



WICHITA STATE  
UNIVERSITY  
*STUDENT GOVERNMENT  
ASSOCIATION*

# 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](mailto: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](mailto: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
- They can also help you write the bill, in general, if requested
- Email: [sga.coo@wichita.edu](mailto:sga.coo@wichita.edu)

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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 may sign the Bill officially making it enacted