

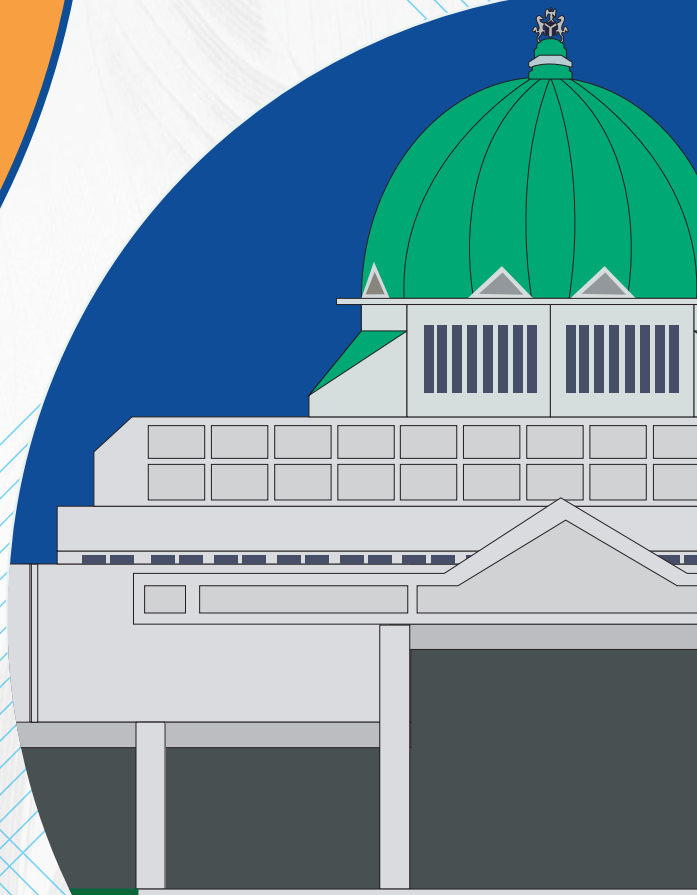


European Union

PLAC

POLICY AND LEGAL ADVOCACY CENTRE

LEGISLATIVE INTERNSHIP GUIDE 2022





Legislative Internship Guide 2022

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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.

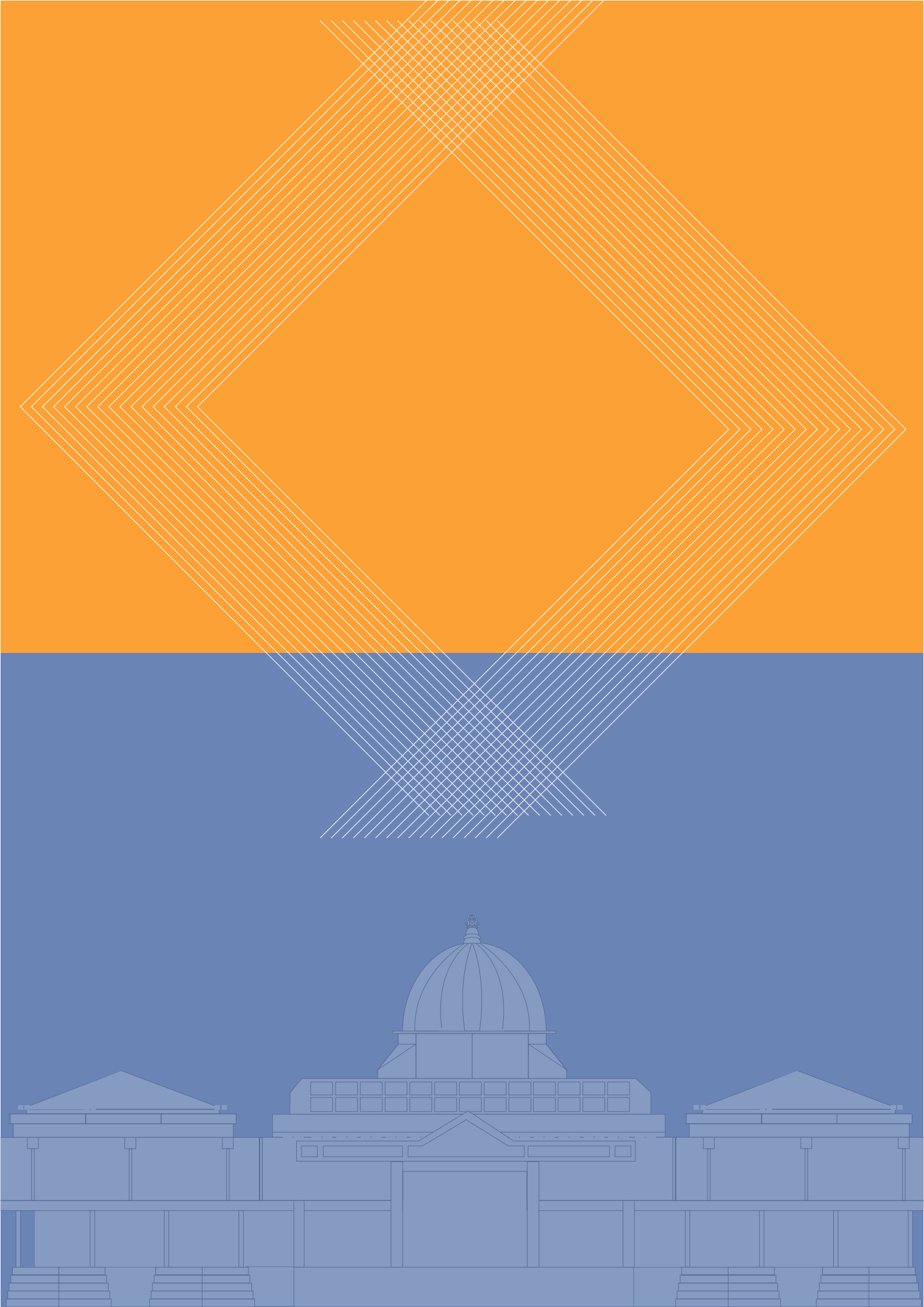
The guide has two parts – Part One, which lays out the LIP policies, procedures, guidelines and working conditions for deployed legislative interns and Part Two, which provides general information about the Nigerian Legislature, its structure and functions as well as basic information on civic responsibility. It is not 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

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, 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.

