When adjourning the Council at the end of a day's business where such day is not the last sitting day of a meeting, the Speaker shall announce the day and time at which the Council shall resume.
3) When adjourning the Council at the end of a day's business where that day is the last sitting day of the meeting, the Speaker shall, adjourn the Council sine die.
4) When a meeting adjourns, Members shall rise and remain in their places until the Speaker and Members of the executive committee have left the Chamber.

PART III. ORDER OF BUSINESS

18. Order of Business for Council Meetings

1) Order of business shall be determined by the Business Committee, which shall be composed of Speaker as Chairperson, Deputy Speaker, the Chief Executive, Vice Chairperson of the Council or his/her representative, Chairpersons of Standing Committees, and the Clerk to Council.
2) Subject to sub Rule (1) the Order of Business at the first meeting of the Council shall be conducted in the manner prescribed in the following order: -
    a) Anthem(s)
    b) Prayer
    c) Administration of Oaths
    d) Election of Speaker
    e) Election of Deputy Speaker
    f) Communication from the Chair
    g) Address by the Local Government Chairperson
    h) Adjournment
3) The order of business at any other meeting of Council as determined by the Business Committee shall be set out on the Order Paper for each meeting and shall whenever possible be in the following order: -
    a) Anthem(s)
    b) Prayer
    c) Adoption of the order paper
    d) Communication from the Chair
    e) Address by the Local Government Chairperson
    f) Message (s) from Distinguished Personalities
    g) Consideration of Previous Minutes
    h) Bills
    i) Executive Committee's Business
    j) Statement by Secretary
    k) Presentation and Laying of Committee reports
    l) Matters of urgent public importance
    m) Personal Explanations

n) Presentation of Petitions
o) Questions to the Local Government Chairperson and Secretaries
p) Notices of motions
q) Adjournment

4) The business tabled by the Members of the Executive Committee shall be given priority.
5) Order of Business as set out in the Order Paper by Business Committee may where necessary be altered by a motion. For avoidance of doubt, such alterations shall only be limited to the business on the order paper and shall not introduce nor remove business.
6) The Council shall not transact any business that is not adopted on the Order Paper.

PART IV: MOTIONS TO COUNCIL

19. Notice of Motion

1) When giving notice of a Motion a Member shall: -
   - **a)** Read it aloud and deliver at the Table a signed copy of the notice; OR
   - **b)** Deliver to the Clerk a signed copy of the notice on any sitting day of the Council for placing on the Order Paper.
2) Written notices of Motion delivered to the Clerk within less than forty-eight hours to the Council meeting may not be placed on the Order Paper of the next sitting unless such a motion concerns a matter of an emergency.
3) When the Council is not in session or has been adjourned at the end of a sitting, a Member who intends to move a Motion during the next session or sitting shall submit a notice of it fairly written and subscribed with his or her name, to the Clerk so as to reach the latter not later than seven days before the day on which it is to be set down.
4) A Motion referred to in sub Rule 3 shall be treated as if its notice had been given in terms of sub-Rule (1), and shall be set down by the Clerk on the Order Paper for a day determined after consultation with the Speaker.
5) If the Motion is set down for the first day of the next ensuing session or sitting, the Clerk shall send by ordinary post or any other quick means at least seven days before the day of commencement of the session or resumption after a recess, a copy of such Motion to every Member.

20. Oral notice of motions

Notwithstanding the provisions of Rule 19: -

- **a)** A Member may with the leave of the Speaker, give oral notice of a motion during a sitting;
- **b)** The motion referred to in sub Rule (1)(a) shall not be placed on the Order paper until three clear days have elapsed from the day the notice is given;

c) Where the Speaker is of the opinion that it is in the public interest that the motion should be placed on the Order paper prior to the expiration of three days, the Speaker may direct that it be placed on the Order paper at such time as he or she thinks convenient.

21. Amendment of a Motion

1) Any proposal to alter a motion under debate shall be made in the form of an amendment.
2) An amendment may propose: -
   a) To delete a word or words;
   b) To insert or add a new word/words.
3) An amendment shall not have the effect of introducing any new matter or negating the Original Motion.
4) When an amendment is under debate, no further amendment shall be moved until the current amendment has been disposed of.
5) If an amendment is defeated, the original Motion shall stand subject to the Motion being further amended.
6) If an amendment is carried, the amended Motion takes place of the original Motion subject to the Motion being further amended.

22. Motions without Notice

1) The following motions may be moved without notice: -
   a) Any motion by way of amendment to a question already proposed by the Speaker;
   b) An adjournment motion;
   c) Any motion for the adjournment of a debate;
   d) Any motion for the postponement or discharge of, or giving precedence to the business of the day;
   e) Any motion for the reference of a bill for Ordinance or Bye-laws to a Committee;
   f) For adoption of a committee report;
   g) Any motion raising a question of privileges;
   h) For amendment to Motions;
   i) Any motion in regard to which notice is dispensed

with by the unanimous concurrence of all the Members present;

j) Any motion for the suspension of the Rules of Procedure permitted under these Rules;

k) Any motion for the withdrawal or re admission of strangers;

l) Any motion for the Council to resolve itself into a committee of the whole Council;

m) Any motion for the committee of the Whole Council to resolve itself into a Council;

n) Any motion which in the opinion of the Speaker is a matter of emergency.

2) A Member may move a motion without notice in the following manner-

"Mr/Madam Speaker/Chairperson I rise to move that the Council/Committee considers the following motion without notice under sub Rule (1) of this Rule" .....)

23. Seconding of motions

1) In the Council, the questions upon a motion or amendment shall not be proposed by the Speaker nor shall the debate on the same commence unless the motion or amendment has been seconded.

2) In the committee of the Whole Council or before a committee a seconder of a motion shall not be required.

24. Amendment of Notices by the Speaker

Any notice of a Motion, contrary to these Rules may be amended or otherwise dealt with as the Speaker may decide.

25. Withdrawal of Motion

1) A Motion of which notice has been given but not debated may be withdrawn by the Member in whose name the motion appears on the Order Paper. The withdrawal shall be in the Chamber.

2) Where a debate on the Motion has commenced, the Motion may not be withdrawn before the Mover replies at the

conclusion of the debate.

26. Matters of similar nature

1) No matter shall be proposed for discussion in the Council, which is similar in substance as a matter that has been discussed during the same sitting.
2) No motion shall be moved in the Council, which is the same in substance as a motion, which has been approved or rejected by it during the same sitting except in the form of an amendment expressly allowed by the Speaker.
3) The order, resolution or note on such previous motions may be amended or rescinded.

27. General Rules of Motions

1) Every proposal put before the Council shall be made in the form of a Motion.
2) A Motion shall state what action it proposes the Council to take.
3) Every motion shall be relevant to some matter over which the Council has power or which directly affects the Council.
4) Any Motion not respectfully worded shall be struck out.
5) Every Motion shall be read out, proposed and seconded before it is debated.
6) Any Motion on being moved and seconded in the Council may be referred, without discussion, to such Standing Committee as the Council may determine.
7) Every Motion except for a motion of censure and those mentioned in Rule 22 shall be referred to the relevant Standing Committee for review and appropriate recommendation to the Council.

PART V: MATTERS OF PUBLIC IMPORTANCE, QUESTIONS AND PERSONAL STATEMENTS

28. Matters of Urgent Public Importance

1) Any Member may on any sitting day request the Speaker in writing to allow a matter of urgent public importance to be discussed by the Council and if the Speaker Rules that the matter is of a definite matter of public importance the Speaker shall appoint a time on the same day when the matter may be discussed.
2) Questions of privilege may not be discussed under this Rule.
3) Matters already discussed by the Council during the same sitting day shall not be discussed under this Rule.
4) The discussion shall not exceed the time allocated for it by the Speaker.
5) The time allocated by the Speaker shall not include the reply by the Chairperson of the Council or responsible Secretary.
6) Not more than one matter shall be discussed on the same day under this Rule.

