



LEGISLATIVE  
INTERNSHIP  
GUIDE **2020**



EUROPEAN UNION

**PLAC**

POLICY AND LEGAL ADVOCACY CENTRE





# **Legislative Internship Guide 2020**



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# INTRODUCTION

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This legislative internship guide is for young professionals participating in the PLAC Legislative Internship Programme (LIP). The internship aims to lay a strong leadership foundation in legislative practices and processes for interns.

The guide has two parts – Part One, which lays out the LIP policies, procedures, guidelines and working conditions for deployed legislative interns and Part Two, which provides general information about the Nigerian Legislature, its structure and functions as well as basic information on civic responsibility. It is not a contract of employment nor is it a guarantee for a job offer. It is not intended to create contractual obligation of any kind with PLAC.

No provision in this legislative internship guide and expected standard of conduct can be waived without the express written permission of PLAC; and if so granted, shall apply to the intern to whom the permission was granted.

In case of any change in the policy or procedure, PLAC will effectively communicate such to the interns in a timely manner, however, the interns shall be responsible for keeping abreast of the internship policies, procedures and working conditions.

Interns are expected to refer any questions, inquiries or opacities about the programme to PLAC for clarification. This guide attempts to provide answers to questions that may arise during the course of the Legislative Internship Programme.

Wishing you a successful internship !!!



# PART ONE

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## A . GENERAL INFORMATION ON THE LEGISLATIVE INTERNSHIP PROGRAMME

### 1. Purpose of the Internship

The Legislative Internship Programme (LIP) provides a platform for young Nigerians to gain practical insight of legislative practice and processes while serving within a Legislative Committee, Department or Office at the National Assembly. The interns will spend a total of 40 hours per week observing plenary sessions, attending public hearings and participating in their assigned Committee work for 10 (ten) consecutive weeks to acquaint themselves with legislative skills and procedure which will be played out during a mock legislative assembly session known as the Model Legislative Assembly (MLA) at the conclusion of the programme

The objectives of the programme are to:

- Provide interns the opportunity of having a comprehensive understanding of legislative practices and processes;
- Create a platform for interns to understand functions and operations of the Nigerian Legislature;
- Help interns understand the importance of self-discipline, social trust and obligations to the society as Nigerian citizens;
- Enhance Interns' observatory and critical thinking skills about political issues;
- Improve interns' practical knowledge and development of a professional orientation towards politics.

### 2. Learning Objectives for Legislative Interns

Under the Legislative Internship Programme, the learning objectives of interns shall include the following:

- Learning the methods involved in researching legislation for committee assignments;
- Gaining knowledge of the foundation and framework of legislative processes;
- Learning legislative terms, language and appropriate usage;
- Getting familiar with legislative documents (Hansard, Notice Paper, etc.);
- Learning the law-making process – how a Bill is passed into law
- Understanding the functions and processes of a Legislature

### 3. Responsibility of the Intern

An intern's main responsibility is to provide assistance and support to the Legislator



or Committee to whom s/he is assigned. Any assigned task has to be completed in a timely manner. The intern is expected to work with professional etiquette at all times.

#### **4. Duties of the Intern**

- Provide administrative assistance to the Committee Clerk;
- Attend meetings, take notes, write briefs, minutes and reports where required;
- Conduct research on proposed legislation, highlighting implications;
- Analyse Bills, motions, other legislative documents and write opinions on them;
- Observe proceedings during plenary and report on them;
- Speech writing
- Public relations
- Carry out other related duties as may be assigned by the Committee Clerk / Supervisor

#### **5. Requisite Knowledge and Skills**

The intern is required to have the ability to:

- File and arrange documents;
- Express themselves accurately in spoken and written English;
- Plan, implement and manage assigned tasks;
- Cordially relate with colleagues;
- Be professional at all times;
- Conduct themselves with decorum
- Use the computer effectively (having good knowledge and use of Microsoft Office packages)
- Comply with instructions

#### **6. Status of the Intern**

Interns are not employees of PLAC or the National Assembly, nor does the internship guarantee employment in PLAC, National Assembly or any other organization.

#### **7. Financial Support**

Interns will receive a stipend to cover lunch and transportation. PLAC will not provide nor pay for accommodation for interns. PLAC will disburse the stipend weekly upon submission of a duly completed timesheet signed by the intern's supervisor. Interns are expected to appear in person to collect their weekly stipends from PLAC's Accounts Officer.

#### **8. Programme Requirements and Evaluation**

##### **a) Orientation/Induction**

The Orientation/Induction programme is mandatory for all interns. The orientation prepares the intern for the tasks ahead throughout the programme and equips them

with the necessary tools for a successful internship. Interns are expected to improve on knowledge gained through orientation with practical experiences gained during the period at the National Assembly.

**b) Mid Term Review**

Midway through the internship programme, a mid term evaluation will be conducted to assess the performance and experience of interns, get early feedback on the progress of interns and determine the areas for improvement as the programme heads towards conclusion.

**c) Debriefing Session**

Upon completion of the programme, interns shall meet with PLAC staff for a debriefing session where they shall share their experiences from the internship and the extent to which it has met expectations. Interns will be required to fill out an assessment card or evaluation form to provide feedback on the programme. The assessment which shall form part of PLAC's final report of the programme will be posted on PLAC's website.

**d) Model Legislative Assembly**

The Legislative Internship Programme shall conclude with a simulation of a mock legislative session by interns with PLAC staff, CSOs, Legislators, and other dignitaries sitting in to observe. Interns will re-enact a legislative plenary session around topical issues plaguing the country and draw up resolutions from deliberations.

**9. Reports**

The intern is expected to prepare and submit a mid- term report (half way into the programme) and a final report at the end of the programme, on activities and experiences garnered over the course of the programme. The report is to record the intern's personal development and experiences throughout the internship programme and measure expectations. A template of the format of the report is annexed to this Guide.

**10. Deployment of the Intern**

Interns do not choose offices/committees they will be deployed to. PLAC will collaborate with the National Assembly in deploying interns. Interns' interests, course of study, attributes and other factors will be considered in assigning them to a legislative committee or office. Because of the staff and committee differences between the House of Representatives, Senate and other Legislative offices, each intern may have a significantly different experience from their other colleagues.

**11. Entry Permit**

PLAC will assist interns to obtain entry permits into the National Assembly. Interns would



be required to submit **two passport photographs** to get this pass. The entry permit identifies the internship participant as an intern and allows them entry into the premises; and must be carried at all times. Note that the entry permit is only valid for the period of the internship and will not be renewed at the conclusion of the programme. The permit must never be used for any purposes other than the internship.

## **12. Appropriate Dress Code/Appearance**

The National Assembly is a professional work environment, therefore interns are expected to dress in a professional and appropriate manner. Interns are seriously advised that the National Assembly security is very strict about enforcing dress codes and putting on attire deemed to be inappropriate could lead to interns being denied entrance into the National Assembly premises. Ladies are particularly advised to note that sleeveless tops or dresses are not allowed. Interns may discuss specific dressing requirements with PLAC or their assigned supervisor early in the internship to avoid awkward situations or embarrassment by National Assembly security.

## **13. Intellectual Property**

Interns are required to adhere to the copyright agreement in their offer letter. PLAC retains the rights to all the work produced during the internship programme. Special approval is required for an intern to use any of the work outside the organization in accordance with the agreement.

## **14. Grievances**

Should an intern have serious concerns during the internship, they should feel free to contact their supervisors or PLAC. To avoid any misunderstanding, it is recommended interns obtain clarification on any matters from PLAC or their supervisor as they begin their assignment. If, at any time during the course of the internship an intern has any questions or issues with his/her Committee, or concerns about completing the internship, the intern should contact PLAC.

## **15. Social Media**

Every intern should carefully scrutinize any material or information that they will post on social media about the internship. It is pertinent to know that any information shared online, even when deleted is already public and cannot be completely retrieved. Any information on the National Assembly must be duly cleared with the Committee or office involved and PLAC before it can be shared on social media. Note that PLAC would not be responsible for inappropriate or irresponsible online posts by the interns.

## **16. Confidential Information**

In any situation, confidential information should be kept confidential. Any intern who happens to be privy to confidential information or matters should endeavour to treat same as confidential. An intern may not use a Legislator's name to extract information of any kind from anyone without due permission.

### **17. Use of E-Mail and Computer**

As a general rule, emails and computers should be used for official purposes. PLAC prohibits the use of office equipment for personal use and the use of electronic communication for unethical purposes such as harassment, intimidation, plagiarism or gambling. No form of fraudulent activity is permitted at any time using PLAC's office equipment or email. Interns can use their personal computers for whatever they wish; however, cautious use of electronic devices is advised, especially as a Legislative Intern. Any form of email or electronic communication that could cause harm of any sort to the reputation of the intern or PLAC must be totally avoided.

### **18. Change in Address or Status**

Interns must keep PLAC apprised at all times of their current contact information. Any changes in internship status (hour reduction or dismissal) must be reported immediately to PLAC.

### **19. Absence from Work**

Permissible work absences include illness, family emergency or other serious circumstances. Due to the nature of the assignment, an intern may not withdraw from his/her primary place of assignment except under justifiable circumstance, which must be cleared by PLAC. Interns are also expected to communicate their absence as quickly as possible to the appropriate PLAC staff and supervisor.

### **20. Professional Conduct**

An intern is expected to conduct himself/herself with a high sense of decorum. The intern's dressing, body language and mannerism should be professional at all times throughout the programme, at official hours. The intern has a right to appear any way they choose during their personal days, but official hours must be strictly respected. The conduct expected of the interns include but are not limited to ;

- Reporting to the Internship on time
- Attending and participating in any orientation, training or meeting as required by PLAC
- Behaving in a positive , professional and legal manner
- Accepting responsibility and accountability for decisions and actions taken during the Internship
- Ensuring that interactions with legislators, legislative staff, the public ,PLAC and fellow interns are conducted with dignity and respect

### **21. Intern Warning Notice**

An intern will receive a warning notice if they fail to comply with any of the provisions of this guide. Three violations and corresponding warning notices will earn the intern a

dismissal from the programme. An Intern may be removed from the internship for conduct that is deemed inappropriate and in violation of the objectives of the programme.

## **22. Non-Discriminatory Policy**

PLAC adheres to a strict non-discrimination policy in its treatment of interns. Religion, gender, ethnic group, background, orientation, age or state of origin does not affect benefits under the programme. The Legislative Internship Programme complies with applicable Nigerian labour laws.

