



1st May 2019

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 on **Wednesday, 22nd May 2019** from **1.30pm** at **Nairobi Serena Hotel, Nairobi.**

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 President's Status Report

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. To receive the Treasurer's report for the year ending 31 st December 2018 | Treasurer |
| 5. To receive the Society's status report for the year ending 31 st December 2018 | President |
| 6. To elect duly paid up members of the Society who have indicated interest to serve as President, Vice President, Treasurer, Assistant Secretary | 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 **Tuesday, 7th May 2019** 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, 6th May 2019**.
3. The register for members participating in the elections will be published on **Wednesday, 8th May 2019**.
4. The positions of President, Treasurer and Assistant Secretary are up for election as stipulated in Article 17 of the constitution (See Appendix 2 below). The position of Vice President is also vacant.
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. 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, 7th May 2019**.

7. The Society under the guidance of the independent electoral body will communicate on the specific electoral steps.

Appendix 1

Kindly click [here](#) to view the Election 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.

PS: The position of Vice President is vacant following the resignation of the office bearer who is vying for another position.

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 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 maybe assigned to him/her by the Council or the President.

3) 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.

4) 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.

