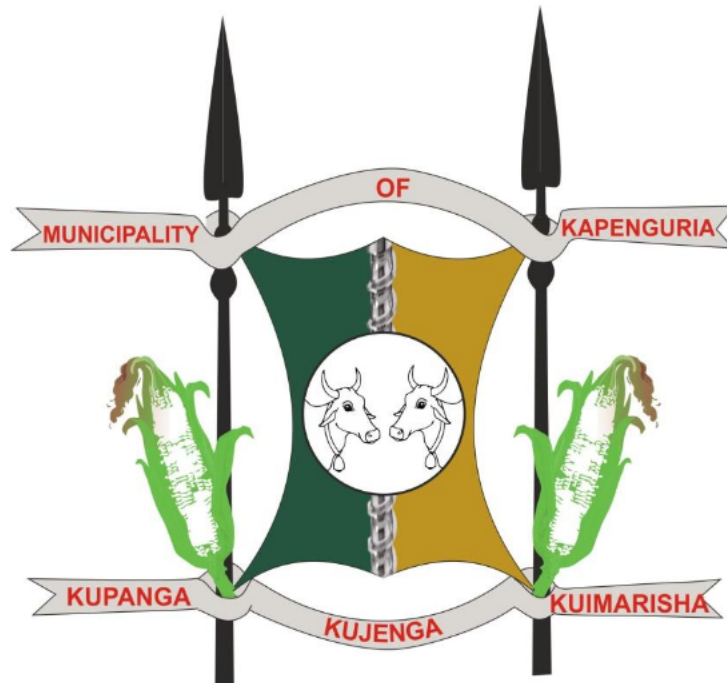


# THE MUNICIPALITY OF KAPENGURIA CHARTER

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## CONTENTS

THE MUNICIPALITY OF KAPENGURIA CHARTER.....	i
PREAMBLE .....	4
1. INCORPORATION, NAME AND BOUNDARIES .....	6
1.1. Incorporation and Name.....	6
1.2. Boundaries .....	6
2. POWERS, OBJECTS AND FUNCTIONS OF THE MUNICIPALITY OF KAPENGURIA.....	6
2.1. Powers of the Municipality .....	6
2.2. Objects of the Municipality.....	7
2.3. Functions of the Municipality .....	7
3. THE BOARD OF THE MUNICIPALITY OF KAPENGURIA.....	9
3.1. Establishment of the Board of the Municipality of Kapenguria.....	9
3.2.Governance and Management Functions of the Board of the Municipality of Kapenguria.....	10
3.3. Composition and term of the Board of the Municipality of the Municipality of Kapenguria .....	12
3.4. Eligibility for appointment as member of the Board of the Municipality of Kapenguria.....	13
3.5. Chairperson of the Board of the Municipality of Kapenguria .....	14
3.6. Powers and functions of the Chairperson of the Board of the Municipality of Kapenguria .....	14
3.7. Vice-Chairperson of the Board of the Municipality of Kapenguria .....	15
3.8. Removal of the Chairperson and Vice-Chairperson of the Board of the Municipality of Kapenguria .....	15
3.9.Committees of the Board of the Municipality of the Board of the municipality of Kapenguria.....	16
3.10.Remuneration of the members of the Board of the Municipality of Kapenguria.....	17
3.11.Removal of members of the Board of the Municipality of the municipality of Kapenguria.....	17
3.12.Meetings of the Board of the Municipality of the Municipality of Kapenguria .....	18
3.13.Quorum of meetings of the Board of the Municipality of Kapenguria .....	19
3.14.Rules of the Board of the Municipality of Kapenguria .....	19
3.15. Record of information of the Board of the Municipality of Kapenguria.....	20
3.16. CITIZEN FOR A OF the Municipality of Kapenguria .....	20
4. LEGISLATIVE AUTHORITY OF THE BOARD OF THE MUNICIPALITY OF KAPENGURIA .....	20
4.1. By-laws .....	20

4.2.	Passing of By-laws.....	21
4.3.	Effective date of By-laws.....	21
5.	ADMINISTRATIVE AUTHORITY OF THE BOARD OF THE MUNICIPALITY OF KAPENGURIA .....	21
5.1.	Resolutions of the Board.....	21
5.2.	Approval of resolutions of the Board .....	22
5.3.	Effective date of resolutions of the Board.....	22
6.	THE MUNICIPAL MANAGER OF THE BOARD OF THE MUNICIPALITY OF KAPENGURIA .....	22
6.1.	OFFICE OF THE MUNICIPAL MANAGER .....	22
6.2.	Appointment and term of office .....	23
6.3.	Qualifications of Municipal Manager .....	23
6.4.	Functions and powers of the Municipal Manager.....	24
6.5.	Remuneration of Municipal Manager .....	26
6.6.	Removal of the Municipal Manager .....	26
6.7.	Deputy Municipal Manager .....	27
7.	MUNICIPAL FINANCES AND FINANCIAL MANAGEMENT.....	27
7.1.	Sources of the Municipality's funds and revenue .....	27
7.2.	Appointment of the Municipality Accounting Officer .....	28
7.3.	Functions and Powers of the Municipality Accounting Officer .....	28
7.4.	Financial year of the Municipality.....	28
7.5.	Budget of the municipality.....	29
7.6.	Management of Municipality Finances .....	29
7.7.	Borrowing by the Municipality .....	29
7.9.	Audit of the Municipality .....	30
8.	MUNICIPALITY PERSONNEL.....	30
8.1.	Municipality Personnel .....	30
8.2.	Management of Municipal Personnel.....	30
8.3.	Retirement schemes of Municipal personnel.....	30
8.4.	Remuneration of Municipal Personnel.....	31
9.	MUNICIPALITY PROPERTY.....	31
9.1.	Acquisition, possession and disposal .....	31
9.2.	Compulsory acquisition .....	31
9.3.	Municipal Buildings .....	31

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9.4.	Protection of Municipality Property .....	32
10.	GENERAL PROVISIONS .....	32
10.1.	Oath of office .....	32
10.2.	Amendments to the Municipality of Kapenguria Charter.....	32
10.3.	Separability .....	33
11.	TRANSITIONAL PROVISIONS .....	33
11.1.	Effective Date of the Municipality of Kapenguria Charter .....	33
11.2.	Rights and Privileges Preserved.....	33
11.3.	Departments .....	33

## PREAMBLE

### WHEREAS

Article 2 of the Constitution of Kenya 2010 provides that the Constitution is the supreme law of the Republic of Kenya and binds all persons and all State organs at both levels of government.

