

Dated: April 18, 2023

NOTICE IS HEREBY GIVEN THAT THE 32ND ANNUAL GENERAL MEETING OF THE INSTITUTE OF CERTIFIED PUBLIC SECRETARIES OF KENYA WILL BE HELD ON FRIDAY, MAY 19, 2023 (AS A HYBRID MEETING) BOTH ONLINE AND IN-PERSON AT THE CPS GOVERNANCE CENTER, KILIMANJARO RD, NAIROBI AT 11.00 A.M. TO TRANSACT THE FOLLOWING BUSINESS: -

AGENDA

Ordinary Resolutions

1. The Secretary to read notice convening the meeting, table proxies received and confirm presence of a quorum.
2. To consider and adopt the Minutes of the 31st Annual General Meeting held on Friday, May 20, 2022.
3. To receive, consider and, if thought fit, adopt the Report of the Council of the Institute for the year ended December 31, 2022.
4. To receive, consider and, if thought fit, adopt the Audited Financial Statements of the Institute for the year ended December 31, 2022 together with the Auditors' Report therein.
5. To approve payment of sitting allowances for the Council and its Committees for the financial year 2023.
6. To elect the Chairman of the Institute Pursuant to Section 6 of the Certified Public Secretaries of Kenya Act, Cap 534 and the First Schedule of the Act. FCS Diana Sawe Tanui is retiring by rotation and having served her 2nd and final one-year term as Chairman, is not eligible for re-election.
7. To elect six (6) Council members of the Institute Pursuant to Section 9 of the Certified Public Secretaries of Kenya Act, Cap 534 and the Second Schedule of the Act.
 - 1) FCS Joshua W. Wambua, the current Vice Chair, though not retiring by rotation, resigns his position as Council Member to vie for the Chairman Position.
 - 2) CS Malachi Adedeh, though not retiring by rotation, resigns his position as Council Member to vie for the Chairman Position.
 - 3) FCS Dr Nicholas Letting' is retiring by rotation and being eligible for re-election, offers himself for election for a final three-year term.
 - 4) FCS Jacqueline Waihenya is retiring by rotation and being eligible for re-election, offers herself for election for a final three-year term.
 - 5) FCS Salome Onyonka is retiring by rotation and not eligible for re-election.
 - 6) FCS Fredrick Wasike is retiring by rotation and not eligible for re-election.
8. To receive, consider and appoint the External Auditors of the Institute for the Financial Year 2023 and to authorize the Council to fix the External Auditors'

remuneration for the Financial Year 2023. JAD, Certified Public Accountants (K), have expressed their willingness to continue in office.

9. To consider any other business for which due notification will have been received by the Secretary forty-eight (48) hours before the Annual General Meeting.

Special Resolution

10. To receive, consider and approve the following special resolution, that "The ICPSK Council Election Guidelines be and are hereby approved".

A handwritten signature in blue ink, appearing to be 'G. Kikete', with several overlapping lines and loops.

CS Gloria Kikete
Corporate Secretary

By order of the Council.