



SEN. (DR.) GODSWILL OBOT AKPABIO, CON.
SENATE PRESIDENT
FEDERAL REPUBLIC OF NIGERIA



SENATOR BARAU JIBRIN
DEPUTY SENATE PRESIDENT
FEDERAL REPUBLIC OF NIGERIA



RT. HON. ABBAS TAJUDEEN, Ph.D
HON. SPEAKER, HOUSE OF REPRESENTATIVES
FEDERAL REPUBLIC OF NIGERIA



RT. HON. BENJAMIN KALU
DEPUTY SPEAKER, HOUSE OF REPRESENTATIVES
FEDERAL REPUBLIC OF NIGERIA



KAMORU OGUNLANA

CLERK TO THE NATIONAL ASSEMBLY
FEDERAL REPUBLIC OF NIGERIA

CLERK OF THE NATIONAL ASSEMBLY
FEDERAL REPUBLIC OF NIGERIA



ENGR. BASHIR AMINU YERO FNSE
DEPUTY CLERK

NATIONAL ASSEMBLY, FEDERAL REPUBLIC OF NIGERIA

DEPUTY CLERK OF THE NATIONAL ASSEMBLY
FEDERAL REPUBLIC OF NIGERIA

PREFACE

At the heart of Nigeria's democratic framework lies the National Assembly - an institution of profound importance, where policy ideas are debated, laws are crafted and the nation's future is shaped. Unfortunately, this "pillar of democracy" is grossly misunderstood. This handbook therefore stands as a beacon, guiding readers through the intricate tapestry of the National Assembly, unveiling its methods and processes, illuminating its significance and explaining its dynamics. It is a brief but comprehensive guide to the inner workings of the National Assembly.

During the development of this text, experts and insiders intimately acquainted with the National Assembly were consulted. Their collective wisdom has been invaluable, shaping the content of this handbook and ensuring its accuracy and depth. We therefore hope that this resource will deepen our understanding of the governance architecture in Nigeria. It will also serve as a remarkable contribution to the growing literature on National Assembly and its systems.

My heartfelt gratitude goes to the DCNA and all Members of the Editorial Team for their invaluable contributions to the success of this publication. Their vast knowledge and experience shaped the content of this handbook, making it a reference material.

In the light of the foregoing, I fully recommend this publication to all Staff, Legislative Aides, Academics, Legislators, and the general public interested in the history and development of unarguably, the most important arm of government in our democracy.

SANI MAGAJI TAMBAWAL, FCNA
Clerk to the National Assembly

ACKNOWLEDGEMENTS

The successful publication of this first official handbook of the National Assembly was commissioned and published under the leadership of Alh. Sani Magaji Tambawal, the CNA, who constituted a Technical Committee and editorial board chaired by Kamoru Ogunlana Esq., the DCNA Management appreciates the thoughtful contributions and criticism of members of the Committee who also served as members of the editorial board which include: Elder Felix Orumwense (Rtd), Birma Shuaibu Maina Esq., Dr. Bashir Hamza, Engr. Bashir Yero, Dr. Ali Umaru Barde, Mr. Clement Inyang, Mr. Andrew Nwoba, Mrs. Isabella Oguchi, Cletus Ojabo Esq., Dr. Christopher Ashiekaa, Mrs. Aminchi Thomas-Osula, Bala Charles Luri Esq., Alh. Yusuf Umar Tambuwal, Mrs Favour Onoja, Dr. Bello Olatunji Babatunde.

In addition, the Committee was supported by the in-depth secretariat and research work of Dr. Tahir Mohammed Sani (who doubled as a member and head of the secretariat), Fisayo Akinola Esq., Babajide Akinlagun and Kehinde Alade. Many contributors responded to questions and surveys that helped shape the content and structure of this handbook. Special thanks also to the production staff, directorates and departments of the National Assembly without whose support and assistance this handbook would never have been completed.

PREFACE	
ACKNOWLEDGEMENTS	
CHAPTER 1	
INTRODUCTION	
1.0 INTRODUCTION	1
1.1 EVOLUTION OF THE NATIONAL ASSEMBLY	2
CHAPTER 2	
NATIONAL ASSEMBLY	
2.0 Establishment	6
2.1 Membership	6
2.2 Qualification	6
2.3 Disqualification	6
2.4 Recall	7
2.5 Remuneration	7
2.6 Tenure Of Members	8
2.7 Constitutional Linkages Between the Two Chambers ..	8
CHAPTER 3	
FUNCTIONS AND SCOPE OF LEGISLATIVE COMPETENCE	
3.0 Functions	9
3.1 Scope of Legislative Competence	9
CHAPTER 4	
POLITICAL LEADERSHIP OF THE NATIONAL ASSEMBLY	
4.0 PRESIDING OFFICERS	12
4.1.1 President of the Senate	12
4.1.2 Speaker of the House of Representatives	13

4.1.3 Deputy President of the Senate and Deputy Speaker of the House of Representatives	14
4.2 PRINCIPAL OFFICERS	15
4.2.1 Majority Leader(s)	15
4.2.2 Majority Whip(s)	15
4.2.3 Deputy Majority Leader(s)	16
4.2.4 Deputy Majority Whip(s)	16
4.2.5 Minority Leader(s)	17
4.2.6 Minority Whip(s)	17
4.2.7 Deputy Minority Leader(s)	17
4.2.8 Deputy Minority Whip(s)	18
4.3 OTHER LEADERS	18
4.3.1 Chairmen and Deputy Chairmen of Standing Committees	18
4.3.2 Chairmen of Sub-Committees	19
4.3.3 Chairmen of Friendship Groups	19
CHAPTER 5	20
BUREAUCRACY OF THE NATIONAL ASSEMBLY	
5.0 Establishment	20
5.1 Office of the Clerk to The National Assembly	20
5.1.1 Clerk to the National Assembly	20
5.1.2 Departments	21
5.2 Office of the Deputy Clerk to The National Assembly	21
5.2.1 Deputy Clerk to the National Assembly	21
5.2.2 Department	22

