

PLAC LEGISLATIVE INTERNSHIP GUIDE



LEGISLATIVE INTERNSHIP GUIDE



LEGISLATIVE INTERNSHIP GUIDE



Promoting Good Governance and Citizens' Access

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INTRODUCTION

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 contract of employment nor is it a guarantee for 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 LIP.

Wishing you all the best in the Internship Programme!



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PART ONE
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A . GENERAL INFORMATION ON THE LEGISLATIVE INTERNSHIP PROGRAMME

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1. Purpose of the Internship

The Legislative Internship Programme (LIP) provides a platform for participating interns to develop skills while serving with a Legislative Committee or office in the National Assembly. 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 the intern understand the importance of self-discipline, social trust and obligations to the society as Nigeria citizens;
- Offer an ethical content that promotes learning and critical thinking about political issues;
- Provide an opportunity to increase participation and involvement of your professionals in governance.

2. Learning Objectives for Legislative Interns

Under the LIP, 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 and their appropriate usage;
- Getting familiar with legislative documents (Hansard, Notice Paper, etc.);
- Learning the lawmaking process – how a Bill is passed into law

3. Responsibility of the Intern

An intern's main responsibility is to provide assistance and support to the legislator or committee to who s/he is assigned. Any assigned task

has to be completed in a timely manner. The intern is expected to work with standard 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;
- Analyzing a Bill and identifying similar provisions in existing legislations;
- Observe proceedings during plenary and reporting on them;
- Speech writing
- Public relations
- 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 (good knowledge and use of Microsoft Office packages)
- Comply with instructions

6. Status of the Intern

Interns under the PLAC Legislative Internship Programme (LIP) are not staff of PLAC or their place of deployment. The internship does not guarantee a job placement of any kind at the end of the programme.

7. Financial Support

Interns will receive a stipend for daily sustenance throughout the life of the programme. PLAC will not pay for accommodation, healthcare or other welfare packages. PLAC will disburse the stipend weekly upon submission of a duly completed timesheet signed by the programme officer assigned to supervise the interns. Interns shall receive their stipends in person. Use of proxy to receive payments shall not be permitted.

8. Programme Requirements and Evaluation

a) Orientation/Induction

The orientation/Induction programme is mandatory for all interns. It prepares the intern for the tasks ahead throughout the programme, and equips them with the necessary tools for a successful internship.

b) Mid Term Review

Midway through the internship programme, a mid term evaluation will be conducted to assess the performance and experience of interns and determine areas for improvement. The interns shall serve 40 hours per week, for 10 (ten) consecutive weeks and conclude the program with a one-day mock legislative assembly session.

c) Model Legislative Assembly

The final day of the Legislative Internship Programme shall include a simulation of a mock legislative session by the interns. PLAC staff, CSOs, Legislators, and other dignitaries will sit in to observe the interns act out a legislative plenary session, during which they will come up with resolutions that will make up a report to be shared with the National Assembly.

d) Debriefing Session

The intern will be required to fill out an assessment card or evaluation form to provide feedback on the programme. The evaluation will form part of the final report, which will be posted on PLAC website. Upon completion of the programme, interns shall meet with the staff of PLAC for a debriefing session.

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 their activities and experiences garnered over the course of the programme.

10. Deployment of the Intern

PLAC will coordinate with appropriate Committees of the National Assembly on the deployment of each intern. Interns do not decide which committee or office to be deployed to. The intern's course of study, interest and other relevant factors will be considered in the deployment of interns.

11. Access Permit

PLAC will assist interns to obtain access permits/pass to the National Assembly for the duration of the internship. Interns shall submit two passport size (bust size) photographs each in order to get the permits/passes prepared. The access permit or pass allows the intern entry into the National Assembly and must be carried at all times within the premises. The access permit or pass must not be used for any other purpose outside the internship programme.

12. Appropriate Dress Code/ Appearance

Appropriate dressing and appearance are required at all times in the National Assembly. The intern should be aware that security is strict in enforcing dress code and reserve the right to turn away anyone

for indecent or inappropriate form of dressing. Ladies are required to cover their knees and arms while within the premises; and the men should be formal at all times in traditional or English attire. Interns may seek clarification from any staff of PLAC with regards to dressing requirements at the National Assembly.

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 organisation as stated in the agreement.

14. Grievances

In a situation where an intern feels aggrieved, offended or uncomfortable with a situation, s/he is required to discuss such issue with their supervisor or any PLAC staff. If an intern has any challenge, concern or issue with their place of deployment, s/he should immediately inform the PLAC programme officer in charge of the internship.

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 out 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. Interns are entitled to their private lives and can post their private information as they wish; however, ones reputation needs to be considered at all times when sharing materials or information on social media.

16. Confidential Information

In every situation, confidential information should be kept confidential. Any intern who happens to be privy to confidential information or matter should endeavor 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 with 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, National Assembly or PLAC must be totally avoided.

18. Change in Address or Status

Any change in the status or domicile of an intern must be communicated timeously to PLAC for an update in the intern's file to be effected. If there is a change in the deployed committee or the number of hours required of the intern, PLAC must be informed immediately.

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 with PLAC.