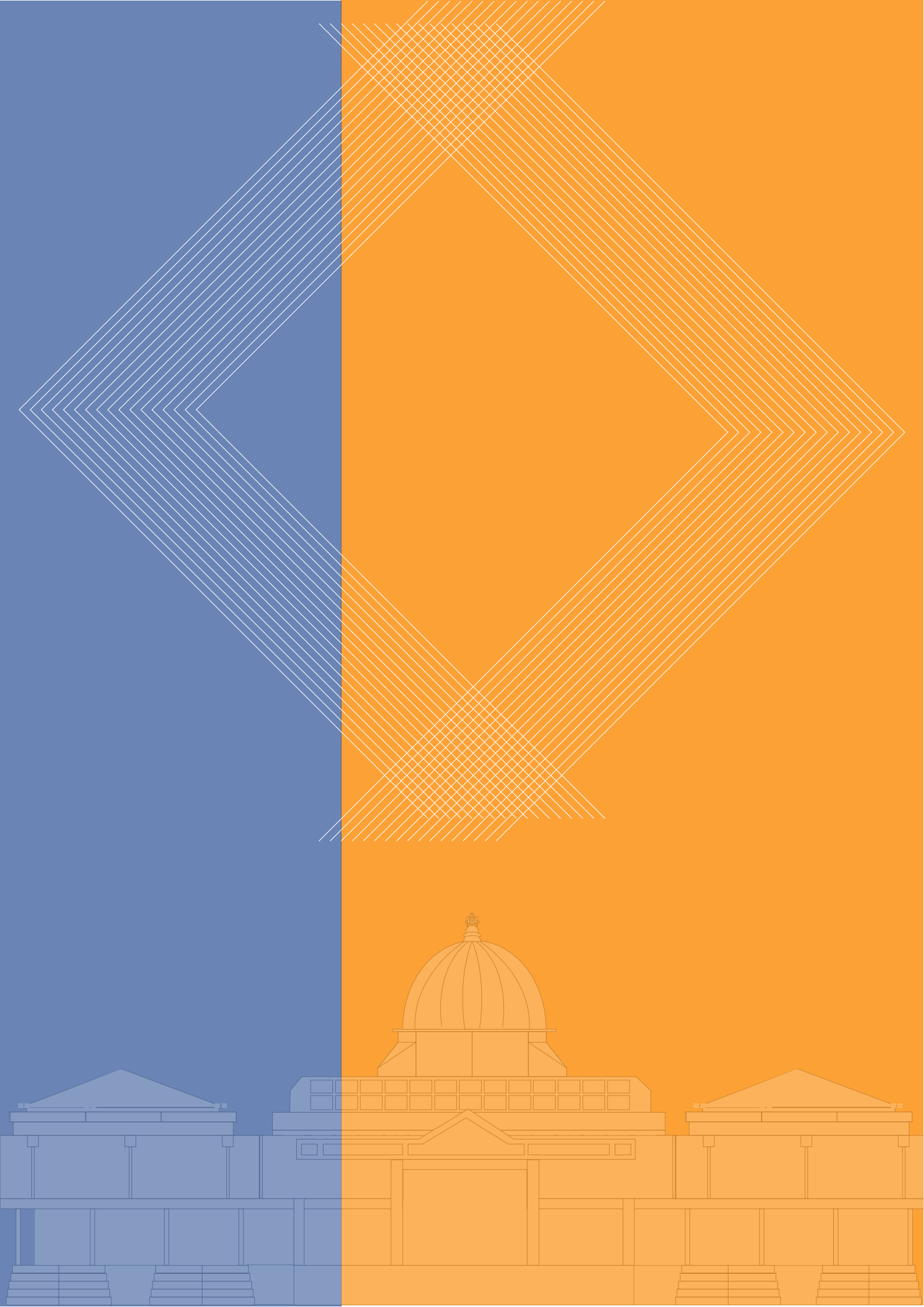
23. Safeguard Policy

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. This policy applies to all Legislative interns who in addition to being protected are expected to comply with safeguard rules.

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

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 vests 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:** It is 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

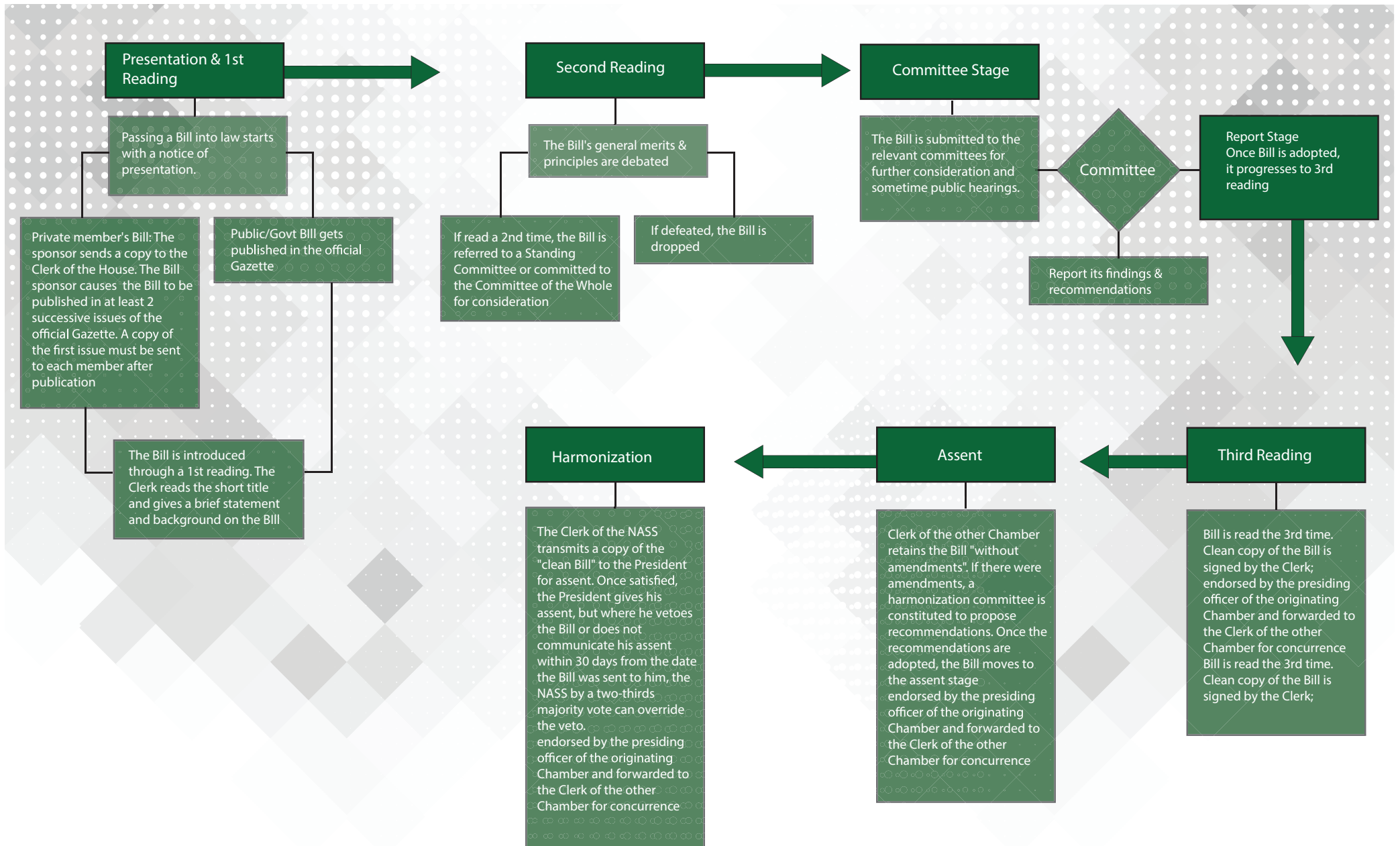
The process of lawmaking requires periods of discussions and consideration of interests before a Bill can be passed into law. In simple terms, a Bill means a draft of a proposed Law (which could be an amendment or repeal to an existing Law or the creation of a new Law) There are two types of Bills; Private 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 COMPANIES & ALLIED MATTERS ACT 2020 AND
FOR RELATED MATTERS