## **23. Safeguard Policy**

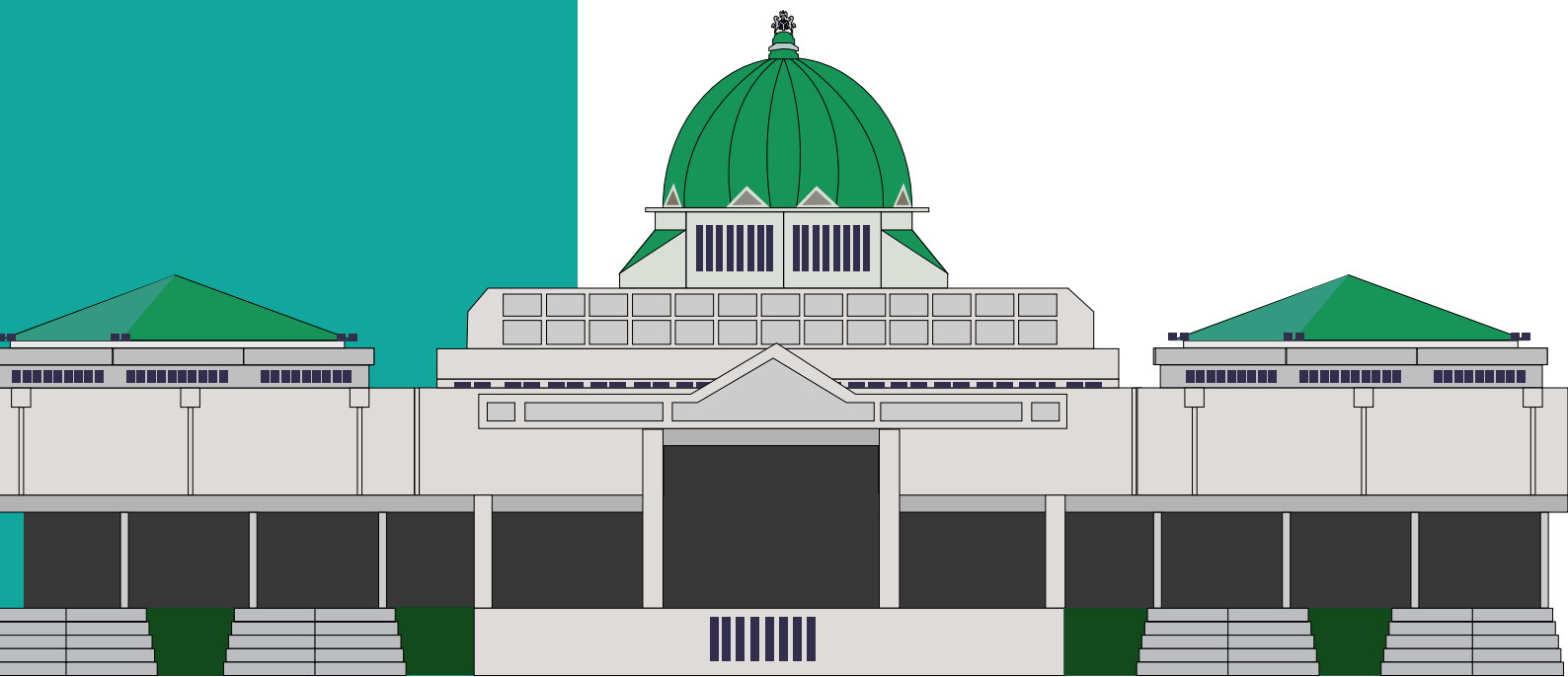
PLAC is mandated to be conscious of sexual harassment and abuse of any sort. All PLAC legislative interns have a right to work in an environment free from all form of discrimination and harassment. PLAC believes sexual harassment is a form of misconduct that undermines the integrity of the internship and demeans both sexes. Verbal or physical behaviour towards PLAC interns that constitute unsolicited or unwelcome sexual overtures or conduct is forbidden and illegal.

## **24. Health and Safety**

Interns should ensure they adhere to all COVID-19 safety precautions and protocols within the premises of the National Assembly and PLAC or any other activity during the Internship. Masks should be worn at all times and social distancing should be observed. Interns are expected to report to the relevant authorities if they experience any symptoms of the corona virus.







## PART TWO

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### B. INFORMATION ON THE NIGERIAN LEGISLATURE

#### 1. GENERAL INFORMATION

##### a. The Meaning of the Term "Legislature"

A Legislature is a governing body in a democratic dispensation, which has the responsibility to make laws for the State. The term is derived from the Latin word "legis" which means "law" and "lature" which means "the place"; so etymologically, "Legislature" means a place for law-making. It is synonymous to the term "Parliament", derived from the French word, "parley", which means, "to talk", "let's discuss or deliberate". Literally, the Legislature is that organ of the government, which passes the laws of the government, has the responsibility to formulate the will of the State and vest it with legal authority.

In Nigeria, the Legislature is an assembly of elected representatives of the people and represents national public opinion and power of the people. The 1999 Constitution of the Federal Republic of Nigeria, (as amended) vests the legislative powers of the Federal Republic of Nigeria in the National Assembly under Section 4(1). The National Assembly consists of two chambers – the Senate and House of Representatives which are also colloquially referred to as the "red chambers" (the Senate) and the "green chambers" (House of Representatives) because of the colour of their seats in the National Assembly. The House of Representatives is also commonly referred to as "House".

##### b. Powers of the Legislature

Section 4(2) of the 1999 Constitution (as amended) vests the Legislature with the powers to make laws for the peace, order and good governance of the Federation with respect to matters included in the Exclusive Legislative List set out in Part I of the Second Schedule of the Constitution.

##### c. What the Nigerian Legislature Does

The Nigerian Legislature has the following functions ;

**Law-making:** The Legislative or law-making function of the National Assembly as stipulated in the 1999 Constitution is the foremost function of the Nigerian Legislature. It formulates the will of the State into laws and gives it a legal character. It transforms the demands of the people into authoritative laws or statutes. The Legislature reflects public opinion over various issues and debates them to ensure value for the people.

In addition, the Legislature can amend or repeal a law by sponsoring a Bill for that purpose.

**Oversight:** The Legislature exercises oversight functions over the Executive arm of the government. It has the power to scrutinize executive decisions, orders, actions and directives, as well as vet and approve government appointments. As part of its oversight duties, the Legislature is the custodian of the national purse; as no public fund can be expended by the Executive without its approval.

**Representation:** Another primary function of the legislature is to represent the will of the people who elected them into office. The lawmakers are voted into office by citizens within their constituency in order for them to represent their interests at the national level.

#### **d. What You Need to Become a Legislator**

Any citizen of the Federal Republic of Nigeria can become a legislator if they meet the following criteria as provided under Section 65 of the 1999 Constitution (as amended): -

- 35 years old and above (for the Senate); and 25 years old and above (House of Representatives)
- educated up to at least School Certificate level or its equivalent
- member of a political party and is sponsored by that party.

Where such person has voluntarily acquired another citizenship of another country other than Nigeria and has declared allegiance to such a country, such person may be ineligible to be a legislator. In addition, if such a person is found to be of unsound mind, adjudged bankrupt or sentenced to death or imprisonment, such a person shall not be qualified to be a legislator.

#### **e. Meaning of Some Common Legislative Terms**

The Legislature has its vocabulary and certain terms commonly used are: -

**Chambers:** The chambers refer to the two houses of the National Assembly. A legislative chamber is a deliberative assembly within a legislature. In Nigeria, one chamber meets and votes separately from the other, except in special circumstances. As Nigeria's National Assembly has two houses or chambers, it is referred to as a **bicameral legislature**.

**Session:** A Session is the period of time in which a Legislature is convened for the purpose of enacting legislation. Each session usually consists of several sittings.

There are different types of sessions, namely: -

- **Regular Session:** Also referred to as a **"Plenary Session"** in the National

Assembly. It is the normal sitting day for the legislators, which occurs throughout the course of the year. The regular sessions of the National Assembly are on Tuesdays, Wednesdays and Thursdays of every week.

- **Special Session:** A special session can either be closed, joint or valedictory. A **Closed session** of either the Senate or House of Representatives occurs where members would want to deliberate on matters of high importance and utmost sensitivity, such as national security or impeachment of the President. The session is held in private away from the public due to the sensitive nature of the matter to be discussed. A **Joint session** occurs when both houses converge for a purpose such as the presentation of the budget by the President. A **Valedictory Session** is usually held in honour of a deceased member, whether past or serving.
- **Length of Session/Sitting:** The length of a session should not be less than 181 days in a year as is provided in the Constitution. This means that both Houses must sit for at least 181 days in a year. The National Assembly runs on a legislative calendar and both houses usually suspend sittings for their vacation in the month of August, and do not sit on public holidays. Sessions are commonly referred to by the name of the body and an ordinal number representing a particular session or term; for example, the 1st Session of the 8th Nigerian National Assembly. Presently, Nigeria is in its 2nd Session of 9th National Assembly (2019 – 2023).
- **Compensation:** Section 70 of the 1999 Constitution provides that a member of the Senate or House of Representatives shall receive such salary and other allowances as the Revenue Mobilization and Fiscal Commission (RMAFC) may determine.
- **Legislative Symbols:**
  - **The Mace** – is the symbol of authority of the National Assembly. The National Assembly cannot sit without the mace being present. The mace is usually carried into the chamber by the Sergeant-at-Arms on his right shoulder before the Senate President or Speaker of the House of Representatives makes an entrance. When the House of Representatives or Senate is sitting, the Mace lies on the table in front of the Presiding Officer, resting in the upper brackets. However, when the House sits as a Committee, the Mace is moved to the lower brackets.
  - **The Gavel** – vests the presiding officer with the power to preside all regular and special meetings of the National Assembly. The presiding officer, who could

be the Senate President, his deputy, Speaker of the House or his deputy, may conduct all meetings using the gavel in accordance with legislative procedure contained in the Rules governing the chamber. The gavel may also be used during the meetings of the Committees of the National Assembly.

## **2. NATIONAL ASSEMBLY LEADERSHIP PRESIDING OFFICERS**

### **I. President of the Senate**

The President of the Senate is elected by all Senators to preside over the Senate as its highest-ranking principal officer. His/Her primary functions include the signing of Votes and Proceedings of the Senate, receiving all communications addressed to the Senate, signing of all resolutions, writs, warrants and subpoena issued by an order of the Senate and interpreting the Standing Rules guiding the Senate. He/She presides over the sittings and ensures orderly presentations of motions and debate by Members.

### **II. Deputy President of the Senate**

The Deputy Senate President is elected in the same manner as the Senate President. In the absence of the President of the Senate, the Deputy presides over all the sittings and performs all the duties of the Senate President.

### **III. Speaker of the House of Representatives**

The Speaker is elected by the members of the House of Representatives as its highest-ranking principal officer. His/Her primary functions include the signing of the Votes and Proceedings of the House of Representatives, receiving all communications addressed to it, signing resolutions, writs, warrants and subpoenas issued by an order of the House and interpretation of its Standing Rules. He presides over the sittings and ensures orderly presentations of motions and debate by Members.

### **IV. Deputy Speaker of the House of Representatives**

The Deputy Speaker performs all the functions of the Speaker in his absence during sittings and other required areas.

### **V. Majority Leader**

Both Houses of the National Assembly have Majority Leaders. The Majority Leader is nominated from the party with the highest number of Senators/Honourable Members. His/ Her roles include leading the business of the Senate/House, managing the legislative schedule of the Senate/House of Representatives, liaising with Committee Chairmen and other functionaries of the Senate/House of Representatives.

### **VI. Minority Leader**

The Minority Leader is nominated from the minority parties in the Senate or House of Representatives with the powers to liaise with the Senate or House majority leaders,

second motions for the parties on major issues, second motions on formal and non-partisan business of the House or Senate and other duties that the Senate President or Speaker may assign.

## VII. Whips

- a. **Chief Whip** - The Chief Whip of the Senate or House of Representatives is nominated from the party with the highest number of seats in the chambers. Their functions are to maintain order and decorum in the chambers, including managing the affairs of his party during meetings and organizing the party members in divisions and debates on the floor of the Senate or House of Representatives.
- b. **Deputy Chief Whip** - The Deputy Chief Whip assists the Chief Whip in his functions.
- c. **Minority Whip** - The Minority Whip is nominated from the minority parties in the Senate or the House of Representatives to ensure attendance of members of the Senate or House of Representatives of the minority parties. As the Chief Whip, s/he ensures order and decorum in the chambers.
- d. **Deputy Minority Whip** – The Deputy Minority Whip assists the Minority Whip in his functions.

## VIII. Legislative Staff

- a. **Clerk** – A Clerk is a civil servant recruited under the Federal Republic of Nigeria's Public Service Rules as part of National Assembly's bureaucracy. The Clerk provides lawmakers with administrative services that support the National Assembly's performance of its responsibilities. The Clerk of the National Assembly and of both chambers for instance serves as an adviser to the President of the Senate or Speaker of the House of Representatives; circulates the Order Paper to Senators or Members at plenary; keeps minutes of the proceedings of Senate/ House of Representatives/ Committee of the Whole, votes, records and other documents.

There are Clerks at different levels of the bureaucracy, the highest ranking being the Clerk of the National Assembly who is the head of the National Assembly bureaucracy and who is assisted by the Deputy Clerk to whom he can delegate his functions. There is a Clerk of the Senate and Clerk of the House of Representatives, both of whom are also high-ranking staff of both chambers of the National Assembly respectively. There are also Clerks at the Committee level known as Committee Secretaries.

- b. **Sergeant-at-Arms** – The Sergeant-at-Arms is the chief security officer of both Houses of the National Assembly. S/he maintains order during legislative sittings



under the direction of the Presiding Officer/ President of the Senate or Speaker of the House of Representatives. The Sergeant-at-Arms strictly enforces the rules relating to the privileges of both Chambers; ensuring that no person enters any room reserved for Senators or Honourable Members during sittings and ensuring that the floor is cleared of all persons except those privileged to remain until 10 minutes after adjournment. The Sergeant-at-Arms is responsible for keeping the Mace safe.