### WHEREAS

Article 184 of the Constitution of Kenya 2010 mandated parliament to enact a legislation to provide *inter alia* the criteria for classifying areas as urban areas and cities; establishing the principles of governance and management of urban areas and cities and to provide for participation by residents in the governance of urban areas and cities within 1 year of the promulgation of the Constitution.

### WHEREAS

Parliament enacted the Urban Areas and Cities Act in the year 2011 which legislation had an effective date falling after the first elections held under the Constitution of Kenya 2010.

### WHEREAS

Section 9 of the Urban Areas and Cities Act empowers the County Governor, on the resolution of the County Assembly, to confer on a qualifying town, the status of a Municipality by grant of a Charter in the prescribed form.

### WHEREAS

The Urban Areas and Cities Act 2011 does not have the prescribed form of a Municipal Charter.

**WHEREAS**

No regulations have been promulgated under the Urban Areas and Cities Act 2011 providing the prescribed form of a Municipal Charter under the Urban Areas and Cities Act.

**WHEREAS**

Section 72 of the Interpretations and General Provisions Act allows for substantial conformity of any instruments required to be in a prescribed form under any statute in Kenya.

**WHEREAS**

The County Assembly of West Pokot duly approved the request by the Town Committee of Kapenguria for grant of this Charter to the now Municipality of Kapenguria.

**NOW THEREFORE IN EXERCISE** of the powers conferred by section 9 (1) of the Urban Areas and Cities Act, (No. 13 of 2011) as complemented by section 72 of the Interpretations and General Provisions Act (Chapter 2) and all other enabling provisions of law, the Governor of West Pokot County **HEREBY GRANTS** the Municipality of Kapenguria this Municipal Charter on this [...] day of [...] 2018.

[SIGNATURE OF COUNTY GOVERNOR]

.....

H.E. PROF. JOHN KROP LONYANGAPUO

**THE GOVERNOR OF WEST POKOT COUNTY**



THE MUNICIPALITY OF KAPENGURIA CHARTER

## 1. INCORPORATION, NAME AND BOUNDARIES

### 1.1. INCORPORATION AND NAME

- 1.1.1. This Charter is the Municipal Charter of the Municipality of Kapenguria, within West Pokot County, Kenya.
- 1.1.2. All processes affecting the Municipality shall be served on the Municipal Manager or Deputy Municipal Manager, in the absence of both said officers, on a designated officer of the Board of the Municipality of Kapenguria.

### 1.2. BOUNDARIES

- 1.2.1. The boundaries of the Municipality of Kapenguria as now existing or as may subsequently be altered in line with section 4(a) of the UACA.

## 2. POWERS, OBJECTS AND FUNCTIONS OF THE MUNICIPALITY OF KAPENGURIA

### 2.1. POWERS OF THE MUNICIPALITY OF KAPENGURIA

- 2.1.1. The Municipality of Kapenguria shall have all the powers, general and special, governmental or proprietary, expressed or implied, which may be possessed or assumed by municipalities under the Urban Areas and Cities Act 2011, the County Government Act 2012, the Public Finance Management Act 2012, West Pokot County Urban Planning Act 2016, and the County of West Pokot By-laws.
- 2.1.2. No enumeration of specific powers in this Charter shall be held to be exclusive. All such powers shall be exercised in the manner prescribed in this Charter, or, if not prescribed herein, in such manner as Board of the Municipality of Kapenguria may determine, or, unless a contrary intent appears in this Charter or in the By-laws and Resolutions of the Board of the Municipality of Kapenguria, in such manner as may be provided by the County of West Pokot By-laws.



## 2.2. OBJECTS OF THE MUNICIPALITY OF KAPENGURIA

2.2.1. The objects of the Municipality of Kapenguria are to:-

- (i) Provide for efficient and accountable management of the affairs of the Municipality.
- (ii) Provide for a governance mechanism that will enable the inhabitants of the Municipality to:
  - a. Participate in determining the social services and regulatory framework which will best satisfy their needs and expectations.
  - b. Verify whether public resources and authority are utilized or exercised, as the case may be, to their satisfaction.
  - c. Enjoy efficiency in service delivery.
- (iii) Vigorously pursue the developmental opportunities which are available in the Municipality and to institute such measures as are necessary for achieving public order and the provisions of civic amenities, so as to enhance the quality of life of the inhabitants of the Municipality.
- (iv) Provide a high standard of social services in a cost effective manner to the inhabitants of the Municipality.
- (v) Promote social cohesiveness and a sense of civic duty and responsibility among the inhabitants and stakeholders in the Municipality in order to facilitate collective action and commitment towards achieving the goal of a harmonious and stable community.
- (vi) Providing for services, laws and other matters for Municipality's benefit.
- (vii) Fostering the economic, social and environmental well-being of its community

## 2.3. FUNCTIONS OF THE MUNICIPALITY OF KAPENGURIA

2.3.1. The Municipality of Kapenguria shall, within the boundaries of the Municipality, perform the following functions:

- (a) Promotion, regulation and provision of refuse collection and solid waste management services;
- (b) Promotion and provision of water and sanitation services and infrastructure (in areas within the Municipality not served by the Water and Sanitation Provider);
- (c) Construction and maintenance of urban roads and associated infrastructure;
- (d) Construction and maintenance of storm drainage and flood controls;
- (e) Construction and maintenance of walkways and other non-motorized transport infrastructure;
- (f) Construction and maintenance of recreational parks and green spaces;
- (g) Construction and maintenance of street lighting;
- (h) Construction, maintenance and regulation of traffic controls and parking facilities;
- (i) Construction and maintenance of bus stands and taxi stands;
- (j) Regulation and control of outdoor advertising;
- (k) Construction, maintenance, management and regulation of municipal markets and abattoirs;
- (l) Construction and maintenance of fire stations; provision of fire-fighting services, emergency preparedness and disaster management;
- (m) Promotion, regulation and provision of municipal sports and cultural activities;
- (n) Promotion, regulation and provision of animal control and welfare;
- (o) Development and enforcement of municipal plans and development controls;
- (p) Municipal administration services (including construction and maintenance of administrative offices);
- (q) Promoting and undertaking infrastructural development and services within municipality;

- (r) Any other functions as may be provided for by any written law or delegated by the County Executive Committee Member responsible for Urban Areas.

