

# **THE VIHIGA COUNTY AGRICULTURE SECTOR COORDINATION MECHANISM (CASCOM) BILL 2023**

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## **THE VIHIGA COUNTY AGRICULTURE SECTOR COORDINATION MECHANISM**

### **(CASCOM) BILL 2023**

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# **THE VIHIGA COUNTY AGRICULTURE SECTOR COORDINATION MECHANISM (CASCOM) BILL 2023**

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AN ACT of the Vihiga County Assembly to provide for establishment of the County Agriculture Sector Coordination Mechanism (CASCOM), and the various committees and institutions, to provide for the establishment of the joint committees in agriculture sector in order to give effect to section 23 of the **Inter-governmental Relations Act, 2012 as read with Legal Notice No. 2 of 2012 and for connected purposes,**

ENACTED by the Vihiga County Assembly as follows—

## **PART I -PRELIMINARY**

### **1. Short title**

This Act may be cited as the **VIHIGA COUNTY AGRICULTURE SECTOR COORDINATION MECHANISM (CASCOM) ACT, 2023.**

### **2. Interpretation**

In this Bill, unless the context otherwise requires: -

“**Agriculture**” whenever used in this Act to refer to a County Government Department shall include the department for matters relating to Crop development, Livestock, Fisheries and Co-operatives

“**Capacity building**” means any deliberate Programme or initiative geared towards improving the capacity, ability, situation, status, conditions, institutional structure and systems and environment for sustainable livelihoods of stakeholders in terms of their individual and collective knowledge base, access to information, skills, experience, human resource value, worthiness, bargaining power, and desired attitude;

“**Cascom**” means County Agriculture Sector Coordination Mechanism established by this

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Act;

‘**Cascom Fund**’ refers to the fund established under section 24 of this Act

‘**CASSCOM**’ means County Agriculture Sector Steering Committee;

‘**Chief Officer**’ wherever the term is used refers to either the Chief Officer for the time being responsible for matters related to Cooperatives, Finance, or Youth and Gender;

‘**Community Based Organization**’ means a community-based organization not being of a political nature duly registered under any law in Kenya governing such organizations and operating within the county and shall include Faith Based Organizations;

“**county**” means the County of Vihiga;

‘**County Committee**’ means the **CASSCOM** as established under this Act

‘**County Executive Committee Member**’ means a member of the County Executive Committee in the County Government of Vihiga other than the member for the time being responsible for matters relating to agriculture;

‘**County Integrated Development Plan**’ Means the five-year County Integrated Development Plan developed for VIHIGA County including the County Integrated Development Plan for the period commencing the year 2018 to 2022;

‘**County Public Service Board**’ means the Vihiga County Public Service Board;

‘**Fund Administrator**’ refers to the administrator of the CASCOM Fund established by this Act and the regulations;

“**Relevant Chief Officer**” means the County Chief Officer for the time being responsible for matters related to Agriculture, Livestock and Fisheries in Vihiga County;

“**Relevant County Executive Committee Member**” means the County Executive Committee member for matters relating to Agriculture;

‘**SCASSCOM**’ means Sub County Agriculture Sector Steering Committee established by section 14;

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‘**Secretariat**’ means the Secretariat established by section 11;

‘**TWGS**’ means the Technical Working Group established by section 13;

‘**WASSCOM**’ means Ward Agriculture Sector Steering Committee established by section 16;

### **3. The object and purpose of the Act**

The object and purpose of this Act is-

- (a) To establish and strengthen within the county, mechanisms for coordination, cooperation, consultation and collaborations among public and private institutions in the management and delivery of agricultural sector programs and services,
- (b) To provide for the development and approval of the instruments for operation and accountability in agriculture sector programs and projects;
- (c) To facilitate development, review, implementation, monitoring of policies, strategies, standards, Acts, plans and legislations of relevance to the agriculture sector;
- (d) To develop mechanisms for management and dissemination of agricultural information;
- (e) To implement within the county the provisions of the Inter-governmental Relations Act in the agriculture sector by providing for-
- (f) A framework for consultation and cooperation between the national and county government and other agricultural sector stakeholders; and
- (g) The establishment of institutional committees as the structures and mechanisms for intergovernmental relations.