29. Questions

1) Questions may be put to the Chairperson and a Secretary concerning any measure pending in the Council or any other public business for which the Secretary is responsible.
2) No question shall be asked which contains arguments, expressions of opinions, inferences, imputations, epithets or controversial, ironical or offensive expressions or hypothetical cases.
3) No question shall be placed on the Order Paper until a notice of the same has been given by the Member.
4) Subject to these Rules, the Clerk shall place questions on the Order Paper in the order in which they are handed to him or her but grouped as to the different days on which

the answers are to be given.

5) Questions for oral reply shall be dealt within the following order: -
   - **a)** Questions to the Chairperson carried from previous question days;
   - **b)** New questions to the Chairperson;
   - **c)** Questions to the Secretaries carried from previous question days; and
   - **d)** New questions to Secretaries.

30. Form of Questions

1) A question for oral reply shall be so indicated. If the Speaker is of the opinion that a question deals with a fundamental matter or a matter of a statistical nature, he or she may direct that the question be placed on the Order Paper for written reply.
2) Questions for oral reply shall be limited to two questions per Member per question day.

31. Time Allotted to Questions

1) The time allotted for questions shall be at the discretion of the Speaker but shall not be more than 30 minutes.
2) Replies to questions for oral reply which have been reached on the expiration of the time allotted, shall be handed to the Clerk for inclusion in the Order of Business for next convenient time.

32. Copy of the Reply to be supplied in Writing

1) On or before the day set down for a reply to a question, the Chairperson or Secretary as the case may be, shall furnish the Clerk with a written copy of the reply to be given to that question, irrespective of whether or not his or her reply is in fact given in the Council on that day.
2) The Clerk shall, on the day set down for a reply to a question, furnish the Member who put the question with a written copy contemplated in sub-Rule (1).

33. Questions to Chairperson without Notice

1) Questions may be put to the Chairperson without prior notice on any day selected by the Speaker, who shall on that day allow one hour for the putting and answering of those questions by the Chairperson except that if proceedings relating to questions are in progress when that time expires, the Speaker may allow them to be concluded.
2) The Speaker shall in writing inform the Chairperson about the scheduled day for questions without notice.
3) A Member may put a question under this Rule on the day selected by the Speaker only if his or her name appears on the Order Paper for that purpose.
4) A Member who wishes to put a question in terms of this Rule must personally, in writing and under his or her signature submit his or her name to the Clerk not later than two working days prior to the day on which he or she wishes to put the question to the Chairperson.
5) The Clerk shall cause the names so submitted to be selected in the order of their submission or in a manner approved by him or her as being impartial, and shall not place more than four names so selected on the Order Paper on the sitting day preceding the day on which such questions are to be put.
6) The Speaker shall call the Members in the order in which their names appear on the Order Paper.
    a) The Member called may put one question in concise form and immediately after the reply on it, may put not more than one supplementary question, which must relate to his or her original question or the reply.
    b) The Speaker may allow a limited number of Members to ask supplementary questions after the Member asking the questions has asked his or her other supplementary questions.

34. Personal statements

A Member may, with the prior consent of the Speaker explain matters of a personal nature, but such matters may not be debated, and the Members shall confine himself or herself strictly to the vindication of his or her own conduct and shall not speak for longer than five minutes.

PART VI: PETITIONS

35. Format of a Petition

Petitions shall be in the form prescribed as per **Appendix D for Censure and Appendix E for any other petitions.**

36. Language of Petition

A petition, which is not in English language, shall be accompanied by a translation into English and shall be certified to be true and correct by the Member presenting the petition or by a sworn translator.

37. Signing of Petition

1) Petitions shall be signed by the petitioners in person.
2) For the case of censure petitions, the signing shall be done in person in the presence of the sergeant-at-arms in the office of the Clerk to Council during official working hours.
3) Persons unable to write shall thumb/finger print the petition in the presence of two witnesses, who shall sign the petition in that capacity.

38. Lodgement

1) A petition shall be lodged by a Member with the Clerk for approval by the Speaker, and shall be signed at the beginning of it by the Member lodging it.
2) The Clerk to Council shall acknowledge receipt of the petition in writing.
3) It shall not be competent for a Member to lodge a petition on his or her own behalf.

39. Approval by Speaker

Each petition shall be deposited for at least one day with the Clerk who shall submit it to the Speaker for his or her approval before it is laid upon the Table.

40. Tabling

A petition which has been approved by the Speaker shall be laid on the Table and referred to the relevant Committee which shall make a recommendation to the Council.

PART VII: CONDUCT OF MEETINGS

41. Entrance by the Speaker

1) The Speaker shall enter the Council Chamber in a procession led by the Sergeant-at- Arms, followed by the Deputy Speaker and the Clerks in that order.
2) Members shall rise and remain in their places when the Sergeant-at-Arms announces the entry of the Speaker and shall only resume their seats after the Prayer, Anthem(s) and the Speaker has taken his or her seat.

42. Prayers

Prayers in the form prescribed at **Appendix B** to these Rules shall be read by the Clerk to Council at the commencement of business on every sitting day.

43. Communication from the Chair

During his or her communication from the Chair, the Speaker shall limit him/herself to issues relating to the administration of the Speaker's office and such communication shall not be debated.

44. General Rules of meetings

When the Council is sitting: -

a) Every Member shall enter or leave the Council with decorum (respect).
b) Every Member shall bow to the Speaker in passing to or from his or her seat.
c) No Member, official, usher, messenger or other person shall stand in any of the passages or gangways of the Chamber.
d) No person shall pass between the Speaker and the Table.
e) No Member shall do any act, which is disrespectful to, the Speaker or the Council.
f) Clapping shall not be permitted in the Council instead Members shall foot stump.

45. Speaker and Chairpersons to be Impartial

The Speaker/Chairperson of a committee shall, in the conduct of meetings, be impartial in all his or her rulings.

46. Rules of Debate

1) The Speaker shall **NOT** take part in any Council debate.
2) Debate upon any Motion or amendment to a Motion or upon any Bill, part of a Bill or Amendment to a Bill, shall be relevant to the matter being debated.
3) A Member desiring to speak shall rise and address the chair and shall do so only after catching the Speaker's eye.
4) When the Speaker rises during the proceedings in the Council, when the Chairperson rises during the proceedings of a Committee of the whole Council, every Member shall rise.
5) By the indulgence of the Speaker, a Member unable conveniently to stand by reason of sickness or disability, may be permitted to speak while sitting.
6) The Speaker shall be referred to as Mr/Madam Speaker.
7) A Secretary shall be referred to by his or her Secretarial title an example being "Secretary for Finance" etc.
8) Every other Member shall be referred to as "Honourable" together with the name of his or her Electoral Area or the group or body represented by the Member, that is "the Honourable Member for ..."
9) If the Speaker Rules that any matter raised is out of order, there shall be no discussion on such ruling.
10) Every Member allowed to speak shall address his or her speech to the Speaker and shall stand while making his or her speech except persons with such disabilities that may make them unable to stand.
11) When a Member concludes his or her speech, he or she shall resume his or her seat, and any other Member wishing to address the meeting may rise.
12) If more than one Member rise at the same time, the Speaker shall call on one of them as he or she thinks fit, to address the Council.

13) Every Member on the floor shall confine his or her address to the subject under debate.
14) A Member may not speak more than once on any Motion, provided that: -
    a) A Member who has already spoken may be allowed by the Speaker to give an explanation of any part of his or her address which is misunderstood, and in doing so, he or she shall not introduce any new matter; and
    b) The mover of the Motion may at the conclusion of the debate reply to the debate.

15) If the Speaker is satisfied that no more Members wish to speak on the Motion or subject under debate, he or she shall put the question to the Council.
16) If the Speaker has put a Question and it is not clear or understood, he or she shall put it again.
17) No Member shall speak on any Motion or subject after it has been put to the vote by the Speaker.
18) If the Speaker considers that a Motion on a matter of procedure proposed is being moved for purely obstructive purposes, he or she may at his or her discretion put it to the vote without debate.
19) During debate no Member shall converse aloud.