### 3. THE BOARD OF THE MUNICIPALITY OF KAPENGURIA

#### 3.1. ESTABLISHMENT OF THE BOARD OF THE MUNICIPALITY OF KAPENGURIA

3.1.1. There shall be a Board of the Municipality of Kapenguria<sup>1</sup>.

3.1.2. The Board of the Municipality of Kapenguria shall be a body corporate with perpetual succession and a common seal and shall in its own corporate name, be capable of<sup>2</sup>:

- (a) Suing and being sued;
- (b) Taking, purchasing or otherwise acquiring, holding, charging or disposing of movable and immovable property;
- (c) Borrowing money or making investments within the limits imposed by law
- (d) Entering into contracts; and
- (e) Doing or performing all other act or things for the proper performance of its functions in accordance with the Urban Areas and Cities Act 2011 or any other written law which may lawfully be done or performed by a body corporate.

3.1.3. There shall be a principal and agency relationship between the Board of the Municipality of Kapenguria and the County Government of West Pokot.<sup>3</sup>

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<sup>1</sup>Section 12 (1) of the UACA

<sup>2</sup>Section 12 (2) of the Urban Areas and Cities Act (UACA)

<sup>3</sup>Section 11 of the UACA

### 3.2. GOVERNANCE AND MANAGEMENT FUNCTIONS OF THE BOARD OF THE MUNICIPALITY OF KAPENGURIA

- 3.2.1. The Board of the Municipality of Kapenguria shall have all the powers and perform all functions vested in boards of municipalities under the Urban Areas and Cities Act 2011, the County Government Act 2012, West Pokot County Urban Planning Act 2016, and the Municipality By-laws.
- 3.2.2. Except as this Charter otherwise provides, all powers of the Municipality shall be vested in the Board of the Municipality of Kapenguria.
- 3.2.3. The Board of the Municipality of Kapenguria shall provide for the exercise of these powers and for the performance of all duties and obligations imposed on the Board of the Municipality of Kapenguria.
- 3.2.4. Subject to the Constitution and any other written law, the Board of the Municipality shall, within the boundaries of the Municipality of Kapenguria-
- (a) Exercise executive authority as delegated by the County Executive Committee of the County of West Pokot;
  - (b) ensure provision of services to its residents;
  - (c) impose such fees, levies and charges as may be authorized by the County Government for delivery of services by the Municipality;
  - (d) promote constitutional values and principles;
  - (e) ensure the implementation and compliance with policies formulated by both the National and County Government;
  - (f) make By-laws or make recommendations for issues to be included in By-laws;
  - (g) ensure participation of the residents in decision making, its activities and programmes; and
  - (h) Exercise such other powers as may be delegated by the County Executive Committee of the County of West Pokot.

- 3.2.5. Notwithstanding any other provision of law or this Charter, the Board of the Municipality of Kapenguria shall exercise such executive authority as may be delegated by the County Executive Committee for the necessary performance of its functions.
- 3.2.6. The Board of the Municipality of Kapenguria shall perform the following functions:
- (a) oversee the affairs of the Municipality;
  - (b) develop or adopt policies, plans, strategies and programmes and set targets for service delivery;
  - (c) formulate and implement an integrated development plan;
  - (d) control land use, land sub-division, land development and zoning by public and private sectors for any purpose, including industry, commerce, markets, shopping and other employment centers, residential areas, recreational areas, parks, entertainment, passenger transport, agriculture, and freight and transit stations within the framework of the spatial and master plans for the Municipality as delegated by the County Government of West Pokot;
  - (e) promoting and undertaking infrastructural development and services within Municipality as delegated by the County Government of West Pokot;
  - (f) developing and managing schemes, including site development in collaboration with the relevant national and county agencies;
  - (g) maintaining a comprehensive database and information system of the administration;
  - (h) administering and regulating its internal affairs;
  - (i) implementing applicable national and county legislation;
  - (j) entering into contracts, partnerships or joint ventures as it may consider necessary for the discharge of its functions;
  - (k) monitoring and, where appropriate, regulating municipal services where those services are provided by service providers other than the Board of the Municipality;

- (l) preparing and submitting its annual budget estimates to the relevant County Treasury for consideration and submission to the County Assembly for approval as part of the annual County Appropriation Bill;
- (m) collecting rates, taxes levies, duties, fees and surcharges on fees as delegated by the County Government of West Pokot;
- (n) settling and implementing tariff, rates and tax and debt collection policies as delegated by the County Government of West Pokot;
- (o) monitoring the impact and effectiveness of any services, policies, programs or plans;
- (p) establishing, implementing and monitoring performance management systems;
- (q) promoting a safe and healthy environment;
- (r) facilitating and regulating public transport
- (s) performing such other functions as delegated by the County Government of West Pokot or as may be provided for by any other written law.

### 3.3. COMPOSITION AND TERM OF THE BOARD OF THE MUNICIPALITY OF KAPENGURIA

3.3.1. The Board of the Municipality of Kapenguria shall be composed of nine (9) members<sup>4</sup> appointed in the following manner;

3.3.2. Four (4) members of the Board of the Municipality shall be appointed through a competitive process by the County Governor and approved by the County Assembly<sup>5</sup>.

3.3.3. Four (4) members of the Board shall be nominated by the following umbrella bodies<sup>6</sup>:

- (a) an umbrella body representing professional associations in the area;

<sup>4</sup>Section 14 of the UACA

<sup>5</sup>Section 13 as amended by Section 14 of the UACA

<sup>6</sup>Section 13 as amended by Section 14 of the UACA

- (b) an association representing the private sector in the area;
- (c) a cluster representing registered associations of the informal sector in the area;
- (d) a cluster representing registered neighbourhood associations in the area; and

Also to sit on the Board of the Municipality of Kapenguria are;

1. the County Executive Committee Member for the time being responsible for Urban Areas or his representative;
2. The Chief Officer responsible for Urban Areas ;and
3. The Municipal manager who shall be the Secretary to the Board and ex-officio member of the Board.

Note; section 14(4) of UACA (amended 2018) provides additional criteria the County Governor should consider while constituting the Board.

