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

Disclaimer:
This document may not fully reflect current Association rules. This document is subject to all procedures and policies of the Association and its Legislative Journal. Please contact the SGA Chief of Operations for inquiries.
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 may 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 may sign 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
- Research the Legislative Journal. It is available at: http://webs.wichita.edu/?u=sga&p=/publicinformation/legislativejournal/
- 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/
- Write your bill using the template

Talk to Chief of Operations
- This officer will help you make sure everything is in a presentable condition
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Inform SGA VP
- Request to the VP that your item be presented to the Senate
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- Email: sga.vice.president@wichita.edu

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 may sign the Bill officially making it enacted