



**REPUBLIC OF KENYA**  
**COUNTY GOVERNMENT OF MACHAKOS**  
**COUNTY ASSEMBLY OF MACHAKOS**



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Third Assembly

Third Session

**REPORT**  
**OF**  
**HOUSE BUSINESS COMMITTEE**  
**ON**  
**CALENDAR OF THE THIRD ASSEMBLY**  
**(THIRD SESSION)**

**FEBRUARY, 2024**

## **1.0 INTRODUCTION**

### **1.1 PREFACE**

**Honorable Speaker**, the Assembly Calendar provides for periods in which the Assembly is to transact business during a Session and is informed by the Constitution of Kenya, 2010, the County Governments Act, 2012, the Assembly Standing Orders, other relevant laws and the traditions and practices of legislatures world over. The Calendar enables the Assembly to plan the execution of its business and it sets out a schedule of days for the House Sittings and days of Recess.

Standing Order 24 (1) provides that the regular Sessions of the Assembly shall commence on the Second Tuesday of February and terminate on the first Wednesday of December except for the Session commencing immediately after a general election. Standing Order 24 (2) provides that the Assembly may by a resolution of the House alter the commencement and termination dates of a given Session. Further, Standing Order 24 (3) states that the Assembly shall continue to be in Session and may adjourn for such a number of days as it may determine in the Calendar while Standing Order 24 (4) requires that a period of three months shall not intervene between the last sitting day of the Assembly in one Session and the first sitting of the next Session.

**Honorable Speaker**, Standing Order 25 (1) requires the House Business Committee, with the Approval of the Assembly, to draw up the Calendar of the Assembly. In addition, Standing Order 25 (2) provides that once the Calendar of the Assembly is approved by the House it shall be published in the Gazette, the Assembly website and at least two newspapers of National circulation.

Further, Standing Order 27 (1) provides for the hours of meeting of the House as Tuesdays and Wednesdays at 10.00 a.m. for morning and 2.30 p.m. for afternoon Sittings in both days. Standing Order 27 (3) provides that the House may resolve to extend its sitting time or to meet on any other time on a sitting day or to meet on any other day, in order to transact business.

### **1.2 MANDATE OF THE COMMITTEE**

**Honorable Speaker**, the mandate of the House Business Committee is stated under Standing Order No. 151 (6) and includes the following:-

- (a) Preparation and, if necessary, from time to time, to adjust the Assembly Calendar with the approval of the House;
- (b) Monitoring and overseeing the implementation of the House Business and programs ;
- (c) Implementing the Standing Orders respecting the scheduling or programming of the business of the Assembly and the functioning of the Committees of the House;
- (d) Determining the order in which the reports of Committees shall be debated in the House;

- (e) Taking decisions and issuing directives and guidelines to prioritize or postpone any business of the House acting with the concurrence of the Leader of the Majority Party or the Leader of the Minority Party, as the case may be; and
- (f) Considering such matters as may from time to time arise in connection with the business of the House and shall have and perform such powers and functions as are conferred on and ascribed to it by these Standing Orders or from time to time by the House.

### **1.3 ACKNOWLEDGEMENT**

**Honorable Speaker**, I am grateful to the office of the Speaker and that of the Clerk to the County Assembly for the support accorded during the deliberations and preparation of the proposed Calendar tabled before this House with this report. I wish also to express my appreciation to the Honorable Members of the Committee who sacrificed their time to participate in the activities of the Committee and in preparation of the Calendar.

### **2.0 COMMITTEE COMPOSITION**

**Honorable Speaker**, the Membership of the House Business Committee as provided for in Standing Order 151 (1) includes the following:-

- |                            |   |                      |
|----------------------------|---|----------------------|
| 1. Hon. Anne Kiusya        | - | Speaker/ Chairperson |
| 2. Hon. Stephen Mwanthi    | - | Deputy Speaker       |
| 3. Hon. Nicholas Nzioka    | - | Member               |
| 4. Hon. Judas Ndawa        |   | “                    |
| 5. Hon. Raphael Lucky Nzau |   | “                    |
| 6. Hon. Anastacia Mutevu   |   | “                    |
| 7. Hon. Dominic Maitha     |   | “                    |
| 8. Hon. Benjamin Kinyungu  |   | “                    |
| 9. Hon. Irene Mulu         |   | “                    |
| 10. Hon. Everlyne Nzeki    |   | “                    |
| 11. Hon. Francis Kavyu     |   | “                    |
| 12. Hon. Constance Mbula   |   | “                    |
| 13. Hon. Mercy Njagi       |   | “                    |
| 14. Hon. Paul Wambua       |   | “                    |
| 15. Hon. Boniface Katiti   |   | “                    |

## **2.1 COMMITTEE SECRETARIAT**

**Honorable Speaker**, the House Business Committee in coming with this Calendar, it was facilitated by the following members of the Secretariat;

1. Mr. Denis Mutui- Clerk Of the County Assembly
2. Ms. Norah Muteti- Senior Clerk Assistant
3. Ms. Stella Kanini- Clerk Assistant
4. Ms. Emma Nthenya- Hansard Officer
5. Mr. Erastus Mutua- Sergeant At Arms.