Sponsored by Hon. Ugonna Uzurigbo

[] Commencement

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

- 1 **1.** The Companies and Allied Matters Act, 2020 (herein referred to
2 as the "Principal Act") is amended as set out in this Bill Amendment of
Companies and
Allied Matters
Act 2020
- 3 **2.** Section 839 of the Principal Act is hereby amended by adding a
4 new Sub-section 12 to read: Amendment of
Section 839
- 5 (12) "Notwithstanding any provision in this Act, nothing in this
6 section shall apply to religious bodies.
- 7 **3.** The Bill may be cited as the Companies and Allied Matters Citation
8 (Amendment) Bill, 2020.

EXPLANATORY MEMORANDUM

This Bill seeks to preserve religious bodies and beliefs.

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 COMMITTEE ON NATIONAL SECURITY AND INTELLIGENCE ON THE BILLS FOR AN ACT TO PROVIDE FOR THE ESTABLISHMENT OF THE NATIONAL COMMISSION FOR THE COORDINATION AND CONTROL OF THE PROLIFERATION OF SMALL ARMS AND LIGHT WEAPONS IN NIGERIA AND OTHER RELATED MATTERS 2022 (SB.283, SB.513 AND SB.794).

1.0 INTRODUCTION:

The Senate at its sittings of Wednesday, 19th February, 2020; Wednesday, 25th November, 2020; and Tuesday, 9th November, 2021 read for the second time the following Bills:

- (i) The Nigeria National Commission against the Proliferation of

Figure 2: Excerpts from Committee Report on National Commission Against the Proliferation of Small Arms and Light Weapons (Est) Bill, 2022

3.0 METHODOLOGY:

- 3.1 In attending to this legislative assignment, the Committee met and adopted the following methodology:
- (i) Requested and received memoranda from identified critical stakeholders in the Intelligence and Security Community, Ministries, Departments and Agencies of Government and Non-Governmental Organisations (NGOs);
 - (ii) Conducted series of roundtable interactive hearings or stakeholders' summits during which inputs on the Bills were collated from members of the Intelligence and Security Community and critical stakeholders;

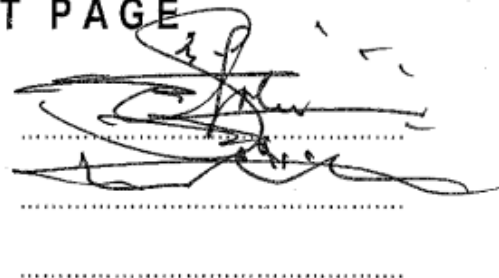
Figure 3: Excerpts from Committee Report on National Commission Against the Proliferation of Small Arms and Light Weapons (Est) Bill, 2022

SENATE COMMITTEE ON NATIONAL SECURITY AND INTELLIGENCE

REPORT ON A BILL FOR AN ACT TO ESTABLISH THE NATIONAL COMMISSION FOR THE COORDINATION AND CONTROL OF THE PROLIFERATION OF SMALL ARMS AND LIGHT WEAPONS IN NIGERIA AND OTHER RELATED MATTERS, 2022

ENDORSEMENT PAGE

1. Sen. Ibrahim A. Gobir, PhD - Chairman
2. Sen. Chukwuka Godfrey Utazi - Vice Chairman
3. Sen. Ibrahim Shekarau - Member



.....

.....

.....

Figure 4 Excerpts from Committee Report on National Commission Against the Proliferation of Small Arms and Light Weapons (Est) Bill, 2022

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



HOUSE OF REPRESENTATIVES FEDERAL REPUBLIC OF NIGERIA NOTICE PAPER

Monday 25 July 2022 – Wednesday 27 July 2022

1. Monday 25 July, 2022

Committee Meetings:

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

2. Tuesday 26 July, 2022

(a) Bills:

- (i)** A Bill for an Act to Establish Chartered Risk Management Institute of Nigeria to serve as a Professional Body for Practitioners and Determine the Standard of Knowledge and Skills to be Attained by Persons Seeking to become Members of the Chartered Risk Managers Institute of Nigeria; and for Related Matters (HB.2037) (*Senate*) – *Second Reading*.
- (ii)** A Bill for an Act to Amend the Pension Reform Act, No 4, 2014 to make Provisions for the Establishment of the Federal Capital Territory Administration Staff Pension Bureau and the Federal Capital Territory Area Councils Staff Pension Bureau, for effective Pension Administration, Management and Service Delivery; and for related matters (HB. 1841) (*Hon. Ahmed Idris Wase and Hon. Abubakar Hssan Fulata*) – *Second Reading*.
- (iii)** A Bill for an Act to Establish Schools of Mines and Geological Studies, Girei, Adamawa State to Provide Fulltime Training Courses in Geology and Mining and to make Provision for the Administration of the School; and for Related Matters (HB. 1963) (*Hon. Jafaru Sulieman Ribadu*) – *Second Reading*.
- (iv)** A Bill for an Act to Introduce Preventive Measures and Teachings of Sexual Gender-based Violence into the Curriculum as a Compulsory Subject (Civic Education) for all Secondary Schools in Nigeria; and for Related Matters (HB. 1937) (*Hon. Julius Ihonvbere*) – *Second Reading*.
- (v)** A Bill for an Act to Amend Section II of the Central Bank of Nigeria, 2007 to add more Conditions for disqualification and Cessation of Appointment as Governor, Deputy Governor or Director of the Bank; and for Related Matters (HB. 2023) (*Hon. Sada Soli*) – *Second Reading*.

