

30th May 2024

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 (log in details to be provided later) on **Friday, 21st June 2024** from 1.30pm at Sarova Panafric Hotel, Nairobi.



**NOELLA MUTANDA
SECRETARY**

AGENDA

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|---|-------------------|
| 1. To note quorum, receive and record apologies for the meeting | Secretary |
| 2. To read the notice convening meeting | Secretary |
| 3. To confirm minutes of the last meeting | Secretary |
| 4. Partnership with Global Alliance | Secretary |
| 5. To receive the Treasurer's report for the year ending 31 st December 2023 | Treasurer |
| 6. To receive the Society's status report for the year ending 31 st December 2023 | President |
| 7. To elect duly paid up members of the Society who have indicated interest to serve as President, Assistant Secretary, Treasurer | Returning Officer |
| 8. To transact any other business whose due notice has been given | President |

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. Elections shall be by secret ballot on the basis of one member one vote by fully paid up members.
6. The conduct of elections shall be by simple majority vote.

Notes:

1. Any member with any other business must send notice for the same to the Secretariat by **Thursday, 6th June 2024** for inclusion in the agenda.
2. The paid up members list has been posted on the website for scrutiny. Kindly click link: [Paid Up Members List](#) to view the same.
3. The voter register verification exercise will close on **Thursday, 6th June 2024**.
4. 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, 6th June 2024**.
5. In accordance with the PRSK Constitution only fully paid up members as at **Thursday, 6th June 2024** will be allowed to attend the Annual General Meeting.
6. The final voter register will be published on **Monday, 10th June 2024**.
7. The positions of **President, Assistant Secretary, and Treasurer** 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 (admin@prsk.co.ke) to the Returning Officer not later than 5.00pm on **Thursday, 6th June 2024**.

10. The duly nominated candidates will be announced on **Friday, 7th June 2024**.
11. Election campaigns will begin on **Friday, 7th June 2024** and end on **Wednesday, 19th June 2024**.
12. The voting tokens will be sent to registered voters on **Tuesday, 18th June 2024**.
13. The voting process will take place online on **Friday, 21st June 2024** 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 President

- a) A member shall qualify to run for President if he/she
 - i. Has been an Office Bearer for at least one term.
 - ii. Has at least 5 consecutive years of fully paid up membership
- b) The President
 - i. Shall be the Council head and spokesperson of the Society. The President shall provide leadership to the Society and shall, unless prevented by illness or sufficient cause, preside over all meetings of the Council and at all General Meetings.
 - ii. Shall have a casting vote in council.

2) The Assistant Secretary

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

3) The Treasurer

- a) A member shall qualify to run for Treasurer if he/she has been a fully paid up Member for at least 3 consecutive years.
- b) The Treasurer,
 - i. Shall receive and shall also disburse under the direction of The Council moneys belonging to the Society and shall issue receipts for all moneys received by him/her and preserve vouchers for all money paid by him/her.
 - ii. Shall be responsible to the Council and to the members that proper books of account of all moneys received and paid by the Society are written, preserved and kept available for inspection.