3.3.4. In appointing members of the Board of the Municipality of Kapenguria, the County Governor shall ensure gender equity, representation of persons with disability, youth and marginalized groups.

3.3.5. The term of the members of the Board of the Municipality of Kapenguria shall be five (5) years on a part-time basis<sup>7</sup>.

### 3.4. ELIGIBILITY FOR APPOINTMENT AS MEMBER OF THE BOARD OF THE MUNICIPALITY OF KAPENGURIA

3.4.1. Each member of the Board of the Municipality of Kapenguria shall have the following qualifications<sup>8</sup>:

- (a) In case of the Chairperson, holds a minimum of a degree; while for any other member, holds at least a minimum of a diploma from an institution recognized in Kenya;
- (b) Has a distinguished career in a medium level management position in either the private or public sector;

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<sup>7</sup>Section 15 of the UACA

<sup>8</sup>Section 13 (4) as amended by Section 14 of the UACA

- (c) Holds at least ten years post-qualification professional experience in case of the Chairperson, while in case of any other member, at least five years post-qualification professional experience;
- (d) Satisfies the requirements of Chapter six of the Constitution of Kenya 2010;
- (e) Is ordinarily resident or has a permanent dwelling in the Municipality of Kapenguria; and
- (f) Carries on business or has lived in the Municipality of Kapenguria for at least five years.
- (g) A person shall not be appointed a member of the board the Municipality of Kapenguria if that person is:
  - (1) Is an un discharged bankrupt;
  - (2) Has been removed from office for contravening the Constitution or any other law;
  - (3) Is not a citizen of Kenya; or
  - (4) Has in the conduct of his or her affairs not met any statutory obligations.

### 3.5. CHAIRPERSON OF THE BOARD OF MUNICIPALITY OF KAPENGURIA

- 3.5.1. At the first regular meeting of the Board of the Municipality of Kapenguria, members of the Board of the Municipality shall elect from amongst themselves, a Chairperson of the Board of the Municipality of Kapenguria.<sup>9</sup>
- 3.5.2. The Chairperson of the Board of the Municipality of Kapenguria shall hold office for a term of five (5) years<sup>10</sup>.

### 3.6. POWERS AND FUNCTIONS OF THE CHAIRPERSON OF THE BOARD OF MUNICIPALITY OF KAPENGURIA

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<sup>9</sup>Section 17 of the UACA

<sup>10</sup>Section 17 (4) of the UACA



3.6.1. The Chairperson of the Board of the Municipality of Kapenguria shall have the following powers and shall perform the functions set out below:

- (a) The Chairperson shall be the head of the Board of the Municipality;
- (b) Chairing the meetings of the Board of the Municipality; and
- (c) Perform such other duties as may be delegated by the Board of the Municipality.

### 3.7. VICE-CHAIRPERSON OF THE BOARD OF THE MUNICIPALITY OF KAPENGURIA

3.7.1. At the first regular meeting of the Board of the Municipality of Kapenguria, members of the Board of the Municipality of Kapenguria shall elect from amongst themselves, a Vice-Chairperson of the Board of the Municipality of Kapenguria.<sup>11</sup>

3.7.2. The Chairperson and the Vice-Chairperson of the Board of the Municipality of Kapenguria shall at all times be of different gender.

3.7.3. The Vice-Chairperson shall, in the absence of the Chairperson, perform the functions of the Chairperson and shall perform such other functions as may be delegated by the Chairperson or the Board of the Municipality;

### 3.8. REMOVAL OF THE CHAIRPERSON AND VICE-CHAIRPERSON OF THE BOARD OF THE MUNICIPALITY OF KAPENGURIA

3.8.1. The Chairperson and the Vice-Chairperson of the Board of the Municipality of Kapenguria may be removed by:

- i. the County Governor
- ii. a majority decision of the members of Board of the Municipality at a duly convened meeting where quorum is present; or
- iii. Upon petition by a resident of the Municipality.<sup>12</sup>

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<sup>11</sup>Section 12 (2) of the UACA

<sup>12</sup>Section 18 (3) of the UACA

- 3.8.2. The procedure for the removal of a Chairperson or Vice-Chairperson of the Board of the Municipality under 3.8.1 above may be provided by Regulations under the Urban Areas and Cities Act 2011 and in the absence thereof in accordance with Kenyan law having regard to fair labour practices.
- 3.8.3. Any vacancy arising out of the removal of a Chairperson or the Vice-Chairperson of Board of the Municipality may be filled in the manner provided under 3.6 and 3.7 above respectively.<sup>13</sup>

### 3.9. SECRETARY OF THE BOARD OF THE MUNICIPALITY OF KAPENGURIA

The Manager of the Municipality of Kapenguria shall be the Secretary of the Board of Municipality of Kapenguria, and in his absence, his deputy and in his absence, any designated officer of the Board of the municipality of Kapenguria.

### 3.10. COMMITTEES OF THE BOARD OF THE MUNICIPALITY OF KAPENGURIA

3.10.1. The Board of the Municipality of Kapenguria may:

- (a) establish such Committees for any general or special purpose which, in its opinion, would regulate or manage its affairs more efficiently and as may be necessary for the performance of its functions under the Urban Areas and Cities Act 2011;<sup>14</sup>
- (b) delegate to such Committee such functions as are necessary for the efficient performance of its duties in respect to the whole or any part of the area under the jurisdiction of the Board of the Municipality of Kapenguria;<sup>15</sup> and
- (c) Include persons with necessary expertise, who are not members of the Board in any Committee of the Board of the Municipality of Kapenguria<sup>16</sup>.

3.10.2. The Committees of the Board of the Municipality of Kapenguria to which members of the Board of the Municipality of Kapenguria may delegate any of their powers and functions must follow procedures which are based as a far as they are applicable on those

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<sup>13</sup>Section 19 of the UACA

<sup>14</sup>Section 26 (1) of the UACA

<sup>15</sup>Section 26 (2) of the UACA

<sup>16</sup>Section 26 (3) of the UACA

provision of this Charter which govern the taking of decisions and performance of functions by the Board of the Municipality of Kapenguria.