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## **PART II –ESTABLISHMENT OF CASCOM**

### **4. Establishment of CASCOM**

There is established the Vihiga County Agriculture Sector Coordination Mechanism (CASCOM) whose structure and institutional committees are specified in Part III of this Act.

### **5. The Guiding Principles of CASCOM**

The guiding principles of CASCOM which are binding on every person and entity exercising power and performing any function under this Act are-

- (a) Consultation;
- (b) Coordination;
- (c) Cooperation; and
- (d) Collaboration.

## **PART III - CASCOM INSTITUTIONAL COMMITTEES**

### **6. The County Agriculture Sector Stakeholders Forum**

- (1) There is established the County Agriculture Sector Stakeholders Forum comprising-
- (a) The National Government ministries, departments and agencies at the county level to be notified in writing by the relevant County Executive Committee member;
  - (b) The County Government Department of Agriculture;
  - (c) Development partners approved in writing by the relevant County Executive Committee member;
  - (d) Community based organizations operating in the county and approved by the relevant County Executive Committee member;
  - (e) Non- Governmental Organizations (NGOs) recognized in writing by the relevant County Executive Committee member;

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- (f) Financial institutions approved by the County Executive committee;
- (g) Representatives of the private sector identified on the basis of the guidelines issued by the relevant County Executive Committee member; and
- (h) Any other stakeholder group approved by CASCOM.

### **7. The County Agriculture Sector Stakeholder Platforms**

(1) There is established the County Agriculture Stakeholders Platforms comprising membership from the following special interest clusters-

- (a) Agriculture Sector Service Providers Platform;
- (b) Agriculture Sector Partners Forum;
- (c) Farmers Organizations, County Agro Value Chain Platforms, Agro Processors, Cooperative Societies, Marketers and other county agro-value chain players;
- (d) Non- Governmental Organizations (NGOs); Community Based Organizations, FBOs,
- (e) Civil Society Organizations; and
- (f) Private Sector including financial institutions.

(2) The relevant County Executive Committee member shall develop the criteria to be used in determining the membership under subsection (1).

### **8. The County Agriculture Sector Steering Committee (CASSCOM)**

(1) There is established the County Sector Steering Committee (CASSCOM) composed of representatives from-

- (a) Both the National and County Governments at the county level;
- (b) The private sector;



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- (c) Special interest groups; and
- (d) Any other department at the county level approved by the relevant County Executive Committee Member.

(2) The relevant County Executive Committee member shall be the chairperson of the County Agriculture Sector Steering Committee.

(3) Other members of CASSCOM are-

- (a) The deputy chairperson who shall be of the opposite gender elected by members at the first meeting;
- (b) Chief Officer responsible for Finance;
- (c) Chief Officer responsible for Agriculture, Livestock and Fisheries;
- (d) Chief Officer responsible for Cooperatives;
- (e) Chief Officer responsible for Water and Environment;
- (f) Chief Officer responsible for Youth and Gender;
- (g) County commissioner;
- (h) One director from the department of agriculture appointed by the relevant County Executive Committee Member;
- (i) Two agriculture sector program/ project coordinators;
- (j) A representative of the financial institutions operating in the county;
- (k) A representative of the farmers' organizations;
- (l) A representative of the private sector umbrella organization;
- (m) A representative of a key Value Chain Umbrella organization;
- (n) A representative of development partners;
- (o) A representative of NGOs;

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- (p) A representative of FBOs/CBOs/CSO;
  - (q) A representative of persons living with disabilities (PLWD);
  - (r) A representative of agriculture research institution in a mandate area of interest to county;
  - (s) Other members not exceeding three co-opted by CASSCOM whose skills or expertise are relevant to the functions assigned by this Act; and
  - (t) The Director of Agriculture in charge of crops in the County Government who shall be the secretary.
- (4) The relevant County Executive Committee member shall determine the criteria for appointment of members under (j),(k),(l),(m),(n),(o),(p),(q), and (r) of subsection (3).

