



9th November 2020

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 virtually (log in details to be provided later) on **Friday, 11th December 2020** starting from **1.00pm** via Microsoft Teams.

LILIAN NG'ANDA
SECRETARY

Kindly [click here](#) to view the minutes of the last meeting.

Kindly [click here](#) to view the Annual Report & Audited Financial Statements.

Kindly [click here](#) to view the list of paid up members.

AGENDA

- | | |
|---|-------------------|
| 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. To receive the Treasurer's report for the year ending 31 st December 2019 | Treasurer |
| 5. To receive the Society's status report for the year ending 31 st December 2019 | President |
| 6. To confirm the election of Assistant Treasurer, Secretary, and Council Members in accordance to the Society's constitution | Returning Officer |
| 7. 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 physically present at the time of voting.
6. The conduct of elections shall be by simple majority vote.

Note:

1. Any member with any other business must send notice for the same to the Secretariat by **Monday, 16th November 2020** for inclusion in the agenda.
2. Any member wishing to participate in the elections MUST validate their annual subscription or any other dues to the Society before **Monday, 23rd November 2020**.
3. The list of paid up members has been published on the website for scrutiny. Kindly [click here](#) to view the same.
4. The register for members participating in the elections will close on **Tuesday, 24th November 2020**.
5. The positions of Assistant Treasurer, Secretary and Council Members are up for election as stipulated in Article 17 of the constitution (See Appendix 2 below).
6. 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).

7. Any member wishing to vie for elections is requested to submit the election nomination form (Appendix 1) by hand delivery to the PRSK Secretariat, Liaison House, Annex 3, State House Avenue, P.O. Box 43098-00100 Nairobi so as to arrive not later than 5.00pm on **Tuesday, 24th November 2020.**
8. The Society under the guidance of the independent electoral body will communicate on the specific electoral steps and guidelines.
9. 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 (See Appendix 4 below).

Appendix 1

Kindly [click here](#) to view 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 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.

2) 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.

3) 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 unauthorised 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.