



The Tanganyika Law Society

The Bar Association Of Tanzania Mainland

Parliamentary Affairs Committee-Terms of Reference

Type:

Standing Committee – Advisory to the Governing Council

Mandate of the Committee

The Committee is responsible to the Governing Council and shall be an advisory body to the Governing Council on all matters relating to the national Policies, Law making processes and reforms.

Responsibilities of the Committee:

- i. To advise Council on all matters relating to new or amendments to legislation including monitoring, developing and participating in the dissemination of information relating thereto;
- ii. After the approval of the Council, comment and advice the public on Legislation, draft Legislation and other policy issues that affect legislations;
- iii. On behalf of the society and the governing Council to appear before the Standing Parliamentary (Constitutional and Legal Affairs Committee) presenting comments/Bill analysis for the law reform making process;
- iv. To recommend and advise the Council on the repeal or amendment of selected (to be selected) legislations;
- v. To assist the Governing Council in monitoring the implementation of policies, laws, regulations and by-laws enacted by Parliament and Local Government Authorities and provide recommendation to the government;
- vi. To assist the Council in monitoring and advising the government in commitments and comment on the rule of law, access to justice and good governance;
- vii. To assist/advise the Governing Council in facilitating law and Policy makers, in policy law making processes and reform;

- viii. To advise the Council on the Ministerial Budget presentations in Parliament by tracking issues relating to the rule of law and justice;
- ix. To participate, liaise, promote and work in conjunction with other bodies, committees, institutions of like character in workshops/working session and seminars in all matters affecting legislation, by-law and law generally;
- x. To be the TLS focal organ with the Law Reform Commission of Tanzania and the Zanzibar Law Review Commission; and
- xi. To oversee and advise the Council on internal Legal Affairs within TLS Membership.

Composition of the committee

- There shall be seven (7) members of the Committee as appointed by the Governing Council
- The Committee shall be assisted by Secretary from the TLS Secretariat
- The Committee may co-opt the support of a member of the Society with particular expertise to assist them and that person shall be a member of the Committee *pro-tem*
- Tenure of the Committee members shall be the same as the tenure of the Governing Council provided that the Governing Council shall have the mandate to change the member(s) of the Committee as deem fit.

Committee Chair/Vice Chair

- The Committee Chair shall be appointed by the Council
- The Vice Chair shall be elected at the first meeting of the Committee.

Procedures and Work Product

- Quorum for the committee shall consist of at three (3) members.
- The Committee shall operate in accordance with TLS Policies and Council's Directives as prescribed from time to time.
- The Committee shall have a right to review these Terms of Reference and may recommend changes to Council from time to time.
- Meetings can be held in person, teleconference, or virtually, depending on the availability and location of the members.
- The Committee shall treat all discussions, documents, and proceedings with strict confidentiality.

- The Committee shall maintain signed minutes of its meetings.
- Committee members shall make serious commitment to participate actively in committee work.
- Committee shall stay informed by the Secretary about committee matters and shall prepare themselves well in advance for meetings.
- Committee members shall build a collegial working relationship that contributes to consensus.
- The secretary of the committee shall maintain minutes of all the committee meetings.

Reporting

- The Committee is advisory to the Council and reports all its matters to the Council.
- The Chair of the Committee may communicate urgent matters of concern directly to the President or the Executive Director.
- The Committee may make recommendations for policy changes to the Council and undertake specific tasks assigned by Council to the Committee.
- To prepare and approve the Committee's Quarterly and Annual reports before being submitted to the Council Meeting and Annual General Meeting respectively.

Staff support/ Secretary: Public Affairs Officer