20. Ethical Mannerism and 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. The intern has a right to appear any way they choose during their personal days, but official hours must be strictly respected and the intern is expected to behave and appear in a professional and ethical manner.

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.

22. Non-Discriminatory Policy

PLAC adheres to a strict non-discrimination policy in the treatment of interns. Religion, gender, ethnic group, background, 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 forms of discrimination or 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 constitutes unsolicited or unwelcome sexual overtures or conducts is forbidden and illegal.



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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 word "legis" which is Latin for "law" and "lature" which means "the place"; so etymologically, "Legislature" is a place for lawmaking. It is synonymous with 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 the assembly of elected representatives of the people and represents national public opinion and power of the people. Section 4(1) of the Constitution of the Federal Republic of Nigeria 1999 (as amended) vests the legislative powers of the Federal Republic of Nigeria on the National Assembly. The National Assembly consists of two chambers – the Senate and House of Representatives (commonly referred to as "House"). The two Chambers are often identified as the "red chambers" (the Senate) and the "green chambers" (House of Representatives) because of the colour of their seats in the National Assembly.

b. Powers of the Legislature

Section 4(2) of the 1999 Constitution (as amended) vests in the legislature the powers to make laws for the peace, order and good government 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 (see annex 1).

c. What the Nigerian Legislature Does

The Nigerian Legislature has the following functions –

- **Lawmaking:** The legislative or lawmaking function 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 (see annex 2; Lawmaking process)
- **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” and; 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. Lawmakers are voted into office by citizens within their constituency to represent their interest 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 shall 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 legislative Terms

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

- **Chambers:** The chambers refer to the two houses of the National Assembly, the Senate and House of Representatives. 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: -
 - o **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.
 - o **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 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. The final/closing session of the National Assembly is also called a valedictory session.

- **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. 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 5th Session of the 8th Nigerian National Assembly. Presently, Nigeria is in its 9th National Assembly Session (2019 – 2023).
- **Compensation:** Section 70 of the 1999 Constitution (as amended) 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. Without the Mace being present, the National Assembly cannot sit. The Mace is usually carried into the chamber by the Sergeant-at-Arms before the Senate President or Speaker of the House makes an entrance. When the House 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 may be the Senate President, his deputy, Speaker of the House or his deputy, shall 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 legislature.

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 at sittings as its highest-ranking principal officer. His/her primary functions are 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 order of the Senate, and interpretation of the Rules of the Senate. He/she presides over the sittings and ensures orderly presentations of motions 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 to preside over sittings in the House. He/she ensures orderly proceedings during the sittings, receives communications addressed to the House, interprets the rules of the House and signs joint resolutions, writs, warrants and subpoena issued by the order of the House.

IV. Deputy Speaker of the House of Representatives

The Deputy Speaker performs all the functions of the Speaker in his/her absence during sittings and in 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 or Honourable Members. His/ Her roles including 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 nonpartisan 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 highest number of seats in the chambers. Their functions are to maintain order and decorum in the chambers, including managing the affairs of his/her 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/her 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 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 Public Service Rules. The office of the Clerk to the National Assembly is provided under Section 51 of the 1999 Constitution as amended. The Clerk to

the National Assembly (CNA) serves as an adviser to the President of the Senate or Speaker of the House of Representatives.

- 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 an input by the National Assembly or arising from an Executive decision or policy. A Committee is headed by a Chairman while a Clerk provides administrative support to the Committee.

Types of Legislative Committee

- **Standing Committee**

A standing committee is a permanent committee established by the Rules of the Senate or House to which Bills and resolutions are assigned for consideration.

- **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 periods.

- **Joint Committee**

A committee established by concurrent resolution composed of members of both Houses. Usually it is set up to save time in hearing witnesses on the subject under consideration by both Houses.

Other Committees commonly seen/referred to at the National Assembly are –

“Conference Committee” Which is a committee with members appointed from each House to resolve differences between both chambers on measures previously adopted by both House of the National Assembly.

“Committee of the Whole” Which is the full membership of the House sitting as a Committee to hear witnesses or discuss legislation.

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

STAGES OF A BILL

I. Introduction and First Reading – The Clerk of the House introduces a Bill by reading out its short title. The Rules and Business committee then assigns an appropriate date for the second reading to allow the members study the Bill.

