

Legislation 101



Your guide to writing legislation!

By:

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With Help from

Tony D'Ambrosio

GLACURH Parliamentarian

Things to think about before writing legislation:

- What could be improved on in the organization?
- What are current practices that are in place that do not make sense?
- Do the positions that are in place in the organization fit with how the organization runs?
- Are there certain parts of the constitution that have not been used in a long time?
- Are there new ways to improve the function of the organization for members?
- Would my institution approve of the current wording in the governing documents?

Basic Set-up of Legislation:

Whereas Statements (Preamble):

To give background information about what you are changing and also to explain why you are proposing the legislation.

Ex. Whereas GLACURH is a continually progressing organization

Be it Resolved that Statements:

Tells what part you are changing, inserting, or striking.

Ex. Resolved, That Article XIV, Section One, Paragraph J read as follows:

Be it Further Resolved that Statements:

These statements have a few different purposes and are basically additions to the Be it resolved that statements:

- To help the part you are changing fit into the governing document
- To renumber/reletter parts after the changes
- Tell when the legislation will take effect
- To make additional changes to the governing document

Ex. Resolved, That the first School of the year award shall be awarded at GLACURH 2005.

Things to Include on Legislation:

- Name of person/people who wrote the piece
- The position they hold and the institution they are From
- Title of Legislation (should be the main purpose of the piece)
- Whereas statements
- Therefore Be It Resolved That statements
- Be it Further Resolved That statements
- Article(s), section(s), subsection(s) you are changing, adding, striking, etc.
- How exactly you want it to read
- Use strikethrough for striking words
- Use bold for additions

Tips from your Parliamentarian: Tony D'Ambrosio

Like all forms of documentation, there are certain punctuation and formatting rules that need to be followed when writing a resolution (or piece of legislation). In the preamble (whereas statements), each reason is written as a separate "Whereas" statement followed by a comma, and the next word will begin with a capital letter. The preamble, regardless of how many paragraphs it is, should never contain a period. Each paragraph should end with a semicolon, especially the next to last paragraph, with the word "and" (which is optional for the preceding paragraphs also). The last paragraph of the preamble should end with a semicolon and an expression such as "therefore" or "therefore, be it" with no punctuation following it and is placed at the end of a preamble paragraph and never at the beginning of a resolving paragraph.

The word "*Resolved*" is underlined or printed in italics, and is followed by a comma and the word "That" - which begins with a capital "T". If there is more than one resolution clause, they should each be in their own paragraph. Each paragraph begins with the words "*Resolved*, That" and ends with a semicolon (followed by the word "and" at least in the case of the next to last paragraph) and ends in a period in the case of the last paragraph.

Ex.

Whereas, The... [text of first preamble clause];

Whereas, ... [text of the next or last preamble clause]; and

Whereas, ... [text of the last preamble clause]; now, therefore,
be it

Resolved, That... [stating action to be taken];

Resolved, That... [stating further action to be taken]; and

Resolved, That... [stating still further action to be taken].

In the Board Room

Bringing it to the floor:

Before you get to GLACURH, you will have each piece of legislation and it will be lettered as a Main Motion. The chair may suggest which order pieces be brought up, but otherwise it does not matter which piece is brought to the floor first. To bring a piece of legislation to the floor, all you have to say is "I move to bring Main Motion H to the floor." If it is seconded and no one objects, then the piece is brought to the floor.

Reading of the Main Motion:

After the motion is brought to the floor, there is the reading of the main motion. If you want to waive the reading of the main motion, all you have to do is say "I move to waive the reading of Main Motion A." If it is seconded and not objected, then reading will be waived.

The Proponent Speech:

This is a time given after the piece of legislation is brought to the floor. The person who wrote the piece of legislation gives the main points of why this piece is important. If more than one person wrote the piece, the authors usually designate one person who speaks on behalf of the piece. If of the other authors want to add anything during the speech, the main speaker can yield to them.

Questioning:

After the proponent speech, there is a time for questions and answers. The author of the legislation will field questions on the piece of legislation. Again if there is more than one author, the main speaker for the piece can yield to the other authors to answer the question. When you write a piece of legislation it is important to think about what questions people may have on the piece and know exactly what the piece will do if passed.

Still Not Sure if You are doing it
Right? Ask your RBD!
(especially your RCC and Parliamentarian!)

Great Lakes Affiliate of College and University Residence Halls Proposal Form

Conference Host School Incentive

WHEREAS, The Conference host schools put a lot of time and hard work into putting on a conference;

WHEREAS, Conference host schools deserve recognition;

WHEREAS, GLACURH currently has no incentive for conference host schools that turn in their wrap-up reports, conference excess, and financial receipts on time; **AND**

WHEREAS, NACURH pays for the affiliation dues for the National Conference Host School submits an acceptable wrap-up report on time; **NOW, THEREFORE, BE IT**

Resolved, That a new line item be added under “Recognition” titled “Conference Host School Incentive”;

Resolved, That a new Section Five be added to Article XII, be titled “Host School Incentive”, and read as follows:

A. Upon receipt of an acceptable wrap-up report, GLACURH shall cover the host school’s affiliation dues and NRHH Chapter (when applicable) affiliation dues for the upcoming affiliation year.

Resolved, That a new Section Four be added to Article XIII, be titled “Host School Incentive”, and read as follows:

A. Upon receipt of an acceptable wrap-up report, GLACURH shall cover the host school’s affiliation dues and NRHH Chapter (when applicable) affiliation dues for the upcoming affiliation year.

Submitted by: Nikki Overway, GVSU NRHH and Ty Krueger, GLACURH AD-FA

Main Motion # C Yes: _____ Date: _____
Amendment # _____ No: _____
Abs: _____ Time: _____