

NOTICE IS HEREBY GIVEN THAT THE 28TH ANNUAL GENERAL MEETING OF THE INSTITUTE OF CERTIFIED PUBLIC SECRETARIES OF KENYA WILL BE HELD ON FRIDAY, 31 MAY 2019 AT THE CPS GOVERNANCE CENTRE, KILIMANJARO ROAD, UPPER HILL, AT 11.00 A.M. TO TRANSACT THE FOLLOWING BUSINESS: -

AGENDA

1. The Secretary to read the notice convening the meeting, table the proxies received and confirm the presence of a quorum.
2. To consider and adopt the minutes of the 27th Annual General Meeting held on Friday, May 11, 2018.
3. To receive, consider and, if thought fit, adopt the Report of the Council of the Institute for the year ended December 31, 2018.
4. To receive a progress report on the development of the CPS Governance Centre.
5. To receive, consider and, if thought fit, adopt the Audited Financial Statements of the Institute for the year ended December 31, 2018 together with the Auditors' Report therein.
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 Beatrice Meso having stepped aside prior to expiry of her term, does not offer herself for re-election.
7. To elect four (4) 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.
 - a) FCS Waweru Mathenge though not retiring by rotation, resigns as a Council Member and offers himself for the position of Chairman.
 - b) CS Diana Sawe is retiring by rotation and being eligible for re-election, offers herself for re-election.
 - c) CS Nelson Nyongesa is retiring by rotation and being eligible for re-election, offers himself for re-election.
 - d) CS Jaqueline Oyuyo-Githinji is retiring by rotation, though eligible for re-election, does not offer herself for re-election.

8. To consider and appoint the External Auditors of the Institute for the financial year 2019.
9. To authorise the Council to fix the Auditors' remuneration for the Financial Year 2019.
10. To transact any other business that may be legally transacted at an Annual General Meeting and for which due notification will have been received by the Secretary forty-eight (48) hours before the Annual General Meeting.

BY ORDER OF COUNCIL

A handwritten signature in blue ink, appearing to read 'Obare Nyaega', is written over a faint yellow rectangular stamp.

**CS Obare Nyaega,
CEO/SECRETARY**

Date: 06 May 2019