### 3. LEGISLATIVE COMMITTEES

A Legislative Committee is a body of legislators appointed to handle certain business in a specialized area and report back to the plenary. It is a unit within a legislative chamber that allows groups of legislators to review proposed Bills before the Senate or House of Representatives or matters of public interest that require input by the National Assembly or from an Executive decision or policy. While a Committee is headed by a Chairman, a Clerk of a Legislative Committee provides administrative support and manages the affairs of their respective Committees.

#### Types of Legislative Committee

- **Standing Committee**

A Standing Committee is a permanent committee established by the Rules of the Senate or House of Representatives to which Bills and resolutions are assigned for consideration. Example of standing committees are Committee on Rules and Business, Committee on Appropriations etc. Some Committees are also required to be established within the first fourteen legislative days following the first sitting of the Senate or House of Representatives in accordance with their Standing Rules. Often designated as ***Special Committees***, they perform specialized functions quite different from those in standing committees. Examples of these Special Committees are the Senate Committee on Ethics, Privileges and Public Petitions, the House Committee on Public Petitions, Senate and House Committee on Selection etc.

- **Ad-hoc Committee**

An Ad-hoc Committee is constituted to deal with very pressing or specific issues. The National Assembly sets up Ad-hoc Committees with very definite mandates to be achieved within specific, usually short, time frames. An example is the Ad-hoc Committee on the Review of the 1999 Constitution which is usually set up to receive and review memoranda from the public on issues surrounding Constitution review.

- **Joint Committee**

A Joint Committee is established by concurrent resolution and composed of members drawn from both chambers of the National Assembly. It is usually constituted to save

time in the hearing of witnesses or subjects under consideration by both Houses.

Other Committees that may be constituted at the National Assembly are :

**“Conference Committee”** which is used in reference to a Committee with members appointed from both chambers of the National Assembly to resolve differences between both chambers on measures previously adopted by both Houses of the National Assembly.

**“Committee of the Whole”** is the full membership of the House sitting as a Committee to hear witnesses or discuss legislation without making a decision.

#### 4. CONSTITUENCIES

A constituency is a geographical area that a legislator represents in the National assembly (also known as electoral district). Citizens residing in the area governed, represented or served by an elected member of the National Assembly are called constituents.

Constituents expect their representatives to bring their concerns to the fore at the national level and push for the passage of laws that will help improve their lives and wellbeing.

There are 109 Senatorial Districts in Nigeria with each Senator representing a district; and 360 Federal Constituencies with each member of the House of Representatives representing a constituency.

#### 5. LAWMAKING PROCESS – FROM BILL TO LAW

The process of lawmaking requires periods of discussions and consideration of interests before a Bill can be passed into law. In simple terms, a Bill means a draft of a proposed Law (which could be an amendment or repeal to an existing Law or the creation of a new Law ) There are two types of Bills; Private Bills and Public Bills. The Private Bill affects citizens or co-operations while a Public Bill applies to the general public.

##### a. STAGES OF A BILL

- I. **Introduction and First Reading of Bills** – The Clerk of the House introduces a Bill by reading out its short title and gives a brief background on the Bill. The Rules and Business Committee gives an appropriate date for the second reading to allow the members study the Bill.
- II. **Second Reading Stage** – At the second reading, the members will debate on the general merits and principles of the Bill. The Bill sponsor then moves a motion for the Bill to be read the second time, and the members vote at the prompt of the presiding officer – Senate President or Speaker of the House of Representatives. The members would vote by saying “yay” if they agree, or

“nay” if they disagree. If the members said “yay”, then the Bill is read a second time, after which it is committed to a Standing Committee unless the House on Motion commits it to the Committee of the Whole.

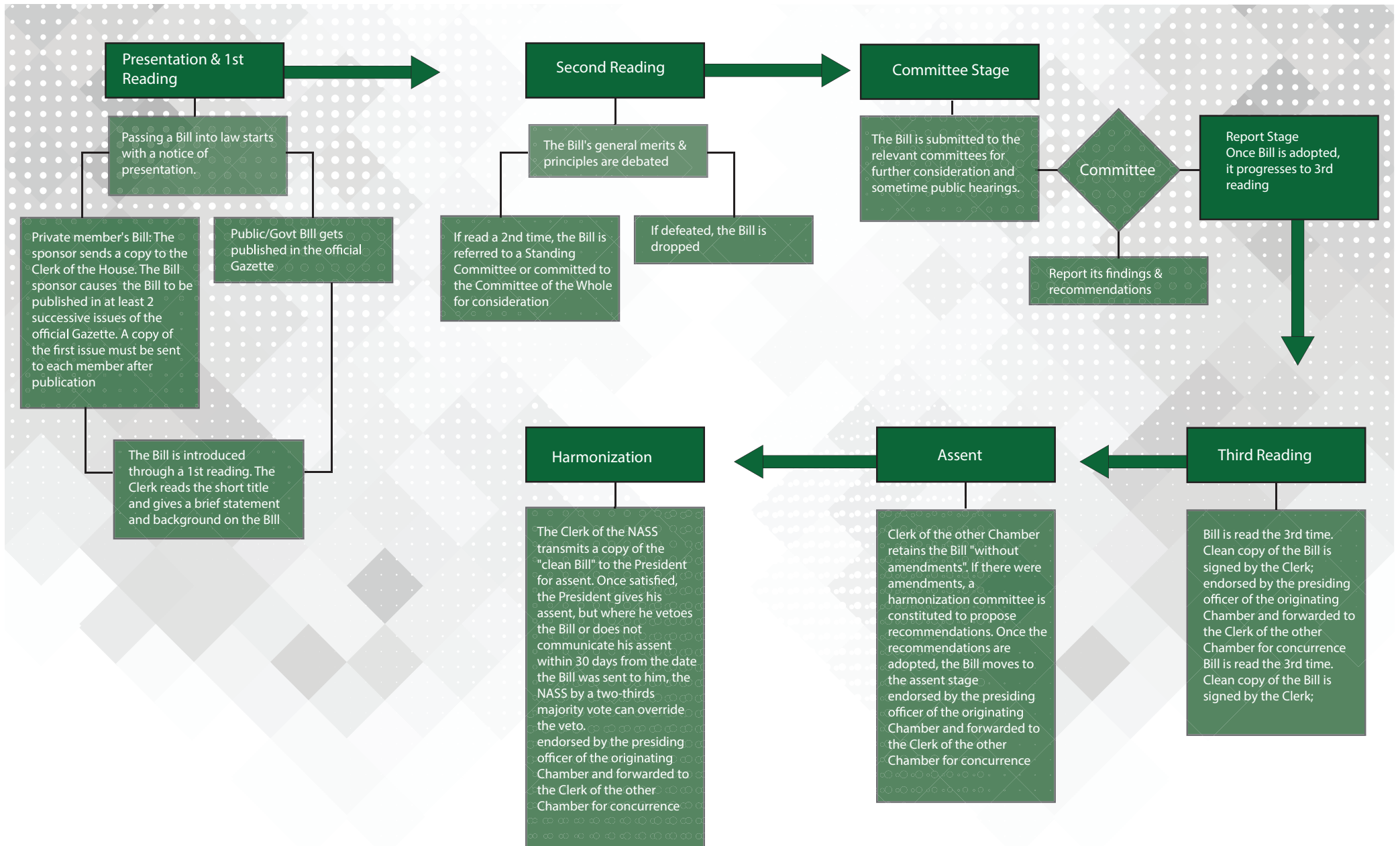
- III. **Committee Stage** – After the second reading, a Bill is referred to a Standing Committee or jointly referred to two or more Committees, where more than one Committee deals with the subject matter of the Bill.

The Committee may approve the Bill unaltered, amend it, re-write it or even block it. However the practice in Nigeria is that a Committee should not “kill” a Bill ,but rather report its findings and recommendations to the House for further action.

- IV. **Third Reading Stage** – At the third reading stage, the Member in charge of the Bill reports to the House that the Committee of the Whole has considered the Bill and passed it with or without amendments and moves for the third reading of the Bill. If the House approves it for third reading, a clean copy of the Bill with all amendments signed by the Clerk of the House and endorsed by the Speaker is sent to the Clerk of the Senate for concurrence and passage. Where the other House concurs with the Bill, its Clerk sends a message to the originating House that it has concurred on the Bill. In the event that the Bill is not acceptable to the other chamber or there is a proposed amendment not acceptable to the chamber it originated from, it may request a Conference of both Houses, after which a conference committee is set up to harmonize differences in the Bill and produce an identical Bill for adoption by each House.

- V. **Assent of the President** - When both Houses have passed a Bill, the Clerk to the National Assembly (CNA) sends a clean copy of the Bill to the President for assent. The President signs the copies upon his satisfaction and returns the signed copies which will now be called an **Act** to the Clerk of the National Assembly, who then prints the Act in triplicate copies. The Clerk forwards the first copy to the President, a second copy to the Chief Justice of Nigeria for enrolment at the Supreme Court of Nigeria and retains the third copy for the National Assembly’s records.

# Infograph on the Law making process - How a Bill becomes Law



## b. PARTS OF A BILL

Typically, Bills introduced to the Legislature contain the following parts :

- **Long Title** describing the main purpose of the Bill
- **Enacting Clause** which is a short statement identifying the authority by which the proposed Law is to be made, it usually states "BE IT ENACTED by the National Assembly.."
- **The Main body** of the Bill contains its various provisions which are divided into clauses and sub-clauses as the case may be
- **A Short Title**, which is a more concise description of the Bill
- **An Explanatory memorandum** that briefly states the provisions contained within the main body of the Bill

# A BILL

## FOR

AN ACT TO AMEND THE SEXUAL OFFENCES ACT 2015 AND FOR RELATED MATTERS

*Sponsored by Hon. Shina Abiola Peller*

[ ] Commencement

BE IT ENACTED by the National Assembly of the Federal Republic of Nigeria:

1           1. Sections 7(2), 7(3) and 7(4) of the Principal Act are hereby  
2 deleted and replaced with a new Section 7(2) to read the "person who  
3 commits an offence of defilement with a child under the age of eighteen  
4 years old is liable upon conviction to imprisonment for life".

5           2. Section 50 of the Principal Act is amended by removing the  
6 words "has the meaning assigned thereto in the Infant Relief Act" and  
7 replace it with "means any person under the age of eighteen years old" to  
8 read "'Child' means any person under the age of eighteen years old"

Amendment of Section 50

9           3. This Bill may be cited as the Sexual Offences Act (Amendment)  
10 Bill, 2019.

Citation

### EXPLANATORY MEMORANDUM

This Bill seeks to amend Sections 7(2), 7(3) and 7(4) of the Sexual Offences Act to delete superfluous provisions which may be misleading and fail to convey the draftsman's intent thereby altering the meaning/application of the Section and replacing same with a more appropriate provision.

Figure 1 Sample of a Bill



## VI. Other Common Legislative Documents

In the course of the Internship, interns would come across various legislative documents that are frequently used in the National Assembly. It is important for the interns to understand the content and purpose of these documents, some of these documents are highlighted below;

- **Journal** is the official record of all Bills presented in a Legislative session.
- **Standing Orders or Standing Rules** is a document that guides the operations of plenary sessions and conduct of lawmakers during plenary. It is called Standing Orders in the Senate, while the House of Representatives refers to it as Standing Rules.
- **Hansard** is a verbatim report of all discussions and contributions of Lawmakers in the chambers in a sitting.
- **Committee reports** were mentioned in the law making process as one of the documents drafted in the Committee stage of law making. In simple terms, Committee reports are written or verbal statements made by a Committee giving the results of an enquiry, status of work or assignment to the National Assembly. For instance, a Committee report may make its findings, observations and recommendations on a Bill including making proposed amendments to such Bills.