5.3	Office of the Clerk to Senate/House of Representatives	22
5.3.1	Clerk of the Senate and Clerk of the House of Representatives.....	22
5.4	Offices of the Deputy Clerks of the Senate and House of Representatives.....	23
5.4.1	Departments in the Two Chambers	23
5.5	Directorates	23
5.5.1	Directorate of Human Resources and Staff Development.....	23
5.5.1.1	Departments	24
5.5.2	Directorate of Legal Services	25
5.5.2.1	Departments	26
5.5.3	Directorate of Inter-Parliamentary Relations & Protocol	26
5.5.3.1	Departments	27
5.5.4	Directorate of Research and Information.....	27
5.5.4.1	Department	28
5.5.5	Directorate of Legislative Budget and Planning.....	29
5.5.5.1	Departments	30
5.5.6	Directorate of Estate & Works	30
5.5.6.1	Departments	31
5.5.7	Directorate of Procurement and Supplies	31
5.5.7.1	Departments	32
5.5.8	Directorate of Finance and Accounts	32
5.5.8.1	Departments	33
5.5.9	Directorate of Health Services	33
5.5.9.1	Departments.....	34
5.5.10	Directorate of Special Duties	35
5.5.10.1	Departments.....	35

CHAPTER 6	36
THE COMMITTEE SYSTEM	
6.0 Legal framework	36
6.1 Type of Committees	37
6.2 Committee Leadership	37
6.3 Composition	37
6.4 Limitations of Powers of Committees	37
6.5 Rules of Procedures for Committees in general	37
6.6 Quorum of Committees	38
6.7 Committee Administration	38
6.8 Staff of Committees	38
6.9 Committee Finances	38
CHAPTER 7	39
LEGISLATIVE INSTRUMENTS	
7.0 Introduction	39
7.1 Type of Legislative Instruments	39
CHAPTER 8	41
AFFILIATED INSTITUTIONS	41
8.1 National Assembly Library Trust Fund (Trust Fund)	41
8.1.1 Establishment	41
8.1.2 Source of Revenue	41
8.1.3 Composition	41
8.1.4 Appointing Authority and Tenure	42
8.2 National Assembly Pension Board (Pension Board)	43
8.2.1 Establishment	43

8.2.2 Functions	43
8.2.3 Composition	44
8.2.4 Appointing Authority	44
8.3 National Assembly Service Commission (NASC)	44
8.3.1 Establishment	44
8.3.2 Functions	44
8.3.3 Appointing Authority and Tenure	45
8.4 National Institute for Legislative and Democratic Studies (NILDS)	45
8.4.1 Establishment	45
8.4.2 Functions	45
8.4.3 Composition and Tenure	46
8.5 Public Complaints Commission (PCC)	47
8.5.1 Establishment	47
8.5.2 Functions	47
8.5.3 Composition and Tenure	47
CHAPTER 9	49
LEGISLATIVE BUSINESS	
9.0 Inauguration of National Assembly	49
9.0.1 Procedure	49
9.1 BILLS	52
9.1.1 Types of Bills	53
9.1.2 Procedure on Bills	53
9.1.3 Bills that have variations of procedures	54

9.2 BUDGET AND MONEY BILLS	54
9.2.1 Sources of Government Revenue	55
9.2.2 Appropriation Bill	55
9.2.3. Passage of Appropriation Bill and Money Bill	56
9.2.4 The Budget Cycle	56
9.3 CONSTITUTION ALTERATION	57
9.4 RATIFICATION OF TREATIES	57
9.5 SUBSIDIARY LEGISLATION	58
9.6 MOTIONS AND RESOLUTIONS	59
9.6.1 Motion	59
9.6.1.1 Types of Motion	59
9.6.1.2 Procedure of Motion	59
9.6.2 Resolution	59
9.6.2.1 Types of Resolutions	60
9.7 LEGISLATIVE OVERSIGHT	60
9.7.1 Legal Framework	60
9.7.2 Tools for Legislative Oversight	61
9.8 LEGISLATIVE HEARING	61
9.8.1 Types of Legislative Hearing	62
9.8.2 Purpose of Legislative Hearing	62
9.8.3 Preparation for Legislative Hearing	62
CHAPTER 10	64
Parliamentary Ethics and Privileges	64
10.0 Parliamentary Privilege	64

10.1 Code of Conduct	65
10.2 Disciplinary Procedure	66
CHAPTER 11	69
INTERNATIONAL PARLIAMENTARY AFFILIATIONS	69
11.0 INTRODUCTION	69
11.1 Inter-Parliamentary Union (IPU)	69
11.2 Women in Parliament	70
11.3 The Young Parliamentarians	70
11.4 Commonwealth Parliamentary Association (CPA)	71
11.5 The African Caribbean Pacific-European Union Joint Parliamentary Assembly (ACP-EU)	72
11.6 African Parliamentary Union (APU)	73
11.7 Pan-African Parliament (PAP)	73
11.8 Association of Senates, Shoora and Equivalent Councils in Africa and Arab (ASSECAA)	74
11.9 Parliament Union of Islamic Conference (PUIC)	75
11.10 The Community Parliament (ECOWAS)	76
11.11 Parliamentarians of Global Action (PGA)	77
11.12 Society of Clerks-at-the-Table (SoCATT) African Region.....	77