### **9. Functions of the County Agriculture Sector Steering Committee (CASSCOM)**

Functions of the County Agriculture Sector Steering Committee (CASSCOM) are-

- (a) To appraise agriculture sector projects, programs and partners;
- (b) To guide agricultural projects, programs and partners on scoping;
- (c) To consider, harmonize, approve and review joint work plans, memoranda of understanding (MOUs); agreements, contracts, public private partnerships for programs and projects in the sector;
- (d) To facilitate joint stakeholder ventures including field days, trade fairs, shows, exhibitions, stakeholder fora, and research extension liaison fora;
- (e) To prioritize important thematic areas requiring technical assistance and promote adaptive research and development;
- (f) To develop, review and approve instruments for operation and accountability of

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- county agriculture sector programs and projects;
- (g) To develop and approve Food security strategies and investment plans;
  - (h) Registration and regulation of agricultural extension service providers;
  - (i) To provide advisory support to the county government on agricultural matters including but not limited to; agricultural land, fisheries development, cooperative, extension, agricultural statistics, funding towards agriculture climate and environmental impact to agriculture and livestock diseases & pests;
  - (j) Co-ordination, preparation and compilation of quarterly and annual reports;
  - (k) Data collection, collation, analysis and dissemination;
  - (l) Monitor and evaluate sector projects and programs;
  - (m) Delegate it's mandates to relevant organs within CASCOM and set up any Ad-hoc sub-committee or task force for the sole purpose of executing a specific assignment on its behalf as need may arise; and
  - (n) To provide for a comprehensive link to the JASSCOM at the National level

### **10. Powers of CASSCOM**

The powers of CASSCOM are-

- (a) Establishing such sub-committees as it may consider necessary for the better performance of its functions and the exercise of its powers under this Act and may set up Ad-hoc committee or task force for the sole purpose of executing a specific assignment on its behalf.
- (b) Delegation of its powers and functions generally or in any particular case, to any sub-committee or to any member, officer, employee, agent or expert;
- (c) Co-option of other persons not exceeding three into its membership based on the required skills or expertise; and

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(d) Determination of the conduct of its business.

## **11. The CASSCOM Secretariat**

(1) There is established for CASSCOM the Secretariat comprising-

- (a) the Director of Agriculture in charge of crops who shall be the head of the Secretariat;
- (b) the Director of Livestock Production;
- (c) the Director of Veterinary services;
- (d) the Director of Fisheries;
- (e) the Administrator of CASSCOM Fund; and
- (f) not more than three other persons co-opted by the Secretariat on the basis of skills and expertise which they hold.

(2) The County Secretary shall, on the request by the relevant County Executive Committee member and after consulting the respective county chief officer, deploy or re-deploy any officer serving in the County Public Service to serve in the Secretariat.

## **12. Functions of the Secretariat**

The Secretariat shall be responsible for the performance of the following functions-

- (a) consolidating sector reports and reports of CASSCOM;
- (b) planning and coordination of CASSCOM meetings;
- (c) implementation of CASSCOM and Technical Working Groups' (TWG) decisions;
- (d) facilitation of coordination, harmonization & liaison between Sector departments and partners;
- (e) facilitation of monitoring and evaluation of the implementation of sector plans and projects;
- (f) facilitation of joint capacity building of county agricultural bodies;

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- (g) preparation and follow-up of events and functions between the departments, partners and stakeholders, which include but not limited to agricultural shows, exhibitions and field days;
- (h) organization and implementation of forums for joint planning;
- (i) establishing a comprehensive database of projects and programmes of beneficiaries;
- (j) being responsible for the joint communication mechanism for CASCOM; and
- (k) Preparation and submission to CASSCOM of financial accounts and inventory of any monies allocated to it, including any other financial support or other fees received from private parties or other sources.