### 3.11. REMUNERATION OF THE MEMBERS OF THE BOARD OF THE MUNICIPALITY OF KAPENGURIA

3.11.1. The members of the Board of the Municipality of Kapenguria shall not be entitled to a salary.

3.11.2. However, members of the Board of the Municipality of Kapenguria shall be paid such allowances as the County Governor shall, with the approval of the County Assembly, and on the advice of the Salaries and Remuneration Commission, determine.<sup>17</sup>

### 3.12. REMOVAL OF MEMBERS OF THE BOARD OF THE MUNICIPALITY KAPENGURIA

3.12.1. A member of the Board of the Municipality of Kapenguria shall cease to hold office if the member<sup>18</sup>:

- (a) is unable to perform the functions of the office by reason of mental or physical infirmity;
- (b) is declared or becomes bankrupt or insolvent;
- (c) is convicted of a criminal offence and sentenced to a term of imprisonment of six months or more;
- (d) resigns in writing to the County Governor;

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<sup>17</sup>Section 25 of the UACA

<sup>18</sup>Section 16 of the UACA

- (e) without reasonable cause, the member is absent from three consecutive meetings of the Board or Committee of the Board of the Municipality of Kapenguria within one financial year;
- (f) is found guilty of professional misconduct by the relevant professional body;
- (g) is disqualified from holding a public office under the Constitution;
- (h) fails to declare his or her interest in any matter being considered or to be considered by the Board or Board Committees;
- (i) engages in any gross misconduct; or
- (j) Dies.

3.12.2. A member of the Board of the Municipality of Kapenguria may be removed from office by<sup>19</sup>;

- (a) the County Governor;
- (b) a resolution of the Board of the Municipality supported by at least two-thirds of the members of the Board of the Municipality; or
- (c) Petition by the residents of the Municipality.

3.12.3. The procedure for the removal or petition for removal of a member of the Board of the Municipality of Kapenguria under 3.11.1 above shall be provided by Regulation under the Urban Areas and Cities Act<sup>20</sup>.

3.12.4. Any vacancy arising out of the removal of a member of the Board of the Municipality of Kapenguria may be filled in the manner provided under 3.3 above.<sup>21</sup>

### 3.13. MEETINGS OF THE BOARD OF THE MUNICIPALITY OF KAPENGURIA

<sup>19</sup>Section 18 of the UACA

<sup>20</sup>While the UACA provides persons who may remove a member of the Board of a Municipality, the procedure for removal or petitioning for removal is not provided. The Charter proposes that the same be provided in the regulations.

<sup>21</sup>Section 19 of the UACA

- 3.13.1. The Board of the Municipality of Kapenguria shall hold its sittings to transact the business of the Board once every three months.<sup>22</sup>
- 3.13.2. Notwithstanding Article 3.12.1, the Chairperson of the Board of the Municipality of Kapenguria may, and upon request in writing by at least one-third of the members of the Board of the Municipality of Kapenguria shall, convene a special meeting to transact any urgent business of the Board of the Municipality of Kapenguria.
- 3.13.3. All regular meetings of the Board of the Municipality of Kapenguria called for the purpose of transacting public business, where a majority of the members elected are present, shall be open to the public.<sup>23</sup>
- 3.13.4. The Board shall have the privilege of holding executive sessions from which the public is excluded, however, no by-laws, resolution, rule or regulation shall be finally adopted at such an executive session.<sup>24</sup>

### 3.14. QUORUM OF MEETINGS OF THE BOARD OF MUNICIPALITY OF KAPENGURIA

- 3.14.1. A majority of the members of the Board of the Municipality of Kapenguria is a quorum to conduct business, but a smaller number may meet and compel attendance of absent members as prescribed by Board of the Municipality of Kapenguria Rules.<sup>25</sup>
- 3.14.2. A member of the Board of the Municipality of Kapenguria who is interested in any discussions or decision-making regarding any subject or transaction under consideration by the Board of the Municipality of Kapenguria, shall not be counted as participating in the discussions or decision-making, and is not entitled to vote on or agree to the subject or transaction relating to it.

### 3.15. RULES OF THE BOARD OF THE MUNICIPALITY OF KAPENGURIA

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<sup>22</sup>Section 23 of the UACA

<sup>23</sup>This is not provided for under the Act. However, in line with the principle of transparency, the same has been included.

<sup>24</sup>This provision will allow the Board of the Municipality exclude members of the public where necessary. It may also be appropriate where sensitive matters are being discussed.

<sup>25</sup>This is not provided in the Act. However, a majority of the members of the Board of the Municipality is sufficient to constitute quorum.

3.15.1. The Board of the Municipality of Kapenguria shall by resolution adopt rules to govern its meetings.

### 3.16. RECORD OF INFORMATION OF THE BOARD OF THE MUNICIPALITY OF KAPENGURIA

3.16.1. The minutes and other information of the Board of the Municipality of Kapenguria shall be kept by the Municipal Manager who is the Secretary to the Board of the Municipality of Kapenguria.<sup>26</sup>

3.16.2. Access to information on the activities and resolutions of the Board of the Municipality of Kapenguria shall be as provided under the Urban Areas and Cities Act 2011.

### 3.17. CITIZEN FORA OF MUNICIPALITY OF KAPENGURIA

3.17.1. The Board of the Municipality of Kapenguria shall ensure the development of mechanisms for the participation of the residents of the Municipality of Kapenguria in the management and administration of the Municipality.

3.17.2. All recommendations from the Citizen Fora of the Municipality of Kapenguria shall be forwarded to the Board of the Municipality for resolution.

3.17.3. All recommendations on issues raised in the Citizen Fora and addressed by the Board of the Municipality of Kapenguria shall be forwarded to the Municipal Manager for implementation.

## 4. LEGISLATIVE AUTHORITY OF THE BOARD OF THE MUNICIPALITY OF KAPENGURIA <sup>27</sup>

### 4.1. BY-LAWS

4.1.1. The Board of the Municipality of Kapenguria shall exercise its legislative authority by passing Municipality By-laws.

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<sup>26</sup>This is equally not provided but is crucial for the continuity of the functions of the Board of the Municipality.

<sup>27</sup>The legislative powers of the Board of the Municipality are not set out in the Act.