- (vi) A Bill for an Act to Establish Federal College of Optometry to Provide for Courses leading to the Award of Designated Degrees, Diplomas, and Certificates in Optometry, Ophthalmology and Related Courses; and for Related Matters (HB. 1965) (*Hon. Iken Elezianya*) – *Second Reading*.
- (vii) A Bill for an Act to Establish Chartered Institute of Digital Technology and Development Nigeria; and for Related Matters (HB. 1939) (*Hon. Solomon Bulus Maren*) – *Second Reading*.
- (viii) A Bill for an Act to Establish Federal Polytechnic, Okoloma Afam, River State to Provide Full and part-time Courses of Instruction in different fields of Study; and for Related Matters (HB. 2029) (*Hon. Chisom Promise Dike*); and for Related Matters – *Second Reading*.
- (b) **Motions:**
- (i) *Need for Extension of the Mandate of the Special Ad-hoc Committee to Investigate the Petroleum Products Subsidy Regime:*
Hon. Abubakar Hassan Fulata.
- (ii) *Need to fully Adopt and Implement the “Silencing the Guns” Road Map:*
Hon. Ahmed Munir.
- (c) **Consideration of Reports:**
- (i) A Bill for an Act to Establish the Chartered Institute of Forensics and Certified Fraud Examiners of Nigeria, to provide for the Regulation and Control of its Membership and to Promote the practice of Forensics and Fraud Examiners in Nigeria; and for Related Matters (HB.1220) – *Committee of the Whole: 21/6/2022*.
- (ii) A Bill for an Act to Repeal the National Commission for Colleges of Education Act and to Enact the National Commission for Colleges of Education Bill; and for Related Matters (HB.1985) (*Senate*) (*Leader*) – *Committee of the Whole: 21/1/2022*.
- (iii) A Bill for an Act to Establish Federal College of Crop Science and Food Technology, Lokoja, Kaduna State; and for Related Matters (HB.1887) (*Senate*) (*Leader*) – *Committee of the Whole: 28/6/2022*.
- (iv) A Bill for an Act to Provide for Establishment of Federal College of Forestry, Wawa Zangari, Dukku, Gombe State, to Provide Full-Time Courses in Forestry, Technology and Agricultural Development, to Improve Genetic Resources of Forest Trees and Eco-System for Economic Development and Applied Science Management and other fields of Study; and for Related Matters (HB. 1816) (*Senate*) (*Leader*) – *Committee of the Whole: 20/7/2022*.
- (v) **Committee on Tertiary Education and Services:**
Hon. Aminu Suleiman.
- (a) Report on a Bill for an Act to Provide for Establishment of Federal College of Agriculture and Forestry, Ijebu Jesa, Osun State; and for Related Matters (HB 322) (*Laid:1/7/2021*).
- (b) Report on a Bill for an Act to Establish Federal University of Agriculture and Technology, Orerokpe, Delta State and for Related Matters (HB. 663) (*Laid: 22/2/2022*).

3.**Wednesday 27 July, 2022****(a) Bills:**

- (i) A Bill for an Act to Establish Federal Polytechnic, Sabon Birni Gobir, Sokoto State; and for Related Matters (HB. 1899) (*Hon. Mohammed Saidu Bargaja*) – *Second Reading*.

- (ii) A Bill for an Act to Amend Section 39(1) of Corrupt Practices and Other Related Offences Act, Cap. C2 by including the Administration of Criminal Justice Act among Act to which this Act applies; and for Related Matters (HB. 1919) (*Hon. Olumide Babatunde Osoba*) – *Second Reading*.
- (iii) A Bill for an Act to Amend the Utilities charges Commission Act, Cap. U17, Laws of the Federation of Nigeria, 2004 to review upwards the fine stipulated for offences under the act; and for Related Matters (HB. 1973) (*Hon. Obinna Chidoka*) – *Second Reading*.
- (iv) A Bill for an Act to Amend National Health Act No 8 of 2014 to expand the functions of the National Council to include the Provision of required Medical Equipment and Maintenance across the Federation and funding for the Provision of the Medical Equipment Maintenance for Primary, Secondary and Tertiary Healthcare Services in order to achieve the objectives of Providing improved National Healthcare Services to all Nigerians; and for Related Matters (HB. 1999) (*Hon. Amos Magaji Gwamna*) – *Second Reading*.
- (b) **Consideration of Reports:**
- (i) A Bill for an Act to Provide for Establishment of a Specialized National Dermatology Hospital, Garkida, Management Board for the Hospital, provide Dermatological Treatment, Research and Training; and for Related Matters (HB.1382) (*Senate*) (*Leader*) – *Committee of the Whole: 29/6/2022*.
- (ii) A Bill for an Act to Establish Federal Medical Centre, Mubi, Adamawa State; and for other Related Matters (HB. 679) – (*Senate*) (*Leader*) – *Committee of the Whole: 29/6/2022*.
- (iii) A Bill for an Act to Repeal the Nigerian College of Aviation Technology Act, Cap. N96, Laws of the Federation of Nigeria, 2004 and Enact the Nigerian College of Aviation Technology Bill to Provide for its Organization, Council and Operations; and for Related Matters (HB. 463) – *Committee of the Whole: 21/7/2022*.
- (iv) A Bill for an Act to Establish the National Agricultural Development Fund to Provide Funds for Agricultural Development; and for Related Matters (HB.1319) (*Senate*) (*Leader*) – *Committee of the Whole: 21/7/2022*.
- (v) A Bill for an Act to Repeal the Nigerian Airspace Management Agency Act, Cap. N90, Laws of the Federation of Nigeria, 2004 and Enact the Nigerian Airspace Management Agency Bill to provide Efficient Air Navigation Services in Nigeria, Ensure Safety and Regulation of Air Navigation in Nigeria and to any other place which Nigeria has Responsibility of Providing Air Navigation Services; and for Related Matters (HB. 462) – *Committee of the Whole: 21/7/2022*.
- (vi) A Bill for an Act to Repeal the Small and Medium Scale Industries Development Agency Act, 2003 and Enact the Small and Medium Enterprises Development Agency of Nigeria (SMEDAN); and for Related Matters HB.1995) – *Committee of the Whole: 29/6/2022*.
- (vii) **Committee on Science and Technology:**
Hon. Beni Lar:
 Report on a Bill for an Act to Establish Chartered Institute of Computer Forensics of Nigeria; and for Related Matters (HB.1491) (*Laid: 26/1/2022*).
- (viii) **Committee on Youth Development:**
Hon. Yemi Adaramodu:
 Report on a Bill for an Act to make Provisions for Establishment of Youth Entrepreneurship Development Trust Fund and a Management Team to Administer the Funds; and for Related Matters (HB. 1448) (*Laid: 7/4/2022*).