### **13. The Technical Working Groups (TWGS)**

(1) There are established the Technical Working Groups (TWGS) whose members shall be appointed by the relevant County Executive Committee member in accordance with this section.

(2) For purposes of appointments under sub-section (1), CASSCOM shall submit to the relevant County Executive Committee member the list of at least twelve nominees, from which the appointments shall be made, identified on the basis of the following thematic areas-

- (a) Policy, legislation standards and instruments;
- (b) Research, extension and capacity building;
- (c) Inputs, joint programs, projects and Resource Mobilization;
- (d) Monitoring, evaluation, communication & reporting; and
- (e) Agro-ecology and Biodiversity.

(3) The TWGS established under this section shall be responsible for the performance of the following functions-

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- (a) Facilitation, coordination, harmonization & liaison between Sector departments and partnersFacilitation, monitoring and evaluation of the implementation of sector plans;
- (b) Facilitation of capacity building of county agricultural stakeholders;
- (c) Preparation and follow-up upon events and functions between the departments, partners and stakeholders;
- (d) To convene forums for joint planning;
- (e) The establishment of a comprehensive database of existing agricultural projects in the county; and
- (f) The performance of any other duties as may be assigned by the Secretariat based on their technical competence.

### **14. Establishment of the SCASSCOM**

There is established for every Sub County the Sub County Agriculture Sector Steering Committee (SCASSCOM) comprising the following members appointed by the Head of the Secretariat with the approval of CASSCOM –

- (a) The Sub- County administrator who shall be the chairperson;  
The Sub County agriculture officer who shall be the secretary;
- (b) One officer each from the sub county directorates of agriculture, cooperatives, livestock, veterinary services and fisheries;
- (c) the deputy County Commissioner;
- (d) Two persons, male and female who shall be youths nominated by a registered youth organization with majority membership in the county,
- (e) Two persons, a male and female nominated by the office in the county responsible for persons living with disabilities;

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- (f) one representative from the development partners and or CBO;
- (g) Three persons nominated by the organizations representing farmers in the county and;
- (h) Not more than three members o-opted by SCASSCOM on the basis of the relevant knowledge and expertise which they hold.

### **15. Functions of SCASSCOM**

SCASSCOM shall be responsible for the performance within the Sub-County of the following functions-

- (a) Implementation of CASCOM planned activities;
- (b) Facilitating linkage of various agriculture sector actors;
- (c) Carrying out capacity building and training programs for stakeholders;
- (d) Monitoring and evaluation of CASCOM activities; and
- (e) Preparation of quarterly, bi-annual and annual reports for submission to the CASSCOM Secretariat;

### **16. Establishment of the WASSCOM**

- (1) There is established in every ward the Ward Agricultural Sector Steering Committee (WASSCOM) which shall comprise-
  - (a) The Ward Administrator who shall be the chairperson;
  - (b) The Ward Agricultural Officer who shall be the secretary;
  - (c) The area Assistant County Commissioner;
  - (d) One member of staff each from the directorates of Agriculture, Livestock; Veterinary Services, Fisheries and Cooperatives in the respective ward;
  - (e) One person from the private sector;
  - (f) One person nominated by the area Member of the County Assembly;

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- (g) A male and female who shall both be youth from the ward;
- (h) Two persons, a male and female representing persons living with disabilities;
- (i) One representative of Non-Governmental Organizations working in the ward;
- (j) Three persons representing farmers' organization; and
- (k) Not more than three persons co-opted by the members of WASSCOM on the basis of the skills and expertise which they hold.