**REPORT OF THE CONFERENCE COMMITTEE ON A BILL FOR AN ACT TO ENSURE FULL INTEGRATION OF PERSONS WITH DISABILITIES INTO THE SOCIETY AND ESTABLISH A NATIONAL COMMISSION AND VEST IT WITH THE RESPONSIBILITIES FOR THEIR EDUCATION, HEALTH CARE, SOCIAL, ECONOMIC AND CIVIL RIGHTS, 2018**

**1.0 INTRODUCTION**

Following the consideration and the passage of the Bill for an Act to Ensure Full Integration of Persons with Disabilities into the Society and Establish a National Commission and Vest it with Responsibilities for their Education, Healthcare, Social, Economic and Civil Rights, 2016 by the Senate and the House of Representatives. The Bill was passed on Tuesday, 22<sup>nd</sup> November, 2016 by the Senate while the House of Representatives passed the Bill on Wednesday 18<sup>th</sup>, May 2016, with some differences particularly the arrangement of clauses. The two Chambers of the National Assembly set up a Conference Committee to reconcile areas of differences in the Bill.

Figure 2: Excerpts from Conference Committee Report on the Discrimination Against Persons with Disabilities Bill

2.0 MEMBERSHIP

2.1 SENATE

- i. Senator Obinna J. Ogba - Chairman, Conference Committee
- ii. Senator Mallam A. Wakili - Member
- iii. Senator Kabiru G. Marafa - Member
- iv. Senator Danjuma Laah - Member
- v. Senator Andy E. Uba - Member, and
- vi. Senator Buhari Abdulfatai - Member

HOUSE OF REPRESENTATIVES MEMBERS

- i. Hon. Orker-Jev Emmanuel Yisa - Chairman, (House of Representatives)
- ii. Hon. Aminu Shehu Shagari - Member
- iii. Hon. Lovette Idisi - Member
- iv. Hon. Uchenna Obiageli N. - Member

Figure 3: Excerpts from Conference Committee Report on the Discrimination Against Persons with Disabilities Bill

3.0 CONFERENCE COMMITTEE ACTION

The Conference Committee met on Wednesday, 14<sup>th</sup> March, 2018 and harmonized the differences in the Bill as passed by both Chambers.

S/N	SENATE	HOUSE OF REPRESENTATIVES	COMMITTEE RECOMMENDATION
1.	<p>(1) A person with disability shall not be discriminated against on the ground of his disability by any person or institution in any manner or circumstance whatsoever.</p> <p><i>Penalty</i></p> <p>(2) A person who contravenes subsection (1) of this section commits an offence and is liable on conviction to, if the person is-</p> <p>(a) a body corporate, a fine of N1,000,000; and</p>	<p>1. (1) No person with disability shall be discriminated against on the ground of his or her disability by any person or institution in any manner or circumstance whatsoever.</p> <p>(2) Any person in contravention of the provision of subsection (1) of this section is liable to:</p> <p>(a) if a corporate body, a minimum of ₦250,000 damages payable to the affected person with disability; and</p>	Senate version adopted

Figure 4 Excerpts from Conference Committee Report on the Discrimination Against Persons with Disabilities Bill

Signature Page

Conference Committee Members on Persons with Disabilities (Establishment, etc) Bill, (SB. 022) 2016

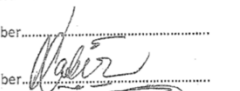

- 1. Senator Obinna J. Ogba - Chairman.....  
Conference Committee
- 2. Senator Mallam A. Wakili - Member.....
- 3. Senator Kabiru G. Marafa - Member.....
- 4. Senator Danjuma Laah - Member.....
- 5. Senator Andy E. Uba - Member.....

Figure 5 Excerpts from Conference Committee Report on the Discrimination Against Persons with Disabilities Bill

- **Notice Paper** is a published document prepared and containing Bills , Motions and proposed activities in the chamber for the week.

9TH NATIONAL ASSEMBLY (2019-2023)  
FIRST SESSION  
No. 22



## HOUSE OF REPRESENTATIVES FEDERAL REPUBLIC OF NIGERIA NOTICE PAPER

Monday 3 February, 2020– Friday 7 February, 2020

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1. **Monday 3 February, 2020**

**Committee Meetings:**

Plan of Legislative Business of the House and Committees for the Week.  
House in Committees

---

2. **Tuesday 4 February, 2020**

**(a) Bills:**

**(i) Consolidation of Bills:**

- (a) A Bill for an Act to Amend the National Youth Service Corps Act, Cap. N84, Laws of the Federation of Nigeria, 2004; and for Related Matters, (HBs. 360 & 488) – (*Hon. Nkeiruka C. Onyejeocha and Hon. Samuel Chinedu Onwuaso*); and
- (b) A Bill for an Act to Further Amend the National Youth Service Corps Act, Cap. N84, Laws of the Federation of Nigeria, 2004 and for Related Matters, 2019. (HB.239) – (*Hon. Halims Abdullahi*).
- (ii) A Bill for an Act to Repeal the Nigeria Minerals and Mining Act, 2007 and Establish the Nigerian Minerals and Mining Commission; and for Related Matters (HB. 87) (*Hon. Dachung M. Bagos – Second Reading*).
- (iii) A Bill for an Act to Establish Nigeria Institute of Plant Protection; and for Related Matters (HB. 109) (*Hon. Henry Archibong – Second Reading*).

**(b) Motions:**

- (i) *Adherence to House Resolutions by Ministries, Departments and Agencies (MDA's) and Need to Optimize the Functions of the Committee on Legislative Compliance:*  
**Hon. Ibrahim Kunle Olarewaju:**
- (ii) *Rehabilitation of Damaged Infrastructure in Darazo/Ganjuwa Federal Constituency of Bauchi State :*  
**Hon. Mansur Manu Soro.**

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Monday 27 January, 2020– Friday 31 January, 2020

No. 22

- 
- (iii) **Call for Reconstruction of Bwari-Gaba Road:**

Hon. Micha Yohanna Jiba.

- (iv) *Need to Revive and Provide Modern Educational Facilities at Almajiri Integrated Schools:*  
Hon. Kabiru Amadu.
- (v) *Need to Establish Farm Settlement Centres in Ikanekpo, Okenyi, Imane, Agaliga and Bagana in Ankpa/Omala/Olamaboro Federal Constituency, Kogi State:*  
Hon. Abdullahi Ibrahim Ali.
- (vi) *Call for Investigation into the Administration and Performance of Donor Assisted Funds for Agricultural Projects:*  
Hon. Awaji-Inombek D. Abiante.

(c) **Consideration of Reports:**

- (i) A Bill for an Act to Repeal the Arbitration and Conciliation Act, Cap. A18, Laws of the Federation of Nigeria, 2004 and Enact the Arbitration and Mediation Bill to Provide a Unified Legal Framework for the fair and Efficient Settlement of Commercial Disputes by Arbitration and Mediation; make Applicable the Convention on the Recognition and Enforcement of Foreign Arbitral Awards (New York Convention) to any Award made in Nigeria or in any Contracting State arising out of International Commercial Arbitration, the Convention on the International Settlement Agreements Resulting from Mediation (the Singapore Convention); and for Related Matters (HB. 91) (*Hon. Mohammed Tahir Monguno*) (*Committee of the Whole: 18/12/2019*).
- (ii) A Bill for an Act to Provide for the Protection of Persons who render reasonable Assistance during Emergency situation occurring at places within Federal Jurisdiction and to serve as a Model to be adopted by the States of the Federation; and for Related Matters (HB. 202) (*Hon. Babajimi Benson*) (*Committee of the Whole: 14/11/2019*)

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**Wednesday 5 February, 2020**

3.

(a) **Bills:**

- (i) A Bill for an Act to Establish Chartered Institute of Trade and Investment to Provide for Investment, Indemnity Assurance Scheme, Trade and Investment Tribunal, Trade and Investment Registry Data Bank; and for Related Matters (HB. 154) (*Hon. Ossai N. Ossai*) – *Second Reading*.
- (ii) A Bill for an Act to Provide for Establishment of Federal University of Sports, Afuze, Edo State and to make Comprehensive Provision for its due Management and Administration; and for Related Matters (HB.628) (*Hon. Julius O. Ihonvbere*) – *Second Reading*.

(b) **Motions:**

- (i) *Call on the Federal Government to Address Erosion Menace in Jabak Town, Maru/Bangudu Federal Constituency of Zamfara State:*  
Hon. Shehu Ahmed.

No. 22

Monday 27 January, 2020– Friday 31 January, 2020

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- (ii) *Need to Utilize Zobe Dam located in Dustin-Ma Local Government Area of Kastina State:*  
Hon. Arm'yau Abdulkadir.
  - (iii) *Call on the Independent National Electoral Commission to Create Additional Seven State Constituencies in Rivers State:*  
Hon. Farah Dagogo.
  - (iv) *Urgent Need to Inject Safety and Security Tips in the Scheme of Governance in Nigeria:*  
Hon. Ibrahim Isiaka Ibrahim.
  - (v) *Need for the Nigeria Police Force to Implement Community Policing in their Posting:*  
Hon. Francis Ejiroghene Waive.
  - (vi) *Call on the National Social Insurance Trust Fund (NSITF) to Comply with Resolution of the House of Representatives to Reinstate Eusa Okorie Chidi:*  
Hon. Makwe Linus Makwe.
  - (vii) *Need to Eradicate the Prevalence of Cultism and Cult Killings in Nigeria Tertiary Institutions:*  
Hon. Leke Abejide.
- (c) **Consideration of Reports:**
- (i) A Bill for an Act to Establish the Federal University, Gashua and to make Comprehensive Provision for its due Management and Administration; and for Related Matters (HB. 503) (*Hon. Ahmed Idris*) (*Committee of the Whole: 9/10/2019*).
  - (ii) A Bill for an Act to Provide for Establishment of the Institute of Environmental Practitioners of Nigeria; and for Related Matters (HB. 353) (*Hon. Makwe Livinus Makwe*) (*Committee of the Whole: 9/10/2019*).

4.

**Thursday 6 February, 2020**

(a) **Bills:**

(i) **Consolidation of Bills:**

- (a) A Bill for an Act to Amend the Council of the Regulation of Freight Forwarding in Nigeria Act, Cap. C54 Laws of the Federation of Nigeria; and for Related Matters (HB.176) (*Hon. Patrick Asadu*); and
- (b) A Bill for an Act Amend the Council of the Regulation of Freight Forwarding in Nigeria Act, Cap. C54 Laws of the Federation of Nigeria; and for Related Matters (HB. 604) (*Hon. Garba Datti Muhammad*).
- (ii) A Bill for an Act to Repeal the Commodity Board Act, Cap. C 4 Laws of the Federation of Nigeria, 2004 and to Enact the Commodity and Grain Board as a Body Cooperate to Promote, Regulate and Standardize the Production, Exportation of such Commodities and Grains and for Related Matters (HB. 216) (*Hon. Mohammed Tahir Monguno*) – *Second Reading*.

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**Monday 27 January, 2020– Friday 31 January, 2020**

**No. 22**

- (iii) A Bill for an Act to Further Alter the Provisions of the Constitution of the Federal

Figure 6 Sample Notice Paper

Republic of Nigeria, 1999 to Provide for the Financial and Administrative Autonomy of Local Government Councils and Uniformity of Tenure across the country; and for Related Matters (HB.505) (*Hon. Munsur Manu Soro*) – *Second Reading*.

**(b) Motions:**

- (i) *Resettlement of the Internally Displaced Persons (IDPs) from the Various Camps in Benue State:*  
**Hon. Benjamin Bem Mzondu.**
- (ii) *Need to Setup Adequately Equipped Internally Displaced Persons (IDPs) Camp in Zamfara State:*  
**Hon. Kabiru Amadu.**
- (iii) *Need to Relocate the Federal Medical Centre Yola to Mubi North Local Government Area, Adamawa State:*  
**Hon. Jaafa Abubakar Magaji.**
- (iv) *Confronting the Menace of Failing Freight Containers in Nigeria:*  
**Hon. Olufemi Bamidele Adebajo.**
- (v) *Restructuring of Nigeria's Apprenticeship System and the Need to Expand Vocational Training Centres to Boost Youth Employment:*  
**Hon. Chukwuma Umeoji.**
- (vii) *Need to Ease the sufferings of Pensioners in Nigeria:*  
**Hon. Julius O. Ihonvbere.**
- (vi) *Need to Investigate the Management, Disbursement and Infrastructure Delivery by the Tertiary Education Trust Fund in Public Institution in Nigeria:*  
**Hon. Emmanuel Ukong-Udo.**

**(c) Consideration of Reports:**

- (i) A Bill for an Act to Repeal the Pharmacists Council of Nigeria, Act, Cap. P17, Laws of the Federation of Nigeria, 2004 and Enact the Pharmacy Council of Nigeria Bill to Regulate the Training and Practice of Pharmacy; and for Related Matters (HB. 334) (*Hon. Johnson E Oghuma*) – (*Committee of the Whole: 26/9/2019*).
- (ii) A Bill for an Act to Regulate the Provision of Agriculturist and to make Provisions for Establishment, Function and Administration of Nigerian Institution of Agriculturists; and for Related Matters (HB. 104) (*Committee of the Whole: 9/10/2019*).