CHAPTER 1

INTRODUCTION

1.0 INTRODUCTION

- The political history of Nigeria was engraved in gold on 29th May 1999; it is a day that will continue to resonate as the point of the rebirth of uninterrupted democratic governance, the beginning of a fresh evolution of legislative democracy in Nigeria. It was a new-fangled dispensation that ushered in new political actors and those interested in being part of the process of building a new Nigeria once again through a democratic process. A process laced with legislative democracy is constitutionally bound to work and relate with other arms of government for success and development. In seeing this process through between 1999 to date, complicated, confusing and unpleasant opinions have been formed about Nigeria's legislature especially the National Assembly without giving painstaking consideration to its Constitutional powers and responsibility, how it actually works, how it runs its affairs and how the legislature is managed administratively.
- This text gives a condensed conception into the political and administrative structures and the leadership pyramid of the National Assembly, simplifies the legislative instruments with which the institution operates and how it carries out its constitutional responsibility for easy understanding by the reader.
- The National Assembly as a legislative institution sets the pace for the thirty-six (36) State Houses of Assembly across Nigeria and how these legislative houses work is alien to many. This handbook fills that vacuum, it clearly shows the internal operational mechanisms of the National Assembly, the journey of a bill through the system to attain the status of an Act of the National Assembly, sources of in-house support services

provided to Members and all other necessary information that needs to be put out there to synthesize and educate legislative practitioners and the public.

- The handbook is divided into fourteen (14) short chapters. The first three chapters introduce the National Assembly, its history, powers, functions and legislative competence. Chapter four and five illustrates the political and administrative structure and leadership of the National Assembly giving the reader a clear picture of leadership positions and their expected functions within the system.
- Chapters 6 and 9 take the reader through the relevance of Committees, legislative instruments, and how legislative business is conducted. These sections of the handbook explain the mechanisms and tools applied to executing legislative work and the procedures and processes followed, it defines a number of legislative terms and explains procedures of inauguration, bills and budget passage and more. Chapters ten to fourteen cover ethics and privileges, parliamentary affiliations and public relations of the National Assembly.

1.1 EVOLUTION OF THE NATIONAL ASSEMBLY

- Nigeria became a British protectorate in 1901. The period of British rule lasted until 1960 when an independence movement led to the country being granted independence. Nigeria first became a republic in 1963 but succumbed to Military rule after a bloody coup d'état in 1966.

- The Independence Constitution of 1960 retained a bicameral legislature comprising of the Senate and the House of Representatives at the national level. The House of Representatives membership was increased to 320 members. The Queen of England remained the Constitutional Head of State. Her Majesty was represented by the Governor-General whose assent was required to translate a bill passed by the National Parliament into a law.
- In 1963, Nigeria became a Republic thus ushering in the Republican Constitution. The Queen of England ceased to be the Constitutional Head of State of Nigeria and was replaced by the Office of the President. Under the Republican Constitution, the legislative powers of the National Assembly resided in the President, the Senate, and the House of Representatives. The assent of the President was required to translate a bill passed by the National Assembly into a law.
- The collapse of the first Republic in 1966 by a military coup terminated the country's democratic institutions and the military ruled until 1979 when the country returned to civilian rule. On return to democratic rule, Nigeria adopted a presidential system of government fashioned after the United States of American Constitution.

The 1979 Constitution vested the legislative powers of the country in the National Assembly consisting of a Senate and House of Representatives at the national level, and a House of Assembly in the states, which had a single House

- On the 29 of May 1999, after three successive military heads of State and a three-month interim Government headed by Chief Ernest Shonekan, the country returned to Civilian rule with a Presidential system of government. This Constitution retained the Presidential system which was first introduced under the 1979 Constitution with some amendments. The legislative powers of the central government vested in the National Assembly which consists of the Senate and House of Representatives. The Senate comprises 109 Members while the House of Representatives has 360 members. At the state level, a unicameral legislative house was operated; hence, each state within Nigeria has its respective House of Assembly. Since Nigeria operates three tiers of government comprising the Federal, State, and Local Governments, all the Local Governments also have their own legislative houses.

CHAPTER 2

NATIONAL ASSEMBLY

2.0 Establishment

- The combined provisions of Sections 4 & 47 of the Constitution establish and vest legislative powers of the Federation on the *National Assembly* which consists of a Senate and a House of Representatives.

2.1 Membership

- The Senate consists of 109 Senators, 3 from each of the 36 States of the Federation and 1 from the FCT, Abuja. The House of Representatives, consists of 360 Members representing Constituencies of nearly equal population as far as possible.

2.2 Qualification

- A person is qualified for election as a Member of the National Assembly if:
 - he is a Nigerian, who is at least 35 years of age, in case of, the Senate, or 25 years of age, in case of, the House of Representatives;
 - he is educated up to school certificate level or its equivalent; and
 - he is a member of a political party and is sponsored by that party.

2.3 Disqualification

- No person is qualified for election to the National Assembly if:
 - he has voluntarily acquired the citizenship of another country or, has declared allegiance to such a country.

- he is adjudged to be a lunatic or otherwise declared to be of unsound mind.
- he is sentenced to death or imprisonment or fine for an offence involving dishonesty or fraud by a court in Nigeria.
- ten years preceding the date of election to the National Assembly, he is convicted and sentenced for an offence involving dishonesty or found guilty of a contravention of the Code of Conduct.
- he is an undischarged bankrupt or declared bankrupt under any law in Nigeria.
- he is a person employed in the public service of the Federation or of a State, and has not resigned, withdrawn, or retired from such employment thirty days before the date of election.
- he is a member of a secret society.
- he presented a forged certificate to the INEC.

2.4 Recall

- A Member of the National Assembly may be recalled if –
 - there is presented to the Chairman of INEC a petition signed by more than one-half of the persons registered to vote in that Member's constituency alleging their loss of confidence in that Member and whose signatures are verified by INEC; and
 - the petition is approved by simple majority votes of the persons registered to vote in the Member's constituency.

2.5 Remuneration

- A Member of the National Assembly receives such salary and allowances as the RMAFC determines.