47. Interruption when a Member is speaking

1) No Member shall interrupt any other Member except by: -
    a) Raising a point of Order;
    b) Raising a point of Procedure;
    c) Raising a point of Information; and
    d) Raising a point of Clarification.
2) When a point of order or procedure has been raised, the Member holding the floor shall resume his or her seat and, no other Members shall rise until the Speaker has Ruled on the matter. However, for points of information and clarification, the Member holding the floor will be at liberty to give way or not.

3) Upon a decision on the point of order, the Member who was speaking is entitled to proceed with his or her speech cognizant of the Speaker's decision on the point of order.
4) It shall be out of order for any Member: -
    a. To refer to any matter on which a judicial decision is pending or before the Inspectorate of Government;
    b. To impute improper motive to any other Member;
    c. To refuse to withdraw objectionable words after he/she has been called upon to do so by the Speaker;
    d. To persist in irrelevance or tedious repetitions after he or she has been called upon by the Speaker to be relevant to the subject under debate;
    e. To use offensive, abusive, insulting, blasphemous or unbecoming words or to make personal allusions;
    f. To behave in a disorderly manner;
    g. To obstruct the business of the Council;
    h. To make a submission without substantive evidence; and
    i. To disregard any ruling of the Speaker.
5) Any Member who deviates from the provisions of this Rule or who allows himself or herself to be out of order, shall at once be called to order by the Speaker either on his or her own initiative or on the initiative of any Member.

48. Maintenance of Order

Order shall be maintained at all meetings by the Speaker/Chairperson.

49. Precedence of Speaker

Whenever the Speaker rises or calls for order, any Member then speaking or offering to speak shall resume his or her seat, and the Speaker shall be heard without interruption.

50. Irrelevant or Repetition of Speech

The Speaker, after having called attention to the conduct of a

Member who persists in irrelevant or tedious repetition of either his or her other Members' arguments may direct the Member to discontinue his or her speech.

51. A Motion that a Member be no longer heard

If a Member uses objectionable words and on being called to order fails to retract or explain the words and offer an apology to the satisfaction of the Speaker, any Member may with the consent of the Speaker move that the Member using the objectionable words be no longer heard, and the question on that Motion shall be put immediately without amendment or debate.

52. Ordering the Withdrawal of a Member

If the Speaker is of the opinion that a Member is deliberately contravening a provision of these Rules, or that a Member is in contempt of or is disregarding the authority of the Chair, or that a Member's conduct is grossly disorderly, he or she may order the Member to withdraw immediately from the Chamber for the remainder of the day's sitting.

53. Suspension of a Member

1) If the Speaker or the Chairperson of a Committee of the whole Council is of the opinion that a contravention committed by a Member of the Council is of so serious a nature that an order to withdraw from the Chamber for the remainder of the day's sitting is inadequate, the Speaker or the Chairperson of a Committee of the whole Council may name and suspend the Member for a period not exceeding two consecutive Council and two consecutive committee meetings.
2) The action taken against a Member by the Speaker under sub-Rule (1) shall be announced in the Council.
3) A Member ordered to withdraw from the Chamber or named and suspended, shall forthwith withdraw from the precincts of the Council.

4) The Sergeant-at-Arms shall remove or cause to be removed from the precincts of the Council that person if he or she refuses to withdraw.
5) A Member who has been named shall not return to the precincts of the Council before the action taken against him or her by Speaker has been announced and the period of suspension or other penalty has been completed.
6) Any Member who has been suspended in terms of these Rules shall be deemed to be absent for purposes of paying allowances to Councillors.
7) The Clerk to Council shall communicate in writing to the Member the duration of the suspension.

54. Expression of Regret

1) A Member of the Council who has been named and suspended may submit to the Speaker a written expression of regret, and if the Speaker approves of the expression of regret, he or she may discharge the suspension and permit the Member to take his or her seat, and the Speaker shall inform the Council accordingly.
2) An expression of regret approved of by Speaker shall be recorded in the Minutes of proceedings.

55. Grave Disorder

In the Event of grave disorder of the whole Council during a sitting of the Council or a meeting of a Committee, the Speaker or the Chairperson of the whole Council Committee may adjourn or suspend the proceedings for a period determined by him or her.

56. Member to withdraw while his or her Conduct is debated

Whenever a charge of misconduct is made against a Member, he or she shall, after having been heard, withdraw from the chamber while the charge is being debated.

57. Rule of Anticipation

1) No Member shall anticipate the discussion of any matter.
2) In determining whether a discussion is out of order on the ground of anticipation, the Speaker shall have regard to the probability that the matter anticipated will be discussed in the Council within a reasonable time.

58. Explanations during debate

An explanation during debate is allowed only when a material part of a Member's speech has been misquoted or misunderstood, but such Member shall not be permitted to introduce any new matter and no debate shall be allowed upon such explanation.

59. Acting for absent Members

A Member may take charge of a Motion on the order paper in the absence of the Member in charge, if he or she has been authorized in writing to do so by that Member.

60. When reply allowed

A reply shall be allowed to the Member introducing a subject for discussion in the Council except in the case of an address on the state of affairs of a Local Government.

61. Seconders

All amendments shall require a seconder, except on such occasions the Speaker may decide.

PART VIII: VOTING IN THE COUNCIL

62. Questions to be decided by majority

1) Except otherwise prescribed by the Constitution, Local Governments Act or any law consistent with the Constitution all questions proposed for decision of Council shall be determined by a majority of votes of the Members present and voting.
2) The Speaker or Chairperson of the committee of the whole Council shall have neither an original nor casting vote and if upon any question before the Council the votes are equally divided, the motion shall be lost.
3) For the avoidance of doubt, the Chairperson of a Committee while not presiding shall retain his or her right to debate and vote.

63. Ex- officio Members of Council

1) For the District Council, a Member Parliament and the Chairperson of the Women Council are ex-officio members of Council.
2) For Lower Local Governments, a District Councillor and the Chairperson of the Women Council are ex-officio members of Council.
3) For avoidance of doubt, Ex-officio members of Council Shall Not be allowed to Vote on any matter in Council.

64. Voting in the Council

1) With the exception of Ex-officio members, every Member present in the Council at the time of voting shall cast a vote.
2) Whenever during voting on a motion, the votes cast for or against the motion are equal in number, the motion shall stand lost.
3) Voting in the Council shall be by: -
    a) Voice voting
    b) Secret voting
    c) Division

65. Voice voting

1) Except where these Rules expressly provide otherwise, where a matter is to be put to vote, voice voting shall be the default method of voting.
2) When a question has been put by the Speaker or the Chairperson, the votes shall be taken by voices of "Ayes" and "Nays" and the result shall be declared by the Speaker or the Chairperson.

66. Secret Vote

1) There shall be secret voting in the Council in respect of: -
   a) The election or removal of a person holding office under the Constitution or a law made under the Constitution;
   b) The Motion of resolution of censure against a Member of the Executive Committee; and
   c) Any other matter if the Council so decides.

67. Demand for a Division Lobby

1) A division may be ordered by the Speaker, if after a question has been put and the Speaker or the Chairperson of the Committee of the whole Council has indicated whether in his or her opinion the "Ayes" or "Nays" have it, fifty per cent of the Members present stand in their places signifying their disapproval of the Speaker's decision.
2) Where a Division has been ordered, the Division bells shall be rung for a period of three minutes at the expiry of which the doors of the Chamber shall be closed and locked and shall remain so until the question has been put and the decision announced by the Speaker or the Chairperson.
3) No Member shall enter or leave the Chamber until the result of the Division has been declared.
4) The Speaker or the Chairperson shall direct the Members into the lobbies and appoint tellers for each lobby to count the votes by recording the names of every voter in each lobby. The "Ayes" shall move to the lobby on his or her right and the "Nays" into the lobby on his or her left.