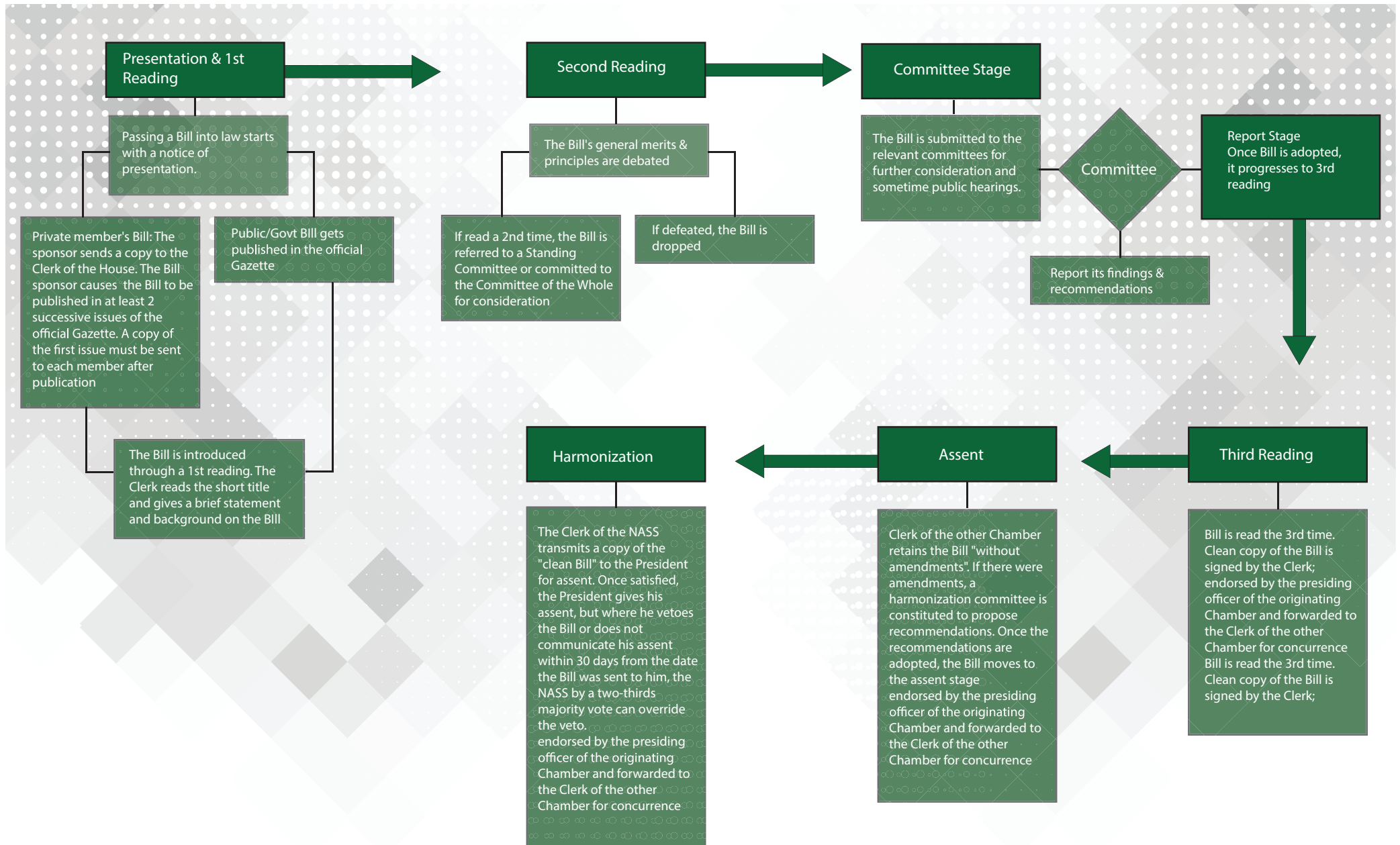
- II. **Second Reading Stage** – At the second reading, the members debate the general merits and principles of the Bill. The Bill sponsor then moves a motion for the Bill to be read the second time, and the members vote at the prompt of the presiding officer – Senate President or Speaker of the House. The members could say “yay” if they agree, and “nay” if they disagree. If majority of the members said “yay”, then the Bill will be 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, rewrite 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 the third reading, a clean copy of the Bill with all amendments signed by the Clerk of that House and endorsed by the presiding officer (Senate President or Speaker) and sent to the Clerk of the other House 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 House or there is a proposed amendment not acceptable to the originating House, the originating House 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 of the Act and Schedule to the Clerk of the National Assembly, who then prints

the Act in triplicate. The Clerk forwards a copy to the President, a second copy to the Chief Justice of Nigeria for enrolment at the Supreme Court of Nigeria and retains one copy for the records.



ANNEXES

ANNEX1: LAWMAKING PROCESS – FROM BILL TO LAW



ANNEX 2: PRINCIPAL OFFICERS OF THE SENATE OF THE
8TH 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. Philip Aduda
Minority Whip
(FCT : PDP)



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



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

ANNEX 3: PRINCIPAL OFFICERS OF THE HOUSE OF REPRESENTATIVES OF THE 8TH 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
(Abia : APC)



Hon. Nkeiruka Onyiejeocha
Minority Whip
(Abia : APC)



Hon. Gideon Lucas
Deputy Chief Whip
(Kaduna : PDP)



Hon. Adesegun Abdul-Majid
Deputy Minority Whip
(Ogun : PDP)

ANNEX 4: PAST LEADERS OF THE SENATE

| | | |
|----|---------------------|----------------|
| 1 | Nnamdi Azikiwe | 1960 |
| 2 | Dennis Osadebay | 1960-1963 |
| 3 | Nwafor Orizu | 1963-1966 |
| 4 | Joseph Wayas | 1979-1983 |
| 5 | Iyorchia Ayu | 1992-1993 |
| 6 | Ameh Ebute | 1993 |
| 7 | Evan Enwerem | 1999 |
| 8 | Chuba Okadigbo | 1999-2000 |
| 9 | Anyim Pius Anyim | 2000-2003 |
| 10 | Adolphus Wabara | 2003-2005 |
| 11 | Ken Nnamani | 2005-2007 |
| 12 | David Mark | 2007-2015 |
| 13 | Bukola Saraki | 2015-2019 |
| 14 | Ahmed Ibrahim Lawan | 2019 till Date |

