

**NATIONAL ASSEMBLY ADMINISTRATION BILL, 2026**

*(Private member's Bill No. 1 of 2026)*

**EXPLANATORY STATEMENT OF THE OBJECTS AND REASONS FOR THE BILL**

The National Assembly Administration Bill aims to formalise the administrative, financial and personnel management of the National Assembly to enhance the efficiency and independence of the National Assembly in line with best practices of modern legislatures, especially in the Commonwealth. The Bill will reinforce the role of the National Assembly as a fully-fledged, independent arm of government and enable the realisation of the separation of powers.

To achieve the above, the Bill seeks to.

**1. Establish an independent Parliamentary Service.**

The Bill seeks to establish an independent, professional, competent and non-partisan Parliamentary Service that will provide Services to Members of the National Assembly to enable them to achieve their constitutional mandate of oversight, representation and legislation. The Parliamentary Service will be independent from the Civil Service.

The Bill provides for operational autonomy to ensure that employees of the Service, when performing their functions, do not seek or receive directions from any external authority.

The role of the Commission regarding staff affairs, including scheme of Service, discipline, recruitment, transfers, training etc. is clearly stipulated.

**2. Secure Financial and Administrative Independence.**

Through the establishment of the Parliamentary Service Commission, which will be a body corporate, the Bill will empower the National Assembly to manage its own affairs, budget and staff, independent of Executive or external interference.

**3. Enhance Parliamentary Security**

The Bill clearly defines the mandates of the office of the Sergeant-at-Arms and the Office of Cybersecurity & Information Technology to ensure that the security of members, staff, parliamentary precincts and cyber security are handled with the highest standards possible in line with global best practices.

The Bill also establishes the Parliamentary Security Unit which shall be responsible for the Security of the National Assembly.

The Parliamentary precincts will also be under the control of the Speaker.

**4. Strengthen Legislative and oversight Capacity.**

The Bill will strengthen the Assembly's capacity to exercise oversight of government activities, including financial scrutiny.

The creation of the Parliamentary Budget Office will provide better administrative support for Parliamentary committees, which is vital for detailed scrutiny.

**5. Ensure transparency, accountability and good Governance.**

Through proper structures for financial reporting on Parliamentary expenditure and biennial audits by the Auditor General, the Bill will ensure accountability, transparency and good governance. The Bill requires the Accounting Officer to uphold the requirements of the Public Finance Management Act.

In terms of governance, the role of different leaders is clearly stipulated, right from the Speaker, Deputy Speaker, Leader of the Opposition, the Leader of Government Business, Government Chief Whip, and Opposition whips.

The role of the Clerk and Deputy Clerk, procedures for their appointment and removal, and tenure of office have been defined to ensure independence and protection from political interference.

**6. Promote members' welfare.**

The Bill requires the Commission to ensure members are adequately facilitated in terms of training, adequate Services, rooms for political caucuses, human resource etc.

In summary, the Bill aims to vest the administrative, financial, and personnel management of the National Assembly in the Parliamentary Service Commission to ensure it functions as an independent, effective institution.

This Bill seeks to achieve the above objectives.

**BY HONOURABLE EGBERT AGLAE.  
MEMBER OF NATIONAL ASSEMBLY FOR  
PORT GLAUD DISTRICT.**

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### **ARRANGEMENT OF SECTIONS**

#### **PART I- PRELIMINARY**

1. Short title
2. Interpretation
3. Binding the Republic

#### **PART II- THE PARLIAMENTARY SERVICE**

4. The Parliamentary Service
5. Functions of The Parliamentary Service
6. Parliamentary Service Values
7. Parliamentary Service Code of Conduct
8. Complementarity of values and code of conduct

#### **PART III- CLERK AND OTHER OFFICES**

9. Clerk and Deputy Clerk of the National Assembly
10. Procedure For Appointment
11. Administrative functions of the Clerk
12. Procedural functions of the Clerk
13. Role of the Deputy Clerk
14. Suspension or removal of a Clerk and Deputy Clerk
15. Office of the Sergeant-at-arms
16. Office of Information Technology, Cybersecurity and Data Security
17. The Parliamentary Budget Office
18. Autonomy of the Parliamentary Budget Office
19. Parliamentary Budget Office Reports
20. Staff of the Parliamentary Budget Office
21. Co-operation
22. Other offices of the Service
23. Parliamentary scheme of service
24. Social security scheme
25. Retirement and resignation of employees

## **PART IV- THE PARLIAMENTARY SERVICE COMMISSION**

26. Establishment of the Commission
27. The Seal of the Commission
28. Functions of the Commission
29. Powers of the Commission
30. Composition of the Commission
31. Tenure of members
32. Removal or resignation from office
33. Proceedings of the Commission
34. Role of the Secretary of the Commission
35. Remuneration and expenses of Members of the Commission or Committees
36. Commission to appoint consultants
37. Expenses of the Commission
38. Committees of the Commission
39. Power to order attendance of a witness
40. Privileges of witnesses
41. Disclosure of interest
42. Prohibition of publication or disclosure of information to unauthorised persons
43. Immunity of members
44. Oath for members and the Secretary
45. Legal proceeding against the Commission
46. Annual report of operations of the Commission
47. Presentation of documents in parliament

## **PART V- PROVISION ON DELEGATED POWERS**

48. Power to make regulations

## **PART VI-LEADERSHIP AND GOVERNANCE OF PARLIAMENT**

49. Leadership of Parliament
50. The Speaker of Parliament
51. Deputy Speaker of Parliament
52. Leader of the Opposition
53. Leader of Government Business
54. Other Party Leaders
55. Government Chief Whip
56. Deputy Government Whip
57. Opposition Chief Whip
58. Deputy Opposition Whip

## **PART VII- SERVICES AND FACILITIES FOR PARLIAMENT**

- 59.** Services and facilities for Parliament
- 60.** Outsourcing of services and facilities
- 61.** Enhancing legislative skills
- 62.** Use of Technology in Parliament
- 63.** Facilities for Parliamentary Political Parties

## **PART VIII- FUNDS, BUDGET MANAGEMENT AND ACCOUNTABILITY**

- 64.** Funds of the Commission
- 65.** Books and other records of accounts, audit and reports of the Commission
- 66.** Financial year
- 67.** Annual Budget of Parliament
- 68.** Expenditure before Parliaments Annual Budget is passed.