2.6 Tenure Of Members

- A Member of the National Assembly vacates his seat in the House of which he is a member, if –
 - he becomes a Member of another legislative house;
 - any circumstances arise which disqualifies him for election as a Member.
 - he ceases to be a Nigerian.
 - he becomes President, Vice-President, Governor, Deputy Governor, Minister, Commissioner or Special Adviser.
 - he becomes a member of a commission or a body established by the Constitution or law.
 - he is absent from meetings for more than one-third of the total number of days during which the House meets in a year.
 - he becomes a member of another political party before the expiration of the lifespan of the House.

2.7 Constitutional Linkages Between the Two Chambers

- National Assembly is a bicameral legislature. Section 60 of the Constitution provides that the Senate and the House of Representatives have powers to regulate their procedures.

- However, there are linkages between the two Chambers, namely-

• Joint Sitzings

Section 53 (2)(3) of the Constitution provides for a joint sitting of the two Chambers.

• Joint Finance Committee

Section 59 of the Constitution establishes a Joint Finance Committee which consists of equal Members from both Chambers to resolve differences between the two Chambers in Appropriation bill.

CHAPTER 3:

FUNCTIONS AND SCOPE OF LEGISLATIVE COMPETENCE

3.0 Functions

- The functions of the National Assembly include--
 - Representation
 - Lawmaking
 - Control of public finance
 - Oversight on the Federal Government and its MDAs
 - Confirmation of Presidential Nominees.
 - Ratification of Treaties
 - Deliberative
 - Removal and Impeachment of public officials as prescribed by the Constitution or Law

3.1 Scope of Legislative Competence

- Legislative Authority is shared amongst the 3 tiers of Government, namely, the Federal Government, State Governments and the Local Government Councils (Area Councils) –

- **Exclusive Legislative List**

The National Assembly has the power to make laws to the exclusion of the State Houses of Assembly concerning any matter included in the Exclusive Legislative List.

- **Concurrent Legislative List**

The National Assembly and State Houses of Assembly, have powers to make laws concerning any matter in the Concurrent Legislative List

- **Residual Legislative List**

Except the Constitution otherwise provides, any matter that is not provided in the Exclusive and Concurrent Legislative lists, is deemed to be in the Residual Legislative list, and falls under the legislative authority of the State Houses of Assembly.

- **Power to make Law for FCT, Abuja**

The National Assembly is the Legislative body of the FCT, Abuja. In this regard, the Legislative competence of the National Assembly extends to items listed in both the Exclusive and Concurrent Legislative lists except otherwise provided by the Constitution.

- **Implementations of Treaties**

The National Assembly may make laws for the Federation or any part thereof concerning matters not included in the Exclusive Legislative List for the purpose, of implementing a treaty.

- **Power to make Law and any other matter**

Section 4 (4)(b) of the Constitution provides that the National Assembly has powers to make laws on any other matter, which it is empowered to make laws by the Constitution.

- **Conflict Between Federal and State Laws on the Same Subject**

Section 4(5) of the Constitution provides that if any Law enacted by the House of Assembly of a State is inconsistent with a law validly made by the National Assembly, the law made by the National Assembly shall prevail and that other Law shall to the extent of the inconsistency be void.

➤ **Constitutional Limitations to Legislative Authority of the National Assembly**

The Constitutional limitations to the lawmaking powers of the

- S. 4(8) of the Constitution prohibits the National Assembly from enacting any law that ousts or purports to oust the jurisdiction of a court of law or a judicial tribunal established by law.
- S. 4(9) of the Constitution prohibits the National Assembly from enacting any law which has a retrospective effect on any criminal offence.
- S. 81 of the Constitution provides that only the President can initiate the annual Appropriation Bill.
- S. 162 (2) of the Constitution provides that only the RMAFC has the power to prepare and review the Revenue Allocation Formula.
- S. 84 (3) of the Constitution provides that the National Assembly cannot alter the remuneration payable to office holders in the Judiciary, and their conditions of service, other than their allowances, to their disadvantage after appointment.

Chapter 4

POLITICAL LEADERSHIP OF THE NATIONAL ASSEMBLY

4.0 Presiding Officers

4.1.1 President of the Senate

- The office of the President of the Senate is established by Section 50(1)(a) of the Constitution. The President of the Senate is third in rank in the national order of precedence.
- His functions include--
 - Presiding over the Senate both when in formal session and committee of the whole (the latter as chairman).
 - Presiding over the joint sitting of the two Chambers.
 - Reading of prayers for the commencement of proceedings of the day.
 - Approving of Votes and Proceedings of the last day's sitting, announcing his approval accordingly.
 - Interpreting of the Senate Rules.
 - spokesperson for the Senate.
 - attending national functions and ceremonies.
 - receiving important visitors to the Senate.
 - entertaining complaints from Members and proffering solutions.
 - leading his party caucus in the Senate.

- Granting audience to Ministers and other high government functionaries.
- Chair of Senate Standing Committee on Selection.
- Chair the Governing Board of the NILDS.
- Co-Chair the Board of Trustees of the National Assembly Library Trust Fund.
- Appointing, in consultation with the Speaker, the Chief Commissioner and other Commissioners of the Public Complaints Commission.
- Appointing, in consultation with the Speaker, the Chairman and Members of the National Assembly Service Commission.

4.1.2 Speaker of the House of Representatives

- The office of the Speaker of the House of Representatives is established by Section 50(1)(b) of the Constitution. The Speaker is Fourth in rank in the national order of precedence.
- His functions include--
 - Presiding over the House both when in formal session, and the Committee of Supplies or Ways and Means (the latter as chairman).
 - Presiding over the joint sitting of the two Chambers in the absence of the President of the Senate.
 - Reading of prayers for the commencement of proceedings of the day.
 - Approving of Votes and Proceedings of the last day's sitting, announcing his approval accordingly.
 - Spokesperson for the House of Representatives,
 - Interpretation of the House Rules.
 - Receiving important visitors to the House.