Source: www.placng.org

ANNEX 5: PAST LEADERS OF THE HOUSE

| | | |
|----|-----------------------|-----------|
| 1 | Sir Frederic Metcalfe | 1955-1959 |
| 2 | Jaja Wachukwu | 1959-1960 |
| 3 | Ibrahim Jalo | 1960-1966 |
| 4 | Edwin Ume-Ezeoke | 1979-1983 |
| 5 | Chaha Biam | 1983 |
| 6 | Salisu Buhari | 1999-2000 |
| 7 | Ghali Umar Na'Abba | 2000-2003 |
| 8 | Aminu Bello Masari | 2003-2007 |
| 9 | Patricia Etteh | 2007 |
| 10 | Dimeji Bankole | 2007-2011 |
| 11 | Aminu Waziri Tambuwal | 2011-2015 |
| 12 | Yakubu Dogara | 2015-2019 |
| 13 | Femi Gbajabiamila | 2019 |

Source: www.placng.org

STANDING & SPECIAL COMMITTEES

Standing Committees

Standing committees are permanent committees that aid the National Assembly in their day-to-day functions. These committees last throughout the tenure of the Assembly.

Special Committee

Special committees are committees established by the rules of the house and Senate with clear terms of reference to perform specialized functions beyond that of a standing committee. They usually stand dissolved once their purposes have been achieved.

ANNEX 6: STANDING & SPECIAL COMMITTEES OF THE 9TH SENATE (2019-2023) (CHAIRMEN AND VICE CHAIRMEN)

| S/N | COMMITTEES | CHAIRMAN | VICE CHAIRMAN |
|-----|--|------------------------|--------------------------|
| 1. | Agriculture and Productivity | 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 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 |

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| 8. | Capital Market | Sen. Ibikunle Amosun | Sen. Binos Dauda Yaroe |
| 9. | Communications | Sen. Oluremi Tinubu | Sen. Ibrahim Mohammed Bomai |
| 10. | Cooperation and integration in Africa and NEPAD | Sen. Chimaroke Nnamani | Sen. Yusuf Abubukar Yusuf |
| 11. | Culture and Tourism | Sen. Rochas Okorochoa | Sen. Ignatius Datong Longjan |
| 12. | Customs, Excise and Tariff | Sen. Francis Alimikhena | Sen. Francis Fadahunsi |
| 13. | Defence | Sen. Aliyu Wamakko | Sen. Istifanus Dung Gyang |
| 14. | Diapsora and NGOs | Sen. Surajudeen Ajibola Basiru | Sen. Ibrahim Yahaya 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 | Sen. Benjamin Uwajumogu | 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. Abubukar Kyari | Sen. Tolulope Odebiyi |

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|-----|--|--------------------------------|---------------------------------|
| 24. | Federal Character and Inter-Governmental Affairs | Sen. Danjuma Tella La'ah | Sen. Lawal Yahaya Gumau |
| 25. | FERMA | Sen. Gershom Bassey | Sen. Abdullahi Kabir Barkiya |
| 26. | Finance | Sen. Olamilekan Solomon Adeola | Sen. Jibril Isah |
| 27. | Foreign Affairs | Sen. Mohammed Bulkachuwa | Sen. Ignatius Datong Longjan |
| 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 | Sen. Diri Duoye |
| 35. | Inter-Parliamentary Affairs | Sen. Godiya Akwashiki | Sen. Abba Patrick Moro |
| 36. | Industry | Sen. Sikiru Adebayo Osinowo | 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 |

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|-----|--|------------------------------|-------------------------------|
| 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 | Sen. Adebayo Sikiru Osinowo |
| 43. | Media and Public Affairs | Sen. Clement Adedayo Adeyeye | 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 | Sen. Lawrence Ehwrudjakpo |
| 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 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 |

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|-----|--|---------------------------|---------------------------------|
| 56. | Science and Technology | Sen. Uche Ekwunife | Sen. Robert Ajayi Boroffice |
| 57. | Senate Services | Sen. Musa Mohammed Sani | Sen. Hassan Lawali Anka |
| 58. | Social Welfare and Poverty Alleviation | Sen. Lawal Yahaya Gumau | Sen. Michael Ama Nnachi |
| 59. | Solid Minerals | Sen. Umar Tanko Al-Makura | Sen. Adelere Adeyemi Oriolowo |
| 60. | Special Duties | Sen. Yusuf A. Yusuf | Sen. Biobarakuma Degi-Eremienyo |
| 61. | Sports | Sen. Obinna Joseph Ogba | N/A |
| 62. | States and Local Government | Sen. Olamilekan Mustapha | Sen. Francis Onyewuchi |
| 63. | Sustainable Development Goals (SDGs) | Sen. Aisha Ahmed Dahiru | Sen. Olamilekan Mustapha |
| 64. | Tertiary Institutions and TETFund | Sen. Ahmed Baba Kaita | Sen. Onor Sandy Ojang |
| 65. | Trade and Investment | Sen. Rose Oko | Sen. Francis Fadahunsi |
| 66. | Upstream Petroleum | Sen. Albert Bassey Akpan | Sen. Ifeanyi Ubah |
| 67. | Water Resources | Sen. Mandiya Bello | Sen. Christopher Ekpenyong |
| 68. | Women Affairs | Sen. Betty Apiafi | Sen. Aisha Dahiru Ahmed |
| 69. | Works | Sen. Adamu Aliero | Sen. Emmanuel Bwacha |