## **3.0 CALENDAR OF THE ASSEMBLY**

**Honorable Speaker**, in preparation of this Calendar, the Committee was guided by Standing Order No. 24 (1), (3) and (4). In this regard, the committee makes the following recommendations for the Calendar of the Assembly in the Third Session:-

- (i) The Session commenced on Tuesday 13<sup>th</sup> February, 2024 and terminates on Wednesday 4<sup>th</sup> December, 2024, with a total number of one hundred and twenty (120) plenary Sittings which translates to thirty (30) weeks of plenary sittings
- (ii) The First part is divided into two sections.
- (iii) The First section runs from Tuesday, 13<sup>th</sup> February, 2024 to Wednesday, 20<sup>th</sup> March, 2024.
- (iv) This will be followed by a short Recess of 19 days starting from 21<sup>th</sup> March, 2024 – 8<sup>th</sup> April, 2024.
- (v) The Second section will commence on Tuesday, 9<sup>th</sup> April, 2024 and will run up to Wednesday, 15<sup>th</sup> May, 2024.
- (vi) The Second Section of the First Part will be completed by a short Recess which will commence on Thursday, 16<sup>th</sup> May, 2024 and run up to Monday, 10<sup>th</sup> June, 2024.
- (vii) The second part of the Calendar is also divided into two sections.
- (viii) The First section runs from Tuesday, 11<sup>th</sup> June, 2024 to Wednesday, 17<sup>th</sup> July, 2024.
- (ix) This will be followed by a short Recess of 19 days starting from 18<sup>th</sup> July, 2024 – 5<sup>th</sup> August, 2024.
- (x) The Second section will commence on Tuesday, 6<sup>th</sup> August, 2024 and will run up to Wednesday, 4<sup>th</sup> September, 2024.
- (xi) The Second Section of the Second Part of the Calendar will be completed by a short Recess which will commence on Thursday, 5<sup>th</sup> September, 2024 and run up to Monday, 1<sup>st</sup> October, 2024.
- (xii) The Third part is divided into two sections.
- (xiii) The First section runs from Tuesday, 2<sup>nd</sup> October, 2024 to Wednesday, 23<sup>rd</sup> October, 2024.

- (xiv) This will be followed by a short Recess of 19 days starting from 24<sup>th</sup> October, 2024 to 11<sup>th</sup> November, 2024.
- (xv) The Second section will commence on Tuesday, 12<sup>th</sup> November, 2024 and will run up to Wednesday, 4<sup>th</sup> December, 2024.
- (xvi) The Second section of the third part will be completed by a long Recess which will commence on Thursday, 5<sup>th</sup> December, 2024 and run up to Monday, 10<sup>th</sup> February, 2025 when the Fourth session will begin. However, it should be noted that Committee Sittings will commence on Monday, 10<sup>th</sup> February, 2025.

**Honorable Speaker**, the recommendations on the proposed Sittings of the Assembly and Recesses have been made taking into account calendar of other legislatures such as the National Assembly, timelines of the budget cycle such as Submission of the County Fiscal Strategy Paper which ought to be submitted by **28<sup>th</sup> February, 2024, the Budget estimates for the FY 2024/2025** which ought to be submitted by **30<sup>th</sup> April, 2024** and Public Holidays as provided for in the Public Holidays Act,


**Honorable Speaker**, the Sittings of the House shall be as per the provisions of Standing Order No. 27 (1) and as such the Sittings of the House will be on Tuesdays and Wednesdays at 10.00 a.m. (morning) and 2.30 p.m. (afternoon).

**4.0 CONCLUSION**

**Honorable Speaker**, the Calendar of the Assembly once approved shall be published in the Gazette, the Assembly Website and at least in two newspapers of National circulation pursuant to Standing Order 25 (2). This will enable the County Assembly stakeholders such as the County Executive, Senate, Development Partners, Civil Societies, and the Public among others to participate in Assembly activities accordingly. I urge this Honorable House to approve the Calendar for the smooth operations of the Assembly in the discharge of its Constitutional and Statutory mandate.

**Honorable Speaker**, it is therefore my duty and privilege to present this Calendar of the Assembly to this Honorable House for review and approval.

Thank you Honorable Speaker.

Sign..........Date...20.2.2024.....