## **PART IX- PARLIAMENTARY PRECINCTS AND SECURITY**

- 69.** Parliamentary precincts
- 70.** Parliamentary precincts under the control of the Speaker
- 71.** Parliamentary Security Unit
- 72.** Functions of the Parliamentary Security Unit
- 73.** Reports

## **PART X -MISCELLANEOUS**

- 74.** Private staff of the offices of the Speaker and the Deputy Speaker
- 75.** Constituency Support Officers
- 76.** Broadcast of Parliamentary proceedings
- 77.** Diplomatic and Service Passports
- 78.** Assessing a person's suitability to be an officer of the Service

## **PART XI- TRANSITIONAL PROVISIONS**

- 79.** Transition
- 80.** Saving of existing rights and liabilities

## **PART XII- CONSEQUENTIAL AMENDMENTS**

- 81.** National Assembly to review its standing orders

### **First Schedule**

**NATIONAL ASSEMBLY ADMINISTRATION BILL, 2026**

*(Private Member's Bill No. 1 of 2026)*



**A BILL  
FOR**

**AN ACT** TO MAKE PROVISIONS FOR THE GOVERNANCE AND ADMINISTRATION OF THE NATIONAL ASSEMBLY, CONFERRING ONTO IT ADMINISTRATIVE AND FINANCIAL AUTONOMY, AND FOR OTHER MATTERS CONNECTED WITH OR INCIDENTAL TO THE FOREGOING.

**ENACTED** by the President and the National Assembly.

**PART I - PRELIMINARY**

**1. Short title**

This Act may be cited as The National Assembly (Administration) Act, 2026 and shall come into force as the President may, by statutory instrument, appoint.

**2. Interpretation**

In this Act, unless the context otherwise requires,

“Commission” means the Parliamentary Service Commission, established in accordance with this Act;

“Clerk” means the clerk of the National Assembly appointed in accordance with this Act;

“Deputy Speaker” means the Deputy Speaker of Parliament elected pursuant to Article 80 of the Constitution of Seychelles;

“Leader of the Opposition” has the same meaning as provided for in Article 84 of the Constitution;

“Leader of Government Business” has the same meaning as provided for in Article 84A of the Constitution;

“National Assembly” means the National Assembly as established pursuant to Article 77 of the Constitution;

“Officer” means a member of staff of the Parliamentary Service and includes a person acting in an office of the Parliamentary Service and the word “staff” shall be construed accordingly;

“Parliament” means the Legislative body of the Republic of Seychelles;

“Parliamentary precincts” refers to all land as outlined in Section 72 of this Act'

“Parliamentary Service” means Parliamentary Service established under Section 4 of this Act and the word “Service” shall be construed accordingly;

“Civil Service” means a professional and non-political administrative arm of government that implements government policies and programmes;

“Speaker” means the Speaker of National Assembly elected under Article 83 of the Constitution of Seychelles.

### **3. Binding the Republic**

This Act binds the Republic.

## **PART II- THE PARLIAMENTARY SERVICE**

### **4. The Parliamentary Service**

- (1) There is established a Service to be known as the Parliamentary Service.
- (2) The Parliamentary Service shall be separate and independent from the Civil Service.
- (3) The Service shall be an institution of exemplary administrative and technical competence.
- (4) In the performance of their functions, employees of the Service shall not seek or receive directions from any source external to the Service.

(4) In the performance of their functions, employees of the Service shall not seek or receive directions from any source external to the Service.

(5) Every Member of the National Assembly shall respect the non-partisan and apolitical character of the Service and shall not seek to influence employees of the Service in the discharge of their functions.

## **5. Functions of The Parliamentary Service**

The parliamentary Service shall be responsible for;

(1) Providing support services to the National Assembly to ensure the full and effective exercise of its powers and functions; and

(2) Providing such other services as the Commission may specify.

## **6. Parliamentary Service Values**

(1) In addition to the values and principles set out in the Parliamentary Service Orders, the Service shall uphold the following values-

- (a) The provision of non-partisan and impartial advice and services to Parliament, its committees and its members;
- (b) The maintenance of honesty, accountability and integrity in the delivery of services, having regard to the principles of political neutrality, professionalism, efficiency, equality and fairness, courtesy and discipline;
- (c) The maintenance of the spirit of co-operation in the workplace based on consultation and communication;
- (d) The inspiration of public confidence in and respect for the institution of Parliament.
- (e) The fostering of understanding and co-operation among the three arms of Government, namely, the Parliament, the Executive and the Judiciary in the context of their autonomy and complementarity; and
- (f) Such other values as the Commission may from time to time prescribe.

## **7. Parliamentary Service Code of Conduct**

(1) The Commission may, from time to time, prescribe a Parliamentary Service Code of Conduct.

(2) Without prejudice to the provisions of any code of conduct prescribed under subsection (1), every employee of the Service shall, in the course of his or her employment —

- (a) be patriotic and loyal to Seychelles and at all times conduct himself or herself in a manner that promotes the image and interests of the country;
- (b) conduct himself or herself with honesty and integrity and act with care and diligence;
- (c) use the resources of the nation conscientiously and combat corruption and misuse or wastage of public resources;

- (d) respect and observe the law of the land and co-operate with all lawful agencies in the maintenance of law and order;
- (e) treat all persons with respect and courtesy and, in particular, protect persons with disabilities and other vulnerable groups against any form of abuse, harassment or ill-treatment;
- (f) respect the rights and freedoms of others;
- (g) preserve and protect the environment and national heritage;
- (h) comply with any lawful and reasonable direction given by any person in the Service having authority to give such direction;
- (i) maintain appropriate confidentiality about dealings that the employee has with Parliament, its committees, its Members and its staff (including employees of Members, if any);
- (j) disclose, and take reasonable steps to avoid, any conflict of interest real or apparent in connection with the Service;
- (k) not knowingly provide false or misleading information in response to a request for information that is made for official purposes;
- (l) not make improper use of —
  - (i) any information obtained through or in connection with the office of such employee and which is not yet made available to the public; or
  - (ii) the employee's duties, status, power or authority, in order to gain, or seek to gain, a benefit or advantage for him or herself or for anyone else;
- (m) conduct himself or herself in a manner that upholds the letter and spirit of the values and the integrity and good reputation of the Service;
- (n) while on duty overseas, conduct himself or herself in a manner that promotes the good image of Seychelles; and
- (o) comply with any other requirements of conduct as may be prescribed by the Commission.

## **8. Complementarity of values and code of conduct**

The Parliamentary Service values and the code of conduct shall be in addition to, and not in derogation from, any others that may be prescribed by or under any other written law in relation to the citizens of Seychelles, generally.

### **PART III - CLERK AND OTHER OFFICES**

## **9. Clerk and Deputy Clerk of the National Assembly**

- (1) There shall be a Clerk and Deputy Clerk of the National Assembly to be appointed in accordance with the procedure set out under of this Act.
- (2) A person shall be qualified for appointment as the Clerk or Deputy Clerk if that person-
  - (a) Is a citizen of Seychelles;

- (b) Holds a relevant degree from a recognised University;
- (c) Has at least ten years of proven experience in senior management and leadership positions in Parliamentary or Civil Service;
- (d) Has demonstrated flair and a good understanding of parliamentary practice and procedures;
- (e) Has not, in the preceding five-year period before the appointment as Clerk or Deputy Clerk, contested an election to a political office; and
- (f) Has not served a sentence for a criminal offence exceeding a period of six months.