- **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.

NO. 20

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

Tuesday, 20th September, 2022

-
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. Federal University of Medical and Health Sciences, Ondo State (Establishment) Bill, 2022 (HB. 1770) - *First Reading*
Sen. Gobir, Ibrahim Abdullahi (*Sokoto East-Senate Leader*).
 2. Federal College of Education Omu-Aran, Kwara State (Establishment) Bill, 2022 (HB. 171) - *First Reading*
Sen. Gobir, Ibrahim Abdullahi (*Sokoto East-Senate Leader*).
 3. Chartered Compliance Institute of Nigeria (Establishment) Bill, 2022 (SB. 1043) - *First Reading*
Sen. Kwari, Suleiman Abdu (*Kaduna North*).
 4. Central Bank of Nigeria (CBN) Act (Amendment) Bill, 2022 (SB. 1049) - *First Reading*
Sen. Umar, Sadiq Suleiman (*Kwara North*).
 5. Electoral Act 2022 (Amendment) Bill, 2022 (SB. 1051) - *First Reading*
Sen. Gobir, Ibrahim Abdullahi (*Sokoto East-Senate Leader*).
-

ORDERS OF THE DAY

CONSIDERATION OF BILLS

1. A Bill for an Act to Amend the Federal High Court Act, Cap. F12, LFN, 2004 to increase the number of Judges of the Federal High Court from 100 to 172 and Repeal the Federal High Court (Amendment) Act 2013 and for related matters, 2022 (SB. 1038) - *Second Reading*
Sen. Omo-Agege, Ovie Augustine (*Delta Central*).
 2. A Bill for an Act to Establish the National Institute for Educational Planning and Administration Suleja and for other matters connected therewith, 2022 (SB. 931) - *Second Reading*
Sen. Musa, Mohammed Sani (*Niger East*).
-

PRESENTATION AND CONSIDERATION OF REPORTS

1. Report of the Committee on Health (Secondary & Tertiary)

Figure 7 Sample Senate Order Paper page 1

COMMITTEE MEETINGS

No.	Committee	Date	Time	Venue
1.	Ad-hoc Committee on Pay-Tv Tariff Hikes	Tuesday, 20 th September, 2022	2.00pm	Committee Room 107 Senate New Building
2.	Ad-hoc Committee to Investigate Oil Lifting, Theft And the impact on Petroleum Production and Oil Revenues	Tuesday, 20 th September, 2022	2.00pm	Committee Room 224 Senate New Building
3.	Ad-hoc Committee on Non-Compliance with the Petroleum Act and the Oil Mining Lease	Wednesday, 21 st September, 2022	2.00pm	Committee Room 107 Senate New Building
4.	Agriculture and Rural Development	Wednesday, 21 st September, 2022	2.00pm	Committee Room 117 Senate New Building
5.	Ad-hoc Committee to Investigate Oil Lifting, Theft And the impact on Petroleum Production and Oil Revenues	Wednesday, 21 st September, 2022 (Investigative Hearing)	2.00pm	Conference Room 231 Senate New Building
6.	Ad-hoc Committee on Pay-Tv Tariff Hikes	Thursday, 22 nd September, 2022 (Public Hearing)	10.00am	Conference Room 231 Senate New Building
7.	Public Accounts	Thursday, 22 nd September, 2022 (Public Hearing)	2.00pm	Senate Hearing Room 4 White House Building
8.	Customs, Excise & Tariff	Thursday, 22 nd September, 2022 (Interactive Meeting)	2.00pm	Conference Room 3.01 Senate New Building
9.	Downstream Petroleum Sector	Tuesday, 27 th September, 2022	2.00pm	Committee Room 204 Senate New 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

Thursday, 24 March, 2022

1. The House met at 11.37 a.m. Mr Speaker read the Prayers.
2. The House recited the National Pledge.
3. **Votes and Proceedings**
Mr Speaker announced that he had examined and approved the *Votes and Proceedings* of Wednesday, 23 March, 2022.

The Votes and Proceedings was adopted by unanimous consent.
4. **Announcement**
Visitors in the Gallery:
Mr Speaker recognised the presence of Staff and Students of *New Era Future Leaders Academy*, Kado Kuchi, Abuja
5. **Petitions**
 - (i) A petition from Emeka Opah, on alleged murder of Chinenye Opah by officers of the Department of State Services, Enugu State Command, was presented and laid by Hon. Toby Okechukwu (*Aninri/Awgu/Oji River Federal Constituency*);
 - (ii) A petition from Jerry Sonny Ugokwe, on behalf of Amadeus Group Limited, on alleged forceful acquisition of their land at Kaura District, Abuja, by the Federal Capital Territory Administration, was presented and laid by Hon. Vincent Ofumelu Ekene (*Oyi/Ayanelum Federal Constituency*);
Petitions referred to the Committee on Public Petitions.
6. **Presentation of Bills**
The following Bills were read the *First Time*:
 - (1) Federal Medical Centre, Gwarzo, Kano State (Establishment) Bill, 2022 (HB.1927).
 - (2) Federal Teaching Hospital, Owerri, Imo State (Establishment) Bill, 2022 (HB.1928).

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- (v) **Committees on Poverty Alleviation and Labour, Employment and Productivity:**
Motion made and Question proposed, "That the House do receive the Report of the Committee on Poverty Alleviation on a Bill for an Act to Provide a Legal Framework for Establishment of National Social Investment Programmes for the Assistance and Empowerment of Poor and Vulnerable in Nigeria and to Establish the National Social Investment Programmes Coordinating Office within the Federal Ministry Responsible for Social Development to manage the Implementation of the Programmes and for Related Matters" (*Hon. Abdullahi Salame — Illela/Gwadabawa Federal Constituency*).

Agreed to.

Report laid.

8. **A Bill for an Act to Establish Federal Teaching Hospital, Makurdi, Benue State and to Provide for Composition, Administration and Functions of the Management Board; and for Related Matters (HB.1889) — Second Reading**

Motion made and Question proposed, "That a Bill for an Act to Establish Federal Teaching Hospital, Makurdi, Benue State and to Provide for Composition, Administration and Functions of the Management Board; and for Related Matters (HB.1889) be read a Second Time" (*Hon. John Dyegh — Gboko/Tarka Federal Constituency*).