**Hon. Anne M. Kiusya (Chairperson)**

**SPEAKER, COUNTY ASSEMBLY**

**REPUBLIC OF KENYA**  
**COUNTY GOVERNMENT OF MACHAKOS**



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DATE: 20<sup>TH</sup> FEBRUARY, 2024

**COUNTY ASSEMBLY OF MACHAKOS**  
**THIRD COUNTY ASSEMBLY (THIRD SESSION)**  
**CALENDAR OF THE COUNTY ASSEMBLY (2024)**

IT IS NOTIFIED for general information that pursuant to Standing Orders No. 24 and 25 of the County Assembly of Machakos Standing Orders, by a resolution made on.....February, 2024; the County Assembly approved the Assembly Calendar (*Regular Sessions*) for 2024 as set out in the following schedule:

SITTING DATES	SITTING DAYS	RECESS DATES
<b>PART I</b>		
<b>A:</b> Tuesday, 13 <sup>th</sup> February, 2024 to Wednesday, 20 <sup>th</sup> March 2024	Tuesdays (Morning & Afternoon) Wednesdays (Morning & Afternoon) <b>(24 sittings)</b>	Thursday, 21 <sup>st</sup> March, 2024 to Monday, 8 <sup>th</sup> April, 2024 <b>Short recess [19 days]</b>
<b>B:</b> Tuesday, 9 <sup>th</sup> April, 2024 to Wednesday, 15 <sup>th</sup> May, 2024	Tuesdays (Morning & Afternoon) Wednesdays (Morning & Afternoon) <b>(20 sittings)</b>	Thursday, 16 <sup>th</sup> May, 2024 to Monday, 10 <sup>th</sup> June, 2024 <b>Short recess [26 days]</b>
<b>PART II</b>		
<b>C:</b> Tuesday, 11 <sup>th</sup> June, 2024 to Wednesday, 17 <sup>th</sup> July, 2024	Tuesdays (Morning & Afternoon) Wednesdays (Morning & Afternoon) <b>(24 sittings)</b>	Thursday, 18 <sup>th</sup> July, 2024 to Monday, 5 <sup>th</sup> August, 2024 <b>Short recess [19 days]</b>
<b>D:</b> Tuesday, 6 <sup>th</sup> August, 2024 to Wednesday, 4 <sup>th</sup> September August, 2024	Tuesdays (Morning & Afternoon) Wednesdays (Morning & Afternoon) <b>(20 sittings)</b>	Thursday, 5 <sup>th</sup> September, 2024 to Monday, 1 <sup>st</sup> October, 2024 <b>Short recess [26 days]</b>
<b>PART III</b>		
<b>E:</b> Tuesday, 2 <sup>nd</sup> October, 2024 to Wednesday, 23 <sup>rd</sup> October, 2024	Tuesdays (Morning & Afternoon) Wednesdays (Morning & Afternoon) <b>(16 sittings)</b>	Thursday, 24 <sup>th</sup> October, 2024 to Monday, 11 <sup>th</sup> November, 2024 <b>Short recess [19 days]</b>
<b>F:</b> Tuesday, 12 <sup>th</sup> November, 2024 to Wednesday, 4 <sup>th</sup> December, 2024	Tuesdays (Morning & Afternoon) Wednesdays (Morning & Afternoon) <b>(16 sittings)</b>	Thursday, 5 <sup>th</sup> December, 2024 to Monday, 10 <sup>th</sup> February, 2025 <b>Long recess [9 Weeks]</b>
<b>Annual Suspension of Committee Sittings from 11<sup>th</sup> December, 2024 – 10<sup>th</sup> February, 2025</b>		

*Disclaimer: The Assembly may however resolve to hold sittings on other days outside this published Calendar.*

NOTES:

- A. In accordance with Standing Order No. 24(1), the Third Session of the Third Assembly will run from 13<sup>th</sup> February to 4<sup>th</sup> December, 2024, which totals **120 sittings OR 30 weeks**.
- B. Key Calendar considerations:
- (i) Submission of the **County Fiscal Strategy Paper (CFSP)** which ought to be submitted by **28<sup>th</sup> February**, considered and adopted by the House within 14 days;
  - (ii) Submission of the **Budget Estimates** by the County Government for the FY 2024/2025 which ought to be tabled in the House by April 30, 2024;
  - (iii) Publication and introduction of the **Finance Bill** by **April 30<sup>th</sup>, 2024**; (*pursuant to Supreme Court Advisory Opinion Reference No. 3 of 2019, an Appropriation Bill cannot be passed before the enactment of a Finance Bill.*)
  - (iv) **Public hearings by the Budget and Appropriations Committee and the Sectoral Committees** on the Estimates – should be undertaken before the Budget Committee tables its report on the estimates for approval by the House in early June;
  - (v) **Pronouncement of the Budget highlights and revenue-raising measures by the CECM, Finance** (*tentatively on June 15, 2024*);
  - (vi) Introduction, consideration and passage of the **Appropriation Bill** by **June 30, 2024**;
  - (vii) Consideration and passage of the **Finance Bill** by **June 30<sup>th</sup>, 2024**.
- C. Other important considerations, especially for the Recess periods –
- (i) Easter Holidays - scheduled for 29<sup>th</sup> March, 2024 (Good Friday) & 31<sup>st</sup> April, 2024 (Easter Monday);
  - (viii) Introduction, consideration and passage of the **Appropriation Bill** by **June 30, 2024**;
  - (ix) Consideration and passage of the **Finance Bill** by **June 30<sup>th</sup>, 2024**.
- D. Other important considerations, especially for the Recess periods –
- (ii) Easter Holidays - scheduled for 29<sup>th</sup> March, 2024 (Good Friday) & 31<sup>st</sup> April, 2024 (Easter Monday);