## 4.2. PASSING OF BY-LAWS

- 4.2.1. Except as authorized under 3.2.2 above, passing of By-laws shall require approval by a majority of the Board of the Municipality of Kapenguria at two meetings.
- 4.2.2. The Board of the Municipality of Kapenguria may adopt a By-law at a single meeting by the unanimous approval of at least a quorum of the Board, provided the proposed By-law is available in writing to the public at least one week before the meeting.
- 4.2.3. Any substantive amendment to a proposed By-law must be read aloud or made available in writing to the public before the Board of the Municipality of Kapenguria adopts the By-law at that meeting.
- 4.2.4. After the adoption of a By-law, the vote of each member must be entered into the Board minutes.
- 4.2.5. After adoption of a By-law, the Chairperson of the Board must endorse it with the date of adoption and his title
- 4.2.6. All Municipality By-Laws shall be approved by the County Assembly before becoming effective.

## 4.3. EFFECTIVE DATE OF BY-LAWS

- 4.3.1. By-laws shall take effect on the 30<sup>th</sup> day after adoption, or on a later day provided in the By-law.
- 4.3.2. A By-law may take effect as soon as adopted or other date less than 30 days after adoption if it contains an emergency clause.

## 5. ADMINISTRATIVE AUTHORITY OF THE BOARD OF THE MUNICIPALITY OF KAPENGURIA <sup>28</sup>

### 5.1. RESOLUTIONS

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<sup>28</sup>The administrative powers of the Board of the Municipality are vital yet not set out in the Act.

- 5.1.1. The Board of the Municipality of Kapenguria shall exercise its administrative authority through approved resolutions.

## 5.2. APPROVAL OF RESOLUTIONS

- 5.2.1. Approval of a resolution or any other Board administrative decision requires approval by majority of members of the Board of the Municipality of Kapenguria at one meeting.
- 5.2.2. Any substantive amendment to a resolution must be read aloud or made available in writing to the public before the Board adopts the resolution at that meeting.
- 5.2.3. After approval of a resolution or other administrative decision, the vote of each member must be entered into the Board minutes.

## 5.3. EFFECTIVE DATE OF RESOLUTIONS OF THE BOARD OF MUNICIPALITY OF KAPENGURIA

- 5.3.1. Resolutions and other administrative decisions take effect on the date of approval, or on a later day provided in the resolution.

## 6. THE MUNICIPAL MANAGER OF THE BOARD OF THE MUNICIPALITY OF KAPENGURIA

### 6.1. OFFICE OF THE MUNICIPAL MANAGER

- 6.1.1. There is established the office of the Municipal Manager, which shall be an office in the county public service.<sup>29</sup>
- 6.1.2. The Municipal Manager shall be the administrative head of the Municipality of Kapenguria.
- 6.1.3. The Municipal Manager shall be the Accounting Officer of the Board of the Municipality of Kapenguria in line with section 148(2) of the PFM Act, 2012.

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<sup>29</sup>Section 28 of the UACA



6.1.4. The Municipal Manager shall be the secretary to the Board of the Municipality of Kapenguria

## 6.2. APPOINTMENT AND TERM

6.2.1. The Municipal Manager shall be competitively recruited and appointed by the County Public Service Board<sup>30</sup>.

6.2.2. The Municipal Manager may be appointed for a definite or an indefinite term.<sup>31</sup>

## 6.3. QUALIFICATIONS

6.3.1. The Municipal Manager shall<sup>32</sup>:

- (a) Be a citizen of Kenya
- (b) Hold a degree from a university recognized in Kenya or its equivalent
- (c) Have served and has proven experience in administration or management either in public or private sector for a term of at least ten years.

6.3.2. In appointing the Municipal Manager, the County Public Service Board shall ensure:

- (a) gender equity;
- (b) the inclusion of minorities and marginalized communities; and
- (c) The person satisfies the requirements of Chapter six of the Constitution.

6.3.3. The Municipal Manager need not reside within the Municipality.

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<sup>30</sup>Section 29 of the UACA and Section 59 (1) (b) of the County Governments Act.

<sup>31</sup>The term of the Municipal Manager is not provided for in the Act. The model Charter proposes that the appointment be contractual.

<sup>32</sup>Section 30 of the UACA

#### 6.4. FUNCTIONS AND POWERS OF THE MUNICIPAL MANAGER OF THE BOARD OF THE MUNICIPALITY OF KAPENGURIA

6.4.1. The Municipal Manager shall implement the decisions and functions of the Board of the Municipality of Kapenguria and shall be answerable to the Board.<sup>33</sup>

6.4.2. The Municipal Manager shall perform the following functions<sup>34</sup>:

- (a) Act on behalf of the Board of the Municipality of Kapenguria-
  - (i) In ensuring the execution of the directives of the Board of the Municipality;
  - (ii) During all intervals between meetings of the Board of the Municipality;
- (b) Prepare and present for approval of the Board of the Municipality of Kapenguria, an annual estimate of revenue and expenditure to fund and carry out the programmes and operations of the Board;
- (c) Be principally responsible for building and maintaining a strong alliance and effective working relationships between the Board of the Municipality of Kapenguria and the civil society, private sector and community based organizations;
- (d) Cause to be prepared, transmitted to the Board of the Municipality of Kapenguria, and distributed to the public at least an annual report on the activities and accomplishments of the departments and agencies comprising the executive branch of the Municipality.
- (e) Be the secretary and ex-officio member of all committees of the Board of the Municipality of Kapenguria; and
- (f) Such other functions as the Board may, by order, confer upon the Municipal Manager or as may be provided by any written law.

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<sup>33</sup>Section 28 of the UACA

<sup>34</sup>The enumeration of the powers and functions of the Municipal Manager is not provided under the Act. A sample of the powers and functions of the Municipal Manager is provided here.

6.4.3. The Municipal Manager shall be fully responsible for the proper conduct of the executive and administrative work and affairs of the Municipality. The Municipal Manager shall have the power and shall be required to:

- (a) Exercise supervision over all departments and agencies of the Municipality and provide for the coordination of their activities;
- (b) Enforce the provisions of this Charter, Municipal By-laws, and all applicable laws;
- (c) Exercise powers granted to the Municipal Manager in this Charter, By-laws and applicable laws concerning the appointment and removal of certain officers, employees, and members of committees of the Board of the Municipality of Kapenguria;
- (d) Exercise such other powers as may be prescribed by this Charter, by-laws and applicable laws.