- entertaining complaints from Members and proffering solutions.
- leading his party caucus in the House.
- granting audience to Ministers and other high government functionaries.
- Chair of House of Representative Standing Committee on Selection.
- alternate Chair of the Governing Board of NILDS.
- Co-Chair of the Board of Trustees of the National Assembly Library Trust Fund.
- advising the President of the Senate on the appointment of the Chief Commissioners and other Commissioners of the Public Complaints Commission.
- advising the President of the Senate on the appointment of the Chairman and members of the National Assembly Service Commission.

4.1.3 Deputy President of the Senate and Deputy Speaker of the House of Representatives

- The offices of the Deputy President of the Senate and the Deputy Speaker of the House are established by Section 50(1) of the Constitution.
- Their functions include—
 - Acting in the absence of their principals.
 - Presiding at joint sittings of the two Chambers, in the absence of the President of the Senate and the Speaker of the House of Representatives, (the Deputy President of the Senate presides and in the absence of the speaker, the deputy speaker of the House of Representatives presides)

- Chair of the Ad-hoc Committee on the Review of the Constitution of their respective Chambers.
- The Deputy Speaker chairs the Committee of the Whole in the House of Representatives
- Performing any other function as may be directed by their principals.

4.2 Principal Officers

- The Standing Orders of the two Chambers established the following offices as Principal Officers—

4.2.1 Majority Leader(s)

- The Majority leaders in the two Chambers are selected by Members of the party with majority seats.
- Their functions include—
 - Leading the business of their respective Chambers.
 - serving as floor Manager of Executive Bills, Judiciary Bills and other Legislative measures initiated by the Executive and Judicial arms of government.
 - negotiating with leaders of the minority parties in their respective Chambers
 - managing the legislative schedule of their respective Chambers.
 - liaising with Presiding Officers, Principal Officers and Committee Chairmen of their respective Chambers.

4.2.2 Majority Whip(s)

- The Majority Whips of the two Chambers are selected by Members of the majority party.

- Their functions include--

- Representing the interest of the Members of the majority party.
- Ensuring the attendance of Members.
- Maintaining order, decorum and discipline in their respective Chambers.
- Organizing Members of the majority party in debates and divisions, and persuading them to vote, one way or the other.
- Arranging the business of the majority party in their respective Chambers and informing the members of their party of the forthcoming businesses.

4.2.3 Deputy Majority Leader(s)

- The Deputy Majority Leaders in the two Chambers are selected by Members of the party with majority seats.
- Their functions include--
 - Assisting the Majority Leaders of their respective Chambers in the performance of their functions.
 - acting as Majority Leader, in the absence of their principals.

4.2.4 Deputy Majority Whip(s)

- The Deputy Majority Whips of the two Chambers are selected by Members of the majority party.
- Their functions include--
 - Assisting the Majority Whip in the performance of their functions.
 - Acting as Majority Whip, in the absence of their principals.

4.2.5 Minority Leader(s)

- The Minority Leaders of the two Chambers are selected by Members of the minority parties.
- Their functions include--
 - serving as a spokesman for the minority party,
 - organizing Members for caucus meetings,
 - leading discussions on behalf of the minority parties,
 - liaising with Committees Chairmen and Principal functionaries of their respective Chambers on behalf of the Minority parties.

4.2.6 Minority Whip(s)

- The Minority Whips of the two Chambers are selected by Members of the minority parties.
- Their functions include--
 - ensuring the attendance of Members of the minority parties,
 - maintaining order, decorum and discipline among members of the minority parties.
 - organizing Members of the minority parties in their respective Chambers in debates and divisions, and persuading them to vote, one way or the other.

4.2.7 Deputy Minority Leader(s)

- The Deputy Minority Leaders of the two Chambers are selected by Members of the minority parties.
- Their functions include-

- assisting the Minority Leaders of their respective Chambers in the performance of their functions.
- acting as Minority Leader, in the absence of their principal.

4.2.8 Deputy Minority Whip(s)

- The Deputy Minority Whips of the two Chambers are selected by Members of the minority parties.
- Their functions include--
 - assisting the Minority Whip of their respective Chambers in the Performance of their functions.
 - acting as Minority Whip, in the absence of their principal.

4.3 Other Leaders

- The Standing Orders of the two Chambers established the following offices which form part of the Political Leadership of the two Chambers –

4.3.1 Chairmen and Deputy Chairmen of Standing Committees

- Chairmen of Standing Committees are appointed by the Presiding Officers on the recommendation of the Standing Committee on Selection of their respective Chambers. They preside over Committee meetings and are responsible to the Presiding Officers for the overall management of their committees.
- The Deputy Chairmen assist the Chairmen in the performance of their functions, and act as Chairmen in the absence of their principals.

4.3.2 Chairmen of Sub-Committees

- Chairmen of Sub-Committees are appointed by the Presiding Officers of their respective Chambers. They preside over Sub-Committee meetings and are responsible to the Presiding Officers for the overall management of their Sub-Committees.

4.3.3 Chairmen of Friendship Groups

- Chairmen of Friendship groups are appointed by the Presiding Officers of their respective Chambers. They preside over meetings and are responsible to the Presiding Officers for the overall management of their groups.

CHAPTER 5

BUREAUCRACY OF THE NATIONAL ASSEMBLY

5.0 Establishment

- Section 51 of the Constitution provides for the office of the CNA and such other staff as may be prescribed by an Act of the National Assembly.
- Pursuance to this Constitutional provision, the National Assembly enacted National Assembly Service Commission Act (No 7) 2014 which defines the bureaucracy of the National Assembly Service.

