

 REPUBLIC OF KENYA		 COUNTY GOVERNMENT OF NYERI		
Institution/Organization Name:		DEPARTMENT FOR TRADE, COOPERATIVES, CULTURE AND TOURISM		
Affiliations: County Department / County Corporation / County Board / Tertiary Institution		DIRECTOR FOR COOPERATIVES DEVELOPMENT		
Economic Sector Alignment:				
Big 4 Alignment:				
Accounting Officer:		GEORGE MWANGI		
Period: FY		2022/2023		
Process Documentation				
Service Name		BY-LAW AMMENDMENT		
Brief Description Document Purpose/Service		The process guides the registration of amendment of by-laws		
Document Control: Change Record/ Version Number		Number 2		
Process Owner: Name and Position		Peter Theuri Director Cooperatives Development		
Process Writer (s); Name and Position		1. Monicah Wachira – Cooperative Officer		
		2. Karen Karendi – Cooperative Officer		
Process Reviewer (s) Name and Position		1. Francis Kiiru – Cooperative Officer		
		2. Stephen Mwangi – Cooperative Officer		
STEPS/FLOW/SEQUENCE				
Step	Event/Activity/Action	Time/ No. Of Days	Actor	
	Describe the Process Boundaries; what triggers start, inputs, outputs and end		Describe who is involved	
1.	The management committee communicates to the Director for cooperatives on proposed amendment	7 days	Cooperative officer in-charge of the sub-county	
2.	The cooperative officer holds a meeting with the management committee to review the ammendments	7 days	Director cooperative Development	
3.	A pre-cooperative training session with the promoters of the cooperative	7 days	Cooperative officer	
4.	A proposed by-law amendment drafting session with the management	7 days	Cooperative officer	
5.	By-law amendment ratification by the management committee	7 days	Cooperative Officer	
6.	Presentation of the amendment by-laws to the General meeting	14 days	Cooperative officer	
7.	Processing of the registration of amended by-laws and forwarding to the Director	7 days	Cooperative officer	
8.	Forwarding of the registration of amendment of by-laws to the commissioner for cooperatives	7 days	Cooperative officer	
(Add rows as necessary)				
EXCEPTIONS TO THE NORMAL FLOWS				
Title	No.	Description	Time	Actor

Trigger 1: e.g., Customer provides wrong ID Number	1.	The proposed amendments not being approved by the Management committee	7 days	Cooperative officer
	2.	The proposed amendment not being approved by the general meeting	7 days	Cooperative officer
(if any other, add rows)				

Process Maps/Visuals

