Writing Legislation for PGSG

Hello, and welcome to the guide on writing legislation for PGSG.

The first step in writing legislation is to have an idea in mind. Do you want to allocate PGSG funds for something? Do you want to amend the PGSG governing documents? Do you want PGSG to take a stance on an issue? Writing legislation will allow the Senate to consider your idea.

Next, you need to find a voting member of the Senate to sponsor your legislation. If you are not a PGSG Senator, you are still able to author legislation, but you may not sponsor it. Any voting member of PGSG may sponsor legislation. If you know a voting member of PGSG, you may ask him or her to sponsor your legislation. If you do not already have someone in mind to sponsor your legislation, you can consider asking the Senator from your department to sponsor it. You can find your senator here if you do not know who your senator is. If you cannot find a sponsor, please continue writing your legislation anyway. We may be able to find a sponsor for you (though this is not guaranteed).

Next, you need to determine whether the legislation you want to write is a bill or a resolution. If you wish to amend the governing documents of PGSG, allocate PGSG funds for something, establish a new PGSG committee, or anything else which actually takes an action, you will write a bill. If you wish for PGSG to take a stance on an issue or promote an opinion on something, then you will write a resolution.

Please see the template for a bill here and the template for a resolution here. You should edit the header to include the title of your legislation, your name in the “Author(s)” section, and the sponsor’s name in the “Sponsor(s)” section. You do not have to worry about anything else in the header. The chair of L&SP and the Internal Vice President will take care of the rest of the header.

WHEREAS, OBSERVING, and NOTING clauses: These explanatory clauses should be used to explain the reasoning behind why PGSG should pass the bill or resolution. You can have as few as one explanatory clause or as many as you like. You do not have to use all three words: whereas, observing, and noting, and you do not have to use them in any particular order. You can choose how you wish to word your explanatory clauses. However, according to the PGSG governing documents, the formatting must be correct. Each explanatory clause should be formatted as seen in the sample legislation templates. In particular, each explanatory clause should begin with WHEREAS, OBSERVING, or NOTING in capital letters, boldface, one line above the rest of the clause. Each explanatory clause should be a complete thought, ending with a semicolon and the word “and” to move into the next clause, as can be seen in the template. The final explanatory clause will end with a semicolon, but without the word “and,” as can be seen in the template.

BE IT ENACTED/RESOLVED clauses: ENACTED clauses are for bills, and RESOLVED clauses are for resolutions. While the explanatory clauses are important, the real heart of the legislation is in the action (enacted/resolved) clauses. These are the clauses where PGSG
actually *does* something. If you want PGSG to allocate funds, for example, you should state that in a BE IT ENACTED clause. If you wish PGSG to take a stance on a certain matter, for example, you should state that in a BE IT RESOLVED clause. If you wish PGSG to take multiple related actions or multiple related stances on issues, you can include these additional actions or stances in BE IT FURTHER ENACTED or BE IT FURTHER RESOLVED clauses, for bills or resolutions, respectively. Much like the explanatory clauses, the format should be as demonstrated in the legislation templates. Each action clause should be a complete thought and end with a period.

With the action clauses, you should be sure to be *specific*. If, for example, you wish PGSG to allocate funds for something, you should specify the exact amount you wish be allocated and to whom.

Old legislation which has been brought to the Senate floor can be found [here](#) if you wish to look at actual legislation in drafting your legislation.

Once you are done writing your legislation, please email it to [pgsg.lsp@gmail.com](mailto:pgsg.lsp@gmail.com). You will be invited to the next L&SP meeting to discuss your legislation. Also, if you have any questions whatsoever on the legislation-writing process, please do not hesitate to contact the L&SP Committee Chair at [pgsg.lsp@gmail.com](mailto:pgsg.lsp@gmail.com) with any questions you may have.

Please note that your proposed legislation may be edited for grammatical and formatting purposes.

I hope this helps with your legislation-writing!

Sincerely,
Eddie Price
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Legislative and Strategic Planning
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