6.4.4. The Municipal Manager shall:

- (a) Attend all meetings of the Board of the Municipality of Kapenguria;
- (b) Make reports and recommendations to the Board of the Municipality of Kapenguria about the needs of the Municipality;
- (c) Administer and enforce all Municipality By-laws, resolutions, franchises, leases, contracts, permits, and other Municipality decisions;
- (d) Appoint, supervise and remove Municipality employees;
- (e) Organize Municipality departments and administrative structure;
- (f) Prepare and administer the annual Municipality budget;
- (g) Administer Municipality utilities and property;
- (h) Encourage and support regional and intergovernmental cooperation;
- (i) Promote cooperation among the Board of the Municipality, staff and citizens in developing Municipality policies and building a sense of community;
- (j) Perform other duties as directed by the Board of the Municipality;

(k) Delegate duties, but remain responsible for acts of all subordinates.

6.4.5. The Municipal Manager shall have no authority over the Board of the Municipality of Kapenguria.

## 6.5. REMUNERATION OF THE MUNICIPAL MANAGER, MUNICIPALITY OF KAPENGURIA

6.5.1. The County Public Service Board of West Pokot shall set and determine the terms and conditions of employment of the Municipal Manager of Kapenguria, including remunerations as advised by the Salaries and Remuneration Commission.

## 6.6. REMOVAL OF THE MUNICIPAL MANAGER

6.6.1. The Municipal Manager, being an office in the County Public Service, is subject to removal procedures affecting other public servants.

6.6.2. The Municipal Manager shall cease to hold office if he/she:

- (a) is unable to perform the functions of the office by reason of mental or physical infirmity;
- (b) is declared or becomes bankrupt or insolvent;
- (c) is convicted of a criminal offence and sentenced to a term of imprisonment of six months or more;
- (d) resigns in writing to the County Governor;
- (e) without reasonable cause, is absent from three consecutive meetings of the Board of the Municipality;
- (f) is found guilty of professional misconduct by the relevant professional body;
- (g) is disqualified from holding a public office under the Constitution;
- (h) engages in any gross misconduct; or
- (i) Dies.

- 6.6.3. The procedure for the removal of the Municipal Manager may be provided by the Regulations made under the County Government Act (No. 17 of 2012) and in the absence thereof in accordance with Kenyan law having regard to fair labour practices.
- 6.6.4. Any vacancy arising in the office of the Municipal Manager may be filled in the manner provided under Article 6.2 above.

## 6.7. DEPUTY MUNICIPAL MANAGER, MUNICIPALITY OF KAPENGURIA

6.7.1 There is established the office of the Deputy Municipal Manager, who shall deputize the Municipal Manager.

6.7.2 When the office of the Municipal Manager becomes vacant, the Deputy Municipal Manager shall perform the functions of the municipal manager until such time the county public service board recruits a substantive person to fill the office.

6.7.3 The Deputy Municipal Manager shall have the authority and duties of the Municipal Manager, except that the Deputy Municipal Manager may appoint or remove employees only with approval of the Board of the Municipality of Kapenguria.

6.7.4 The Deputy Municipal Manager shall hold office until such a time as a new Municipal Manager shall be appointed by the County Public Service Board

6.7.5 The Deputy Municipal Manager shall be competitively recruited and appointed by the County Public Service Board

6.7.6 The Deputy Municipal Manager may be appointed for a definite or an indefinite term.

## 7. MUNICIPALITY OF KAPENGURIA FINANCES AND FINANCIAL MANAGEMENT

### 7.1. SOURCES OF THE MUNICIPALITY OF KAPENGURIA FUNDS AND REVENUE

7.1.1. With the approval of the County Assembly, the Board of the Municipality of Kapenguria shall derive its revenue and funds from<sup>35</sup>:

<sup>35</sup>Section 43 of the UACA and Section 172 of the Public Finance Management Act

- (a) monies appropriated by the County Assembly for the purposes of the management and service delivery of the Board in line with the criteria specified under section 174 of the Public Finance Management Act, 2012;
- (b) monies or assets that may accrue to the Board in the course of the exercise of its powers or the performance of its functions;
- (c) all monies or grants from any other legitimate source provided or donated to the Board;
- (d) pursuant to section 172 of the Public Finance Management Act 2012, revenue arising from rates, fees, levies, charges and other revenue raising measures which is retained by Municipality for the purpose of defraying its costs for providing services;
- (e) investment income; and
- (f) Borrowing.

## 7.2. APPOINTMENT OF THE MUNICIPALITY OF KAPENGURIA ACCOUNTING OFFICER

- 7.2.1. The Municipality of Kapenguria Accounting Officer shall be designated by the County Executive Committee Member for Finance in the manner provided under Section 148 of the Public Finance Management Act 2012. <sup>36</sup>

## 7.3. FUNCTIONS AND POWERS OF THE MUNICIPALITY OF KAPENGURIA ACCOUNTING OFFICER

- 7.3.1. The Municipality Accounting Officer shall have all the powers and perform all the functions of accounting officers as provided under the Public Finance Management Act , 2012.
- 7.3.2. Without prejudice to the foregoing, the Municipality Accounting Officer shall be responsible for managing the finances of the Municipality.

## 7.4. FINANCIAL YEAR OF THE MUNICIPALITY OF KAPENGURIA

<sup>36</sup>Section 170 of the Public Finance Management Act

7.4.1. The Municipality shall operate on an annual budget.

7.4.2. The financial year of the Board of the Municipality of Kapenguria shall be the period of twelve months ending on the thirtieth June in each year.<sup>37</sup>

## 7.5. BUDGET OF THE MUNICIPALITY OF KAPENGURIA

7.5.1. The budget of the Board of the Municipality of Kapenguria shall be developed in the manner provided under Section 175 of the Public Finance Management Act; section 45 of the UACA, 2011.

## 7.6. MANAGEMENT OF MUNICIPALITY OF KAPENGURIA FINANCES

7.6.1. The Board of the Municipality of Kapenguria shall, with the approval of the County Executive Committee member for finance, open and maintain a bank account in the name of the Municipality.

7.6.2. All monies received by the Board of the Municipality of Kapenguria shall be paid into the Municipality's bank account promptly and in accordance with the Public Finance Management Act 2012.<sup>38</sup>

## 7.7. BORROWING BY THE MUNICIPALITY OF KAPENGURIA

7.8. The Board of the Municipality of Kapenguria may only borrow from<sup>39</sup>:-

- (a) from the County Government;
- (b) through the County Government; or
- (c) by way of a bank overdraft.