## **10. Procedure For Appointment**

(1) The nomination of a person for appointment as Clerk or Deputy Clerk shall be done through an open, transparent, and competitive recruitment process.

(2) The Commission shall, within seven days of appointment of a person as the Clerk or Deputy Clerk, inform the National Assembly of the appointment.

(3) The Clerk shall be appointed by the Commission for a term of six years and is eligible for re-appointment for only one further term of six years.

(4) Terms of service of the Deputy Clerk may be as prescribed in the Parliamentary Service Orders.

## **11. Administrative functions of the Clerk**

(1) The Clerk shall be responsible for —

- (a) The day-to-day management and functioning of the National Assembly.
- (b) The execution of the Commission's decisions relating to the National Assembly.
- (c) The overall management of the staff, and shall be responsible for advising the Commission and implementing the Commission's resolutions on all matters relating to—
  - (i) The appointment, promotion and discipline of the members of staff;
  - (ii) The assignment of duties, supervision and training of the staff; and
  - (iii) The deployment of staff to serve in any other area in the Parliamentary Service.
- (d) The performance of such other duties as the Speaker may determine or as may be provided for in any other written law.

(2) For purposes of the Public Finance Management Act, the Clerk shall be the accounting officer of the National Assembly.

## **12. Procedural functions of the Clerk**

(1) The procedural functions of the Clerk shall include —

(a) Rendering expert, non-partisan advice and impartial advice to Members on the legislative process, parliamentary procedure and practice;

- (b) Noting all the proceedings of the National Assembly; and
- (c) Carrying out such other duties and exercising powers as may be conferred on him or her by the Speaker, the law or by the Standing Orders.

(2) In carrying out the functions specified in subsection (1), the Clerk shall be assisted by the Deputy Clerk and such other officers of the Service as may be necessary.

(3) Subject to this Act or any other written law, the Clerk shall, in carrying out and exercising the powers conferred by this Act and the Standing Orders, be under the direction of the Speaker and, in the absence of the Speaker, the Deputy Speaker.

### **13. Role of the Deputy Clerk**

The Deputy Clerk shall assist the Clerk of the National Assembly in the performance of his or her functions.

### **14. Suspension or removal of Clerk and Deputy Clerk**

(1) The Clerk or Deputy Clerk may be suspended or removed from office by the Speaker after consultation with the Commission for —

- (a) Inability to perform the functions of the office, whether arising from infirmity of body or mind;
- (b) Gross misconduct or behaviour
- (c) Incompetence
- (d) Bankruptcy; or
- (e) Violation of the provisions of the Constitution, this Act or any other written law.

(2) Where the Speaker considers it necessary to remove the Clerk or Deputy Clerk under subsection (1), the Speaker shall, in the following sequence —

- (a) Frame a charge or charges against the Clerk or Deputy Clerk
- (b) Forward the statement of the said charge or charges to the Clerk or Deputy Clerk together with a brief statement of the allegations in support of the charges;
- (c) Invite the Clerk or Deputy Clerk to respond to the allegations in writing within 14 days of receipt of the charge or charges, setting out the grounds on which the Clerk or Deputy Clerk relies on to defend himself or herself; and
- (d) Invite the Clerk or Deputy Clerk to appear before the Commission within 7 working days from the date of the invitation, either personally or with an Attorney as he or she may opt, on a day specified to defend him or herself.

(3) If the Clerk or Deputy Clerk does not furnish a reply to the charge or charges within the period specified, or if in the opinion of the Commission, the Clerk or Deputy Clerk fails to defend himself or herself, the Commission shall remove the Clerk or Deputy Clerk from office.

(4) Before removing the Clerk or Deputy Clerk from office, the Commission shall investigate the matter and shall be satisfied that a ground for removal is made out before removing the officer.

### **15. Office of the Sergeant-at-arms**

(1) There shall be a Sergeant-at-Arms who shall be answerable and accountable to the Speaker on security and other matters falling under his or her portfolio.

(2) The sergeant-at-arms shall perform the following functions —

- (a) Maintain the custody of the Mace;
- (b) Oversee the functioning of the Parliamentary Security Unit to ensure the safety and security of all Members, persons and property, and apprise the Speaker on the same;
- (c) Enforce and implement the Speaker's orders and other directives;
- (d) Oversee housekeeping and uphold desirable housekeeping standards;
- (e) Conduct institutional risk assessment and periodical security surveys and advise the Speaker;
- (f) Maintain decorum within the precincts of Parliament;
- (g) Allocate offices, accommodation, and meeting rooms;
- (h) Assess emergency preparedness and formation of emergency response protocols;
- (i) Formulate a prudent work plan and budget plan for the department;
- (j) Maintain the Precinct and its buildings; and
- (k) Any other functions as may be assigned by the Speaker.

(3) The Sergeant-at-arms shall be deputised by a Deputy Sergeant-at-arms.

(4) For purposes of this Section, “mace” means an ornamental ceremonial staff that symbolises the authority, dignity and power of the Speaker and the National Assembly.

## **16. Office of Information Technology, Cybersecurity and Data Security**

(1) There shall be established, an Office of Information Technology, Cyber and Data Security to be overseen by a Director.

(2) The Director shall, in the performance of his or her duties, be accountable and answerable to the Speaker.

(3) The Director shall perform the following functions —

- (a) Manage security systems and oversee the proper deployment, configuration, and functioning of these systems;
- (b) Evaluate vendor risk by examining vendor contracts or terms of service;
- (c) Monitor all operations and infrastructure, ensuring security of the digital footprint;
- (d) Monitor internal and external policy compliance;
- (e) Ensure inter-departmental co-operation within parliament in order to reduce risk;
- (f) Implement new technology while mitigating risk;

- (g) Ensure continuous audit of policies and control;
- (h) Ensure proper incident response programs are in place;
- (i) Brief the Speaker regularly on cybersecurity and provide reports on the same and
- (j) Perform any other functions that are necessary to ensure the highest standards of cybersecurity and data security.

(4) The Speaker shall ensure a yearly independent audit of administrative access to systems, applications, and privileged accounts.