5) The tellers shall sign the Division lists and hand them to the Speaker or the Chairperson of the Committee of the whole Council; who shall declare the result of the Division.
6) In the case of confusion or error occurring in the course of a division concerning the numbers recorded which cannot otherwise be corrected, the Speaker of the Chairperson shall direct Council or the Committee, as the case may be, to proceed to another division.
7) If the numbers have been inaccurately reported or error occurs in the names on the Division list, the Speaker or the Chairperson of the Committee shall order the Minutes of proceedings to be corrected.
8) If a Member states that he or she voted in error or that his or her vote was counted wrongly, he or she may, immediately before the Speaker or Chairperson announces the figure and before the Speaker or Chairperson declares the results of the division, move to have his or her vote correctly recorded.

68. Division by Speaker

The Speaker or the Chairperson may at his or her discretion, order for a division.

69. Equal number of votes after Division

Whenever, during a Division, the votes cast for or against the motion are equal in number, the motion shall stand lost.

PART IX: COUNCIL LEGISLATION PROCEDURE

70. Form of Bills

1) Each bill shall be identified by a title placed at the beginning of the bill.
2) The title of the bill shall include the subject matter of the ordinance in general terms.
3) Where a Bill contains more than one enactment, it shall be divided into clauses and if a clause contains more than one enactment, it shall be divided into sub-clauses, in each case numbered consecutively.

71. Subject Matters of Bills

1) Matters with no proper relation to each other shall not be provided for in the same Bill.
2) No Bill shall contain anything foreign to what its long title imports.

72. Ordaining clause

1) Each bill shall have an ordaining clause placed immediately below the title of the bill.
2) The ordaining clause shall read as follows— "BE IT ORDAINED by the Council of the District of (name of District) as follows:"

73. Methods of Publications of Bills

1) The Council shall, not later than fourteen days before a bill is to be debated by the Council, publish the draft: -
    a) by fixing a copy of the bill in a conspicuous place on or near the outer door of the office of the District Council during office hours;
    b) by including the bill as a supplement to an official Local publication, if any;
    c) by availing copies of the bill to the public; or
    d) in any other manner as is customary in the area.
2) There shall be attached to the bill for publication a short

memorandum signed by the person introducing the bill, setting out the policy matter of the bill and how the bill seeks to implement that policy.

74. Private Members' Bills

1) Every Member of the District Council has a right to introduce a bill for an Ordinance in the Council.
2) A Councillor introducing a bill for an Ordinance shall be afforded reasonable assistance by the Council's department whose area of operation is affected by the bill.
3) A bill for an Ordinance introduced by a Member shall, before its publication, first be introduced by a motion to which the proposed bill is attached, and if the motion is carried then the bill will be published.

75. Prohibition of Bills derogating from particular human rights and freedoms

No Bill, motion or amendment shall be introduced in the Council which, in the opinion of the Speaker, is likely to result in the derogation from the enjoyment of any of the particular human rights and freedoms specified in Article 44 of the Constitution.

76. Distribution of copies of a bill to Members

On publication of the bill, the clerk shall distribute copies to the Members ensuring that each Councillor gets a copy to enable the Members to study the bill and consult on it in their constituencies.

77. Bill to be read three times

Every Bill shall be read three times prior to its being passed.

PROCESS OF THE BILLS

78. First Reading

1) At the time of introducing or presenting Bills, the Speaker shall call successively each Member in whose name a Bill stands on the Order Paper.
2) The Member called under sub-Rule (1) shall rise and move that the Bill be read the first time and no question shall be put.
3) The Clerk shall read aloud the Short Title of the Bill and the Bill shall then be taken as read the First Time.

79. Reference of a Bill to a Committee

1) Whenever a Bill is read the First Time in the Council, it shall be referred to the appropriate Committee appointed under the provisions of these Rules.
2) The Committee shall examine the Bill in detail and make all such inquiries in relation to it as the Committee considers expedient or necessary and report to the Council.
3) Except in cases of very minor amendments, and subject to Rule 83, all proposed amendments to a Bill referred to a Committee shall be presented to the Committee by the person proposing the amendment and the Committee shall scrutinize it together with the Bill.
4) The committee may propose and accept proposed amendments in the bill as it considers fit, if the amendments (including new clauses and new schedules) are relevant to the subject matter of the bill.

80. Second Reading

1) Subject to this Rule the Secretary or a Member in charge of the Bill shall move that the "Bill be now read a Second Time" and may speak to the motion.
2) The Chairperson of the Committee to which the Bill is referred or a Member of the Committee designated by the Committee or by the Speaker shall, after the motion for the Second Reading has been moved under sub Rule

(1) and seconded, present to Council the report of the Committee on the Bill.

3) A debate shall then ensue on the merits and principles of the Bill on the basis of the explanatory memorandum and the report from the Committee.

4) If the motion is carried, the Clerk shall read aloud the Short Title of the Bill, and the Bill shall then be taken to have been read the Second Time.

81. Bills in Committee

1) If a motion for the Second Reading of a Bill is carried, the Bill shall stand committed, immediately or on a date to be fixed, to the Committee of the Whole Council.

82. Functions of the committee of the whole Council on a Bill

1) The committee of the whole Council to which a Bill is committed under this Part shall not discuss the principles of the Bill, but only its details.

2) The committee of the whole Council may propose and accept proposed amendments in the bill as it considers fit, if the amendments (including new clauses and new schedules) are relevant to the subject matter of the bill.

3) The Chairperson of the committee of the whole Council may accept proposals for the correction of obvious misprints and punctuation errors, and may instruct the clerk to make necessary amendments to the bill without any formal amendment being moved by a Member of the Council.

83. Committee of the Whole Council

1) Whenever the Committee Stage of any Bill is reached, the Speaker shall leave the Chair without putting any question and the Council shall then resolve itself into a Committee of the Whole Council.

2) Proceedings of the Committee of the Whole Council shall be under the Chairmanship of the Speaker acting as Chairperson of the Committee of the Whole Council.

3) When consideration of a Bill referred to a Committee of the whole Council have been completed, or at any time when the Committee desires to report that they are unable to complete the business before them at the current sitting, any Member may move "That the Council do resume and the Committee of the Whole Council do report thereto"
4) The question shall then be put on the motion without amendment or debate and, upon the motion being agreed to, Council shall resume under the Speaker and the mover of the Bill shall report to the Council how far the Committee of the whole Council has considered the Bill.
5) On resumption of proceedings, any business which the Committee of the whole Council has reported that it has been unable to complete, shall be placed on the Order of Business for a subsequent sitting in accordance with Rule 18.

84. Procedure in Committee of the Whole Council on a Bill

1) When Council resolves itself into a Committee of the Whole Council, the Clerk shall call the number of each clause or sub clause if any, of the Bill in succession for consideration of the Committee of the whole Council.
2) If no amendment is proposed on the clause, or all proposed amendments have been disposed of, the Chairperson shall propose the question "That the clause (or the clause as amended) do stand part of the Bill".
3) Where in case of a clause called: -
   a) the Chairperson is satisfied that there has been sufficient debate on it; or
   b) all Members who wish to speak on it have spoken; the Chairperson shall put the question to the Committee for its decision.
4) The Committee of the whole Council shall consider proposed amendments by the Committee to which the Bill was referred and may consider proposed amendments, on notice, where the amendments were presented but rejected by the relevant

Committee or where, for reasonable cause, the amendments were not presented before the relevant Committee.