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<sup>37</sup>Section 44 of the UACA

<sup>38</sup>Section 179 of the Public Finance Management Act

<sup>39</sup>Section 177 of the Public Finance Management Act



and subject to such terms as may be imposed by the County Assembly or such terms as provided by law.

## 7.9. AUDIT OF THE MUNICIPALITY OF KAPENGURIA RESOURCES

- 7.9.1. The audit of the Board of the Municipality of Kapenguria shall be as per the Public Audit act and as provided under Sections 46 and 47 of the Urban Areas and Cities Act 2011.

## 8. MUNICIPALITY OF KAPENGURIA PERSONNEL<sup>40</sup>

### 8.1. MUNICIPALITY PERSONNEL

- 8.1.1. The Board of the Municipality of Kapenguria may subject to the approval by the County Public Service Board, employ such officers and employees as it deems necessary to execute the powers and duties provided by this Charter or any other law.

### 8.2. MANAGEMENT OF MUNICIPALITY PERSONNEL

- 8.2.1. Employees of the Municipality of Kapenguria shall be under the general guidance of the Municipal Manager.

### 8.3. RETIREMENT SCHEMES

- 8.3.1. The Board of the Municipality may do all things necessary to include its officers and employees, or any of them within any retirement scheme or pension scheme under the terms of which they are admissible, and to pay the employer's share of the cost of any such retirement or pension system out of the general funds of the Board of the Municipality of Kapenguria as provided for under section 49 of the UACA 2011.

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<sup>40</sup>The following provisions are not provided in statute.



#### 8.4. REMUNERATION OF MUNICIPALITY PERSONNEL

- 8.4.1. The compensation of all employees of the Municipality of Kapenguria shall be set by the County Public Service Board upon the advice of the Salaries and Remuneration Commission.

### 9. MUNICIPALITY PROPERTY<sup>41</sup>

#### 9.1. ACQUISITION, POSSESSION AND DISPOSAL

- 9.1.1. The Board of the Municipality of Kapenguria is a body corporate and may acquire real, personal, or mixed property for any public purpose by purchase, gift, bequest, devise, lease, or otherwise and may sell, lease, or otherwise dispose of any property belonging to the Municipality.
- 9.1.2. All town property and funds of every kind belonging to or in the possession of the town (by whatever prior name known) at the time this Charter becomes effective are vested in the Municipality, subject to the terms and conditions thereof.

#### 9.2. COMPULSORY ACQUISITION

- 9.2.1. Whenever the Municipality deems it necessary to acquire private land for its purposes, it shall request the County Executive Committee Member for Lands to request the National Land Commission to acquire the land on its behalf<sup>42</sup>.
- 9.2.2. The provisions of the Land Act shall apply to any intended compulsory acquisition by the Municipality of property within the Municipality.

#### 9.3. MUNICIPALITY BUILDINGS

- 9.3.1. The Board of the Municipality of Kapenguria may acquire, obtain by lease or rent, purchase, construct, operate, and maintain all buildings and structures it deems necessary for the operation of the Municipality of Kapenguria.

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<sup>41</sup>The following provisions are not provided in statute.

<sup>42</sup>Section 107 of the Land Act

## 9.4. PROTECTION OF MUNICIPALITY PROPERTY

9.4.1. The Board of the Municipality of Kapenguria may do whatever may be necessary to protect municipal property and to keep all municipal property in good condition.

## 10. GENERAL PROVISIONS

### 10.1. OATH OF OFFICE<sup>43</sup>

10.1.1. Before entering upon the duties of their offices, the Municipal Manager, the Chairperson and Vice-Chairperson and the members of the Board, and all other persons elected or appointed to any office of profit or trust in the Municipality, as determined by Board, shall take and subscribe to the following oath or affirmation:

*“I, [...], being called on to exercise the functions of [Municipal Manager/Chairperson, etc.] of the Municipality of Kapenguria, do swear/solemnly affirm that I will at all times be faithful to the Republic of Kenya; that I will obey, respect and uphold this Constitution of Kenya and all other laws of the Republic, that except with the authority of the Board of the Municipality of kapenguria, I will not directly or indirectly reveal the nature or contents of any business, proceedings or document of the Municipality committed to my secrecy, except as may be required for the due discharge of my duties as [Municipal Manager/Chairperson, etc.] of the Municipality of Kapenguria or otherwise under the law. (In the case of an oath— So help me God.<sup>44</sup>.”*

10.1.2. The Municipal Manager shall take and subscribe to this oath or affirmation before the County Governor or before one of the sworn deputies. All other persons taking and subscribing to the oath shall do so before the Municipal Manager.

### 10.2. AMENDMENTS TO THE MUNICIPALITY OF KAPENGURIA CHARTER

<sup>43</sup>Section 18 of the Oaths and Statutory Declarations Act

<sup>44</sup>The form of the oath is not provided by statute. A model from the constitution is adopted in this Model Charter.

10.2.1. The County Governor may at any time, after consultation with the Board of the Municipality of Kapenguria, amend any provision of this Charter.

10.2.2. The County Governor shall cause a copy of the Amended Charter to be laid before the County Assembly within 30 days of its amendment for approval.

### 10.3. SEPARABILITY

10.3.1. If, at any time, any provision of this Charter is or becomes illegal, invalid or unenforceable in any respect under Kenyan law, neither the legality, validity or enforceability of the remaining provisions nor the legality, validity or enforceability of such provision will in any way be affected or impaired.

## 11. TRANSITIONAL PROVISIONS

### 11.1. EFFECTIVE DATE OF THE MUNICIPALITY OF KAPENGURIA CHARTER

11.1.1. The provisions of this Charter shall be in effect from and after **10<sup>th</sup> June 2018**

### 11.2. RIGHTS AND PRIVILEGES PRESERVED

11.2.1. Nothing in the Charter except as otherwise specifically provided shall effect or impair the rights or privileges of persons who are Town Officials, Officers or Employees at the time of its adoption.

### 11.3. DEPARTMENTS

11.3.1. All Town Departments shall continue to operate with the same powers, duties, activities, budgets, and employees as were in effect at the time this Charter becomes effective until changed by the Municipal Manager with the approval of the Board of the Municipality of the Kapenguria.