### **17. The Parliamentary Budget Office**

(1) There shall be established the Parliamentary Budget Office by the Parliamentary Service Commission with the following functions —

- (a) assist Parliament in providing effective oversight over fiscal policy measures on the economy with the principal aim of improving the quality of debates and laws enacted;
- (b) provide professional services in respect of budget, finance and economic information to Parliamentary committees and Members of Parliament and engage them on the same when necessary;
- (c) prepare reports on budgetary projections, economic forecasts, and other specific subjects relevant to Parliament and make proposals to Committees of Parliament responsible for budgetary matters;
- (d) review and recommend to relevant Committees of Parliament the findings on budget estimates or proposals and economic forecasts, including financial risks posed by Government policies and activities, to guide Parliament;
- (e) conduct evidence-based research on fiscal policy, tax and economic issues to inform public debate;
- (f) propose, where necessary, an alternative fiscal framework in respect of any financial year;
- (g) support Committees and Members of Parliaments in the national budget process in enhancing the financial autonomy of Parliament and serve as the technical lead in the preparation of the parliamentary budget;
- (h) produce reports on the implementation of the state budget using data from the Ministry of Finance and other sources;
- (i) simplify financial proposals, policies, bills and other related documents for the easy understanding of Members of Parliament and Committees; and
- (j) undertake any other work deemed necessary by the Commission to support the achievement of the mandate of the Budget Office.

### **18. Autonomy of the Parliamentary Budget Office**

The Budget Office, in the discharge of the specialised nature of its functions, shall not be subject to the interference of any person.

**19. Parliamentary Budget Office Reports**

- (1) The report of the Parliamentary Budget Office shall be—
  - (a) laid before Parliament by the Chairperson of the Finance & Public Accounts Committee;
  - (b) presented to specific committees or Members of Parliament where necessary;
  - (c) published on the parliamentary website.

**20. Staff of the Parliamentary Budget Office**

The Parliamentary Service Commission shall appoint a Parliamentary Budget Officer and other officers and staff of the Budget Office who shall be knowledgeable in Audit, Accountancy, Public Finance Management, Public Policy or Macro-Economics, for the effective and efficient performance of the functions of the Budget Office.

**21. Co-operation**

- (1) All Ministries, Departments and Agencies shall co-operate with the Budget Office as required.
- (2) A person or institution that—
  - (a) refuses or fails to provide information requested by the Budget Office;
  - (b) provides the Budget office with information which that person or institution knows to be false; or
  - (c) wilfully suppresses information relevant to the work of the Budget Office;

commits an offence and shall be liable to a fine not exceeding SCR 100,000 or imprisonment not exceeding two years or to both fine and imprisonment.

(3) An authorised officer of the Budget Office shall, on the request of a person or institution from whom information is requested, produce the required authorisation.

**22. Other offices of the Service**

- (1) Other offices of the Service shall consist of the following Divisions;
  - (a) Finance and Budgeting,
  - (b) Hansard and Records,
  - (c) The Table office,
  - (d) People and Culture,
  - (e) Media, Public Relations and Protocol,
  - (f) Legal and Research,
  - (g) Parliamentary Education and Information Office; and
  - (h) Corporate services.

(2) Notwithstanding the provision under subsection (1), the Commission shall have the power to create, abolish, re-classify or merge Divisions as the case may be, if it is in the interest of the National Assembly Service to do so.

### **23. Parliamentary scheme of Service**

(1) The Commission shall formulate the Parliamentary Service scheme of service setting out the terms and conditions for the employment of the officers and other staff of the Service.

(2) The Clerk shall be responsible to the Commission for the administration of the scheme of service.

(3) The Clerk shall be the authorised officer of the Commission responsible for the discipline of the staff of the Service.

### **24. Social security scheme**

Notwithstanding the provisions of any other law, the Commission —

(1) Shall establish a contributory pension scheme for all its employees.

(2) Shall determine the rate of contribution to the pension scheme referred to in paragraph (a).

(3) May establish or adopt a contributory optional superannuation, provident or medical fund or other scheme for its employees; and

(4) May grant pensions, gratuities, retiring allowances or sickness or injury benefits to any employee.

### **25. Retirement and resignation of employees**

(1) The national laws on retirement shall apply to staff of the Service.

(2) Notwithstanding the provision of paragraph (1), an employee of the Service may resign from the Service in such manner as may be prescribed.

## **PART IV - THE PARLIAMENTARY SERVICE COMMISSION**

### **26. Establishment of the Commission**

(1) There shall be a Commission called the Parliamentary Service Commission.

(2) The Commission shall be a body corporate with perpetual succession and a common seal with power to sue and be sued in its corporate name and to do or suffer to be done all things which may be or are suffered by a body corporate.

### **27. The Seal of the Commission**

(1) The seal of the Commission shall be such device as may be determined by the Commission and shall be kept by the Secretary to the Commission.

(2) The affixing of the seal shall be authenticated by the Chairperson or the Vice-Chairperson, and the Secretary or one other person authorised in that behalf by the Commission.

(3) Any contract or instrument which, if entered into or executed by a person not being a body corporate, would not be required to be under seal, may be entered into or executed without seal on behalf of the Commission by the Secretary or any other person generally or specifically authorised by the Commission in that behalf.

(4) Any document purporting to be a document under the seal of the Commission or issued on behalf of the Commission shall be received in evidence and shall be executed or issued, as the case may be, without any further proof, unless the contrary is proved.

## **28. Functions of the Commission**

(1) The Commission shall —

- (a) Provide the necessary Services and facilities to ensure efficient and effective functioning of the National Assembly;
- (b) Cause to be prepared the annual estimates of expenditure for the Parliamentary Service, the Commission and the National Assembly;
- (c) Determine and review the terms and conditions of Service of persons holding or acting in the offices of the Service;
- (d) Undertake, in co-operation with other relevant organisations, local or foreign, programmes to promote the ideals of parliamentary democracy;
- (e) Initiate, coordinate and harmonise policies and strategies relating to the development of the Service;
- (f) Initiate programmes —
  - (i) for training and capacity building of officers of the Service and other persons;
  - (ii) that promote ideals of parliamentary democracy as set out under the Constitution;
  - (iii) that promote public awareness and participation in the activities of Parliament.
- (g) Establish such Divisions in the National Assembly as may be necessary for the efficient management of the National Assembly;
- (h) Do all acts and things as may be necessary for the well-being of the officers of the Service and Members of the National Assembly; and
- (i) Exercise such other functions as may be provided for by this Act or any other written law.

## **29. Powers of the Commission**

(1) The Commission shall have the power to —

- (a) acquire, rent, lease, hold, charge and dispose of movable and immovable property;
- (b) enter into deeds, memoranda of understanding, contracts and arrangements;
- (c) collect moneys accruing to the Commission from its operations;
- (d) open one or more bank accounts with banks licensed under the Seychelles Laws;
- (e) delegate in writing and withdraw any of its powers or functions to any person;
- (f) undertake collaborative works with similar institutions that provide parliamentary Services in the Commonwealth and other jurisdictions;

- (g) do or perform all such other things or acts for the proper discharge of its duties under this Act and any other written laws, as may be lawfully performed by a body corporate.