5) The Chairperson may accept for consideration minor amendments proposed on the floor without notice and may refuse to propose the question upon any amendment of which less than one day's notice has been given.
6) Where two or more amendments are proposed on the same clause, the Chairperson shall call upon the movers in the order in which their amendments relate to the text of the clause, and the amendment which in the opinion of the Chairperson departs furthest from the text under discussion shall be debated and disposed of first.
7) Where two or more proposed amendments to any clause seek to attain the same objective but in different ways, or the wording of the amendments differs, sponsors of the amendments may be required by the Chairperson to discuss their amendments and to reconcile them or agree on compromise amendments that will be acceptable to their sponsors.
8) No amendment shall be moved which is inconsistent with any clause already agreed upon or any decision taken by the Committee of the whole Council, and the Chairperson may, at any time during the discussion of a proposed amendment, direct for the withdrawal of an amendment from the consideration of the Committee if in his or her opinion the discussion has shown that the amendment contravenes this sub-Rule.
9) When every amendment to an amendment has been disposed of, the Chairperson shall either again propose the question upon the original amendment, or shall propose the question upon the original amendments as amended.
10) A clause may be stood over unless a decision has already been taken upon it.
11) Stood over clauses shall be considered after the remaining clauses of the Bill have been considered.
12) The final question to be proposed shall be "That the Clause

(as amended) be added to the Bill".

13) Schedules shall be disposed of in the same way as clauses and any proposed new Schedule shall be considered after the Schedules to the Bill have been disposed of.
14) An amendment, new clause or new Schedule may be withdrawn at the request of the mover by leave of the Committee of the whole Council before the question has been put on it.
15) If the question has been proposed on an amendment to an amendment to a clause or Schedule, the original amendment may not be withdrawn until the amendment to it has been disposed of.
16) When every clause and Schedule and proposed new clause or Schedule have been disposed of, the preamble, if there is one, shall be considered and the question put "That this preamble (as amended) be the preamble to the Bill."
17) No amendment to the preamble shall be considered which is not made necessary by a previous amendment to the Bill.
18) If any amendment to the title of the Bill is made necessary by an amendment to the Bill, it shall be made at the conclusion of the proceedings detailed above, but no question shall be put that the title (as amended) stand part of the Bill or shall any question be put upon the enacting formula.

85. Report of Committee after Committee Stage

Immediately a Committee of the Whole Council has reported, the Council may proceed to the Third Reading of any Bill reported.

86. Third Reading and passing of Bills

1) The Council shall proceed to the Third Reading of a Bill upon a motion "That the Bill be now read a Third Time and do pass".
2) A Bill shall pass upon a motion "That the Bill entitled ... do pass".

87. Signing a bill into an ordinance and publication

1) On the return of the bill from the Attorney General with or without amendments, the Chairperson shall place his or her signature on five copies of the bill which copies shall be kept as follows: -
   - **a)** the Chairperson, one copy;
   - **b)** the Speaker, one copy;
   - **c)** the Minister, one copy;
   - **d)** the Attorney General, two copies one of which shall be for publication in the Gazette.
2) On publication of the ordinance the date of signature and the date of commencement shall be indicated, and the ordinance shall be given a number in order of publication of the ordinances.
3) An ordinance shall be published in the Gazette and also in the District in the same manner as the bill is published in the District.

PART X: COMMITTEES OF THE COUNCIL

88. Executive Committee

1) In accordance with Sections 16, 22 and 25 of the Act, every Council shall have an Executive Committee which shall perform the executive functions of the Council.

2) An Executive Committee shall consist of: -
   - **a)** The Chairperson
   - **b)** The Vice Chairperson; and
   - **c)** Such number of Secretaries, not exceeding three, as the Council may determine.

89. Business committee

1) Every Council shall have a Business Committee which shall determine business for Council.
2) The Business Committee shall be composed of: -
   - **a)** Speaker as the Chairperson
   - **b)** Deputy Speaker
   - **c)** Vice Chairperson of Council
   - **d)** Chief Executive (CAO/ Town Clerk/ Sub County Chief)
   - **e)** Chairpersons of Standing Committees
   - **f)** Clerk to Council

90. Committee of the Whole Council

1) The Council may resolve itself into a Committee of the whole Council to discuss any matter it deems fit.
2) While in Committee of the Whole Council, there shall be no restriction on the number of items that a Member may speak on the subjects under discussion.
3) Proceedings of the committee of a whole Council shall be under the chairmanship of the Speaker who shall be referred to as Chairperson.
4) When considerations of motions or any matter referred

to the committee of the whole Council are completed any Member may move that "the Council does resume and the committee of the whole Council does report thereto".

5) The question shall then be put on the motion without amendment or debate and upon the motion being agreed to, the Council shall resume under the Speaker who will report the outcomes of the proceedings of the committee of the whole Council for adoption.

6) Except where otherwise provided, the Rules of procedure that apply when the Speaker is in the Chair shall apply in Committee of the whole Council.

7) When a Committee of the whole Council has not concluded the consideration of all matters referred to it, on resumption of proceedings, such business shall be placed on the order of business for a subsequent sitting.

8) When a Committee of the whole Council has concluded the consideration of all matters referred to it, the responsible Secretary shall report such matters to the Council.

91. Standing Committees

A. Composition

1) Council shall appoint such Standing Committees as may be necessary but not exceeding the number of Secretaries in accordance with Sections 16, 22 and 25 of the Local Government Act.

2) The Chairperson of the committee and Members shall be elected by simple majority through secret ballot from the Members of the Council who are not Members of the Executive committee.

B. Term of Office

The Standing Committees of Council shall have a tenure of office of two and a half years.

C. Functions of Committees

The Functions of Standing Committees shall include the following: -

a) To review Bills for Ordinance in case of District or Byelaws in case of Lower Local Government and Motions presented to Council and making recommendations to Council.

b) To scrutinize monthly expenditures, returns, contract awards and quarterly reports and making recommendations to Council for appropriate action.

c) To review sectoral budgets and recommend, to the Committee responsible for finance for consideration and integration into the Council's budget.

d) To monitor and review the performance of the respective sectors over which they have responsibility.

e) To review all resolutions and other matters relating to the subjects within their jurisdiction; and

f) To report to Council on their functions.

g) Consider or deal with Bills or other matters which are referred to it by a resolution of the Council or by the Speaker and to produce an amended bill if the Committee considers this to be necessary.

h) Monitor, investigate, inquire into and make recommendations relating to any aspect of the legislative programmes, budget, rationalization, embezzlement, corruption, restructuring, functioning, organizational structure, personnel, policy formulation and/or any other matter referred to it by the Council.

i) Initiate a Bill within its area of competence.

j) Perform such other functions, tasks and duties in relation to Council supervision of the relevant District Department or Statutory Body falling within the category of affairs assigned to it as may be prescribed by an Act of Parliament.

D. Powers of a Committee

For the purpose of exercising its powers and performing its functions, each Committee shall, in addition to the powers conferred upon it by the Local Governments Act or any other Law or Rules, have the power to: -

a) Summon any person to appear before it to: -
   i. Give evidence under oath or affirmation;
   ii. Produce any document, record or similar item required by it.

b) Grant or refuse a request to make oral representations to give written evidence before it by or on behalf of an interested person or persons.

c) Receive and/or consider oral or written representations/ submissions.

d) Determine the nature, extent and form of its proceedings including that to the making of representations and the giving of evidence.

e) Conduct its proceedings or any aspect of its work: -
   i. At such time as it deems fit, including the period when the Council is not sitting or in session;
   ii. At such venue as it from time to time considers to be the most suitable, which venue need not necessarily be at the seat of the Council.

E. Powers of a Chairperson of a Committee

Subject to decisions and the directions of the relevant Committee, the Chairperson of a Committee, shall have the power to: -

a) Instruct the clerk to Council to convene a meeting of the Committee;

b) Preside at the meeting of that Committee;

c) With the concurrence of the Committee, make media statements on behalf of that Committee

for ratification;

d) In those circumstances where it could not be convenient to convene a meeting of the Committee for the purpose of obtaining a resolution: -

e) Grant or refuse an application to make or give oral or written representations or evidence to or before Committee;

f) Take or initiate any steps or take any decision which he/ she may deem necessary for the purpose of exercising the powers and functions of that Committee and shall report back to the Committee for ratification;

g) Perform such other tasks and exercise such other power as may be conferred upon him/her or assigned to him/her by the Council, these Rules, and a resolution of the Committee or any Law.

