



24th February 2021

To All Members

NOTICE OF THE SPECIAL GENERAL MEETING

NOTICE is hereby given that the Special General Meeting of the members of Public Relations Society of Kenya will be held virtually (log in details to be provided later) on **Tuesday, 16th March 2021** starting from **1.00pm** via Microsoft Teams.

**LILIAN NGANDA
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 the election of Vice President, Assistant Treasurer, Secretary, and three Council Members in accordance to the Society's constitution RO

Procedure at Meeting

1. 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.
2. The President may at his/her discretion limit the number of persons permitted to speak in favor of or against any motion.
3. 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.
4. Those seeking election shall be proposed and seconded by Full Members of the Society.
5. The conduct of elections shall be by simple majority vote and shall be conducted by an independent election management body.

Note:

1. Any member wishing to participate in the elections **MUST** have validated their annual subscription or any other dues to the Society on or before **Wednesday, 23rd December 2020**.
2. The voters register has been uploaded on the website for scrutiny. Kindly click on this link <https://bit.ly/2N8wN8H> to view the same.
3. The voters register verification exercise will close on **Tuesday, 2nd March 2021**.
4. In accordance with Article 17, of the PRSK Constitution, the following vacancies will arise in the Council with effect from the date of the next Special General Meeting: the positions of **Vice President, Assistant Treasurer, Secretary and Council Members** (See Appendix 2 below).



5. Any member vying for such 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).
6. 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 submit via email (brianweke@gmail.com) to the Returning Officer (CAPACITY BAC) not later than 5.00pm on **Wednesday, 3rd March 2021**.
7. The duly nominated candidates will be announced on **Thursday, 4th March 2021**.
8. Election campaigns will begin on **Thursday, 4th March 2021** and end on **Sunday, 14th March 2021**.
9. The voting process will take place online on **Tuesday, 16th March 2021** from **12am to 1pm**.
10. The Society will conduct the meeting in accordance with the advisory on the conduct of virtual and hybrid general meeting by societies (vide Kenya Gazette Vol. CXXII – No 15 Gazette Notice No 5998) guidelines provided by Registrar of Societies on how to conduct meetings.

Appendix 1

Kindly [click here](#) to download the Election Nomination Form.

Appendix 2

Article 17 – Election of Office Bearers

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 other duties of the President or such other duties as maybe 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.

Appendix 4

ADVISORY ON THE CONDUCT OF VIRTUAL AND HYBRID GENERAL MEETINGS BY SOCIETIES

PART A – PRELIMINARY PROVISIONS

Objective

1. (1) The Advisory seeks to guide registered societies on how to virtually conduct meetings for purposes of section 29 of the Societies Act.

(2) Specifically, the Advisory is aimed at—

(a) providing clarity on how to conduct a hybrid or virtual meeting for purposes of the Act;

(b) ensuring consistency in the conducting of general meetings amongst the different categories of societies registered under the Act;

(c) to clarify the responsibilities of office bearers in a meeting.

General Obligations

3. (1) A society seeking to hold a meeting must ensure that—

(a) it complies with its obligations provided in its rules or constitution relating to convening and procedure at meetings;

(b) the members are duly notified of the type and mode of conducting the meeting; and

(c) the technology used to conduct the meeting—

(i) can accommodate the expected number of meeting participants;

(ii) is accessible to the members of the society;

(iii) is secure and free from interference or access by unauthorized persons.

(2) A member of a society attending a meeting must ensure that he or she—

(a) complies with the obligation of members specified in the rules and constitution of the society relating to attendance of meetings;

(b) exercises proper conduct and etiquette when attending the meeting; and

(c) maintains the security and confidentiality of the meeting.