Membership of the Summit
The Summit consists of the Heads of State or Government of the Partner States.

If a member of the Summit is unable to attend a meeting of the Summit and it is not convenient to postpone the meeting, that member may, after consultation with other members of the Summit, appoint a Minister/ Cabinet Secretary of Government to attend the meeting. A Minister/Cabinet Secretary so appointed has, for purposes of that meeting, all the powers, duties and responsibilities of the member of the Summit for whom that person is acting.

Meetings of the Summit
The Summit meets at least once in every year and may hold extraordinary meetings at the request of any member of the Summit.

The tenure of office of the Chairperson of the Summit is one year and the office of the Chairperson is held in rotation among the Partner States.

The decisions of the Summit are by consensus.

The Summit discusses business submitted to it by the Council and any other matter that may have a bearing on the Community.

Subject to the provisions of the Treaty for the Establishment of the East African Community, the Summit determines its own procedure, including that for convening its meetings, for the conduct of business and for the rotation of the Office of Chairperson among the members of the Summit.

Functions of the Summit
The Summit gives general directions and impetus as to the development and achievement of the objectives of the Community.

The Summit considers the annual progress reports and such other reports submitted to it by the Council as provided for by the Treaty.

The Summit reviews the state of peace, security and good governance within the Community and the progress achieved towards the establishment of a Political Federation of the Partner States.

Subject to the Treaty, the Summit may delegate the exercise of any of its functions, subject to any conditions that it may think fit to impose, to a member of the Summit, to the Council or to the Secretary General.

The Summit causes all rules and orders made by it under the Treaty to be published in the Gazette; and any such rules or orders come into force on the date of publication unless otherwise provided in the rule or order.