

MEMORANDUM



What is a memorandum?

It is a formal document that presents the views, concerns, and recommendations of individuals/organisations on a specific piece of legislation, to provide input on how and why that legislation should be improved, revised, supported or withdrawn.

How to Draft a Memorandum for Submission to Parliament



Title & Reference

- Clearly indicate the Bill or legislative proposal under discussion.
- Example: ***Memorandum on the Constitution of Kenya (Amendment) Bill No. 2 of 2024***



Introduction & Background (Optional)

- Provide a brief introduction introducing yourself or the organization you represent
- Outline why the Bill is important and why your input is relevant.
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➤ In most cases, Parliament or the Ministry inviting comments/views from the public, provides a template/table that is to be used by persons who wish to submit the memorandum, for clarity and ease of consideration.

➤ The table is mostly divided into the parts outlined below:

Clause	Provision of the clause (basically a copy-paste of the clause you wish to comment on)	Proposed Amendment (to the clause)	Justification/ Reason for Proposed Amendment