### 30. Composition of the Commission

(1) The commission shall consist of the following members —

- (a) The Speaker as Chairperson;
- (b) The Deputy Speaker;
- (c) The Leader of the Opposition in the National Assembly;
- (d) The Leader of Government Business in the National Assembly;
- (e) The Chief Whip of the governing Party;
- (f) The Chief Whip of the Opposition Party; and
- (g) A representative of other Independent and Minority Parties.

(2) The Deputy Speaker shall be the Vice-Chairperson and an *ex-officio* member of the Commission.

(3) In any case, a new Commission shall be constituted not later than two weeks from the election of a new Speaker.

(4) The Clerk shall be the secretary and principal adviser to the Commission and shall be responsible for implementing the decisions of the Commission.

### 31. Tenure of members of the Commission

(1) The Chairperson and other members of the Commission shall hold office for the duration of the life of the Parliament in which they are elected:

Provided that the Chairperson and other members of the Commission shall continue in office until a new Speaker is elected and in the case of other members, of the Commission, until a new Commission is constituted.

(2) A person shall cease to be a member of the Commission on any of the following grounds —

- (a) inability to perform the functions of his or her office by reason of infirmity of mind or body;
- (b) for proven misconduct;
- (c) if he or she becomes bankrupt or insolvent;
- (d) if he or she is convicted and sentenced for an offence involving fraud or dishonesty;
- (e) if he or she fails to attend three consecutive meetings of the Commission without a reasonable excuse;
- (f) if he or she resigns his or her office by written notice to the Chairperson of the Commission.

(3) Where a member of the Commission vacates his or her seat, dies or becomes incapacitated, a new member shall be appointed to hold office for the remaining term of his or her predecessor.

### **32. Removal or resignation from office**

(1) A member of the Commission other than the Speaker and Deputy Speaker may be removed from office by the National Assembly by a motion supported by a majority for any of the reasons stated in Section 31 (2) (a) to (e).

(2) A member of the Commission may resign by giving a thirty-day notice in writing to the Chairperson of the Commission.

### **33. Proceedings of the Commission**

(1) Subject to the provisions of this Act, the Commission may regulate its own procedures.

(2) The Commission shall meet as often as may be necessary for the carrying out of its business, but it shall meet at least twice each quarter of the year at such places and times as the Chairperson may determine.

(3) The Chairperson shall give notice of not less than seven days to members, and if the urgency of any particular matter does not permit the giving of the required notice, a shorter notice may be given.

(4) The Chairperson or, in the absence of the Chairperson, the Vice Chairperson, shall, within seven days of receipt of a written application by at least four members of the Commission, convene a special sitting of the Commission.

(5) The quorum for a meeting of the Commission shall be at least five members.

(6) The Chairperson shall preside at every meeting of the Commission and in the absence of the Chairperson, the Vice-Chairperson shall preside and in the absence of both the Chair person and Vice-Chairperson, the members present shall elect one of them to preside and who shall, with respect to that meeting and the business transacted thereat, have all the powers of the chairperson.

(7) The Commission shall endeavour to reach every decision by consensus.

(8) Where such a consensus cannot be attained, a decision shall be made by the majority of the members present and voting at the meeting and in the event of an equality of votes, the Chairperson shall have a casting vote in addition to the deliberative vote.

(9) The Commission may invite any person whose presence is, in its opinion, desirable to attend and participate in the deliberations of a meeting of the Commission, but that person shall have no right to vote.

(10) The Commission shall cause minutes to be kept of the proceedings of every meeting of the Commission.

### **34. Role of the Secretary of the Commission**

(1) The secretary shall be responsible for —

(a) Preparing, planning and facilitating the meetings of the Commission and its Committees;

(b) Causing to be kept records of the proceedings and minutes of the meetings of the Commission and such other records as the Commission may direct;

(c) Communicating the decisions of the Commission for execution by the Management;

(d) Custody of the seal of the Commission; and

(e) The performance of such other duties as may be assigned by the Commission

### **35. Remuneration and expenses of Members of the Commission or Committees**

The Chairperson and other members of the Commission and committees shall be paid sitting and travelling allowances as may be determined by the Commission and shall be reimbursed by the Parliamentary Service for reasonable expenses incurred in connection with the discharge of their functions.

### **36. Commission to appoint consultants**

The Commission may appoint such consultants or advisers as it may think necessary for the efficient performance of the functions of the Parliamentary Service.

### **37. Expenses of the Commission**

The expenses of the Commission incurred in the execution of its functions under this Act shall be charged on and issued out of the consolidated fund.

### **38. Committees of the Commission**

(1) The Commission may, from time to time, establish such committees as may be necessary for the better carrying out of its functions and the exercise of its powers.

(2) The Commission may co-opt into the membership of any of the committees established under subsection (1) any person or persons whose knowledge and skills are necessary for the proper performance of the functions of the Committees.

(3) Any person co-opted as a member of a committee under sub-section (2) shall hold office for such period as the Commission may determine.

(4) A person co-opted under sub-section (2) shall have no right to vote at any meeting of the Committee.

(5) A decision of a committee constituted under this section shall not be acted upon unless approved at a meeting of the Commission.

### **39. Power to order attendance of a witness**

The Commission or any committee may, subject to Section 40, summon any person to appear before it and to give evidence or to produce any paper, book, record or document in the possession or under the control of that person.

### **40. Privileges of witnesses**

Every person summoned to attend to give evidence or to produce any paper or document before the Commission or a Committee thereof shall be entitled, in respect of that evidence or the disclosure of any communication or the production of any paper, book, record or document, to the same right or privilege as before a court of law.

### **41. Disclosure of interest**

(1) A person who is present at a meeting of the Commission or a Committee of the Commission at which any matter is the subject of consideration, and in which matter the person or that person's relative or associate is directly or indirectly interested in a private capacity, shall as soon as is practicable after the commencement of the meeting, disclose the interest and shall not, unless the Commission or the committee directs otherwise, take part in any consideration or discussion of, or vote on, any question relating to that matter.

(2) A disclosure of interest made under subsection (1) shall be recorded in the minutes of the meeting at which it is made.

#### **42. Prohibition of publication or disclosure of information to unauthorised persons**

(1) A person shall not, without the consent in writing given by, or on behalf of the Commission, publish or disclose to an unauthorised person, otherwise than in the course of duty of that person, the contents of any document, communication or information which relates to or which has come to the knowledge of the person in the course of that person's duty under this Act.

(2) A person who contravenes subsection (1) commits an offence and shall be liable to a fine not exceeding SCR 100,000 or imprisonment not exceeding twelve months or to both fine and imprisonment.

