

COUNTY GOVERNMENT OF KAJIADO

OFFICE OF THE MANAGER; MUNICIPALITY OF KAJIADO P.O. BOX 11, KAJIADO



Kajiado Municipal Board Meetings Procedure

At the end of a Financial Year the Secretary prepares the following/New Year's Board Work Plan (which include schedule of meetings), presented in the last Full Board of the Financial Year for adoption.



Standing/Ad-Hoc Committees are given Seven days notice of committees meetings with agenda and accompanying documents.



Declaration of
Interest and signing
of attendance register
as guided by the
Committee Chair.

MEETING PROCEEDINGS

Matters are discussed and the committee makes recommendations to the Full Board.



MEETING PROCEEDINGS

Matters are discussed, and the Board comes up with Resolutions



START OF MEETING
Declaration of Interest and
signing of attendance
register as guided by the
Board Chair.



NOTICE FOR FULL BOARD MEETING

14 days - notice of the Full Board Meeting is issued (within the 14 days, the Secretary shares the Agenda, Board Paper and any other document for discussion during the Full Board Meeting).