Debate.

Question that the Bill be now read a Second Time — Agreed to.

Bill read the Second Time.

Bill referred to the Committee on Health Institutions.

9. **A Bill for an Act to Establish Federal College of Agriculture (Technical), Ogboinbiri, Bayelsa State to Provide Full-Time Courses, Teaching Instruction and Training in Agricultural Technology, Agriculture and to Carry out Its Due Administration and Management; and for Related Matters (HB.1731) — Second Reading**

Motion made and Question proposed, "That a Bill for an Act to Establish Federal College of Agriculture (Technical), Ogboinbiri, Bayelsa State to Provide Full-Time Courses, Teaching Instruction and Training in Agricultural Technology, Agriculture and to Carry out Its Due Administration and Management; and for Related Matters (HB.1731) be read a Second Time" (*Hon. Preye Influence Goodluck Oseke — Southern Ijaw Federal Constituency*).

Debate.

Question that the Bill be now read a Second Time — Agreed to.

Bill read the Second Time.

Bill referred to the Committee on Agricultural Colleges and Institutions.

10. **Order of the Day**

Motion made and Question proposed, "That the House do set down items (3-15) on the Order Paper to another legislative day, pursuant to Order Eight, Rule 6 (3)" (*Hon. Abubakar Hassan Fulata — Birniwa/Guri/Kiri-Kasamma Federal Constituency*).

Agreed to.

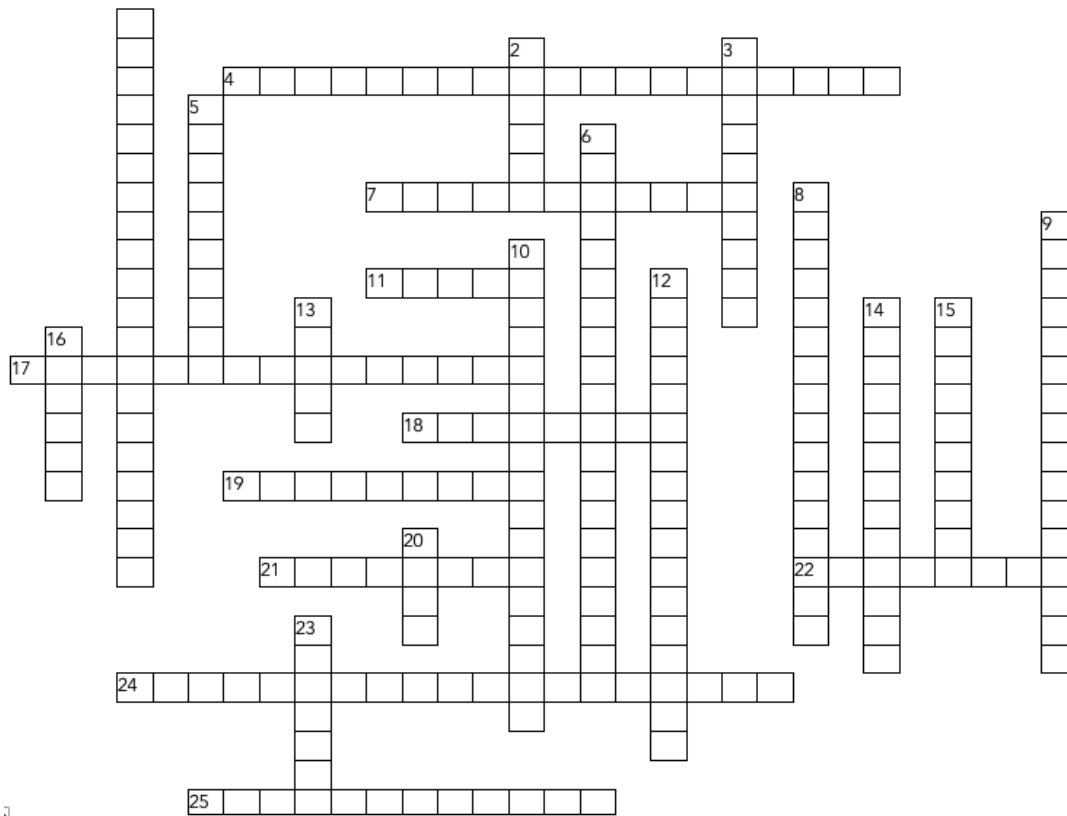
LEARNING ACTIVITY I

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 IN THE 9TH NATIONAL ASSEMBLY



Sen. Ahmed Lawan
Senate President
(Yobe : APC)



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



Sen. Ibrahim Gobir
Majority Leader
(Sokoto : APC)



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



Sen. Philip Aduda
Minority Leader
(FCT : PDP)



Sen. Shuaibu Lau
Deputy Minority Leader
(Taraba : PDP)



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



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



Sen. Utazi Chukwuka
Minority Whip
(Enugu : PDP)



Sen. Danjuma La'ah
Deputy Minority Whip
(Kaduna : 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 Idris 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 EYAKENYI**



Akwa Ibom

**SENATOR
AISHATU DAHIRU**



Adamawa

**SENATOR
NORA DADUUT**



Plateau

WOMEN REPRESENTATION IN THE 9TH HOUSE OF REPRESENTATIVES

**HON. BLESSING ONYECHÉ
ONUH**



Benue

HON. ZAINAB GIMBA



Borno

**HON. OMOWUMI
OLUBUNMI OGUNLOLA**



Ekiti

**HON. AISHATU
DUKKU**



Gombe

**HON. ADEWUNMI OROYOMI
ONANUGA**



Ogun

**HON. TAIWO OLUKEMI
OLUGA**



Osun

**HON. TOLULOPE
TIWALOLA SADIPE**



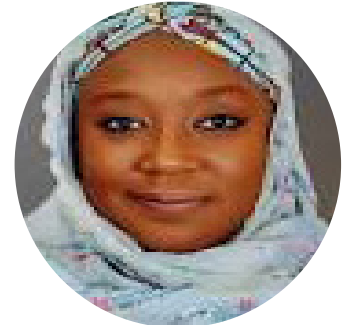
Oyo

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 -2023)

CHAIRMEN AND DEPUTY CHAIRMEN

S/N	COMMITTEE	CHAIRMAN	DEPUTY CHAIRMAN
1	Agriculture and Rural Development	Sen. Yahaya Abdullahi	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. Biodun Olujimi	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 Yaroe
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	Sen. Nora Ladi Daduut
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. Michael Ama-Nnachi	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. Hassan Lawal Anka	Sen. Olunbunmi Adetunmbi