F. Meetings of Committees

1) Meetings of the Committee shall be presided over by the Chairperson of the Committee and in his or her absence by a Member of the Committee elected by the Members present.
2) Every Committee shall meet for discharge of its functions at least once in two months, at the Council Headquarters at a time and place that the Chairperson may determine.
3) A special meeting of any Committee may be convened at any time by the Chairperson of the Committee.
4) At any meeting of the Committee fifty percent of the Membership of the Committee shall constitute a quorum.
5) The number of Members required to form the quorum of every Committee shall be in addition to the Chairperson or other Member presiding.
6) The Clerk to the Council or his or her assistant shall be the Secretary to the Committee.
7) The Chief Administrative Officer or his or her assistant shall attend meetings of a Committee to tender

necessary technical advice.

92. Working Committees

The Council may at any time by resolution, appoint a working Committee for the consideration of unique and specialised matters not covered under the standing committees and will be required to report to the Council.

93. Sub-Committees

A Committee may whenever necessary: -

a) In consultation with the Speaker and accounting officer, from within its own Members, appoint a sub- Committee;

b) Designate the Chairperson and Deputy Chairperson of that sub-Committee;

c) Assign a task or function to that sub-Committee;

d) Delegate to that sub-Committee any of its powers, duties and functions as it deems fit.

94. Report of Committee

1) Reports of Committee meetings shall be presented to the Council in the manner specified in this Rule: -

a) The Chairperson of the Committee or in his or her absence another Member of the Committee shall propose a Motion that the report of the Committee be received by the Council and that the recommendations therein be adopted.

b) When a Motion has been seconded, the Speaker of the Council shall allow Members to ask questions or propose any Motion on matters in the report.

c) Any Motion proposed pursuant to the provision of sub-Rule (b) of this Rule shall relate directly to a special subject in the report for adoption by the Council, propose any amendment to it, or be referred to the Committee for further consideration.

d) When all questions or Motions with respect to the

report have been disposed of the Speaker shall put the question that the report of the committee be received, and any recommendation made in it be adopted subject to such amendments as may have been made.

95. Publication of Proceedings, Evidence of Reports of Committees

1) Where a Committee of the Council has conducted all or part of its proceedings in private, that portion of the record of proceedings shall be taken as evidence of Council proceedings.
2) The report of the committee in respect of the period during which proceedings were held in private shall not be published or divulged before the report has been printed on the authority of the Speaker or order of Council.

96. Access to Documents prepared for or Submitted to a Committee

1) Except with the prior consent of the relevant Committee, or where it is not convenient to call a meeting of that Committee to obtain the consent of the Chairperson of that Committee: -
    a) No person other than a Member of the Council shall be granted access to or be permitted to make copies of or take extracts from any confidential documents prepared for or submitted to a Committee of the Council.
    b) No confidential documents shall be published or disclosed to any person other than a Member of the Council.
2) For the purposes of this Rule, "confidential document", means any document, recording, video or cinema film, audio recording or similar item which:
    a) Is marked "Restricted", "Confidential", "Secret" or "Top Secret".

b) The committee resolved should be treated as confidential except that the relevant committee may recommend that an item contemplated in 97 (1) (b) above is not to be regarded as confidential.

97. Presence of Non- Members of Committee

1) Any Member of the Council, who is not a Member of the Committee, unless the Council or Committee concerned otherwise orders, may take part in the proceedings of the Committee, but he/ she shall not vote nor shall he/she be part of the quorum nor claim allowance.
2) Members of the Public and media may be present during the proceeding of the Committee of the Council, subject to such restrictions as the Committee in question may consider necessary in the interest of the due performance of its functions.
3) Notwithstanding the provisions of sub-Rule (2), the Committee, may in its sole discretion, at any time, exclude from its meeting, any person ignoring or failing to comply with the exclusion. The Chairperson of the committee may eject or cause to be ejected such person from the meeting.
4) Any petitioner or witness called before a committee may be represented by a legal counsel or an attorney at any proceedings of the Committee.
5) A Counsel or Attorney appearing before a Committee shall conform to such Rules as may be laid down by the Chairperson.
6) Any non-Member of the Committee present at meeting of a committee shall comply with such Rules as may be laid down by the Chairperson.

PART XI: VOTES OF CENSURE AND REMOVAL FROM OFFICE

98. General Rules of Censure and Removal from Office

1) The Council may pass a resolution to remove the Chairperson, the Speaker or pass a vote of censure against a Secretary.
2) A motion for resolution to remove from Office the Chairperson, the Speaker and Secretaries shall be on the Order paper.
3) Before a motion of censure and removal from office is brought to Council, it shall be subjected to technical and legal compliance in accordance with the Local Government guidelines for Seeking **Technical Guidance, Regulation No. 5 of 2007.**

99. Removal of the Chairperson from office

1) The Chairperson may be removed from office by the Council by a resolution supported by two thirds of the Members of the Council on any of the following grounds: -
   a) Abuse of office;
   b) Corruption;
   c) Incompetence;
   d) Misconduct or misbehaviour;
   e) Such physical or mental incapacity as would render the Chairperson incapable of performing the duties of Chairperson;
   f) Failure or refusal without justifiable reasons to implement lawful Council decisions.

2) For purpose of removing the Chairperson, Council shall refer to Section 14 of the Local Governments Act Cap 243.

100. Removal of the Speaker or Deputy Speaker

1) The Speaker or Deputy Speaker may be removed from office by the Council by a resolution of the Council supported by not less than two thirds of the Members of the Council

on any of the following grounds: -

a) Abuse of office

b) Incompetence

c) Misconduct or misbehaviour

d) Such physical or mental incapacity as would render the Speaker or deputy Speaker incapable of performing the duties of Speaker or deputy Speaker or,

e) Failure without reasonable excuse to call two consecutive meetings of the Council.

2) For purpose of removing the Speaker, a notice in writing signed by at least one third of all Members of the Council shall be submitted to the Local Government Chairperson stating their grounds and that they intend to pass a resolution to remove the Speaker.

3) Where a notice is submitted to the Chairperson under (2) above, no person shall withdraw his or her signature from the notice.

4) A notice made under sub Rule 2, shall be submitted to the Minister or his/her representative by the Clerk to Council and the Minister or his/her representative shall evaluate the notice for removal of the Speaker and if satisfied that there are sufficient grounds for doing so, shall, within thirty days of receipt of the notice convene or cause the convening of a meeting for the removal and election of a Speaker.

5) Sub Rules 1 to 4 above shall apply in the case of removal of the Speaker and Deputy Speaker of Lower Local Governments except that the Minister or his/her representative shall be substituted by the Chief Administrative Officer/Town Clerk.

101. Vote of Censure against a Secretary

A Motion for vote of Censure against a Secretary shall be moved and proceedings on the Motion shall be in accordance with Section 21 of the Local Governments Act in the case of a District. In the case of a Lower Local Government, proceedings on the Motion shall be in accordance with Section 26(A) of the Local Governments Act.

102. General Procedure for Censure Petitions

A Motion under Rules 99, 100 and 101 shall, Subject to the Act, comply with the following: -

a) The Petition shall recite the grounds upon which it is based;

b) The Particulars of the charges including any documents that may prove the charges.

PART XII: GENERAL PROVISIONS

103. Resolutions Affecting a Secretary

Resolutions of the Council affecting a Secretary, shall be communicated to the Chairperson of the Local Government by the Clerk to the Council.

104. Advice, Recommendations or Approval of Committee

1) When the Speaker receives a request from the Chairperson or a Secretary for advice, recommendation or approval of the Committee mentioned in the request on or a matter so mentioned, the Speaker shall refer it to the relevant Committee for consideration and report, as the circumstances may require.

2) The clerk shall supply to each Member of the Committee a copy of the request together with a notification of the referral.
3) The committee shall prepare a report and submit it to the Speaker.