Source: www.placng.org

**ANNEX 7: CHAIRMEN AND DEPUTIES OF STANDING
AND SPECIAL COMMITTEES IN THE 9TH HOUSE OF
REPRESENTATIVES**

| S/N | Chairman | Deputy | Committee |
|-----|---------------------|----------------------|--|
| 1. | Muktar Betara | Igariwey Enwo | Appropriations |
| 2. | Ahmed Idris | Alhassan Doguwa | Constitution Review |
| 3. | Ibrahim Isiaka | Mahmud Abdullahi | Ecological Fund |
| 4 | Abdullahi Garba | Blessing Onuh | Federal Capital Territory |
| 5. | Wale Raji | Ayuba Badamasi | House Services |
| 6. | Tunji –Ojo Olubunmi | Thomas Ereyitomi | Niger Delta Development Commission(NDDC) |
| 7. | Khadijah Bukar | Moshood Akiolu | North East Development Commission (NEDC) |
| 8. | Wole Oke | Abdulkadir Abdullahi | Public Accounts |
| 9 | Jerry Alagbaoso | Lawal Ken Ken | Public Petitions |
| 10. | Adamu Fagen Gawo | Abubakar Faggo Kani | Constituency Outreach |
| 11. | Abubakar Kusada | Peter Makinde | Federal Character |
| 12 | Munir Babba | Gana Bukar | Agric. Colleges and Institutions |
| 13 | Muntari Dandutse | Ibrahim Olanrewaju | Agric. Production and Services |
| 14. | Shehu Koko | Abass Adigun | Air Force |
| 15. | Abdulrasak Namdas | Tajudeen Adefisoye | Army |
| 16. | Nnoli Nnaji | Musa Pali | Aviation |

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|-----|------------------------|---------------------|---|
| 17. | Victor Nwokolo | Afeez Kawu | Banking and Currency |
| 18 | Julius Ihovbere | Usman Zannah | Basic Education |
| 19. | Akeem Adeyemi | Idem Josiah | Communications |
| 20 | Yusuf Kila | Leke Abejide | Customs and Excise |
| 21 | Jimi Benson | Makki Yalaman | Defence |
| 22 | Aisha Dukku | Ismail Tijani | Electoral Matters |
| 23 | Johnson Oghuma | Obidigwe Chiendu | Environment |
| 24 | Luke Onofiok | Dederi Isa | Federal Judiciary |
| 25 | James Faleke | Abdullahi Seidu | Finance |
| 26 | Yusuf Buba | Obinna Kingsley | Foreign Affairs |
| 27 | Nicholas Mutuh | Yusuf Miga | Gas Resources |
| 28 | Pascal Obi | Oke Martins | Health Institutions |
| 29 | Tanko Sununu | Samuel Adejare | Healthcare Services |
| 30 | Nazir Zango Daura | Ukpong-Udo Emmanuel | Interior |
| 31 | Tajudeen Abass | Isreal Goli | Land Transport |
| 32 | Legor Idagbo | Ibrahim Hamza | Local Content |
| 33 | Lynda Ikpeazu | Manu Soro | Maritime Safety, Education and Administration |
| 34. | Shaban Sharada | Ade-Adeogun | National Security and Intelligence |
| 35. | Yusuf Gagdi | Ajao Adejumo | Navy |
| 36 | Mahmud Abdullahi Gaiya | Alex Egbona | Petroleum Resources (Downstream) |
| 37 | Musa Sarki Adar | Preye Oseke | Petroleum Resources (Upstream) |
| 38. | Bello Usman Kumo | Ayeni Babatunde | Police Affairs |

