

## **Preparations for Incoming House of Representatives**

The Secretariat of the House of Representatives of Thailand has the duties to facilitate and support the performances of the House of Representatives and Members of the House of Representatives such as administration, parliamentary proceedings, foreign affairs, information services and security. When the Election Commission announces the dates for any general elections, the Secretariat has to be prepared to support the activities of the incoming House of Representatives as follows:

### **Before the election day**

#### Documents Production such as

1. Official documents for elected Members to complete when they report themselves to the Parliament such as a Member's report form, a signature sample's form, a curriculum vitae form, a form of an account showing assets and liabilities of persons holding political position, a nomination for Member's assistants, a nomination form for Member's experts and an application form for various parliamentary friendship groups.
2. Books on the Constitution of the Kingdom of Thailand, the Rules of Procedure of the House of Representatives, the Political Parties Act, the Election of Members of the House of Representatives and the Acquisition of Members of the Senate Acts, the Election Commission Act, the Uniform of Members of Parliament Act, the Royal Decorations Act, the Handbook on Entitlements for Members, the Handbook of the Introduction of the Bills, Motions and Questions, the Handbook on the services of the Secretariat of the House of Representatives, Thai

National Assembly and Secretariat of the House of Representatives, Brochure on the process after reporting at the Parliament and Brochure on applying passport procedure and the Rules of Procedure of Thailand parliamentary friendship groups.

/3. Preparing...

-2-

3. Preparing personal identification card and the vehicle permits for Members to access the Parliament precinct.
4. Preparing parliamentary papers authorizing each Member to use a computer notebook provided for them by the Secretariat.

Information Technology such as

1. Providing a computer notebook, e-mail address and internet service for each new Member.
2. Creating web pages for Members.
3. Preparing a compact disc of parliament literatures for Members.

Household such as

1. Maintenance of equipments to be used when Members report at the Parliament.
2. Maintaining electricity, water supply and air conditioner and examining extinguisher and security equipments.
3. Improving the surroundings around the Parliament precinct.
4. Making household plans.

Coordination with other agencies such as

1. The National Transport Agency, State Railway of Thailand and Thai Airways International to provide transportation services to Members to report themselves to the Parliament.
2. The Election Commission for the unofficial results of the election.
3. Political Parties to inform them of the dates for Members to report themselves to Parliament and reference materials needed for a report.
4. Orientation for parliament staff having the duty to receive Members.

/Administration...

-3-

Administration such as preparing the process of election of the Speaker of the House of Representatives, the process for a Royal Command to appoint the Speaker of the House of Representatives, the process to determine the qualifications and prohibitions of Members holding the positions of the Speaker of the House of Representatives, First Deputy Speaker of the House of Representatives and Second Deputy Speaker of the House of Representatives, the process to elect the Prime Minister, the process for a Royal Command to appoint the Prime Minister and the process for a Royal Command to appoint the Leader of the Opposition in the House of Representatives.

Public Relations such as

1. Producing television and radio spots on democracy and the elections.
2. Reporting the election developments
3. Producing live talk shows on the election.

4. Promoting the elections via the National Assembly web site and Members of the House of Representatives newsletter and the Parliament Radio station.

**During the election day and the announcement of the election result**

Public Relations such as

1. Producing special programs on the Election Day.
  2. Reporting election news and election atmosphere.
  3. Informing new Members via media about the dates for them to report to Parliament and to bring necessary reference materials with them for report.
-