#### **43. Immunity of members**

An action or other proceeding shall not lie or be instituted against a member of the Commission or a committee of the Commission, for or in respect of an act or thing done or omitted to be done in good faith in the exercise of the performance of any of the functions or duties conferred under this Act.

#### **44. Oath for members and the Secretary**

(1) A member of the Commission and the Secretary of the Commission shall, on appointment, take a prescribed oath.

(2) If any person required to take an Oath under this Section expresses any objection to taking such oath or expresses a desire to make an affirmation in lieu thereof, he or she may, without being further questioned as to the grounds of such objection or desire or otherwise, make a solemn affirmation in the form of the oaths herein appointed, substituting the words "solemnly and sincerely declare and affirm" for the word "swear" and omitting the words "So help me God".

#### **45. Legal proceedings against the Commission**

(1) Proceedings against the Commission shall be commenced in the name of the Commission.

(2) Any notice or other processes in respect of legal proceedings under subsection (1) shall be served upon the secretary of the Commission.

#### **46. Annual report of operations of the Commission**

(1) Within three months after the end of each financial year, the Commission shall prepare and lay before the National Assembly a report of its operations during that year.

(2) The annual report shall, in respect of the year to which it relates, contain —

- (a) The activities that the Commission has undertaken in that year.
- (b) The information relating to the performance of the Parliamentary Service and the challenges; and
- (c) Other information that the Commission finds is relevant.

#### **47. Presentation of documents in parliament**

A member of the Commission authorised by the Commission in that behalf may —

- (a) Lay before the National Assembly any document or other matters;
- (b) Reply to a question relating to the affairs of the Commission.

## PART V - PROVISION ON DELEGATED POWERS

### 48. Power to make regulations

(1) The Speaker may, in consultation with the Commission make Regulations generally for the better carrying out of the provisions of this Act.

- (2) Without prejudice to the generality of subsection (1), the Speaker may prescribe regulations on —
- (a) The priority of allocation of resources available for use by Members;
  - (b) The criteria for allocation of offices to Members on the basis of ranking, leadership position, persons with disability or other suitable factors;
  - (c) Minimum standards of quality of goods and services provided for use by Members;
  - (d) The conduct of the business of the Commission;
  - (e) The administrative and management structure for the services and facilities of the Commission, in accordance with the principles of this Act;
  - (f) The terms and conditions of service, pension, and other retirement benefits of employees;
  - (g) The procedures for discipline of the staff of the Service;
  - (h) The financial and procurement procedures of the Commission;
  - (i) The orientation and training of Members and staff of the Service;
  - (j) The security of Members;
  - (k) The handling of the assets and other resources of the Commission;
  - (l) The delegation of the Commission's functions or powers;
  - (m) Public participation and outreach programmes; and
  - (n) Any other matter required under the Constitution, this Act and any other written law.

## PART VI - LEADERSHIP AND GOVERNANCE OF PARLIAMENT

### 49. Leadership of Parliament

There shall be established the Leadership of Parliament comprising the following: Speaker, Deputy Speaker, Leader of Government Business, Leader of the Opposition, Government Chief Whip and his or her deputy, Opposition Chief Whip and his or her deputy, other party leaders and the Clerk of the National Assembly.

### 50. The Speaker of Parliament

The Speaker, as head of Parliament shall be responsible for the governance of Parliament, including —

- (a) the execution of powers conferred upon the Speaker by the Constitution and Standing Orders;
- (b) the promotion of the welfare of Members and Staff of Parliament;
- (c) issuing directives for proper functioning of the National Assembly;
- (d) the provision of strategic direction to the Commission;
- (e) managing relations with other Parliaments;
- (f) dealing with chamber matters relating to procedures;
- (g) chairing of the following committees —
  - (i) the House Committee;
  - (ii) the Standing Orders Committee;
  - (iii) Assembly Business Committee; and
- (i) handling such other matters as may be referred to the Speaker of Parliament by the Constitution, Standing Orders or the Clerk of the National Assembly.

### **51. Deputy Speaker of Parliament**

The Deputy Speaker of Parliament shall perform such functions as may be delegated by the Speaker of Parliament and shall perform the functions of the Office of the Speaker when the Speaker is out of the jurisdiction.

### **52. Leader of the Opposition**

- (1) The Leader of the Opposition shall be responsible for —
  - (a) leading the Opposition business in Parliament;
  - (b) leading the opposition in presenting alternative views in parliamentary debates on policies, Bills and motions;
  - (c) providing advice on appointment of opposition Members to Select Committees; and
  - (d) leading the opposition in consultation and dialogue on Parliamentary matters with other Leaders in the House.

### **53. Leader of Government Business**

- (1) The Leader of Government Business shall be responsible for —
  - (a) all government business in the House;
  - (b) piloting or introducing Government Bills and motions in the House;
  - (c) getting the Government business through in Parliament; and
  - (d) leading consultation and dialogue on parliamentary matters with other Leaders in the House.

**54. Other party leaders**

- (1) A leader of a party other than the ruling party or the opposition party shall be responsible for —
- (a) leading and articulating his or her party's position in Parliament;
  - (b) managing the relationship of his or her party with other party leaders; and
  - (c) providing support to Parliament for the successful passage of Bills and Motions into law.

**55. Government Chief Whip**

(1) The Government Chief Whip in the National Assembly shall be nominated by the Party in power and shall perform the following functions —

- (a) liaising regularly with the Speaker, Leader of Government Business and Leader of the Opposition on the Business of the House;
- (b) ensuring that there is a quorum in the House at all times;
- (c) ensuring attendance and participation in the House by Members of the ruling party;
- (d) ensuring an adequate number of Members of the party are present during voting in the House;
- (e) keeping Members of the ruling party informed of parliamentary Business;
- (f) co-ordinating parliamentary Business with the Leader of the Opposition and party whips or whip;
- (g) granting Members permission to be absent from parliamentary Business subject to approval by the Speaker or in the absence of the Speaker, the Deputy Speaker; and
- (h) assisting the Presiding Officers to maintain discipline in the House.

**56. Deputy Government Whip**

In the absence of the Government Chief Whip, the Deputy Government Whip shall carry out the duties of the Government Chief Whip and such other duties as may be allocated to him or her by the Government Chief Whip.

**57. Opposition Chief Whip**

- (1) The Opposition Chief Whip shall be responsible for —
- (a) ensuring that members of his party attend and vote in Parliament.
  - (b) assisting the Government chief whip in maintaining discipline in Parliament and ensuring that a quorum is obtained;
  - (c) providing advice and support for his party members; and
  - (d) ensuring that his party's decisions are carried out.