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**5. Friday 7 February, 2020**

Summary/Review of Weekly Activities of Committees

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*PUBLISHED BY THE NATIONAL ASSEMBLY PRINTING PRESS*



- **Order Paper** provides a comprehensive and clear view of the scheduled activities for a Legislative day. You may consider it as an agenda for the day.

9TH NATIONAL ASSEMBLY  
SECOND SESSION  
NO. 20

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**SENATE OF THE  
FEDERAL REPUBLIC OF NIGERIA  
ORDER PAPER**

Thursday, 23<sup>rd</sup> July, 2020

- 
1. **Prayers**
  2. **Approval of the Votes and Proceedings**
  3. **Oaths**
  4. **Announcements (if any)**
  5. **Petitions**
- 

**BUSINESS OF THE DAY**

**PRESENTATION OF BILLS**

1. 1999 Constitution of the Federal Republic of Nigeria (Alteration) Bill, 2020 (SB. 489) - *First Reading*  
Sen. Bassey, Gershom Henry (*Cross River South*).
  2. Federal Scholarship Board (Est, etc) Bill, 2020 (SB. 491) - *First Reading*  
Sen. Oduah, Stella Adaeze (*Anambra North*).
  3. Loan Recovery (Regulations) Bill, 2020 (SB. 492) - *First Reading*  
Sen. Musa, Mohammed Sani (*Niger East*).
  4. National Centre for Sickle Cell Anaemia Research and Treatment, Aguata (Est, etc) Bill, 2020 (SB. 493) - *First Reading*  
Sen. Ubah, Ifeanyi Patrick (*Anambra South*).
  5. National Hospital for Women and Children Abuja Act (Amendment) Bill, 2020 (SB. 494) - *First Reading*  
Sen. Amosun, Ibikunle Oyelaja (*Ogun Central*).
- 

**PRESENTATION OF REPORTS**

1. **Report of the Committee on Public Account**  
*Part II of the Annual report of the Auditor-General for the Federation on the Accounts of the Federation of Nigeria for the year ended, 31<sup>st</sup> December, 2015*  
Sen. Urhoghide, M. Aisagbonriodion (*Edo South*)  
-That the Senate do receive the report of the Committee on Public Account on the Part II of the Annual report of the Auditor-General for the Federation on the Accounts of the Federation of Nigeria for the year ended, 31<sup>st</sup> December, 2015 - *To be Laid*.
2. **Report of the Committee on Environment**  
*Internally Generated Revenue and Budget Expenditure for the year 2020 of National Environmental and regulations Enforcement Agency(NESREA)*  
Sen. Ekweremadu, Ike (*Enugu West*)  
-That the Senate do receive the report of the Committee on Environment on the Internally Generated Revenue and Budget Expenditure for the year 2020 of National Environmental and regulations Enforcement Agency (NESREA) - *To be Laid*.

Figure 7 Sample Senate Order Paper page 1

ORDER OF THE DAY  
PRESENTATION AND CONSIDERATION OF A REPORT

1. Report of the Ad-hoc Committee on Investigation of the Alleged Financial Recklessness in the Niger Delta Development Commission (NDDC)  
*Alleged Financial Recklessness in the Niger Delta Development Commission (NDDC)*  
Sen. Adetunmbi, Olubunmi Ayodeji (*Ekiti North*)  
-That the Senate do receive and consider the report of Ad-hoc Committee on Investigation of the Alleged Financial Recklessness in the Niger Delta Development Commission (NDDC).

COMMITTEE MEETINGS				
No.	Committee	Date	Time	Venue
1.	Public Accounts Building	Thursday, 23 <sup>rd</sup> July, 2020 (Public Hearing)	11:00am	Hearing Room 4 White House
2.	Poverty Alleviation and Social Investment Programme Building	Thursday, 23 <sup>rd</sup> July, 2020	11:00am	Committee Room 117 New Senate
3.	Joint Committee on Petroleum (Upstream) and Science & Technology	Thursday, 23 <sup>rd</sup> July, 2020 (Public Hearing)	11:00am	Conference Room 022 New Senate Building
4.	Joint Committee on Local Content, Downstream Petroleum and Legislative Compliance	Thursday, 23 <sup>rd</sup> July, 2020 (Investigative Hearing)	12:00noon	Meeting Room 301 New Senate Building

Figure 8 Sample Senate Order Paper page 2

- **Votes and Proceedings** is the official record of each sitting in a Legislative day. It contains the proceedings and decisions that occurred in the House of Representatives and Senate on a particular Legislative day.



**HOUSE OF REPRESENTATIVES  
FEDERAL REPUBLIC OF NIGERIA  
VOTES AND PROCEEDINGS**

Tuesday, 3 March, 2020

1. The House met at 11.39 a.m. Mr Deputy Speaker read the Prayers.
2. The House recited the National Pledge
3. **Votes and Proceedings**  
Mr Deputy Speaker announced that he had examined and approved the *Votes and Proceedings* of Thursday, 27 February, 2020.  
*The Votes and Proceedings was adopted by unanimous consent.*
4. **Announcements**
  - (a) **Visitors in the Gallery:**  
Mr Deputy Speaker recognised the presence of the following:
    - (i) Staff and Students of *The Zenith Train Foundation Schools*, Masaka, Nasarawa State;
    - (ii) Staff and Students of *Euston British International School*, Gwarimpa, Abuja;
    - (iii) Staff and Students of *The Regent School*, Maitama, Abuja;
    - (iv) Staff and Students of *Bettyvine Montessori International School*, Kubwa, Abuja.
  - (b) **Bereavement:**  
Mr Deputy Speaker read a communication from:
    - (i) Hon. Chinedu Ogah (*Ezza South/Ikwo Federal Constituency*), announcing the demise of a former Member, Hon. Tobias Chukwuemeka Okwuru (*Ezza South/Ikwo Federal Constituency, 2011 — 2015*), which occurred on Friday, 27 February, 2020; and
    - (ii) Hon. Aliyu Magaji Dau (*Birnin-Kudu/Buji Federal Constituency*), announcing the demise of his father Alhaji Aminu Aliyu, which occurred on Saturday, 29 February, 2020, at the age of 92.

Figure 9 sample votes and proceedings for the House of Representatives , page 1

5. **Petitions**

- (i) A petition from Finidi Jabbless against Shell Petroleum Development Company, on the alleged refusal to pay various sums of money due to his company from the contract agreement, was presented and laid by Hon. Gbefwi Gaza Jonathan (*Karu/Keffi/Kokona Federal Constituency*); and
- (ii) A petition from Cpl Umeh Sunday and 2 others, on their alleged dismissal from the service of the Nigerian Army, was presented and laid by Hon. Chinedu Ogah (*Ezza South/Ikwo Federal Constituency*).

*Petitions referred to the Committee on Public Petitions.*

6. **Matter of Urgent Public Importance (Standing Order Eight, Rule 4)**

***Need for Emergency Response to Tackle the Deadly Coronavirus (COVID-19) in Nigeria:***

Hon. Unyime Idem (*Ukanfion/Oruk Anam Federal Constituency*) introduced the matter and prayed the House to:

- (a) consider and approve the matter as one of urgent public importance; and
- (b) suspend Order Eight, Rule 4 (3) to allow debate on the matter forthwith.

*Question that the matter be considered as one of urgent public importance — Agreed to.*

*Question that the House do suspend Order Eight, Rule 4 (3) to enable it debate the matter forthwith — Agreed to.*

***Need for Emergency Response to Tackle the Deadly Coronavirus (COVID-19) in Nigeria:***

The House:

*Aware that Nigeria, Africa's most populous nation has recorded its first case of the deadly Coronavirus disease (COVID-19) which was diagnosed in Lagos State and was confirmed on 27 February, 2020 by the Minister of Health, Dr Osagie Ehanire. The victim, an Italian citizen works in Nigeria and had just returned from Milan, Italy to Lagos, Nigeria on 25 February, 2020. He was confirmed at the Virology Laboratory of the Lagos University Teaching Hospital, part of the Laboratory Network of the Nigeria Centre for Disease Control (NCDC) and is the first case to be reported in Nigeria since the beginning of the outbreak in China in January 2020;*

*Also aware that the coronaviruses are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV). A novel coronavirus (nCoV) is a new strain that has not been previously identified in humans;*

*Notes that the haemorrhagic disease was first diagnosed in the Chinese City of Wuhan, with a population of 11 million residents, and has spread to over 58 countries since that time. The coronavirus has killed over 3,000 people and infected over 91,000 globally;*

*Also notes that the outbreak was declared a Public Health Emergency of international concern on 30 January, 2020 and was immediately reported to the World Health Organization's Country Office in China. The main reason for the declaration is that the virus will likely spread to countries with weaker health systems;*

*Further aware that the Federal Ministry of Health's Emergency notification to the public that the Coronavirus influenza outbreak is highly contagious. According to Centre for Disease Control, the*

Figure 10 sample votes and proceedings for the House of Representatives , page 2

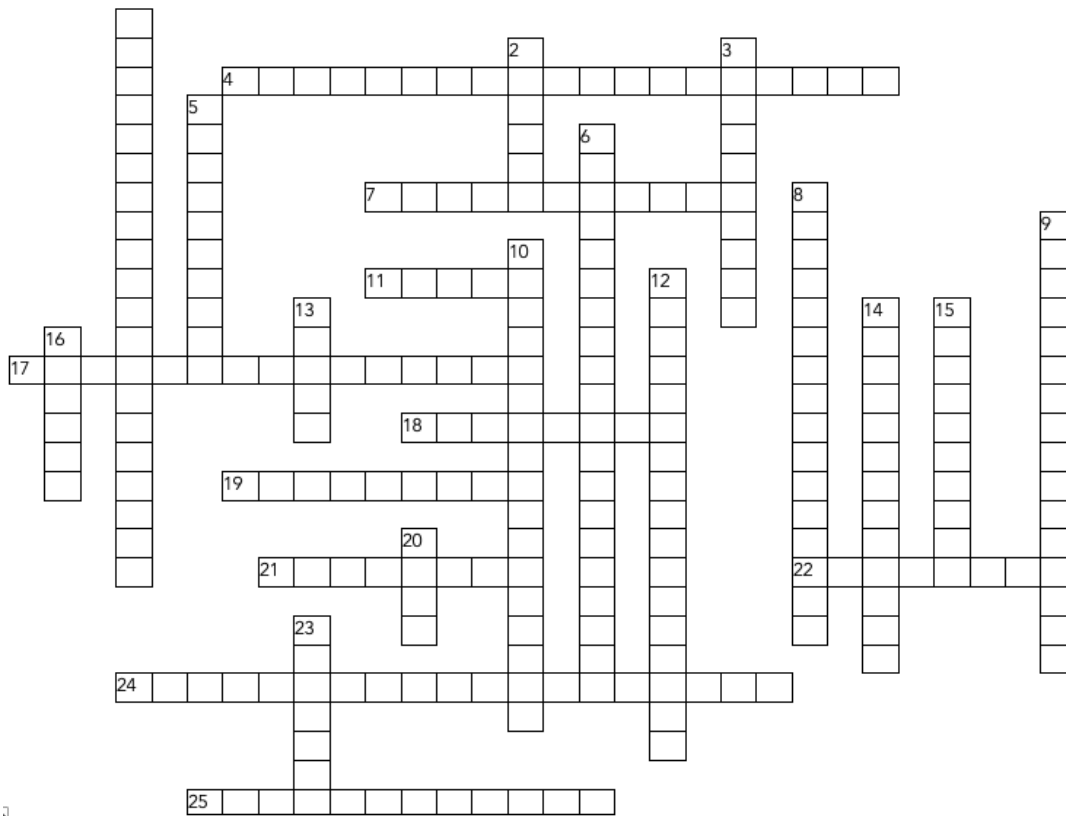
# LEARNING ACTIVITY I

Match the correct information to activities and persons in the National Assembly

S/N	DESCRIPTION	ANSWERS
1	A governing body which has the power to make Laws for the state in a democratic dispensation	
2	Without me being present, the National Assembly cannot sit. What am I?	
3	A nominated Member of the House of Representatives and Senate chosen from the party with the highest number of Members to lead the business in the House of Representatives or Senate	
4	This individual introduces a Bill for the first time by reading it out	
5	The minimum number of days in a year expected from a Legislative session	
6	At the Bill reading stage, this committee is set up to harmonize Bills for adoption of each House	
7	Who provides the Committee with all the administrative support it needs?	
8	A special session where Members meet to discuss privately without observation from the public	
9	A Member nominated from the minority party to ensure order and decorum in the chambers is?	
10	What duty of the legislature gives it power to be the custodian of the National purse?	