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|-----|-------------------------|-------------------|--|
| 39 | Garba Datti | Jimoh Ojugbele | Sports and Harbours |
| 40 | Aliyu Magaji Dau | Francis Waive | Power |
| 41 | Nasir Ali Ahmed | Uju Kingsley | Public Procurement |
| 42 | Abubakar Fulata | Ademorin Kuye | Rules and Business |
| 43 | Aminu Suleiman | Ibezi Ifeanyi | Tertiary Education |
| 44. | Sada Soli | Bukola Oyewo | Water Resources |
| 45. | Abubakar Kabir Abubakar | Olarenwaju Edun | Works |
| 46. | Safana Dayyabu | Chris Azubogu | Aids, Loan and Debt Management |
| 47. | Ibrahim Babangida | Anayo Edwin | Capital Market and Institutions |
| 48. | Kabir Idris | Mohammed Bargaja | Civil Societies and Development Partners |
| 49. | Femi Fakeye | Gbande Richard | Commerce |
| 50 | Mohammed Bago | Nwazunku Alugbala | Co-operation and Integration in Africa |
| 51. | Sylvester Ogbaga | Dele Gboluga | Delegated Legislations |
| 52. | Tolu Shadipe | Nwuzi Ephraim | Diaspora |
| 53. | Tunji Olawuyi | Shehu Yakubu | Emergency and Disaster Preparedness |
| 54. | Tijani Damisa | Jiba Micah | FCT Area Councils and Ancillary Mtters |
| 55. | Ifeanyi Momah | Wunmi Ogunlola | FCT Judiciary |
| 56. | Femi Bamisile | Ahmed Satome | Federal Road Maintenance Agency (FERMA) |
| 57. | Abdullahi Ibrahim Dutse | Umar Seidu Doka | Financial Crimes |
| 58. | Mustapha Dawaki | Eta Mbora | Housing and Habitat |

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| 59. | Dolapo Badru | Goroki Gideon | Industry |
| 60. | Abubakar Lado | Solomon Adaelu | Information and Communication Technology |
| 61. | Segun Odebunmi | Fred Obua | Information, National Orientation, Ethics and Values |
| 62. | Darlington Nwokocha | Jaha Ahmadu | Insurance and Actuarial Matters |
| 63. | Danjuma Chedeh | Ahmed Bakura | Internal Security of the National Assembly |
| 64. | Mohammed Jega | Ahmed Kalambaina | Internally Displaced Persons |
| 65. | Zakari Galadinma | Danladi Baido | Inter-Parliamentary Relations |
| 66. | Ozurigbo Ugonna | Kabir Tukura | Justice |
| 67. | Ali Wudil | Shehu Beji Barwa | Labour, Employment and Productivity |
| 68. | Dennis Idahosa | Tunji Shoyinka | Legislative Compliance |
| 69. | Gaza Gbefwi | Jide Stanley | Legislative Library, Research and Documentation |
| 70. | Benjamin Kalu | Ali Lawan Shettima | Media and Public Affairs |
| 71. | Olododo Cook | Hassan Shinkafi | National Planning and Economic Development |
| 72. | Essien Ayi | Henry Nwawuba | Niger Delta Ministry |
| 73. | Alhassan Rumrum | Bamidele Salam | Pensions |
| 74. | Lawal Idrisu | Patrick Aisoweren | Populations |
| 75. | Abdullahi Salame | Adedayo Omolofe | Poverty Alleviation |
| 76. | Sani Bala | Akintola George | Public Service Matters |

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| 77. | Tijani Jobe | Femi Adebajo | Rural Development |
| 78. | Beni Lar | Akinremi Olaide | Science and Technology |
| 79. | Micheal Okon | Victoria Mela | Solid Minerals |
| 80. | Sumaila Suleiman | Afolabi Rasheed | Special Duties |
| 81. | Olumide Osoba | Rauf Moddibo | Sports |
| 82. | Ali Ibrahim | Jide Obanikoro | Steel |
| 83. | Rotimi Agunsoye | Zainab Gimba | Sustainable Development Goals |
| 84. | Yemi Adaramodu | Ari Abdulmumin | Youth Development |
| 85. | Nicholas Shehu | Fatuhu Muhammed | Anti -Corruption |
| 86. | Ibrahim Bukar | Ibrahim Makama | Climate Change |
| 87. | Ihama Ogbeide | Hassan Abdullahi | Culture and Tourism |
| 88. | Francis Agbor | Abdulkadir Sarki | Drugs and Narcotics |
| 89. | Kolawole Lawal | Ibrahim Hamisu | Ethics and Privileges |
| 90. | Mayowa Akinfolarin | Shehu Balarabe | Federal Road Safety Commission (FRSC) |
| 91. | Cornelius Nnaji | Abubakar Dakene | FOI Reform of Government Institutions |
| 92. | Sarki Dahiru | Umaru Yabo | HIV, AIDS, Tuberculosis and Malarial Control |
| 93. | John Dyegh | Eliza Simon | Human Rights |
| 94. | Ashiru Mani | Jimoh Olaifa | Lake-Chad |
| 95. | Mike Etaba | Muda Lawal | Legislative Budget and Research |
| 96. | Akin Alabi | Mansur Ali Manshi | Inter-governmental affairs |
| 97. | Abubakar Nalaraba | James Owolabi | Pilgrims Affairs |

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|------|----------------|--------------------|---|
| 98. | Gudaji Kazaure | Yemi Alli | Political Parties Matters |
| 99. | Garba Gololo | Victor Akinjo | Privatisation and Commercialisation |
| 100. | Ogbee Lazarus | Tijani Zannah | Reformatory Institutions |
| 101. | Ossai Nicholas | Abdulkadir Ama'Yau | Treaties, Protocols and Agreements |
| 102. | Patrick Asadu | Jarigbe Agom | Waterways |
| 103 | Jide Jomoh | Aliyu Almustapha | Urban Development and Regional Planning |
| 104 | Wunmi Onanuga | Vincent Ofumelu | Women Affairs and Social Development |
| 105. | Taiwo Oluga | NIL | Women in Parliament |