5.1 Office Of the Clerk to The National Assembly.

5.1.1 Clerk to the National Assembly

- The office of the CNA is established by Section 51 of the Constitution.
- His functions include --
 - Chief Adviser on Legislative Practice and Procedure to the Presiding Officers of the two Chambers.
 - Chief Executive officer of the National Assembly bureaucracy.
 - Chief Accounting Officer of the National Assembly bureaucracy.
 - Keeping custody of the records of the National Assembly.
 - Signing or endorsing all orders and external communications from the National Assembly.
 - Endorsing authenticated copies of Bills for transmission to the President for assent.
 - participating in and advising the Presiding Officers of the senate

- Organizing induction programs for Senators and Members-Elect prior to the inauguration of a new Assembly
- Conducting proceedings during the inauguration of a new Assembly until the Presiding Officers take their oath of office.
- Administering the prescribed oaths on the elected President of the Senate and Speaker of the House of Representatives.
- Recommending persons subject to the approval of the National Assembly Service Commission for appointment in any of the offices prescribed in the National Assembly Service Commission Act.
- Serving as a Member on the following Boards –
 - NILDS,
 - NAPB, and
 - the National Assembly Library Trust Fund.
- performs any other function as may be directed by the two Chambers.

5.1.2 Departments

- Internal Audit, and
- Monitoring, Evaluation and Compliance

5.2 Office of the Deputy Clerk to The National Assembly

5.2.1 Deputy Clerk to the National Assembly

- The office of the DCNA is established by Section 7 of the National Assembly Service Commission Act. He is the second in the hierarchy of the bureaucracy.
- His function includes—
 - Conducting proceedings during the inauguration of the House of Representatives as prescribed by the Standing Orders of the House.
 - Supervising and monitoring all business outfits in the National Assembly Complex.

- Acting as CNA in the absence of his principal.
- Performing such other functions as may be directed by his principal.

5.2.2 Department

- Management Office

5.3 Office of the Clerk to Senate/House of Representatives

5.3.1 Clerk of the Senate and Clerk of the House of Representatives

- The offices of the CS and CHR are established by Section 7 of the National Assembly Service Commission Act.
- Their functions include --
 - advising the Presiding Officers of their respective Chambers on legislative practices and procedures.
 - reading the roll call of Senators-elect/Members-elect during the inauguration of a new Assembly.
 - distributing to Senators/Members, the order paper, setting forth the business of the day.
 - keeping minutes of the proceedings of their respective Chambers, including the Committees of the Whole.
 - preparing the Order Book.
 - keeping custody of the Votes, records, Bills, and other documents laid before their respective Chambers.
 - Posting of staff in their directorates subject to the approval of the CNA.
 - Performing any other assignment as may be directed by the Presiding Officers of their respective Chambers or CNA

5.4 Offices Of the Deputy Clerks of the Senate and House of Representatives.

- The offices of the Deputy Clerks of the Senate and House of Representatives are established by Section 7 of the National Assembly Service Commission Act. The Senate and House of Representatives have two Deputy Clerks each, namely, the Deputy Clerk (Legislative) and Deputy Clerk (Administration).
- Their functions include—
 - Assisting their principals in their respective Chambers to perform their functions; and
 - Acting as substantive Clerks in the absence of their principals.

5.4.1 Departments in the Two Chambers

- Chamber
- Table Duties
- Bills Office
- Journal and Procedure
- Committee Services
- Management Services
- Legislative Scrutiny and Research
- Public Accounts
- Appropriation

5.5 Directorates

5.5.1 Directorate of Human Resources and Staff Development.

- The Directorate of Human Resources and Staff Development is headed by a Secretary who reports to the CNA

➤ Functions Include:

- Advising the Management on establishment matters.
- Formulating and executing personnel development policies such as job evaluation, manpower development, staff auditing, etc.;
- Taking and keeping records of information and data of staff, legislators and their aides'.
- Issuance of ID cards to Staff, Legislators and their Aides.
- Coordinating the preparation of Legislators' and their Aides' emoluments such as salaries, allowances, and several benefits.
- Managing training and capacity development of staff
- Liaising with the National Assembly Service Commission on behalf of the National Assembly Management.
- Handling matters relating to Pension, life insurance and Staff Welfare.
- performing any other function as may be directed by the CNA.

5.5.1.1 Departments

- Appointment, Promotion and Discipline.
- Training and Staff Development.
- Legislators and Legislative Aides Matters.
- Labour Relations and Staff Welfare
- Human Resources Information Management System
- Pension Administration
- Insurance.

5.5.2 Directorate of Legal Services

- The Directorate of Legal Services is headed by a Secretary who reports to the CNA
- His functions include--
 - advising the CNA, Legislators, and the Presiding Officers on legal matters.
 - formulating, executing, and reviewing policies and programs on legal matters as they affect the National Assembly.
 - drafting and vetting of bills and other legislative instruments.
 - supervising and coordinating all litigations and other legal matters.
 - representing the National Assembly in litigations in which the National Assembly is a party.
 - supervising and coordinating all alternative disputes, resolutions, and citizen's rights matters.
 - supervising and coordinating all legal research and reports
 - liaising with the Federal Ministry of Justice, the Judiciary, Office of the State House Counsel, and other National and International Legal bodies on behalf of the National Assembly.
 - preparation of clean copies of Bills passed by the National Assembly for the President's assent.
 - monitoring the enrolment of assented Bills by the Supreme Court
 - performing any other function as may be directed by the CNA.

