



STUDENT SENATE

STYLE GUIDE FOR LEGISLATION

All Legislation

Font: Generally, you should use size 12 Times New Roman for all parts of your bill, except for things like the title.

Title: Unless you are certain about what number your legislation is going to be assigned, it is best to not fill in any number here and leave that step to the Secretary.

Information: Fill out the information section of the legislation template as follows.

Introduced: The full date, written out, of the Senate meeting at which you anticipate your piece of legislation being introduced. Day of the week is not necessary.

Status: Leave this part, which should read “Pending approval” from the template, unchanged.

Author(s): Fill in the names of all the members of Student Senate who helped draft the legislation. The principal author (who will be presenting the piece of legislation in Senate) should be listed first. The names of all authors should be written as their title (e.g. Senator) followed by their first initial and their last name. For example, a bill introduced by the first-year representative Jane Doe would have her name written as “Senator J. Doe.”

Sponsor(s): List all members of Student Senate who have agreed to support this bill

before its introduction here. Use the same format for names as for authors

Topic: A keyword or phrase that describes what the legislation relates to. For example, a bill amending the Budget Committee Bylaws to change funding for conferences might have the title: Budget Committee Bylaws: conference funding.

Resolutions

Resolutions should be written as a single long sentence consisting of multiple clauses. There should be no periods or other sentence breaks anywhere within the text of a resolution.

The first set of clauses begin with the word “WHEREAS,” and they make a set of findings or declarations about why the resolution is necessary. The second set of clauses have the word “RESOLVED” in them, and declare Student Senate’s stance on the issue in question.

“Whereas” clauses: There should typically be more “whereas” clauses than “resolved” clauses in a resolution. Each “whereas” clause should begin with that word in bold and all caps, followed by a comma, followed by a finding or declaration of fact, followed by a semicolon, followed by either “AND” (if

there are more “whereas” clauses after the current one) or “NOW BE IT THEREFORE” (if the next clause is a “resolved” clause).

“Whereas” clauses should be used to explain why the resolution is necessary, and should also provide some background on the issue that the resolution takes a stand on. If you feel that an individual clause might be getting too long, try to break it up into multiple clauses.

“Resolved” clauses: Most resolutions have two or three “resolved” clauses, each of which begins with the word “RESOLVED” in bold and all caps. In the first such clause, the “resolved” should be followed directly by the phrase “by the Pitzer College Student Senate,” and then a comma. In “resolved” clauses after the first, go directly to a comma instead. Next, there should be a declaratory statement beginning with “that,” followed by a semicolon—unless the clause is the last one in the resolution, in which case it should simply conclude with a period, ending the single long sentence that is the resolution.

To transition between “resolved” clauses, you should typically use the phrase “AND BE IT FURTHER” after the semicolon of the previous “resolved” clause. If there are three or more “resolved” clauses, use the phrase “AND BE IT FINALLY RESOLVED” instead after the second-to-last clause.

The first “resolved” clause should state the basic premise of what is being declared, and subsequent clauses should list additional details or should describe how the resolution will be implemented. The final clause should typically indicate who the

resolution should be sent to after it is approved.

Bills

Bills should begin with the sentence “THE PITZER COLLEGE STUDENT SENATE DOES ENACT AS FOLLOWS:” in all caps at the top of the language. Unlike resolutions, bills are broken down into a series of numbered parts (PART 1, PART 2, etc...), which each have one or more sentence enacting some change into law. Most of these sentences should use the simple present tense.

Findings and declarations: As with resolutions, bills can include a part explaining why legislation is necessary. It is structured somewhat differently than a resolution’s “whereas” clauses, however.

This section, if it is included, should always be “PART 1” of the bill. It should begin with the sentence “The Pitzer College Student Senate finds and declares all of the following:” before continuing to a numbered list of findings and declarations. Each one of these should be a complete sentence.

This section, like the “whereas” part of a resolution, serves to explain the need for the bill. Unlike a resolution, this part need not take up most of the text, and is entirely optional. Short, technical bills typically should not have any findings or declarations.

Funding: If the bill is meant to provide a certain amount of funding towards a specific purpose, then it should have one part containing a sentence structured like this:

“\$X are appropriated from Y [usually the Student Senate Reserve Fund] for the purpose of Z.” If the bill is adding funds to the budget of some organization, then the sentence can read “\$X are appropriated from Y to the operating budget of Z [organization].”

Amendments to bylaws: If the bill is meant to amend some of the bylaws of Student Senate (e.g. the Budget Committee Bylaws), then there are a few ways to go about that. If a new article, section, or subsection of a set of bylaws is being added, write “[section title] is added to [specific article of specific bylaws], to read:” before writing out the new language. If you are amending an existing section, write “[section title, article, and bylaws] is amended to read:” before listing the new language. If you are removing a section of existing bylaws, write “[section title, article, and bylaws] is repealed.”

When you are writing the new language of the bylaws into the bill, leave a blank line between the enacting sentence and the new text.

Other actions: Bills can do more than just appropriate funding or amend bylaws. They can also disband a student organization, revoke funding, recall a member of Student Senate, or take a number of other formal actions. There are no set guidelines for these, other than sticking to the present tense and “is” statements when it makes sense to do so.

Constitutional Amendments

Constitutional amendments are structured almost exactly like bills, with a couple of exceptions. To begin with, the opening

sentence for the text of the bill should be “THE STUDENTS OF PITZER COLLEGE DO ENACT AS FOLLOWS:” since amendments to the constitution must be approved through a referendum by the entire student body.

Constitutional amendments also benefit more than bills from having robust findings and declarations, since the legislation will be read by students who might not know the background behind why it has been introduced.

There should not be any funding appropriations or other provisions in a constitutional amendment. Most of the parts of the legislation should only focus on specific language in the constitution to be changed. These parts should be written as described in “Amendments to bylaws” under “Bills” above.

The last part of a constitutional amendment should prescribe that the amendment be sent to the student body for a referendum. No constitutional amendment can take effect until it has been approved by the students.