4) The Clerk shall then supply a copy of the report to the Chairperson or the Secretary who made the request, and the Speaker shall at the same time or as soon as practicable lay the report on the Table.

105. Minutes of Proceedings

1) The Clerk to the Council shall keep the minutes of the proceedings of the Council, which shall record the attendance of Members at each sitting and all decisions taken by the Council and things done at the meeting.

2) Minutes shall be kept in the English language and shall show: -

a) The date and place of the meeting;
b) The name of the Speaker and names of all Members present at a Council meeting; and
c) Any other business transacted by the Council which shall include: -
    i. The decision of the Council upon all committee reports submitted to it.
    ii. In the case of Motions (including amendments thereto) the name of a person who seconded it, the wording of the Motion (as read out by the Speaker) and the decision of the Council, and the number of votes cast for or against and any abstentions.

3) The Speaker shall inform Members that those that will have been silent will be construed to have consented.
4) In the case of a written question asked in accordance with the provisions of the Rules, the name of the questioner, the questions and the answers given in reply thereto.
5) Minutes shall be numbered consecutively in the order in which they are passed by the Council within the year in which they are passed and numbering shall begin on a fresh page at the beginning of each financial year.
6) No discussion shall take place upon the minutes except as to their accuracy and question as to their accuracy or amendment to the wording of the minute shall be raised in the form of a Motion.
7) Minutes of proceedings shall be signed by the Clerk and the Presiding Officer. For avoidance of doubt the Presiding officer means the Speaker or Deputy Speaker.
8) For every sitting an action paper of the previous sitting shall be presented by the Leader of Government Business. For avoidance of doubt the Leader of Government Business is the Vice Chairperson of Council.
9) The Minutes of Council may be accessed by the public upon payment of a fee prescribed by the Council.

106. Custody of papers and records

1) The Clerk shall have custody of all records and other papers of the Council. He or she shall neither remove nor permit to be removed any records or other papers or copies beyond the precincts of the Council without the explicit approval of the Speaker who may in his or her discretion issue standing approvals in respect of: -
   - **a)** Different types of classes of documents;
   - **b)** Copies of documents furnished to officials;
   - **c)** Documents required for research or evidential purposes;
   - **d)** Any other type of document or record.

107. Access to Tabled Papers

1) No person other than a Member of the Council shall have access to or be entitled to take extracts from or make copies of the copies of the papers laid upon the Table.
2) If the Council has ordered that the contents of any such paper shall not be made public, or if such paper is marked as being confidential, no Member shall divulge such contents.
3) A Council Member who acts contrary to sub Rules 1) and 2) above shall be liable to sanction as provided for in Rules 50, 51 and 52.

108. Duties of the Clerk to the Council

1) The clerk to the Council shall: -
   - **a)** Take the minutes of the Council meetings;
   - **b)** Keep all records of the Council relating to its functions as a legislature; and
   - **c)** Manage the day-to-day administration and organisation of the operations of the Council, including its committees.
   - **d)** Have custody of all records and other documents belonging or presented to the Council; and
   - **e)** Keep secret all matters required by the Council to be treated as such and not discuss them before they are officially released.

2) In the performance of his or her duties the Clerk shall be answerable to the Speaker.

109. Facilitation of persons with Disability

1) Notwithstanding anything in these Rules, the Speaker or any Chairperson of a Committee shall make all necessary steps to ensure that proceedings of the Council or its Committee including, in appropriate cases: -
   a) Allow a person who is not a Member or an officer of the Council to give reasonable assistance to a Member with disability in the Council or its Committee;
   b) Allow a Member with disability to bring into Council crutches, equipment or other aids needed by the Member owing to his or her disability to enable the Member participate in the proceedings of the Council or a Committee.
2) A person allowed to give assistance to a Member under paragraph (a) of sub-Rule (1) shall take the oath of secrecy, act with decorum, dress in a dignified manner and keep secret anything which Members are required to keep secret.
3) The Minister shall determine the allowances to be paid to persons allowed to give assistance to Members with disability and this expenditure shall be borne by the relevant Council from its budget.

110. Adaptation of Rules

1) These Rules may be adapted by the Council with such modifications as may be necessary for the proper conduct of Council business.
2) Once adapted, the Rules shall be signed by the Chairperson, and a signed copy kept in the Speaker's office.
3) While customising these Rules, Local Governments shall ensure compliance with the Constitution, the Local Government Act and other existing laws.
4) All adaptations to these Rules shall be approved by the Minister.

111. Amendment of Rules

1) A Member may move that any of these Rules be amended by giving not less than seven days' notice.
2) The notice of any Motion for the amendment of any of these Rules shall be accompanied by a draft of the proposed amendment.
3) When the motion has been proposed, no further proceeding shall be taken on it until that Committee has reported on it.
4) All amendments to these Rules shall be approved by the Minister.

112. Admitting Strangers

1) Subject to these Rules, the authority to admit strangers to the Council precincts shall be with the Clerk to the Council on behalf of the Speaker.
2) No Member shall bring any stranger into any part of the Chamber reserved for Members while Council is sitting.
3) No Member or stranger may carry into the gallery, a brief case, a camera, a tape recorder, a transistor radio, mobile telephone or any other electronic device.
4) With the exception of the press persons, no stranger shall make or read a book or newspapers, draw, write or stand in the gallery.

113. Withdrawal of Strangers

1) Any Member may, without notice, at any time, for the purpose of enabling any matter to be debated in the absence of strangers, rise and move "that strangers do withdraw" and if that Motion is seconded, the Speaker shall put the question on it immediately without amendment or debate.
2) When the Motion has been agreed to and after the matter which gave rise to the Motion has been disposed of, any Member on being called by the Chair, may move "that strangers be re- admitted" and if that Motion is seconded, the Speaker shall put the question immediately without amendment or debate.

3) The Speaker may at any time, order strangers to withdraw and the doors of the Council Hall to be closed.
4) The Clerk to the Council shall ensure that any order for the withdrawal of strangers is duly complied with.
5) The Sergeant-at-Arms shall remove or cause to be removed from the precincts of the Council or to some other place within the precincts: -
    a) Any non-Member found in any part of the Chamber which has been set apart for Members only;
    b) Any non-Member who, having been admitted into any part of the precincts of the Council misconducts himself or herself;
    c) Any non- Member who does not withdraw when ordered to withdraw; and
    d) Any Member who refuses to comply with Rule 52 (3) of these Rules.

114. Employment of Members in professional Capacity

No Member shall appear before the Council or any Committee of the Council as Counsel for any party or in any capacity for which he or she is to receive a fee or reward in any matter to be deliberated upon by the Council or Committee.

115. Access to the Council Chamber

1) No person other than: -
    a) A Member;
    b) The Clerk;
    c) A Member of the Clerk's staff authorized by him or her shall, without the prior approval of the Speaker, enter the Chamber during a sitting of the Council, irrespective of whether or not the Council is sitting or has been adjourned during such sitting.
2) No weapons, including firearms, shall be permitted in the precincts of the Council with the exception of specific

weapons borne of Members of specific securing forces as so authorized by the Speaker.

3) No firearms shall be permitted in the Chamber.
4) All persons accessing the Chambers shall be subjected to a check for security purposes.

116. Dress Code

A Member shall dress in a decent and dignified manner.

117. Lapse or reinstatement of Council business upon end of the term of Council

1) A Bill, Petition, Motion or other business before Council or any of its committees lapses upon end of the term of Council.
2) Notwithstanding sub Rule (1), a bill, petition, motion or other business before the Council or any of its committees may be reinstated in the next Council by a resolution.
3) The reinstatement of a bill, petition, motion or other business before the Council or any of its committees shall be treated as a fresh reference to that committee.
4) The resolution of Council referred to in sub Rule (2) shall be passed in the second sitting of the first session of Council.
5) Any business reinstated shall be handled and completed in the first session of Council.

