

**19<sup>th</sup> September 2025**

**To All Members**

**NOTICE TO THE ANNUAL GENERAL MEETING**

NOTICE is hereby given that the Annual General Meeting of the members of Public Relations Society of Kenya will be held both physically and virtually (meeting link: <https://meet.google.com/ajx-hbfr-udj>) on **Thursday, 9<sup>th</sup> October 2025** from 1.30pm at Sarova Panafric Hotel, Nairobi.



**NOELLA MUTANDA  
SECRETARY**

**AGENDA**

- |  |                   |
|--|-------------------|
| 1. To note quorum, receive and record apologies for the meeting  | Secretary         |
| 2. To read the notice convening the meeting  | Secretary         |
| 3. To confirm minutes of the last meeting  | Secretary         |
| 4. Ratification of the revised PRSK Constitution   | Secretary         |
| 5. EAPRA partnership   | Secretary         |
| 6. Global Alliance partnership   | Secretary         |
| 7. To receive the Treasurer's report for the year ending 31 <sup>st</sup> December 2024  | Treasurer         |
| 8. To receive the Society's status report for the year ending 31 <sup>st</sup> December 2024   | President         |
| 9. To elect duly paid up members of the Society who have indicated interest to serve as Vice-President, Secretary, Assistant Treasurer and Council Members | Returning Officer |
| 10. To transact any other business whose due notice has been given   | President         |

**Procedure at Meeting**

- At all meetings of the Society, the President or in his/her absence, the Vice-President, or in the absence of both these office bearers, a Full Member selected by the meeting shall take the Chair.
- The President may at his/her discretion limit the number of persons permitted to speak in favor of or against any motion.
- Except as otherwise provided for in these rules, resolutions shall be decided by simple voting by a show of hands by Full Members. In case of equality of votes, the President shall have a second or casting vote.
- Those seeking election shall be proposed and seconded by Full Members of the Society.
- Elections shall be by secret ballot on the basis of one member one vote by fully paid up members.
- The conduct of elections shall be by simple majority vote.

**Notes:**

- Any member with any other business must send notice for the same to the Secretariat by **Thursday, 25<sup>th</sup> September 2025** for inclusion in the agenda.
- The paid up members list has been posted on the website for scrutiny. Kindly click the link [Paid Up Members List](#) to view the same.
- Any member wishing to participate in the elections MUST ensure they have paid their annual subscription or any other dues owed to the Society on or before **Thursday, 25<sup>th</sup> September 2025**.
- In accordance with the PRSK Constitution only fully paid up members as at **Friday, 26<sup>th</sup> September 2025** will be allowed to attend the Annual General Meeting.
- The voter register verification exercise will close on **Friday, 26<sup>th</sup> September 2025**.
- The final voter register will be published on **Monday, 29<sup>th</sup> September 2025**.
- The positions of **Vice-President, Secretary, Assistant Treasurer and Council Members** are as stipulated in Article 17 of the constitution (See Appendix 2 below)

8. Any member vying for a post must be a fully paid up member and must have been a member of the Society as stipulated in Article 16 of the constitution (See Appendix 3 below)
9. Candidates interested in contesting for the above positions are invited to **fill** and **submit their nomination forms** in accordance with Article 17(3) of the PRSK Constitution. The nomination form (appendix 1) should be submitted via email ([capacitybac@gmail.com](mailto:capacitybac@gmail.com) CC: [admin@prsk.co.ke](mailto:admin@prsk.co.ke)) to the Returning Officer (CAPACITY BAC) no later than 5.00pm on **Thursday, 25<sup>th</sup> September 2025**.
10. The duly nominated candidates will be announced on **Friday, 26<sup>th</sup> September 2025**.
11. Election campaigns will begin on **Friday, 26<sup>th</sup> September 2025** and end on **Tuesday, 7<sup>th</sup> October 2025**. Any candidate found campaigning after the deadline shall be disqualified.
12. The voting tokens will be sent to registered voters on **Tuesday, 7<sup>th</sup> October 2025**. For assistance contact [admin@prsk.co.ke](mailto:admin@prsk.co.ke)
13. The voting process will take place online on **Thursday, 9<sup>th</sup> October 2025** from **12am to 1pm**.

## **Appendix 1**

Nomination Form - [PRSK Elections Nomination Form](#)

## **Appendix 2**

### **Article 17 – Election of Office Bearers**

**1)** All the members elected to be office bearers will serve for one term after which another election will be held in a general meeting. A term shall be two (2) years.

Provided that the positions of President, Treasurer and Assistant Secretary in one cluster, and those of Vice President, Secretary, Assistant Treasurer and Representative Council Members in another cluster shall be voted in alternate years.

## **Appendix 3**

### **Article 16 – Duties of Office Bearers**

#### **1) The Vice President**

- a) A member shall qualify to run for Vice President if he/she has been a fully paid up member for at least 4 consecutive years.
- b) The Vice President shall perform any of the duties of the President in his absence or such other duties as may be assigned to him/her by the Council or the President.

#### **2) The Secretary**

- a) A member shall qualify to run for Secretary if he/she has been a fully paid up member for at least 3 consecutive years.
- b) The Secretary:
  - i. Shall deal with all the correspondence of the Society under the general supervision of the Council;
  - ii. In case of urgency where the Council cannot be consulted, shall consult the President, or if he/she is not available, the Vice President. The decision reached will be subject to ratification or otherwise at the next Council meeting;
  - iii. Shall issue notices convening meetings of the Society, and shall be responsible for keeping minutes of all proceedings and records and generally for the satisfactory administration of the affairs of the Society;
  - iv. Shall also maintain a register of members in compliance with this Constitution.

#### **3) The Assistant Treasurer**

- a) A member shall qualify to run for Assistant Treasurer if he/she is a fully paid up member for at least 3 consecutive years.
- b) The Assistant Treasurer shall perform the duties of the Treasurer in his/her absence or such other duties as may be assigned to him/her by the Council or the Treasurer, except acting as the

Signatory to the Bank Account of the Society unless expressly appointed by the Council for this purpose

**4) Three (3) Representative Council Members**

- a) A member shall qualify to run for Representative Council Member if he/she is a fully paid up member for at least 1 year.
- b) Representative Council Members shall undertake specific duties assigned to them and shall represent any specific interests required of them by the Society or the Council.