5.5.2.1 Departments

- Legal Drafting
- Litigation and Counselling
- Alternative Dispute Resolution and Citizens' Right
- Research and Reports
- Corporate Services

5.5.3 Directorate of Inter-Parliamentary Relations & Protocol

- The Directorate of Inter-Parliamentary Relations & Protocol is headed by a Secretary who reports to the CNA.
- His functions include:
 - Coordinating the relationship between the National Assembly and State Houses of Assembly as well as foreign Parliaments.
 - Facilitating the conduct of parliamentary diplomacy by the National Assembly.
 - Handling protocol matters; processing Visas and other travel documents of Senators/Members and Staff for official trips.
 - Providing secretariat support for Principal Officers of the National Assembly and other parliamentary delegations to international conferences and seminars.
 - Servicing the Conference of Presiding Officers of the Nigerian Legislatures (COPON) and Meeting of Clerks of Nigerian Legislatures

- liaising with the Ministry of Foreign Affairs, Embassies and High Commissions in all matters relating to Parliamentary Attachments, Technical Assistance, Bi-lateral and Multi-lateral Aid.
- liaising with Secretariats of International Parliamentary Organizations (IPU, CPA, APU, ACP-EU Joint Assembly and Pan African Parliament) on seminars, conferences and workshops.
- facilitating courtesy calls for visiting Delegations to the National Assembly.
- performing any other functions as may be directed by the CNA.

5.5.3.1 Departments

- Nigerian Legislatures;
- International Parliamentary Union;
- African Parliamentary Organizations;
- Protocol.

5.5.4 Directorate of Research and Information

- The Directorate of Research and Information is headed by a Secretary who reports to the CNA.
- His functions include:
 - advising the CNA on formulation, execution, and review of policies and programs on information, research, library, printing and statistics matters.

- managing information for the National Assembly and providing media coverage for all the National Assembly events.
- supervising and managing the National Assembly Television Station and Radio.
- accreditation of Media Houses and Journalists covering the National Assembly.
- printing of all the National Assembly official documents, such as Order Papers, Votes and Proceedings, etc;
- coordinating the publishing of the Mace Newspaper, statistical information, and other official bulletins.
- carrying out research on any matter of interest to the National Assembly and publishing findings to educate Staff, Legislators, Aides, and the general public.
- managing the Library and Archival Services in the National Assembly.
- performing any other function as may be directed by the CNA.

5.5.4.1 Department

- Information.
- Library Services;
- Printing
- Research
- Statistics
- NASS TV and Radio
- Archives and Documentation

5.5.5 Directorate of Legislative Budget and Planning

- The Directorate of Budget and Planning is headed by a Secretary who reports to the CNA.
- His functions include:
 - Liaising with the Budget Office of the Federation, Ministry of National Planning, and other Ministries, Departments, and agencies on Budgetary and Planning on behalf of the National Assembly.
 - Rendering technical support in the areas of budget and planning as appropriate.
 - Providing analytical appraisal and scrutiny of the budget proposing options based on empirical findings, which will be made available for committee members.
 - Monitoring budget outcomes and implementations by the executives and reports to the National Assembly monthly, to ascertain compliance or otherwise.
 - Ensuring submission of fiscal index report on the National Budget.
 - Ensuring the analysis of fiscal and monetary policies and providing periodic forecasts on the economy to the National Assembly.
 - Ensuring the analysis of the estimated tax revenues in the budget and making projections on related policies as appropriate

- ensuring the preparation of quarterly progress reports on the National budget to ascertain the level of budget implementation.
- ensuring the analysis of the Medium-Term Expenditure framework.
- ensuring the production of copies of the Budget for distribution to Members after formal presentations by the executives.
- performing any other functions as may be directed by the CNA.

5.5.5.1 Departments

- Planning, Monitoring and Evaluation;
- Budget Analysis;
- Macro-economics and Tax Analysis;
- Public Policy and Programs Analysis;
- National Assembly Budget and Research Office.

5.5.6 Directorates of Estate & Works

- The Directorate of Research and Information is headed by a secretary who reports to the CNA.
- The functions include:
 - Planning and developing the policy of the National Assembly.
 - Maintaining, rehabilitating, and caring for the National Assembly facilities.

- preparing annual Capital Estimates and Budgetary allocations for the National Assembly Physical Projects;
- performing any other functions as may be directed by CNA.

5.5.6.1 Departments

- Estate and Works;
- Facility Management;
- Transport;
- ICT.

5.5.7 Directorate of Procurement and Supplies

- The Directorate of Procurement and Supplies is headed by a Secretary who reports to the CNA.
- His functions include--
 - coordinating of all the National Assembly Procurement activities.
 - providing secretariat support for the tender Board.
 - liaising with the Federal Executive Council, National Bureau for Public Procurement, Infrastructure Concession Regulatory Commission, etc. to obtain any pre-qualification requirements/approval for the procurement process prescribed by Law.
 - performing any other functions as may be directed by the CNA.

5.5.7.1 Departments

- Procurement;
- Tenders Board;
- Supplies and Stores;
- Price Intelligence.

5.5.8 Directorate of Finance and Accounts

- The Directorate of Finance and Accounts is headed by a Secretary who reports to the CNA.
- His functions include--
 - Advising the CNA on financial matters;
 - Preparing annual Budget estimates (recurrent, capital and revenue) for the National Assembly;
 - Taking charge of the financial control and management of funds in line with the relevant Act.
 - Ensuring proper keeping of account records in compliance with Financial Regulations and Extant Circulars;
 - Maintaining financial prudence, transparency and accountability;
 - Providing financial advisory services to Legislators, other Directorates and Departments;
 - Liaising with the Federal Ministry of Finance, Budget Office of the Federation, Central Bank of Nigeria, Accountant General and Auditor-General of the Federation on behalf of the National Assembly on financial matters;

- rendering of monthly and annual returns to the Office of the Accountant-General of the Federation and other Government Agencies like the Federal Inland Revenue Service (FIRS), Federal Capital Territory Internal Revenue Service (FCT-IRS), Niger State Revenue Service, Nasarawa State Revenue Service, etc.
- collection and remitting of revenue on behalf of the Government.
- safeguarding of Financial Assets and Documents.
- settling of financial Bills of the National Assembly; and
- performing any other functions as may be directed by the CNA.

