How to Write Legislation

A comprehensive guide to the SGA legislative process
Types of Legislation

- General members of the Association can write two types of legislation
  - Resolution: formal expressions of the opinion, will, or intent of the Senate
  - Senate Bill (Amendment): A specific change in the Journal’s Bylaws or Statutes
How to Write a Resolution

Formulation
• Think of an opinion, recognition, or action the Senate should take

Use SGA’s template
• Templates are available at: http://webs.wichita.edu/?u=sga&p=/publicinformation/resolutionsamendments/
• Write your resolution using the template

Talk to Chief of Operations
• This officer will help you make sure everything is in a presentable condition
• They can also help you write the resolution, in general, if requested
• Email: sga.coo@wichita.edu

Inform SGA VP
• Request to the VP that your item be presented to the Senate
• The VP will place your item on the Agenda of a Senate meeting
• Email: sga.vice.president@wichita.edu

Senate presentation
• VP will inform you of when the resolution will be on the floor
• You have the option of reading the resolution

Senate action
• Resolution is either passed, failed, or tabled

Executive action
• Depending on passage, the President signs the resolution officially making it enacted
How to Write a Senate Bill (Amendment)

**Formulation**
- Think of an action changing the Journal that the Senate should take
- Reminder: this needs to be a specific change to the Journal’s writing

**Use SGA’s template**
- Templates are available at: [http://webs.wichita.edu/?u=sga&p=/publicinformation/resolutionsamendments/](http://webs.wichita.edu/?u=sga&p=/publicinformation/resolutionsamendments/)
- Write your bill using the template

**Talk to Chief of Operations**
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**Inform SGA VP**
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**Senate presentation**
- VP will inform you of when the bill will be on the floor
- You have the option of reading the bill

**Senate action**
- Bill is either passed, failed, or tabled

**Executive action**
- Depending on passage, the President signs the Bill officially making it enacted