18	Education (Basic and Secondary)	Sen. Ibrahim Geidam	Sen. Akon Etim Eyakenyi
19	Employment, Labour and Productivity	Sen. Godiya Akwashiki	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, Privileges and Public Petitions	Sen. Ayo Patrick Akinyelure	Sen. Ahmed Baba Kaita
23	FCT	Sen. Smart Adeyemi	Sen. Tolulope Odebiyi
24	Federal Character and Inter-Governmental Affairs	Sen. Patrick Abba Moro	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. Jarigbe Agom Jarigbe
28	Gas	Sen. James Manager	Sen. Biobarakuma Degi-Eremienyo
29	Health (Secondary & Tertiary)	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. Olalekan Mustapha Ramoni
33	Information and National Orientation	Sen. Danladi Abdullahi Sankara	Sen. Aisha Ahmed Dahiru
34	Interior	Sen. Kasshim Shettima	Sen. Seriake Dickson
35	Inter-Parliamentary Affairs	Sen. Kabir Barkiya	Sen. Abba Patrick Moro
36	Industries	Sen. Adetokunbo Abiru	Sen. Frank Chukwuma Ibezim

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	Sen. Tolu Odebiyi
43	Media and Public Affairs	Sen. Surajudeen Ajibola Basiru	Sen. Godiya Akwashiki
44	National Identity Card and National Population	Sen. Sahabi Alhaji Ya'u	Sen. Suleiman Abdu Kwari
45	National Planning and Economic Affairs	Sen. Olubunmi Adetunmbi	Sen. Moses Cleopas
46	National Security and Intelligence	Sen. Ibrahim Danbaba	Sen. Chukwuka Utazi
47	Navy	Sen. George Thompson Sekibo	Sen. Elisha Clifford Ishaku
48	Niger Delta	Sen. Peter Nwabuoshi	Sen. Amos Kilawangs Bulus
49	Police Affairs	Sen. Halliru Jika	Sen. Danjuma Tella La'ah
50	Power	Sen. Gabriel Torwua Suswam	Sen. Enyinnaya Abaribe
51	Public Accounts	Sen. Matthew Urhoghide	Sen. Hassan Ibrahim Hadeija
52	Public Procurement	Sen. Emmanuel Bwacha	Sen. Yisa Oyelola Ashiru
53	Primary Healthcare and Communicable Diseases	Sen. Ishaku Elijah Abbo	Sen. Suleiman Sadiq Umar
54	Privatization	Sen. Theodore Orji	Sen. Adelere Adeyemi Oriolowo
55	Rules and Business	Sen. Suleiman Sadiq Umar	Sen. Ibrahim Gobir
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 and Youth Development	Sen. Obinna Joseph Ogba	Sen. Kolawole Balogun
63	States and Local Government	Sen. Olamilekan Mustapha Ramoni	Sen. Francis Onyewuchi
64	Sustainable Development Goals (SDGs)	Sen. Aisha Ahmed Dahiru	Sen. Olamilekan Mustapha Ramoni
65	Tertiary Institutions and TETFund	Sen. Ahmed Baba Kaita	Sen. Sandy Onor Ojang
66	Trade and Investment	Sen. Saidu Alkali	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
71	Oil and Gas Host Community	Sen. Biobarakuma Degi Eremienyo	Sen. Nora Ladi Daduut

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 Dan'agundi	Hon. Gana Bukar
2	Agric. Production and Services	Hon. Muntari Dan-Duste	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. Bello Kaoje	Hon. Abubakar Faggo Kani
18	Constitutional Review	Hon. Ahmed Idris	Hon. Alhassan Doguwa
19	COVID-19	Hon. Haruna Msheila	Hon. Samuel Onuigbo
20	Culture and Tourism	Hon. Ihama Ogbiede	Hon. Hassan Abdullahi

21	Customs and Excise	Hon. Leke Abejide	Hon. Sani Ado Kiri
22	Defence	Hon. Jimi Benson	Hon. Makki Yalleman
23	Delegated Legislations	Hon. Sylvester Ogbaga	Hon. Dele Gboluga
24	Diaspora	Hon. Tolu Shadipe	Hon. Nwuzi Ephraim
25	Drugs and Narcotics	Hon. Francis Agbor	Hon. Abdulkadir Sarki
26	Ecological Fund	Hon. Ibrahim Isiaka	Hon. Mahmud Abdulahi
27	Electoral Matters	Hon. Aisha Dukku	Hon. Ismail Tijani
28	Emergency and Disaster Preparedness	Hon. Tunji Olawuyi	Hon. Shehu Yakubu
29	Environment	Hon. Johnson Oghuma	Hon. Obidigwe Chinedu
30	Ethics and Privileges	Hon. Kolawole Lawal	Hon. Ibrahim Hamisu
31	FCT Area Councils and Ancillary Matters	Hon. Tijani Damisa	Hon. Jiba Micah
32	FCT Judiciary	Hon. Ifeanyi Momah	Hon. Wunmi Ogunlola
33	Federal Capital Territory	Hon. Abdullahi Garba	Hon. Blessing Onuh
34	Federal Character	Hon. Abubakar Kusada	Hon. Peter Makinde
35	Federal Judiciary	Hon. Onofiok Luke	Hon. Dederi Isa
36	Federal Road Maintenance Agency (FERMA)	Hon. Femi Bamisile	Hon. Ahmed Satome
37	Federal Road Safety Commission (FRSC)	Hon. Mayowa Akinfolarin	Hon. Shehu Balarabe
38	Finance	Hon. James Faleke	Hon. Abdulahi Seidu
39	Financial Crimes	Hon. Abdulahi Ibrahim Dutse	Hon. Umar Seidu Doka
40	FOI Reform of Government Institutions	Hon. Cornelius Nnaji	Hon. Abubakar Dakene
41	Foreign Affairs	Hon. Yusuf Buba	Hon. Obina Kingsley
42	Gas Resources	Hon. Nicholas Mutuh	Hon. Yusuf Miga
43	Health Institutions	Hon. Pascal Obi	Hon. Oke Martins
44	Healthcare Services	Hon. Tanko Sununu	Hon. Samuel Adejare
45	HIV, AIDS, Tuberculosis and Malarial Control	Hon. Sarki Dahiru	Hon. Umaru Yabo