# LEARNING ACTIVITY II

## THE LEGISLATURE CROSS-WORD PUZZLE



### Across

4. All members of the House in one sitting as a Committee to discuss without making decisions
7. Session held in honor of a Member
11. Gives power to preside over sessions
17. Title given to the leader of the Senate
18. Special Committees must be constituted within the first \_\_\_\_\_ legislative days
19. Law Making system of two chambers
21. Several \_\_\_\_\_ makes up a session
22. The committee is headed by a \_\_\_\_\_
24. Official record containing proceedings and decisions in a Legislative day
25. Law makers are voted in by

### Down

1. There are a total of this many Members of the House of Representatives in Nigeria
2. Members vote "yay" or "Nay" at this stage of a Bill
3. Minimum age to be a Member of the House of Representatives
5. Concise description of a Bill
6. The Houses can make Laws on matters included in the \_\_\_\_\_ List
8. \_\_\_\_\_ and Clerks of both Houses certify Bills before transmitting to the President for assent
9. Committee that gives an appropriate date for second reading of Bills
10. Also known as a geographical area that a legislator represents in the National assembly
12. Number of Senatorial Districts in Nigeria
13. Keeps minutes of proceedings, votes and other important documents in both Houses
14. Chief Security Officer of the Legislature
15. Legislative Agenda for the day
16. Also known as Red Chamber
20. A \_\_\_\_\_ is a proposed Law
23. Provisions in a Bill are divided into

# ANNEXES

## REPORT FORMAT FOR INTERNS

### General Guidelines

The Internship report is a formal document written in a concise manner with minimum errors and no interlineations. The report should give a summary of the Internship experience, written by the Intern and should not be plagiarized (copied).

Below is the expected format for the report

### Title Page

Name of Intern

Name of Committee or Office assigned

Title of Report

Date

### Introduction

Should contain a brief summary of the Intern's general perception or experience of the internship

### Body

The body of the Report could include information on

- A daily routine of an Intern during the internship for example, what normal activities were carried out by the intern on a daily basis
- Intern's interactions with other staff or offices other than the area of deployment in the National Assembly
- How the Internship increased the Intern's knowledge on the Legislature
- How the internship affected the Intern's views or opinions of the National Assembly prior to the Internship
- How the internship influenced the intern's interest in politics
- How the internship fostered the intern's personal and professional growth
- Suggestions on how the committee the intern was deployed could work better
- Suggestions on how PLAC can add improve the internship experience

### Conclusion

A brief summary of all the topics discussed in the body of the report with a final word on the Internship.

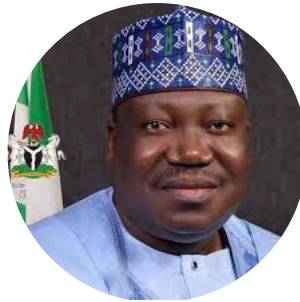
### Accepted formatting

- **Page Limit** of 8-10 pages for final reports while 2-3 pages for mid-term reports will be accepted
- **Font size** pt 12
- **Font style** is Times New Roman or Arial
- **Spacing is maximum of 1.5**



# PRINCIPAL OFFICERS OF THE SENATE OF THE 9TH NATIONAL ASSEMBLY

---



**Sen. Ahmed Lawan**  
Senate President  
(Yobe : APC)



**Sen. Ovie Omo-Agege**  
Deputy Senate President  
(Delta : APC)



**Sen. Abdullahi Yahaya**  
Majority Leader  
(Kebbi : APC)



**Sen. Robert Boroffice**  
Deputy Majority Leader  
(Ondo : APC)



**Sen. Enyinnaya Abaribe**  
Minority Leader  
(Abia : PDP)



**Sen. Emmanuel Bwacha**  
Deputy Minority Leader  
(Taraba : PDP)



**Sen. Orji Uzor Kalu**  
Chief Whip  
(Abia : APC)



**Sen. Abdullahi Sabi**  
Deputy Chief Whip  
(Niger : APC)



**Sen. Philip Aduda**  
Minority Whip  
(FCT : PDP)



**Sen. Sahabi Ya'u**  
Deputy Minority Whip  
(Zamfara : PDP)



# PRINCIPAL OFFICERS OF THE HOUSE OF REPRESENTATIVES IN THE 9TH NATIONAL ASSEMBLY



**Hon. Femi Gbajabamila**

Speaker of the House of Representatives  
(Lagos : APC)



**Hon. Ahmed Wase**

Deputy Speaker of the House of Representatives  
(Plateau : APC)



**Hon. Alhassan Doguwa**

Majority Leader  
(Kano : APC)



**Hon. Peter Akpatason**

Deputy Majority Leader  
(Edo : APC)



**Hon. Ndudi Elumelu**

Minority Leader  
(Delta : PDP)



**Hon. Toby Okechukwu**

Deputy Minority Leader  
(Abia : PDP)



**Hon. Mohammed Monguno**

Chief Whip  
(Borno : APC)



**Hon. Nkeiruka Onyiejeocha**

Deputy Chief Whip  
(Abia : APC)



**Hon. Gideon Gwani**

Minority Whip  
(Kaduna : PDP)



**Hon. Adesegun Abdul-Majid**

Deputy Minority Whip  
(Ogun : PDP)

## WOMEN REPRESENTATION IN THE 9TH SENATE

---

**SENATOR  
UCHE EKWUNIFE**



Anambra

**SENATOR  
STELLA ODUAH**



Anambra

**SENATOR  
ABIODUN OLUJIMI**



Ekiti

**SENATOR  
BETTY APIAFI**



Rivers

**SENATOR  
OLUREMI TINUBU**



Lagos

**SENATOR  
AKON EYANKEYI**



Akwa Ibom

**SENATOR  
AISHATU DAHIRU**



Adamawa

# WOMEN REPRESENTATION IN THE 9TH HOUSE OF REPRESENTATIVES

**HON. ONUH ONYECHÉ  
BLESSING**



Benue

**HON. ZAINAB  
GIMBA**



Borno

**HON. OGUNLOLA  
OMOWUMI OLUBUNMI**



Ekiti

**HON. AISHATU  
DUKKU**



Gombe

**HON. ONANUGA ADEWUNMI  
ORIYOMI OGUN**



Ogun

**HON. TAIWO OLUKEMI  
OLUGA**



Osun

**HON. TOLULOPE  
TIWALOLA SADIPE**



Oyo

**HON. BENI  
LAR**



Plateau

**HON. KHADIJA  
BUKAR IBRAHIM**



Yobe

**HON. NKEIRUKA  
ONYEJECHA**



Abia

**HON. BOMA  
GOODHEAD**



Rivers

**HON. MIRIAM  
ONUOHA**



Imo

**HON. LYNDA  
CHUBA IKPEAZU**



Anambra

## STANDING & SPECIAL COMMITTEES OF THE 9TH SENATE (2019 -2013)

### CHAIRMEN AND DEPUTY CHAIRMEN

S/N	COMMITTEE	CHAIRMAN	DEPUTY CHAIRMAN
1	Agriculture and Rural Development	Sen. Abdullahi Adamu	Sen. Bima Mohammed Enagi
2	Air Force	Sen Bala Ibn Na'allah	Sen. Michael Ama Nnachi
3	Army	Sen. Mohammed Ali Ndume	Sen. Abba Patrick Moro
4	Anti-Corruption and Financial Crimes	Sen. Suleiman Abdu Kwari	Sen. Aliyu Wamakko
5	Appropriations	Sen. Jibrin Barau	Sen. Stella Oduah
6	Aviation	Sen. Dino Melaye	Sen. Bala Ibn Na'allah
7	Banking Insurance and Other Financial Institutions	Sen. Uba Sani	Sen. Uzor Orji Kalu
8	Capital Market	Sen. Ibikunle Amosun	Sen. Binos Dauda Yaro
9	Communications	Sen. Oluremi Tinubu	Sen. Ibrahim Mohammed Bomai
10	Cooperation and Integration in Africa and NEPAD	Sen. Chimaroke Nnamani	Sen. Yusuf Abubakar Yusuf
11	Culture and Tourism	Sen. Rochas Okorochoa	Vacant Seat
12	Customs, Excise and Tariff	Sen. Francis Alimikhena	Sen. Francis Fadahunsi
13	Defence	Sen. Aliyu Wamakko	Sen. Istifanus Dung Gyang
14	Diaspora and NGOs	Sen. Biodun Olujimi	Sen. Ibrahim Yayaha Oloriegbe
15	Downstream Petroleum	Sen. Sabo Mohammed Nakudu	Sen. Philip Aduda
16	Drugs and Narcotics	Sen. Hezekiah Dimka	Sen. Chimaroke Nnamani
17	Ecology and Climate Change	Sen. Mohammed Hassan Gusau	Sen. Olunbunmi Adetunmbi
18	Education (Basic and Secondary)	Sen. Ibrahim Geidam	Sen. Akon Etim Eyakenyi



19	Employment, Labour and Productivity	Vacant Seat	Sen. Abdullahi Kabir Barkiya
20	Environment	Sen. Ike Ekweremadu	Sen. Hassan Ibrahim Hadeija
21	Establishment and Public Service	Sen. Ibrahim Shekarau	Sen. Mpigi Barinada
22	Ethics and Privileges	Sen. Ayo Patrick Akinyelure	Sen. Ahmed Baba Kaita
23	FCT	Sen. Abubakar Kyari	Sen. Tolulope Odebiyi
24	Federal Character and Inter-Governmental Affairs	Sen. Danjuma Tella La'ah	Sen. Lawal Yahaya Gumau
25	FERMA	Sen. Gershom Bassej	Sen. Abdullahi Kabir Barkiya
26	Finance	Sen. Olamilekan Solomon Adeola	Sen. Jibril Isah
27	Foreign Affairs	Sen. Mohammed Bulkachuwa	Vacant Seat
28	Gas	Sen. James Manager	Sen. Biobarakuma Degi-Eremienyo
29	Health	Sen. Yahaya Ibrahim Oloriegbe	Sen. Betty Apiafi
30	Housing	Sen. Sam Egwu	Sen. Yisa Oyelola Ashiru
31	ICT and Cybercrimes	Sen. Yakubu Oseni	Sen. Abdulfatai Buhari
32	INEC	Sen. Kabiru Gaya	Sen. Sahabi Alhaji Ya'u
33	Information and National Orientation	Sen. Danladi Abdullahi Sankara	Sen. Aisha Ahmed Dahiru
34	Interior	Sen. Kasshim Shettima	Vacant Seat
35	Inter-Parliamentary Affairs	Sen. Godiya Akwashiki	Sen. Abba Patrick Moro
36	Industry	Vacant Seat	Sen. Saidu Ahmed Alkali
37	Judiciary, Human Rights and Legal Matters	Sen. Michael Opeyemi Bamidele	Sen. Emmanuel Orker-Jev
38	Land Transport	Sen. Abdulfatai Buhari	Sen. Nicholas Tofomowo
39	Legislative Compliance	Sen. Adelere Adeyemi Oriolowo	Sen. Aliyu Abdullahi Sabi
40	Local Content	Sen. Teslim Folarin	Sen. Aliyu Abdullahi Sabi