### **17. Functions of WASSCOM**

WASSCOM shall be responsible for the performance of the following functions within the ward-

- (a) Carrying out capacity building and training programs for stakeholders within the ward;
- (b) Implementation of CASCOM planned activities at ward level
- (c) Monitoring and evaluation of CASCOM activities in the ward; and
- (d) Preparation of quarterly, bi-annual and annual reports for submission to SCASSCOM;

### **18. Qualifications for appointment of member of the institution or Committee**

Subject to any other law providing for qualification for appointment to any office in the County Public Service, a person qualifies to be appointed member of a Committee established under this Act if that person-

- (a) Is a Kenyan citizen, resident within the respective Sub County in the case of appointment as SCASSCOM member;
- (b) Holds at least KCPE certificate or its equivalent;
- (c) Has proven record of active engagement in agriculture sector activities; and



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(d) Demonstrates high levels of integrity.

## **PART IV – APPOINTMENT AND TENURE OF COMMITTEE MEMBER**

(a) Every institution or committee established by this Act shall be reconstituted at the expiry of every three years and within the first fourteen days of the fourth year.

(b) A member of the institution or committee other than for members who are public officers may be re-appointed to serve as member for one similar term during or at the time of the re-constitution.

### **19. Vacancy in the institutional committee**

(1) A vacancy may arise in the membership of the institutional committee established under this Act in any of the following manner-

(a) If the member attains mandatory retirement age applicable to public officers while in office;

(b) If the member is convicted of an offence involving fraud or dishonesty or an offence punishable by a term of imprisonment exceeding six months;

(c) If the member is absent, without reasonable cause, from three consecutive meetings of the committee;

(d) If the member resigns in writing addressed to the chairperson of CASSCOM at least thirty days to the date of resignation;

(e) If the member-

i. Ceases to hold the office by which he or she became a member for whatever reason;

ii. Is unable to perform the functions of his office by reason of infirmity;

iii. Fails to declare his or her interest in any matter being considered or to be considered by the committee at the time when he or she is expected to make such disclosure;

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(f) Is found upon inquiry and after due process to have been involved in gross misconduct;

or

(g) Dies while still in office.

(2) A vacancy arising in the membership of the institutional committee in the manner provided in subsection (1) or in any other manner shall be filled within fourteen days of the date of the vacancy arising.

**20. Remuneration of member of institutional committee and staff of CASCOM**

A member of the institutional committee and the staff serving in the CASCOM shall be entitled to remuneration or allowances to be determined by the County Public Service Board on the advice of the Salaries and Remuneration Commission.

**21. Conduct of business and affairs of the committees.**

a. Every committee established under this Acts hall conduct its business and affairs in accordance with the First Schedule.

(b) Despite subsection (a), the Committee may regulate its own procedure.

**PART V- FINANCIAL PROVISION**

**22. Sources of funds for CASCOM**

Sources of funds of CASCOM are-

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- (a) at least one percent of the monies allocated by the County assembly for the department of Agriculture, Livestock, Fisheries and Cooperatives in the annual budget;
- (b) monies donated by institutions in a pool for joint activities;
- (c) monies received from donors and well-wishers;
- (d) monies received from marketing of any products that the CASCOM had a direct input; and
- (e) any other monies that become due and lawfully payable to CASCOM.

### **23. Establishment of CASCOM Fund.**

- (1) There is established the CASCOM Fund into which shall be paid all monies due and payable to CASCOM.
- (2) Subject to this Act monies held in the Fund shall be used for-
  - (a) Payment of remuneration for staff and allowances for members;
  - (b) The implementation of activities, programs and operations of the committees on the basis of a criteria mutually agreed upon by the stakeholders; and
  - (c) Payment of other liabilities lawfully arising from the activities of CASCOM.
- (3) The County Executive Committee member responsible for Finance shall designate an accounting officer for the Fund who shall be the Fund Administrator.
- (4) Any officer who is designated or redeployed to serve in the Fund shall be deemed an office in the CASCOM Secretariat.