**58. Deputy Opposition Whip**

The Deputy Opposition Whip shall perform such functions as may be delegated to him or her by the Opposition Chief Whip and shall perform the functions of the Office of Opposition Chief Whip if he or she is absent from Parliament.

**PART VII - SERVICES AND FACILITIES FOR PARLIAMENT****59. Services and facilities for parliament**

(1) The Commission shall to the extent of its mandate under this Act, be responsible for the formulation of policies, regulations, strategies and putting in place mechanisms for the provision of such services and facilities as are necessary for the effective functioning of the National Assembly and the well-being of Members and staff of the Service.

(2) The Commission shall adopt comprehensive strategic plans that ensure the realisation of its objects under this Act or any other written law.

**60. Outsourcing of services and facilities**

(1) The Commission shall ensure the availability, accessibility, adaptability, and acceptability of services and facilities for use by Members and staff of Parliament.

(2) The Commission shall put in place adequate infrastructure that would be necessary for the provision of services for the well-being of Members and staff of Parliament.

(3) The Commission may provide or designate exclusive use of certain facilities for the welfare of members.

(4) The Commission may outsource certain services and facilities for the welfare of members.

(5) Despite subsection (1), the Commission may take measures to facilitate the use of facilities not available within the precincts of Parliament by Members and staff of Parliament.

**61. Enhancing legislative skills**

The Commission shall facilitate the enhancement of legislative skills of Members and staff of Parliament through the provision of structured and continuous training locally or in foreign countries.

**62. Use of technology in Parliament**

The Commission shall foster and promote the use of technology in administrative processes, communication, preparation, dissemination and storage of information and in the day-to-day functioning of the National Assembly.

**63. Facilities for Parliamentary Political Parties**

(1) The Commission may provide facilities to a Parliamentary political party or caucus to promote the ideals of the political party or Parliamentary caucus.

(2) For the purposes of subsection (1), the facilities provided shall be for exclusive use by sitting members.

**PART VIII - FUNDS, BUDGET MANAGEMENT AND ACCOUNTABILITY****64. Funds of the Commission**

- (1) The funds of the Commission shall consist of such sums —
  - (a) as shall be appropriated by the National Assembly to the National Assembly for purposes of the Commission;
  - (b) or assets as may accrue to or vest in the Commission, whether in the course of the performance by the Commission of its functions or the exercise of its powers or otherwise;
  - (c) or assets as may accrue to or vest in the Commission by way of grants, subsidies, bequests, donations, gifts and subscriptions, from the Government or any other person;
  - (d) as are derived from the sale of any property, real or personal, by or on behalf of the Commission;
  - (e) as are received by the Commission by way of voluntary contributions; and
  - (f) such sums or assets as may be donated to the Commission by any foreign government, international agency or other external body of persons, corporate or otherwise.

(2) The Commission shall not seek or accept grants or donations from any source that may interfere with its independence, that of its Members, Members of the National Assembly or lead to any implication of conflict of interest in the discharge of its functions.

(3) The funds of the Commission shall exclusively be under the control of the Commission and shall be utilised solely for the purposes of this Act in accordance with the written directions of the Commission and for no other purposes.

(4) The allocation of funds under any Appropriation Act shall be decided in consultation between the Commission and the President, taking into account the special circumstances of the National Assembly, as the national legislature of the country.

(5) Funds of the Commission, whether appropriations, grants, donations or loans, shall be deposited in accounts maintained by and in the name of the Commission at any financial institution licensed in Seychelles and shall be used for the specific purposes for which they were solicited, offered or paid.

(6) The Commission shall have access to the Contingency Fund under the Consolidated Fund in the case of emergency expenditure and to other special centralised funds or allocations in Appropriation Acts.

(7) The Commission shall be entitled to retain any underspend of its appropriation for future financial periods.

(8) The Accounting Officer shall ensure that all funds of the Commission are used in an economic, efficient and effective manner.

**65. Books and other records of accounts, audit and reports of the Commission**

(1) The Commission shall cause to be kept proper books and other records of accounts in respect of receipts and audit expenditures of the Commission and the Parliamentary Service in accordance with acceptable principles of accounting.

(2) The accounts of the Commission shall be audited annually by the Auditor General or by independent professional auditors appointed by the Commission in consultation with the Auditor General, and the expenses of the audit shall be paid out of the funds of the Commission.

(3) The Commission shall, as soon as practicable, but not later than six months after the end of the financial year of the Commission, submit to the National Assembly an annual report on all the financial transactions of the Commission and on the work, activities and operations of the Commission.

(4) The report referred to in subsection (3) shall include a balance sheet and an income and expenditure account and shall be laid before the National Assembly by the Chairperson of the Commission.

**66. Financial year**

The financial year of the Commission shall be the period of twelve months commencing on the 1<sup>st</sup> of January of each year and ending on the 31<sup>st</sup> of December of each calendar year:

Provided that the first financial year may be a period shorter or longer than twelve months, as the Commission shall determine, but in any case, not longer than eighteen months.

**67. Annual Budget of Parliament**

(1) The Commission shall cause to be prepared the annual budget of Parliament, encompassing the budgets of Members of Parliament, the Commission and the Parliamentary Service and cause that budget to be passed in Parliament.

(2) The Commission shall submit the estimate prepared under subsection (1) to the President, who may comment or make recommendations on the estimate and thereafter transmit it to the Commission within 20 days from the date of receipt of the estimate.

(3) In making recommendations, if any, under subsection (2), the President shall take into consideration the Constitutional role of the National Assembly as the legislative arm of government.

(4) The Commission shall consider comments or recommendations made by the President under subsection (2) and cause the estimates to be passed by a majority of the Members of Parliament.

(5) The Minister of Finance shall, in respect of each fiscal year, release to Parliament such monies as indicated in the National Assembly's approved budget for the efficient and effective functioning of Parliament within 7 days of approval by the National Assembly.

(6) The Commission shall have control of the disbursement of appropriated funds approved by the National Assembly and shall appoint a Financial Controller within the Finance and Budget Division of the Parliamentary Service who shall be answerable to the Accounting officer and shall be responsible for —

- (a) handling procurement matters in line with existing regulations;
- (b) accounting, payment and verification processes and
- (c) any other duties as may be assigned by the Accounting Officer.

**68. Expenditure before Parliament's annual budget is passed**

- (1) If Parliament does not pass its annual budget before the start of the financial year to which it relates —
  - (a) funds may be withdrawn from the consolidated Fund for the requirements of Parliament during that financial year as a direct charge against the Fund until the budget is passed; and
  - (b) funds from Parliament's own revenue sources may be used to meet the requirements of Parliament.
- (2) Funds made available to Parliament in terms of subsection (1) may not —
  - (a) during the first four months of the financial year, exceed forty-five per cent of the total amount in the previous approved budget;
  - (b) during each of the following months, exceed ten per cent of the total amount in the previous approved budget; or
  - (c) in aggregate, exceed the total amount appropriated and approved in the previous approved budget.