Source: www.placng.org

ANNEX 8: SAMPLE ORDER PAPER

91

FOURTH REPUBLIC
9TH NATIONAL ASSEMBLY (2019 – 2023)
FIRST SESSION
NO. 19



HOUSE OF REPRESENTATIVES FEDERAL REPUBLIC OF NIGERIA

ORDER PAPER

Tuesday 17 September, 2019

1. Prayers
 2. National Pledge
 3. Approval of the Votes and Proceedings
 4. Oaths
 4. Message from the President of the Federal Republic of Nigeria (*if any*)
 5. Message from the Senate of the Federal Republic of Nigeria (*if any*)
 6. Other Announcements (*if any*)
 7. Petitions (*if any*)
 8. Matter(s) of Urgent Public Importance
 9. Personal Explanation
-

ORDERS OF THE DAY

BILLS

1. A Bill for an Act to Amend the Investments and Securities Act, 2007 to Provide for a greater Transparency and Accountability in the Finances of Securities and Exchange Commission and to ensure greater Legislative Oversight; and for Related Matters (HB. 30) (*Hon. Uzoma Nkem-Abonta*) – *Second Reading*.
2. A Bill for an Act to Establish Cancer Registry to make Provision for Compilation of Statistics Record of the Incidence of Cancer, to Provide a basis for direction of Programmes for Research and for Cancer Prevention; and for Related Matters (HB. 110) (*Hon. Ossai Nicholas Ossai*) – *Second Reading*.

MOTIONS

3. Need to Address Erosion Menace in Aguata Local Government Area of Anambra State: Hon. Chukwuma Umeoji.

The House:

Notes that Aguata Local Government Area has 13 active erosion sites which are eating up houses, farmlands and threatening roads in Umumeonye Umueze Uga, Umuchiana-Ekwulobia, Umuoru-Uga, Ezionye-Aku-Aguku Ezinifite, Umugama-Umuchu, Ogu Osete-Umuchu, Amaopkalanwa-Umueleke Achina, Umueziyi Achina, Ifite-Aguluezechukwu, Umumono-Igboukwu, Uhuala-Agbaenu-Igweakwu Akpo, Ogbugwunaezi-Umuonyia and Kpologwu, all in Aguata Local Government Area;

Aware that the destruction being experienced this raining season requires urgent steps to be taken to address the untold hardship on the people due to the loss of houses, economic trees and farmlands in the Area;

Resolves to:

- (i) Urge the National Emergency Management Agency (NEMA) to send relief materials to the victims of the erosion;
- (ii) also urge the Ecological Fund Office to Intervene with a view to solving the erosion problems;
- (iii) further urge the Federal Roads Maintenance Agency (FERMA) to undertake palliative measures on Achina-One-Ogboji road already cut off by erosion;
- (iv) mandate the Committee on Environment to liaise with the Federal Ministry of Environment to ensure the provision of funds in the 2020 Budget Proposal to address the erosion menace.

4. Need to Lift the Ban on Importation of Vehicles Through the and Borders: Hon. Bolaji Yusuf Ayinla:

The House:

Recalls that in January 2017, the Federal Government, through a Presidential directive restricted the importation of new and used vehicles to the country's sea ports only thereby prohibiting the importation of vehicles through the nation's land borders;

Observes that after two and a half years of the implementation of the Policy, the nation has not benefitted much from it as most of the revenues that could have been realized by the government from importation of vehicles through the land borders have been lost to smuggling activities;

Also observes that the policy is counter-productive as it has encouraged a higher rate of smuggling of vehicles putting the Nigerian Customs Service (NCS) under intense anti-smuggling pressure as thousands of seized vehicles estimated at over N30 Billion currently rotting away at various Customs warehouses nationwide;

Concerned that since the adoption of the Policy in January 2017, the congestion in Lagos Ports, especially in Apapa, has become worse as the traffic gridlock is making it difficult for imported goods to be cleared within a reasonable time;

Worried that the Policy has led to loss of thousands of jobs as many Nigerians who were formerly engaged in the importation of vehicles through the land the borders are now unemployed;

Convinced of the urgent need for the Federal Government to review the Policy and urgently lift the ban placed on importation of vehicles through the land borders in order to eliminate the hardship and huge losses resulting from implementation of the Policy.

Resolves to:

- (i) Urge the Federal Government to urgently lift the ban on importation of vehicles through the land borders and ensure that the Nigerian Customs Service adopts more effective means of collecting requisite duties on vehicles imported through the land borders;
- (ii) Mandate the Committee on Customs and Excise to ensure implementation.