### **24. Audits**

- 1) CASSCOM shall cause to be established internal audit systems for maintenance of internal audit records to be included in the reports

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submitted to the County Executive Committee and the County Assembly under section 30.

- 2) The CASSCOM books of accounts shall be audited and reported upon by the office of the Auditor-General in accordance with the provisions of the Public Audit Act, 2013.

## **PART VI – RECORDS AND REPORTS**

### **25. Maintenance of records**

- 1) There shall be maintained by CASSCOM accurate records of operations of all institutional committees established under this Act.
- 2) Without prejudice to subsection (1), the records maintained under this section shall include-
  - a) Financial records and books of account;
  - b) Record of the key performance indicators as per the County Integrated Development Plan and other county plans; any
  - c) Any other record CASSCOM considers relevant.

### **26. Reports**

- 1) CASSCOM shall cause to be prepared and submitted to the County Executive Committee and the County Assembly quarterly and annual reports through the County Chief Officer and the County Executive Committee member responsible for agriculture.
- 2) The County Executive Committee member responsible for Agriculture shall issue guidelines on the contents of the reports and timelines for submission of the reports which shall be not later than the thirtieth day of the month of March for the annual reports and not later than the tenth

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day of the fourth month for the quarterly reports.

- 3) For the purposes of this Act, the year commences on the first day of the month of July and ends on the thirtieth day of the month of June.

## **PART VII – MISCELLANEOUS PROVISION**

### **27. Dispute Resolution Committee**

- (1) There is established the Dispute Resolution Committee composed of-
  - (a) Deputy Governor who shall be the Chairperson;
  - (b) County Secretary;
  - (c) County Attorney; and
  - (d) Two other persons a male and a female with the relevant qualification and experience of not less than five years in alternative dispute resolution not being persons serving in the public service appointed by the relevant County Executive Committee member.
- (2) All disputes arising under this Act, not being disputes of a criminal nature, shall be resolved by the Committee established under sub-section (1) within thirty days of the dispute being reported.
- (3) The Committee shall develop rules of procedure for reporting and management of disputes under this section.
- (4) No fees or any charge shall be demanded or received by the committee for the purposes of this section.
- (5) No individual or entity established by or under this Act, shall seek redress of any dispute through court unless the resolution mechanism provided in this section is exhausted.

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## **28. Transitional arrangement**

- a. All existing agriculture sector players including programs, projects and other county agriculture sector coordination mechanisms shall adopt the structures established by this Act within six months of commencement.
- b. All programs, projects and other agriculture sector coordination mechanisms in existence before the commencement of this Act shall be continued under this Act as though they were commenced and managed under this Act.

## **29. Protection of members and staff from personal liability**

No member of committee or Secretariat staff shall be personally held liable in a claim of civil nature for any act or omission under this Act if the act or omission was in good faith and in execution of the activities or functions provided in this Act.

## **30. Offences and penalties**

Any person who, while engaged directly or indirectly in the discharge of the functions assigned by this Act, willfully gives false or misleading information in connection with such function or conducts himself or herself in a fraudulent or dishonest manner with the intention of misleading any other person in connection with the discharge of such function, irrespective of whether such information or conduct was calculated to accrue a benefit or advantage to himself or herself or to any other person shall be guilty of an offence and shall on conviction, be liable to a fine not exceeding one hundred thousand shillings or to a term of imprisonment not exceeding two years or both.

## **31. Winding up**

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- a. No institution, committee or entity established under this Act shall be wound up except by a resolution of the County Executive Committee supported by repeal of this Act or the provision establishing the institution, committee or entity.
- b. The County Executive Committee shall decide on all matters arising from or connected with the winding up under this section.