(3) The funds provided for in subsection (1) are not additional to funds appropriated or approved for the relevant financial year, and any funds withdrawn or used in terms of that subsection must be regarded as forming part of the funds appropriated and approved in the budget for that financial year.

**PART IX - PARLIAMENTARY PRECINCTS AND SECURITY**

**69. Parliamentary Precincts**

- (1) Parliamentary precincts shall include —
  - (a) All land and improvements within the land reserved for the National Assembly by the Government of Seychelles.
  - (b) All land earmarked as Parcel number H8083 as registered by the Registration Division under the Land Registration Act, and
  - (c) Any other land or premises acquired legally by the Commission and declared by the Commission by gazette notice to be part of the Parliamentary precinct for a stated period.

**70. Parliamentary Precincts under the control of the Speaker**

(1) The control and administration of the whole of the parliamentary precincts is vested in the Speaker on behalf of the National Assembly of Seychelles, whether the National Assembly is in session or not.

(2) All persons entering the parliamentary precincts shall comply with the directions of the Speaker as to the behaviour, demeanour and conduct of such persons.

(3) Directions of the Speaker may take the form of written-down policies prescribing behaviour and conduct made from time to time by the Speaker to be implemented by the office of the Sergeant-at-Arms.

### **71. Parliamentary Security Unit**

(1) There is established a Parliamentary Security Unit which shall be responsible for the Security of the National Assembly.

(2) The Parliamentary Security Unit shall be under the Supervision of the Sergeant-at-arms and in the absence of the Sergeant-at-arms, the Deputy Sergeant-at-arms.

(3) Officers serving in the Parliamentary Security Unit shall, from time to time receive specialised training in Parliamentary Security to enable them to execute the functions of the unit.

### **72. Functions of the Parliamentary Security Unit**

The Parliamentary Security Unit shall be responsible for —

- (a) Maintenance of security within the parliamentary precincts through regular patrols and surveillance;
- (b) Provision of security to Members, staff and property of Parliament and authorised persons within the precincts of Parliament;
- (c) Provision of security to the Speaker and Deputy Speaker and Members of Parliament generally;
- (d) Conducting periodic risk assessments and taking mitigative measures against identified threats or security breaches;
- (e) Managing the security vetting and screening process to clear personnel requiring access to sensitive information areas or information;
- (f) Developing and enforcing security protocols within the Parliamentary precincts;
- (g) Liaising with the Seychelles police and stakeholders in providing enhanced security to visiting dignitaries during special occasions or events at Parliament; and
- (h) Performing any other security related functions as may be allocated by the Sergeant-at-arms.

### **73. Reports**

The Officer in charge of the Parliamentary Security Unit shall make such periodic reports as may be specified in the Standard Operating Procedures of the Commission.

**PART X - MISCELLANEOUS****74. Private staff of the offices of the Speaker and Deputy Speaker**

(1) The private staff of the Offices of the Speaker and Deputy Speaker are to be appointed by the Speaker and Deputy Speaker, respectively.

(2) The terms and conditions of employment of the private staff of the Office of the Speaker and the Deputy Speaker shall be similar to or the same as those applicable to the staff or officers of the Parliamentary Service.

(3) To avoid doubt, the Commission does not deal with employment matters relating to the private staff of the Offices of the Speaker and Deputy Speaker.

(4) For purposes of this section, private staff shall include the following —

- (a) Director;
- (b) Private Security Officer;
- (c) Private secretary, and
- (d) Driver.

(5) The Commission shall employ other staff not considered as “Private staff”, whose services and skills are necessary for the proper functioning of the Offices of the Speaker and Deputy Speaker.

**75. Constituency Support Officers**

(1) The Commission shall employ Constituency Support Officers and other staff to support Members and the Leaders to carry out their roles subject to the ceiling of staff salaries approved by the Commission.

(2) Other terms regarding the employment and management of Constituency Support Officers and other staff shall be prescribed by regulations.

**76. Broadcasting of Parliamentary Proceedings**

(1) The Speaker, on the advice of the Clerk, may enter into any arrangement for the broadcasting of parliamentary sittings, committee meetings and any other activities related to the work of the House.

(2) The Speaker may prescribe rules governing the broadcasting of parliamentary Proceedings

**77. Diplomatic and Service Passports**

(1) Notwithstanding the provisions of any other law, the following persons shall be entitled to a diplomatic passport —

- (a) The Speaker and Deputy Speaker
- (b) Members of the National Assembly

- (c) The Clerk and Deputy Clerk.
- (d) Such other Officers of the National Assembly Service as the Speaker in consultation with the Commission may recommend.

#### **78. Assessing a person's suitability to be an employee or officer of the Service**

- (1) The Clerk may, where it is deemed necessary, do the necessary background checks to ascertain the suitability of a person before being employed as an officer of the Service.
- (2) The guidelines for undertaking the background checks shall be as prescribed by regulations.

### **PART XI - TRANSITIONAL PROVISIONS**

#### **79. Transition**

- (1) An Officer of the National Assembly Service, who prior to the commencement of this Act was employed as a member of staff of the National Assembly Service, shall, upon the commencement of this Act, be deemed to have been transferred to the Parliamentary Service .
- (2) The Service of the persons referred to in subparagraph (1) shall be treated as continuous Service.
- (3) Nothing in this Act affects the rights and liabilities of any person employed or appointed by the National Assembly before the appointed date.
- (4) An officer of the Service on continuous employment may transfer to the Public Service on terms and conditions to be determined by the Department of Public Administration.

#### **80. Saving of existing rights and liabilities**

Without prejudice to the rights of any person, on the coming into operation of this Act, all movable and immovable property and all the rights and liabilities of the National Assembly and all the property movable or immovable held by any person on behalf of the National Assembly shall be deemed to vest in the Commission.

### **PART XII - CONSEQUENTIAL AMENDMENTS**

#### **81. National Assembly to review standing Orders**

The National Assembly shall review its Standing Orders to ensure alignment with the provisions of this Act.

**FIRST SCHEDULE**

**Official Oath  
(Section 44)**

I \_\_\_\_\_ do swear that I will be faithful and bear true allegiance to the Constitution of Seychelles and that I will preserve, protect and defend the Constitution of Seychelles

SO HELP ME GOD.

I \_\_\_\_\_ do swear that I will not directly or indirectly reveal such matters as shall be brought under my consideration or shall be made known to me as \_\_\_\_\_ except as may be required in the discharge of my duties as such or with the authority of the Commission.

SO HELP ME GOD.