5. Need to Curb the Lingering Activities of Rival Cult Groups in Awka North/South Federal Constituency of Anambra State:

Hon. Samuel Chinedu Onwuaso:

The House:

Notes that the Capital of Anambra State is Awka, located between Onitsha and Enugu with an estimated population of 301,657;

Also notes that the cult groups have been used by politicians and influential individuals to perpetrate corruption, intimidation, killings, kidnappings, robberies and other criminal activities over the years;

Informed that those cult members and other thugs are mobilized and funded to rig, stuff ballot boxes, intimidate and cause off legitimate voters during elections;

Also informed that Cultural and Festive activities are not left out as those cult groups come out en masse with all sorts of weapons, shooting sporadically into the air, thus triggering fear in the area;

Further informed that as a result of the activities of those rival cult groups, over 100 youths had been shot dead in the streets of Awka, leaving local residents terrorized with its attendant effect on economic activities which have been relegated;

Concerned that no arrests have been made as the cult groups continue to perpetrate their activities, moving freely in Awka town and spreading rapidly without any check, thus making the town vulnerable to further attacks;

Also concerned that if the cultists are not urgently brought to book, they will infiltrate Tertiary Institutions, Secondary and Primary Schools within the environment, and which could lead to total anarchy;

Acknowledges that it is the responsibility of Government to protect the lives and properties of its citizens;

Resolves to:

- (i) Urge the Inspector-General of Police and the Director-General, Department of State Security Services (DSS) to deploy security personnel to Awka North / South Federal Constituency to intensify patrol, investigate and arrest the perpetrators and sponsors of cultism with a view to restoring normalcy in Awka town;

- (ii) mandate the Committees on Police Affairs and National Security and Intelligence to liaise with the Inspector-General of Police and the Director-General, DSS to ensure implementation and report to back with four (4) weeks for further legislative action.

6. Need to Improve the Budget Process in Nigeria:

Hon. Mansur Manu Soro:

The House:

Notes that the annual budget plays a crucial role in economic management and development policies of any nation as it is the main mechanism of fiscal policy and the tool through which government could stabilize and influence the economic direction of a country;

Also notes that standard global public sector budgetary practice requires the implementation of a defined budgetary framework synchronized with timelines or a standardized budgetary calendar to reduce uncertainties, and promote compliance and coordination;

Aware that the Federal Government's budget process perennially experiences delays despite the efforts of all the relevant entities involved in the budgeting process;

Also aware that budget delay impacts negatively on economic growth, as a 2018 study shows that 100 days delay in its implementation tends to depress the economy by at least 2.5 percent;

Further aware that Nigeria's experience of prolonged budget process has imposed substantial economic costs on the public and private sectors of the economy;

Concerned that such a delay leads to poor budget implementation which has a direct correlation to poor service delivery in the Public Service;

Worried that the delay introduces opacity into the budget process leading to induced diversion of public funds and resources and corruption which has become the scourge of society.

Also worried that foreign and domestic private sector investment is adversely affected due to uncertainty on the strategic direction of the government;

Resolves to:

- (i) Urge the Federal Executive Council to automate the National Budget formulation, execution and reporting process;
- (ii) mandate the Committees on Finance, Appropriations and Justice to convene a legislative submit with relevant stakeholders to improve the budget process in Nigeria.

.....

ANNEX 10: SAMPLE BILL

.....

[HB.12.03.257]

C 4379

A BILL

FOR

AN ACT TO AMEND THE PROVISIONS OF THE FEDERAL
REPUBLIC OF NIGERIA 1999 AND FOR OTHER MATTERS
CONNECTED THEREWITH

Sponsored by Hon. Femi Gbajabamila.

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

1 1. The Constitution of the Federal Republic of Nigeria (in this Act
2 referred to as "the Principal Act") is amended as set out in this Bill.

3 2. Section 174 of the Principal Act is amended in sub-section (1) by
4 inserting immediately before the words "The Attorney General" in line 1,
5 the words subject to any act of the National Assembly"

6 3. This Bill may be cited as the Constitution (Amendment) Bill,
7 2012.

EXPLANATORY NOTES

This Bill seeks to amend the Constitution of the Federal Republic of Nigeria to limit the powers of the Attorney-General of the Federation under section 174 of the Constitution.

←Bill Number
(HB indicates House
Bill)

←Bill Title (Long
Title)

←Bill Sponsor

←Commencement

←Enacting Clause

←Bill Clauses

←Short Title

←Explanatory Note

GLOSSARY OF LEGISLATIVE TERMS

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 authorization to make expenditures and incur obligations.

Bicameral

A two-house legislature.

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 at a meeting of the National Assembly or a Committee.

Clerk

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

Concurrence

One House “accepts” the actions of the other House.

Conference Committee

A committee of members of the House and Senate that confers on differences in a bill, which have passed both Houses.

Confirmation

Senate action with respect to executive appointments requiring advice 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 interior of the chamber

Hansard

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

Hearing

A formal session of a Legislative Committee at which business is conducted or testimony is received or meeting at which witnesses 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 in which a legislative session takes place.

Legislative Oversight

The power or responsibility of the legislature to review operations of 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 the minority party in each house.

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.

Petition

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 the legislative process

Recess

A temporary halting of legislative business

Report

A written or verbal statement by a Committee to the National Assembly giving the results of an inquiry.

Resolution

Expression of the will, wish, or direction of the Legislature. A resolution generally does not have the effect of law.

Rules

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

Sergeant-at-Arms

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

Session

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

Sitting

A meeting of the Legislative Assembly within a session.

Sponsor

A member who authors or agrees to introduce a bill or measure.

Veto

An official action by the President that nullifies legislative action in the passing of a bill or appropriation.

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.