46	House Services	Hon. Wale Raji	Hon. Ayuba Badamasi
47	Housing and Habitat	Hon. Mustapha Dawaki	Hon. Eta Mbora
48	Human Rights	Hon. John Dyegh	Hon. Eliza Simon
49	Industry	Hon. Dolapo Badru	Hon. Goroki Gideon
50	Information and Communication Technology	Hon. Abubakar Lado	Hon. Solomon Adaelu
51	Information, National Orientation, Ethics and Values	Hon. Segun Odebunmi	Hon. Fred Obua
52	Insurance and Actuarial Matters	Hon. Darlington Nwokocha	Hon. Jaha Ahmadu
53	Inter-Governmental Affairs	Hon. Akin Alabi	Hon. Mansur Ali Mashi
54	Inter-Parliamentary Relations	Hon. Zakari Galadima	Hon. Danladi Baido
55	Interior	Hon. Nazir Zango Daura	Hon. Emmanuel Ukpong-Udo
56	Internal Security of the National Assembly	Hon. Danjuma Chedeh	Hon. Ahmed Bakura
57	Internally Displaced Persons (IDPs) and Refugees	Hon. Mohammed Jega	Hon. Ahmad Kalambaina
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. Jonathan Gaza Gbefwi	Hon. Jide Stanley
65	Local Content	Hon. Ochiglegor 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. Patrick Aisoweren
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 Development	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 Services	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	Waterways	Hon. Patrick Asadu	Vacant
103	Women Affairs and Social Development	Hon. Wunmi Onanuga	Hon. Vincent Ofumelu
104	Women in Parliament	Hon. Taiwo Oluga	Hon. Usman Abdullahi
105	Works	Hon. Abubakar Kabir Abubakar	Hon. Olanrewaju Edun
106	Youth Development	Hon. Yemi Adaramodu	Hon. Ari Abdulmumin
107	Disabilities	Hon. Miriam Onuoha	Hon. Komsol Longgap
108	Host Communities	Hon. Dumnamene Dekor	Hon. Ikenna Elezieanya
109	Safety Standards	Hon. Ibrahim Hamza	Hon. Samuel Onwuaso
110	Selection	Hon. Femi Gbajabiamila	Hon. Idris Ahmed Wase

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	Legislature
2	Without me being present, the National Assembly cannot sit. What am I?	Mace
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	Majority Leader
4	This individual introduces a Bill for the first time by reading it out	The Clerk
5	The minimum number of days in a year expected from a Legislative session	181 days
6	At the Bill reading stage, this committee is set up to harmonize Bills for adoption of each House	Conference Committee
7	Who provides the Committee with all the administrative support it needs?	Committee Clerk
8	A special session where Members meet to discuss privately without observation from the public	Closed Session
9	A Member nominated from the minority parties to ensure order and decorum in the chambers is?	Minority Whip
10	What duty of the Legislature gives it power to be the custodian of the National purse?	Oversight

ANSWER KEY

LEARNING ACTIVITY II

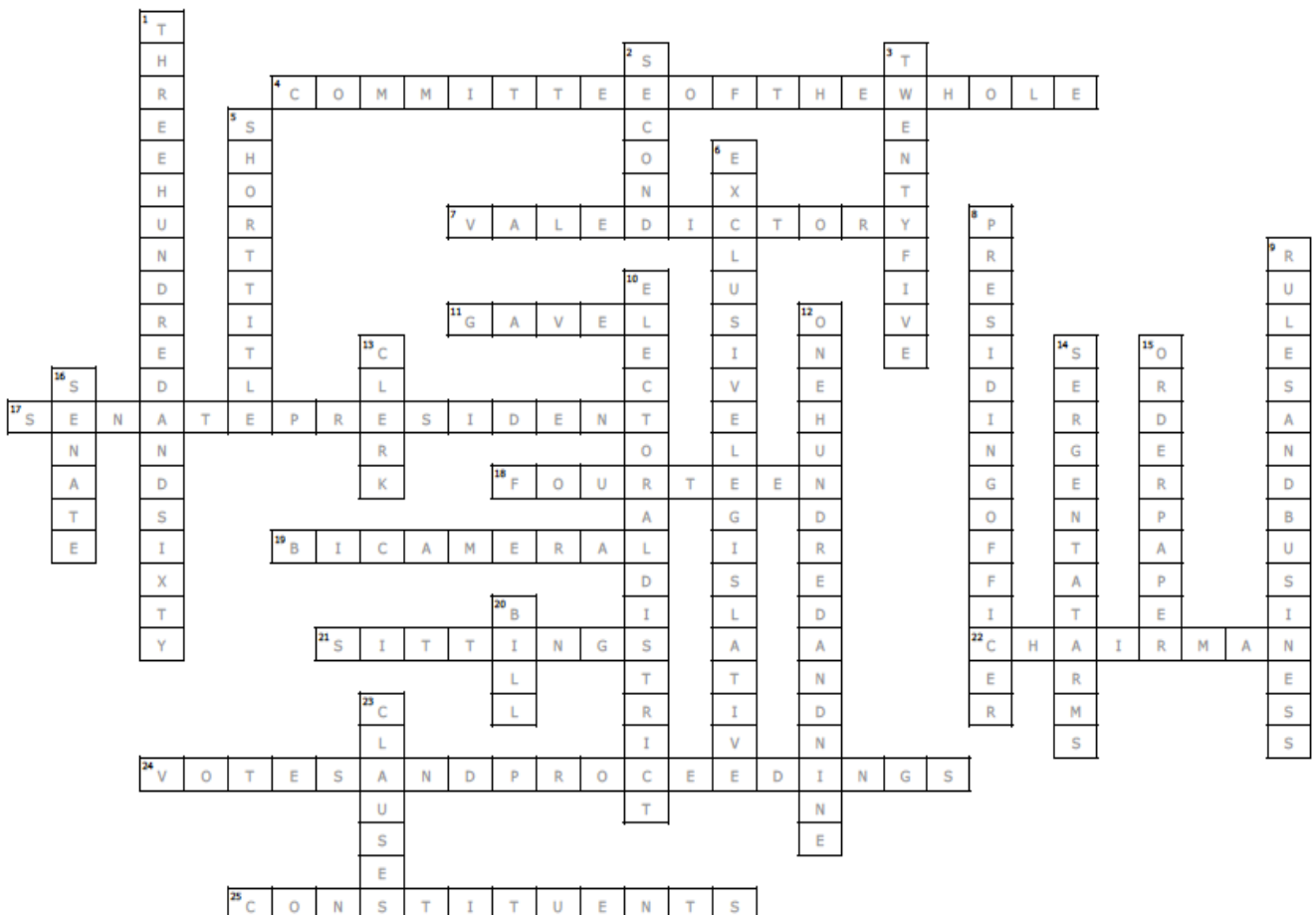
THE LEGISLATURE CROSS-WORD PUZZLE

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



GLOSSARY OF LEGISLATIVE TERMS

Act

A Bill passed by both chambers of the National Assembly and assented to by the President.

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 bi-cameral 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.

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