41	Local and Foreign Debt	Sen. Clifford Ordia	Sen. Bima Mohammed Enagi
42	Marine Transport	Sen. Danjuma Goje	Vacant Seat
43	Media and Public Affairs	Sen. Surajudeen Ajibola Basiru	Sen. Godiya Akwashiki
44	National Identity and National Population	Sen. Saidu Ahmed Alkali	Sen. Suleiman Sadiq Umar
45	National Planning and Economic Affairs	Sen. Olubunmi Adetunmbi	Vacant Seat
46	National Security and Intelligence	Sen. Ibrahim Abdullahi Gobir	Sen. Chukwuka Utazi
47	Navy	Sen. George Thompson Sekibo	Sen. Elisha Clifford Ishaku
48	Niger Delta	Sen. Peter Nwabuoshi	Sen. Amos Kilawang's Bulus
49	Police Affairs	Sen. Halliru Jika	Sen. Shehu Abubakar Tambuwal
50	Power	Sen. Gabriel Torwua Suswam	Sen. Enyinnaya Abaribe
51	Public Accounts	Sen. Matthew Urhoghide	Sen. Hassan Ibrahim Hadeija
52	Public Procurement	Sen. Isa Shuaibu Lau	Sen. Yisa Oyelola Ashiru
53	Primary Healthcare and Communicable Diseases	Sen. Chukwuka Utazi	Sen. Suleiman Sadiq Umar
54	Privatization	Sen. Theodore Orji	Sen. Adelere Adeyemi Oriolowo
55	Rules and Business	Sen. Suleiman Sadiq Umar	Sen. Abdullahi Yahaya
56	Science and Technology	Sen. Uche Ekwunife	Sen. Robert Ajayi Boroffice
57	Senate Services	Sen. Musa Mohammed Sani	Sen. Hassan Lawali Anka
58	Selection	Sen. Ahmad Lawan	Sen. Ovie Omo-Agege
59	Social Welfare and Poverty Alleviation	Sen. Lawal Yahaya Gumau	Sen. Michael Ama Nnachi
60	Solid Minerals	Sen. Umar Tanko Al-Makura	Sen. Adelere Adeyemi Oriolowo
61	Special Duties	Sen. Yusuf A. Yusuf	Sen. Biobarakuma Degi-Eremienyo

62	Sports	Sen. Obinna Joseph Ogba	Sen. Kolawole Balogun
63	States and Local Government	Sen. Olamilekan Mustapha	Sen. Francis Onyewuchi
64	Sustainable Development Goals (SDGs)	Sen. Aisha Ahmed Dahiru	Sen. Olamilekan Mustapha
65	Tertiary Institutions and TETFund	Sen. Ahmed Baba Kaita	Sen. Sandy Onor Ojang
66	Trade and Investment	_Vacant seat	Sen. Francis Fadahunsi
67	Upstream Petroleum	Sen. Albert Bassey Akpan	Sen. Ifeanyi Ubah
68	Water Resources	Sen. Mandiya Bello	Sen. Christopher Ekpenyong
69	Women Affairs	Sen. Betty Apiafi	Sen. Aisha Dahiru Ahmed
70	Works	Sen. Adamu Aliero	Sen. Emmanuel Bwacha



## STANDING AND SPECIAL COMMITTEES OF THE 9TH HOUSE OF REPRESENTATIVES

### CHAIRMEN AND DEPUTY CHAIRMEN

S/N	COMMITTEE	CHAIRMAN	DEPUTY CHAIRMAN
1	Agric. Colleges and Institutions	Hon. Munir Babba	Hon. Gana Bukar
2	Agric. Production and Services	Hon. Muntari Dandutse	Hon. Ibrahim Olanrewaju
3	Aids, Loans and Debt Management	Hon. Safana Dayyabu	Hon. Chris Azubogu
4	Air Force	Hon. Shehu Koko	Hon. Abass Adigun
5	Anti-Corruption	Hon. Nicholas Shehu	Hon. Fatuhu Muhammed
6	Appropriations	Hon. Muktar Betara	Hon. Igariwey Enwo
7	Army	Hon. Abdulrasak Namdas	Hon. Tajudeen Adefisoye
8	Aviation	Hon. Nnoli Nnaji	Hon. Musa Pali
9	Banking and Currency	Hon. Victor Nwokolo	Hon. Afeez Kawu
10	Basic Education	Hon. Julius Ihovbere	Hon. Usman Zannah
11	Capital Market and Institutions	Hon. Ibrahim Babangida	Hon. Anayo Edwin
12	Civil Societies and Development Partners	Hon. Kabir Idris	Hon. Mohammed Bargaja
13	Climate Change	Hon. Ibrahim Bukar	Hon. Ibrahim Makama
14	Co-operation and Integration in Africa	Hon. Mohammed Bago	Hon. Nwazunku Alugbala
15	Commerce	Hon. Femi Fakeye	Hon. Gbande Richard
16	Communications	Hon. Akeem Adeyemi	Hon. Idem Josiah
17	Constituency Outreach	Hon.	Hon. Abubakar Faggo Kani
18	Constitutional Review	Hon. Ahmed Idris	Hon. Alhassan Doguwa
19	Culture and Tourism	Hon. Ihama Ogbiede	Hon. Hassan Abdulai
20	Customs and Excise	Hon. Yusuf Kila	Hon. Leke Abejide
21	Defence	Hon. Jimi Benson	Hon. Makki Yalleman
22	Delegated Legislations	Hon. Sylvester Ogbaga	Hon. Dele Gboluga

23	Diaspora	Hon. Tolu Shadipe	Hon. Nwuzi Ephraim
24	Drugs and Narcotics	Hon. Francis Agbor	Hon. Abdulkadir Sarki
25	Ecological Fund	Hon. Ibrahim Isiaka	Hon. Mahmud Abdulahi
26	Electoral Matters	Hon. Aisha Dukku	Hon. Ismail Tijani
27	Emergency and Disaster Preparedness	Hon. Tunji Olawuyi	Hon. Shehu Yakubu
28	Environment	Hon. Johnson Oghuma	Hon. Obidigwe Chinedu
29	Ethics and Privileges	Hon. Kolawole Lawal	Hon. Ibrahim Hamisu
30	FCT Area Councils and Ancillary Matters	Hon. Tijani Damisa	Hon. Jiba Micah
31	FCT Judiciary	Hon. Ifeanyi Momah	Hon. Wunmi Ogunlola
32	Federal Capital Territory	Hon. Abdullahi Garba	Hon. Blessing Onuh
33	Federal Character	Hon. Abubakar Kusada	Hon. Peter Makinde
34	Federal Road Maintenance Agency (FERMA)	Hon. Femi Bamisile	Hon. Ahmed Satome
35	Federal Road Safety Commission (FRSC)	Hon. Mayowa Akinfolarin	Hon. Shehu Balarabe
36	Finance	Hon. James Faleke	Hon. Abdulahi Seidu
37	Financial Crimes	Hon. Abdulahi Ibrahim Dutse	Hon. Umar Seidu Doka
38	FOI Reform of Government Institutions	Hon. Cornelius Nnaji	Hon. Abubakar Dakene
39	Foreign Affairs	Hon. Yusuf Buba	Hon. Obina Kingsley
40	Gas Resources	Hon. Nicholas Mutuh	Hon. Yusuf Miga
41	Health Institutions	Hon. Pascal Obi	Hon. Oke Martins
42	Healthcare Services	Hon. Tanko Sununu	Hon. Samuel Adejare
43	HIV, AIDS, Tuberculosis and Malarial Control	Hon. Sarki Dahiru	Hon. Umaru Yabo
44	House Services	Hon. Wale Raji	Hon. Ayuba Badamasi
45	Housing and Habitat	Hon. Mustapha Dawaki	Hon. Eta Mbora
46	Human Rights	Hon. John Dyegh	Hon. Eliza Simon
47	Industry	Hon. Dolapo Badru	Hon. Goroki Gideon

48	Information and Communication Technology	Hon. Abubakar Lado	Hon. Solomon Adaelu
49	Information, National Orientation, Ethics and Values	Hon. Segun Odebunmi	Hon. Fred Obua
50	Inland Waterways	Hon. Patrick Asadu	Hon. Jarigbe Agom
51	Insurance and Actuarial Matters	Hon. Darlington Nwokocho	Hon. Jaha Ahmadu
52	Inter-Governmental Affairs	Hon. Akin Alabi	Hon. Mansur Ali Mashi
53	Inter-Parliamentary Relations	Hon. Zakari Galadima	Hon. Danladi Baido
54	Interior	Hon. Nazir Zango Daura	Hon. Emmanuel Effiong
55	Internal Security of the National Assembly	Hon. Danjuma Chedeh	Hon. Ahmed Bakura
56	Internally Displaced	Hon. Mohammed Jega	Hon. Ahmad Kalambaina
57	Judiciary	Hon. Onofiok Luke	Hon. Dederi Isa
58	Justice	Hon. Ozurigbo Ugonna	Hon. Kabir Tukura
59	Labour, Employment and Productivity	Hon. Ali Wudil	Hon. Shehu Beji Barwa
60	Lake Chad	Hon. Ashiru Mani	Hon. Jimoh Olaifa
61	Land Transport	Hon. Tajudeen Abass	Hon. Israel Goli
62	Legislative Budget and Research	Hon. Mike Etaba	Hon. Muda Lawal
63	Legislative Compliance	Hon. Dennis Idahosa	Hon. Tunji Shoyinka
64	Legislative Library, Research and Documentation	Hon. Gaza Gbefwi	Hon. Jide Stanley
65	Local Content	Hon. Legor Idagbo	Hon. Ibrahim Hamza
66	Maritime Safety, Education and Administration	Hon. Lynda Ikpeazu	Hon. Manu Soro
67	Media and Public Affairs	Hon. Benjamin Kalu	Hon. Ali Lawan Shetima
68	National Planning and Economic Development	Hon. Olododo Cook	Hon. Hassan Shinkafi
69	National Security and Intelligence	Hon. Shaban Sharada	Hon. Ade Adeogun
70	Navy	Hon. Yusuf Gagdi	Hon. Ajao Adejumo