118. Contempt of Council

Any abuse of these Rules shall be construed as contempt of the Council and shall attract sanction as may be prescribed in Rules 50, 51 and 52.

Appendix A: Oaths

Oath of Allegiance.

I, _____, swear in the name of the Almighty God/solemnly affirm that I will be faithful and bear true allegiance to the Republic of Uganda and that I will preserve, protect and defend the Constitution. (So help me God.)

Oath of Chairperson or Vice Chairperson.

I, _____, swear in the name of the Almighty God/solemnly affirm that I shall faithfully exercise the function of the Chairperson or vice Chairperson of _____ District, municipal or town Council and shall uphold, preserve, protect and defend the Constitution and observe the laws of Uganda and that I shall promote the welfare of the people of this District, municipal or town Council. (So help me God.)

Speaker or Deputy Speaker's Oath.

I, _____, swear in the name of the Almighty God/solemnly affirm that I will at all times well and truly serve the District or municipal _____ in the office of speaker or deputy speaker and that I will support and uphold the Constitution of the Republic of Uganda as by law established. (So help me God.)

Oath of Member of the Executive Committee.

I, _____, being appointed a secretary in the District, municipal or town _____ swear in the name of the Almighty God/solemnly affirm that I will at all times well and truly serve the District, municipal or town in the office of a secretary for _____ and that I will support and uphold the Constitution of the Republic of Uganda as by law established; and that I will, to the best of my judgment at all times when required, freely give my counsel and advice to the Chairperson and his or her successors in office as by law established for the good management of the public affairs of the District, municipal or town; and that I will not directly or indirectly reveal any matter as shall come to my knowledge in the discharge of my duties and committed to my secrecy. (So help me God.)

Oath of a Councillor.

I, _____, swear in the name of the Almighty God/solemnly affirm that I will give faithful service to this Council and support and uphold the Constitution of the Republic of Uganda as by law established. (So help me God.)

Appendix B: Standard Council Prayer

(Recited at the commencement of sitting of Council)

ALMIGTY GOD who in your infinite wisdom and providential Goodness has appointed the offices of leaders and Councils for the welfare of society, and the just Government of humanity; We beseech You to look upon, with your abundant favours, these your servants, whom you have been pleased to call to the performance of such important trusts in this land.

LET YOUR blessings descend upon them here assembled, and grant that they may, as in your presence, treat and consider all matters that shall come under their deliberation, in so just and faithful manner as to promote your honour and glory, and to advance the good of those whose interests you have committed to their charge.

-***AMEN***-

Appendix C: Council Registers to be maintained

1. Register of Members' attendance to Council
2. Register of Local Government Officers' attendance
3. Register of Strangers' attendance
4. Register of Tabled Documents
5. Register of Motions
6. Register of Questions
7. Register of Petitions
8. Register of Documents in the Council Library

Appendix D: Censure Petition Format

Date: (Day of the week, Day of month, Month, Year).
To: The Speaker
..... Local Government Council
P.O Box.....
Thru: The Clerk to Council
..... Local Government Council
P.O Box.....
Subject: Petition for Censure of (Name and title of the Council Member)

Name of mover of the censure motion	
The mover's Constituency	
Statement outlining the grounds for censure	

Particulars of Seconder(s)

No.	Names (handwritten in capital letters)	Constituency of petitioner(s)	Signatures	Thumb prints
1				
2				

*Can add rows to accommodate all seconders

Petition signed in the presence of the Sergeant at Arms:

Name:.....
Signature.....
Thumb print.....
Date:.....
Time:.....

Petition received by the Clerk to Council:

Name:.....
Signature.....
Thumb pri
nt.....
Date:.....
Time:.....

Appendix E: Format of any other Petition

TO: .....District Local Government Council

The Humble Petition of (here insert the names or description of the petitioner or petitioners).

STATES That (here set forth the case or circumstances to be brought to the notice of Council).

THEREFORE, your Petitioner (or Petitioners) prays (or pray) that (here set forth the particular object of the Petitioner or nature of the relief asked for). And your Petitioner(s), as in duty bound, will ever pray, et cetera.

Signatures with addresses to follow.

Appendix F: Letter of Receipt of A Petition/Motions/Questions

Office of the Clerk to Council.....Local Government

Date: .....

Ref: .....

To:

.....

.....

.....

Subject: Acknowledging Receipt of petition/motions/question(s) for..... (insert subject matter)

This is to acknowledge receipt of your petition/motions/questions dated .....regarding .....(insert subject matter). ***It*** has been entered in the register of **petition/motions/question(s**) (Delete as appropriate) and registered as Number.....

I will forward it to the Speaker for necessary action as per the Rules of Procedure and the Local Governments Act.

Signed (Name and Signature)

CLERK TO COUNCIL.

Cc: The Speaker.....

Cc: The Local Government Chairperson..... District

Cc: Chief Administrative Officer ..... District

Cc: The Town Clerk .....

Appendix G: Letter notifying the suspension of a Member from Council and Committee sittings

Office of the Clerk to Council.....

.....Local Government

Date:.....

Ref: .....

To:

Name .....

Constituency.....

Subject: SUSPENSION FROM COUNCIL AND COMMITTEE SITTINGS

During the Council sitting of ***(Insert date),*** your conduct was observed to be contrary to the provisions of the Standard Rules of Procedure. As a result, the Speaker Ruled that you be suspended from two consecutive Council and two consecutive committee sittings.

This is to inform you that this suspension takes immediate effect and you are therefore suspended from the precincts of the Council until you complete this suspension.

You will receive official communication from this office informing you of the date of this completion of this suspension.

Signed (Name and Signature)

CLERK TO COUNCIL.

Cc: The Speaker.....

Cc: The Local Government Chairperson..... District

Cc: Chief Administrative Officer ..... District

Cc: The Town Clerk .....

Appendix H: Letter notifying the completion of suspension of a Member from Council and Committee sittings

Office of the Clerk to Council.....

.....Local Government

Date:.....

Ref: .....

To:

Name .....

Constituency.....

Subject: COMPLETION OF SUSPENSION FROM COUNCIL AND COMMITTEE SITTINGS

This is to inform you that the suspension you have been serving has been completed after the last Council meeting that was held on ***(Insert Date)***.

You are hereby informed that you are now eligible to attend Council and Committee sittings whose dates will be communicated to you.

Signed (Name and Signature)

CLERK TO COUNCIL.

Cc: The Speaker.....

Cc: The Local Government Chairperson..... District

Cc: Chief Administrative Officer

Appendix I: Letter forwarding a petition to the Minister

Office of the Speaker or

Local Government Chairperson

(Delete as Appropriate)

.....Local Government

Date:.....

Ref: .....

The Hon Minister for Local Governments

Kampala

Subject: SUBMISSION OF A PETITION FOR REMOVAL FROM OFFICE OF SPEAKER/CHAIRPERSON (delete as appropriate**) OF ..... LOCAL GOVERNMENT COUNCIL.**

My office received a petition for the removal from office of ***..... (Insert name and Title)*** dated .....

I have perused through the petition and found it fulfils the legal requirements as per the Constitution, the Local Governments Act and the Standard Rules of Procedure for Local Councils.

Through this communication, I hereby submit the attached petition to your office for appropriate action as required by law.

Yours faithfully

Signed (Name and Signature)

CLERK TO COUNCIL.

APPENDIX J: Possible Benefits of adhering to the Council Rules of Procedure

- ✓ Harmony in Council.
- ✓ Developmental Local Governments.
- ✓ No costs for litigation.
- ✓ Enjoyable and productive Council debates.
- ✓ Informed and quick decision making.
- ✓ Unchallengeable outcomes.
- ✓ Internal and harmonious conflict resolution.
- ✓ Objective and impartial Council decisions.
- ✓ Limited role conflict.
- ✓ Community approval and acceptance of Council decisions.
- ✓ Orderly Council meetings.
- ✓ Business oriented Council meetings.