## **32. Regulations**

The relevant County Executive Committee Member may make regulations for the better carrying into effect the provisions of this Act, and in particular, to provide for-

- (a) the operationalization of the Sub County and Ward Committees;
- (b) the preparation and maintenance of records;
- (c) the setting-up of procedures for dealing with a matter;
- (d) criteria for contribution by partners; and
- (e) Operationalization of the CASCOM Fund
- (f) Any other relevant matter.

## **FIRST SCHEDULE**

### **PROVISIONS AS TO THE CONDUCT OF BUSINESS AND AFFAIRS OF THE COMMITTEES.**

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## **1.0 MEETINGS.**

### **1.1 Place of Meetings**

The Committees shall meet at such places as may be determined by the relevant County Executive Committee Member.

### **1.2 Frequency of Meetings**

- i) The committees shall hold ordinary quarterly meetings.
- ii) The Secretariat shall meet monthly.
- iii) Technical working groups shall meet as need arises.
- iv) Special meetings shall be convened anytime if need arises.

Provided that the total meetings of each committee in a year including special meetings shall not exceed twelve.

### **1.3 Meetings Quorum**

The quorum for conduct of business of a meeting shall be as follows;

- i) Ordinary quarterly meetings quorum shall be at least two thirds of members of the committee.
- ii) Special meetings quorum shall be at least one third of the members in attendance.
- iii) The Secretary shall personally attend all meetings except when he or she absent with the prior permission of the chairperson in which case members present shall elect a secretary from amongst themselves for the purpose of that meeting only;
- iv) The Chairperson may delegate any duty in writing to the Vice Chairperson of the committee.



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## **1.4 Decision Making.**

- (a) Resolutions and decisions of the Committees shall be by consensus or simple majority vote of the members present, and in the event of a tie, the chairperson shall have a casting vote.
- (b) Resolutions and feedback shall be communicated to all sector players, Departmental Heads and any affected Private Sector Partners.
- (c) At least seven days' notice in writing of a meeting shall be given to every member except for special meetings where the period may be shorter but not less than three days.
- (d) Subject to paragraph 1.3 (iii) the position of Chairperson and Secretary shall be held by persons appointed in accordance with this Act and shall not be elected positions.
- (e) Subject to paragraph (g), meetings shall be presided over by the Chairperson or in his or her absence by the Vice- chairperson.
- (f) Members of a Committee for which the position of Vice Chairperson is not provided for in the Act shall elect a Vice- chairperson from among the private sector representatives-
  - (i) At the first sitting of the Committee; and
  - (ii) Whenever it is necessary to fill the vacancy in the office of the vice-chairperson.
- (g) Where the Chairperson or Vice-chairperson is absent, the members present shall elect from among themselves, a person to chair the meeting of the Committee.
- (h) The Committee may invite resource person or persons to attend any of its meetings and to participate in its deliberations, but such persons shall not have a vote in any decision of the Committee.

## **1.5. Conflict of interest**

## **THE VIHIGA COUNTY AGRICULTURE SECTOR COORDINATION MECHANISM (CASSCOM) BILL 2023**

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- (1) If any person has a personal or fiduciary interest in a project, proposed contract or any matter before a CASSCOM or other committee, and is present at a meeting of the Committee at which any matter is the subject of consideration, that person shall as soon as is practicable after the commencement of the meeting, declare such interest and shall not take part in any consideration or discussion of, or vote on any question touching such matter.
- (2) A disclosure of interest made under subsection (1) shall be recorded in writing in the minutes of the meeting at which it is made and shall form part of the records maintained under this Act.
- (3) A member who does not disclose interest commits an offence and shall be liable on conviction to a fine not exceeding Kshs. 20,000 or 3 months imprisonment or both and shall be removed from the committee forthwith.

### **1.6 Rules of Procedure and minutes**

- 1) The CASSCOM may—
  - (a) Develop further rules of procedure for regulation of the conduct of its business; and
  - (b) Keep minutes of its proceedings and decisions.