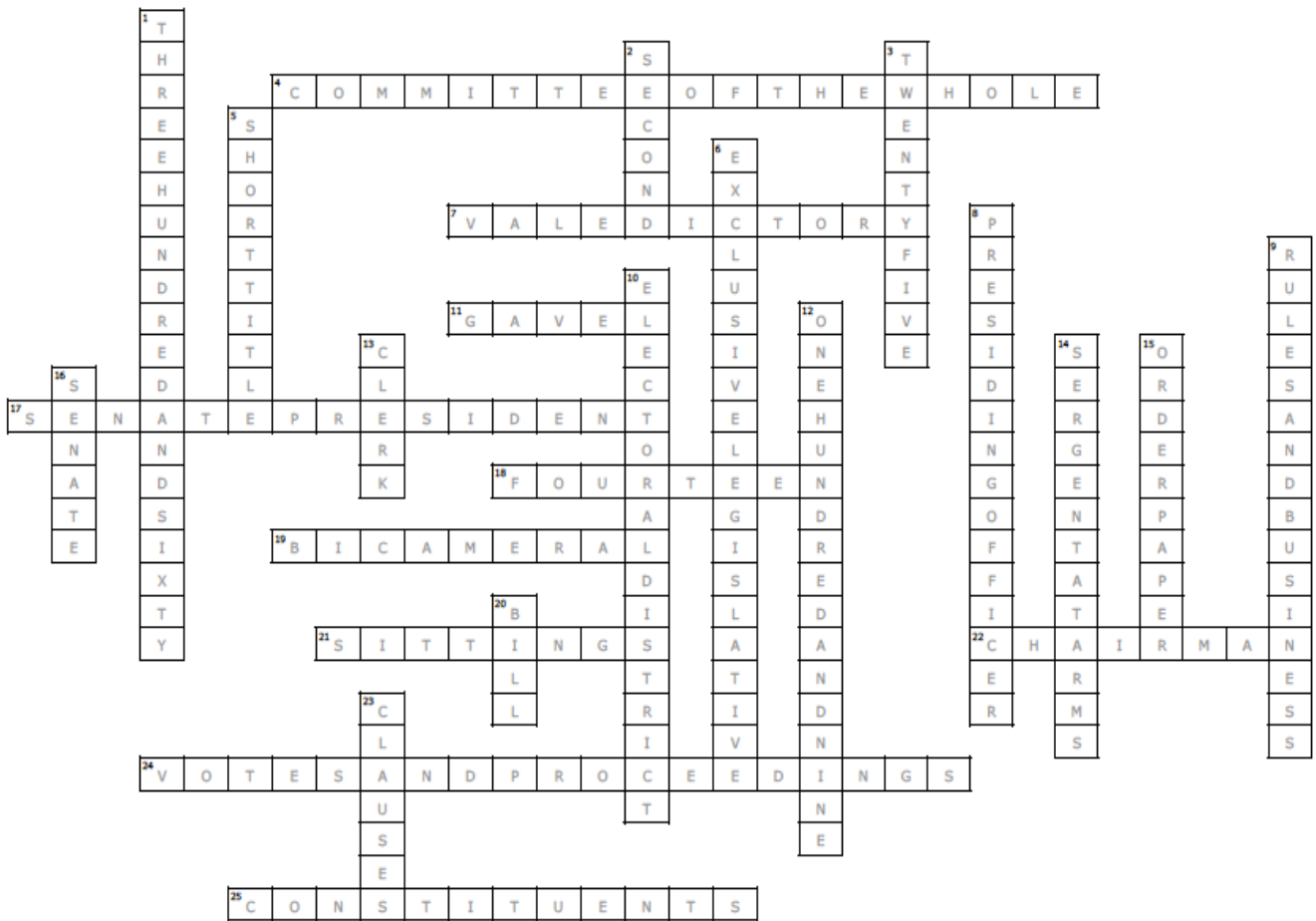
71	Niger Delta Development Commission (NDDC)	Hon. Tunji-Ojo Olubunmi	Hon. Thomas Ereyitomi
72	Niger Delta Ministry	Hon. Ekpenyong Essien Ayi	Hon. Henry Nwawuba
73	North East Development Commission (NEDC)	Hon. Khadijah Bukar	Hon. Moshood Akiolu
74	Pensions	Hon. Kabir Alhassan Rurum	Hon. Bamidele Salam
75	Petroleum Resources (Downstream)	Hon. Mahmud Abdullahi Gaiya	Hon. Alex Egbona
76	Petroleum Resources (Upstream)	Hon. Musa Sarki Adar	Hon. Preye Oseke
77	Pilgrims Affairs	Hon. Abubakar Nalaraba	Hon. James Owolabi
78	Police Affairs	Hon. Bello U. Kumo	Hon. Ayeni Babatunde
79	Political Parties Matters	Hon. Gudaji Kazaure	Hon. Yemi Alli
80	Populations	Hon. Lawal Idrisu	Hon. Boma Goodhead
81	Ports and Harbours	Hon. Garba Datti	Hon. Jimoh Ojugbele
82	Poverty Alleviation	Hon. Abdullahi Salame	Hon. Adedayo Omolafe
83	Power	Hon. Aliyu M. Dau	Hon. Francis Waive
84	Privatisation and Commercialisation	Hon. Garba Gololo	Hon. Victor Akinjo
85	Public Accounts	Hon. Wole Oke	Hon. Abdulkadir Abdullahi
86	Public Petitions	Hon. Jerry Alagbaoso	Hon. Lawal Ken Ken
87	Public Procurement	Hon. Nasir A.Ahmed	Hon. Uju Kingsley
88	Public Service Matters	Hon. Sani Bala	Hon. Akintola George
89	Reformatory Institutions	Hon. Ogbee Lazarus	Hon. Tijani Zannah
90	Rules and Business	Hon. Abubakar Fulata	Hon. Ademorin Kuye
91	Rural Development	Hon. Tijani Jobe	Hon. Femi Adebajo
92	Science and Technology	Hon. Beni Lar	Hon. Akinremi Olaide
93	Solid Minerals	Hon. Michael Okon	Hon. Victor Mela
94	Special Duties	Hon. Sumaila Suleiman	Hon. Sani Ma'aruf
95	Sports	Hon. Olumide Osoba	Hon. Rauf Modibbo
96	Steel	Hon. Ali Ibrahim	Hon. Jide Obanikoro

97	Sustainable Development Goals (SDG)	Hon. Rotimi Agunsoye	Hon. Zainab Gimba
98	Tertiary Education	Hon. Aminu Suleiman	Hon. Ibezi Ifeanyi
99	Treaties, Protocol and Agreements	Hon. Ossai Nicholas Ossai	Hon. Abdulkadir Arma'yau
100	Urban Development and Regional Planning	Hon. Jide Jimoh	Hon. Aliyu Almustapha
101	Water Resources	Hon. Sada Soli	Hon. Bukola Oyewo
102	Women Affairs and Social Development	Hon. Wunmi Onanuga	Hon. Vincent Ofumelu
103	Women in Parliament	Hon. Taiwo Oluga	Hon. Usman Abdullahi
104	Works	Hon. Abubakar Kabir Abubakar	Hon. Olanrewaju Edun
105	Youth Development	Hon. Yemi Adaramodu	Hon. Ari Abdulmumin


# ANSWER KEY

## LEARNING ACTIVITY I

Match the correct information to activities and persons in the National Assembly



S/N	DESCRIPTION	ANSWERS
1	A governing body which has the power to make Laws for the state in a democratic dispensation	<b>Legislature</b>
2	Without me being present, the National Assembly cannot sit. What am I?	<b>Mace</b>
3	A nominated Member of the House of Representatives and Senate chosen from the party with the highest number of Members to lead the business in the House of Representatives or Senate	<b>Majority Leader</b>
4	This individual introduces a Bill for the first time by reading it out	<b>The Clerk</b>
5	The minimum number of days in a year expected from a Legislative session	<b>181 days</b>
6	At the Bill reading stage, this committee is set up to harmonize Bills for adoption of each House	<b>Conference Committee</b>
7	Who provides the Committee with all the administrative support it needs?	<b>Committee Clerk</b>



8	A special session where Members meet to discuss privately without observation from the public	<b>Closed Session</b>
9	A Member nominated from the minority parties to ensure order and decorum in the chambers is?	<b>Minority Whip</b>
10	What duty of the Legislature gives it power to be the custodian of the National purse?	<b>Oversight</b>

# ANSWER KEY

## LEARNING ACTIVITY II

### THE LEGISLATURE CROSS-WORD PUZZLE

Across	Down
4. All members of the House in one sitting as a _____ Committee to discuss without making decisions	1. There are a total of _____ this many Members of the House of Representatives in Nigeria
7. Session held in honor of a Member	2. Members vote "yay" or "Nay" at this stage of a Bill
11. Gives power to preside over sessions	3. Minimum age to be a Member of the House of Representatives
17. Title given to the leader of the Senate	5. Concise description of a Bill
18. Special Committees must be constituted within the first _____ legislative days	6. The Houses can make Laws on matters included in the _____ List
19. Law Making system of two chambers	8. _____ and Clerks of both Houses certify Bills before transmitting to the President for assent
21. Several _____ makes up a session	9. Committee that gives an appropriate date for second reading of Bills
22. The committee is headed by a _____	10. Also known as a geographical area that a legislator represents in the National assembly
24. Official record containing proceedings and decisions in a Legislative day	12. Number of Senatorial Districts in Nigeria
25. Law makers are voted in by _____	13. Keeps minutes of proceedings, votes and other important documents in both Houses
	14. Chief Security Officer of the Legislature
	15. Legislative Agenda for the day
	16. Also known as Red Chamber
	20. A _____ is a proposed Law
	23. Provisions in a Bill are divided into _____



# GLOSSARY OF LEGISLATIVE TERMS

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## **Act**

A Bill passed by the Legislature

## **Action**

Any step of legislative procedure relating to a proposed Law

## **Ad-Hoc Committees**

Committees appointed by the presiding officers for special purposes which are dissolved upon completion of assignment

## **Adjourn**

A verbal request to discontinue legislative proceedings, often to prevent further consideration of an issue

## **Adjournment**

Termination of legislative activities at the conclusion of each legislative day with indication of the next day's meeting time. Termination of legislative activities at the conclusion of each legislative day , or ending of the first regular session of a Legislature.

## **Adoption**

Indicates approval or acceptance and can refer to amendments or entire legislative measures

## **Amendment**

Any modification, deletion, or addition which alters form or substance of legislation. A change proposed to a motion, a Bill, a written question or a Committee report with the intention of improving it or providing an alternative.

## **Appropriation**

A legislative authorisation to make expenditures and incur obligations.

## **Bicameral**

A Legislature with two houses or chambers. The Nigerian National Assembly is a bicameral legislature made up of the Senate and the House of Representatives.

## **Bill**

A proposed law that the National Assembly is asked to consider.

## **Budget**

Estimates of proposed expenditures and expected revenues for a fiscal year.

**Caucus**

A group of party members often formed within the legislature to develop strategies for promoting party ideology

**Chair**

The Presiding officer of the Committee of the Whole when considering Bills or Appropriation.

**Clerk**

An officer of the House of Representatives or Senate bureaucracy who is responsible for its operation and other legislative staff.

**Concurrence**

Where one chamber "accepts" the actions of the other chamber.

**Conference Committee**

A Committee of members drawn from the House of Representatives and the Senate that adopts a position on the differences in a Bill, which has been passed by both chambers.

**Confirmation**

Senate action with respect to Executive appointments requiring its approval and consent.

**Debate**

A discussion of any subject by the Legislature

**Enacting Clause**

The Phrase preceding each proposed Bill, "Be it enacted by the National Assembly..."

**Floor**

Reference to the Members of any chamber sitting at plenary.

**Hansard**

The official printed record of what was said in the National Assembly.

**Hearing**

A formal session of a Legislative Committee at which business is conducted or testimony is received or a meeting which witnesses or members from the general public are invited to participate.



## **Journal**

An official record maintained by each House reporting essential items of daily business, indicating specific action and recording votes.

## **Legislative Day**

A day where a legislative session takes place.

## **Legislative Oversight**

The power or responsibility of the Legislature to review operations of its Executive agencies, ministries or departments.

## **Majority Leader**

Spokesman and floor leader for the majority party in each house.

## **Minority Leader**

Spokesman and floor leader for any minority party in each chamber.

## **Ombudsman**

A public official or body that is appointed by the Legislature to investigate complaints by individuals about the activities of state government agencies. E.g this function is performed in the House of Representatives by its Committee on Public Petitions

## **Petitions**

A letter, often signed by many people making a specific request to the Legislature.

## **Quorum**

The number of members of a House or Committee required by law or rule to be present before that body can conduct official business.

## **Reading**

Refers to the various stages of a Bill's legislative process.

## **Recess**

A temporary halting of legislative business.

## **Report**

A written or verbal statement by a Committee at the National Assembly giving the findings of an inquiry that had been referred to it.

**Resolution**

Expression of the will, wish or direction of the Legislature. A Resolution generally does not have the effect of a Law.

**Rules**

Rules adopted by each chamber to govern its operations and procedure.

**Sergeant-at-Arms**

The head of security inside the Chamber; who also attends to the Senate President or Speaker of the House of Representatives when he/she enters or leaves the chamber.

**Session**

One of the time periods into which a Legislature is divided, usually consisting of a number of separate sittings.

**Sittings**

A meeting of the Legislative Assembly within a session.

**Sponsor**

A member who introduces a Bill or motion.

**Veto**

An official action by the President that nullifies legislative action in the passing of a Bill



## About PLAC

Policy and Legal Advocacy Centre (PLAC) is a non-governmental organization committed to strengthening democratic governance and citizens' participation in Nigeria. PLAC works to enhance citizens' engagement with state institutions, and to promote transparency and accountability in policy and decision-making processes.

The main focus of PLAC's intervention in the democratic governance process is on building the capacity of the legislature and reforming the electoral process. Since its establishment, PLAC has grown into a leading institution with capacity to deliver cutting-edge research, policy analysis and advocacy. PLAC receives funding support from donors and other philanthropic sources.