5.5.8.1 Departments

- Senate Account.
- House of Representatives Account
- Management Accounts.
- Legislative Aides Accounts
- Budget
- Consolidated Accounts
- Salary and Welfares.

5.5.9 Directorate of Health Services

- The Directorate of Health Services is headed by a Secretary who reports to the CNA.
- His functions include-

- developing a robust and effective healthcare system for the National Assembly;
- preparing expenditures, equipment and consumables required for clinical (medical) care of patients;
- ensuring the adequacy of medical and dental supplies to the National Assembly clinic and hospitals at all times;
- providing specialized and comprehensive health services to not only the National Assembly Community but also to all those registered with the National Assembly Clinic as their primary care providers;
- advising the management on the formulation, execution and review of policies and programs on health matters as they affect the National Assembly;
- liaising with other health institutions for the clinical care needs of staff, legislators, Aides and their relations.
- coordinating the development of an effective healthcare system for the National Assembly;
- performing any other functions as may be directed by CNA.

5.5.9.1 Departments

- Medical Services;
- Dental Services;
- Pharmaceutical Services;
- Public Health, Planning and Research.

5.5.10 Directorates of Special Duties

- The Directorate of Special Duties is headed by a Secretary who reports to the CNA.
- His Function includes:
 - supervising the Sargeant-at-arms and all Security Agencies posted to the National Assembly;
 - providing security within and outside the National Assembly and its precincts;
 - formulating and reviewing Standard Operational Procedures (SOP) for the National Assembly;
 - supervising the National Assembly Liaison Office, Lagos
 - supervising the official reporters;
 - handling public affairs and media relations,
 - coordinates Civil Society and Inter-Government affairs,
 - performing any other functions as may be directed by the CNA.

5.5.10.1 Departments

- Lagos Liaison Office
- Searjent-at-Arms
- Official Reports
- Public Affairs

CHAPTER 6

THE COMMITTEE SYSTEM

A committee is a body comprising of selected or appointed Legislators by either Chamber (or both) of the National Assembly or their Standing Committees, mandated to conduct hearings, examine and develop legislation, conduct oversight, or assist either Chamber (or both) or their committees on any issue before them.

6.0 Legal Framework

Section 62 subsection (1) of the Constitution provides that the two Chambers have powers to establish Committees.

6.1 Type of Committees

- The Committees in the National Assembly include-
 - Special Committees
 - Special Ad-hoc Committees
 - Standing Committees
 - Joint Committees
 - Types of Joint Committees --
 - Joint Statutory Committees;
 - Joint Ad-Hoc Committees.
 - Subcommittees
 - Committee of the Whole
 - When considering Appropriation or Money bill, the Committee of the Whole becomes -
 - Committee on Supply, or

- Committee on Ways and Means
- Conference Committee

6.2 Committee Leadership

- All the Standing Committees in the two Chambers have Chairmen and deputy Chairmen who are appointed by the President of the Senate or Speaker of the House, on the recommendation of the respective Standing Committees on Selection of the two Chambers, preferably from the majority party.

6.3 Composition

- The composition of Standing Committees in the two Chambers is determined by the Presiding Officers on the recommendation of the Committees on Selection reflecting the numerical strength of the Political Parties of their respective Chambers.

6.4 Limitations of Powers of Committees

- Section 62 (4) of the Constitution provides, that no Committee has the power to pass a bill into Law or to determine any matter which the Senate or the House of Representatives is empowered to determine by resolution, a Committee may make recommendations to the Chamber that sets it up on any such matter.

6.5 Rules of Procedures for Committees in general

- Committees are allowed by the Standing Orders of the two Chambers to make their own rules. However, where they fail to do so, the Standing Orders of their respective Chambers apply.

6.6 Quorum of Committees

- The quorum of Standing Committees in the two Chambers is one-third of their membership.

6.7 Committee Administration

- The National Assembly bureaucracy is responsible for providing secretariat services and logistic support for all Committees in the two Chambers.

6.8 Staff of Committees

- The Committee Clerk is the head of the Committee Secretariat and he is assisted by other staff of different cadres. To be appointed a Committee Clerk, a person must have attained the rank of at least a Chief Legislative Officer (GL 14) or its equivalent in the National Assembly Service.

6.9 Committee Finances

- Standing Committees in the two Chambers are entitled to monthly running imprest which is managed by the Committee Clerks, subject to the directive of the Chairmen of the Committees.

CHAPTER 7

LEGISLATIVE INSTRUMENTS

7.0 Introduction

Legislative instruments are enactments made by the National Assembly, and certain other bodies under the power conferred by an Act of the National Assembly.

7.1 Type of Legislative Instruments

➤ Bill

A bill is a proposed Law to the Legislature for enactment or passage.

➤ Constitution

The Constitution is the fundamental law(s) of a country. The Constitution may be written and unwritten. Nigeria has a written Constitution i.e., the Constitution of the Federal Republic of Nigeria 1999.

➤ Statute

This means codified or written law. This includes--

- **An Act**

"Act" or "Act of the National Assembly" means any law made by the National Assembly and includes any law which takes effect under the provisions of the Constitution as an Act of the National Assembly."

- **Existing Law**

An existing law includes—

- An Act of the National Assembly to the extent that it is a law

with respect to any matter on which the National Assembly is empowered by this Constitution to make law; and

- A Law made by the House of Assembly to the extent that it is a law with respect to any matter on which a House of Assembly is empowered by this Constitution to make law

- **A Law**

"Law" means a law enacted by the House of Assembly of a State." See section 318 for the definition of "Law."

- **A Bye-Law**

A Bye-Law is a statute enacted by a Local Government Council or an Area council (in the case of FCT. Abuja).

- **Decree**

A Decree is a statute promulgated by a Federal Military Regime in Nigeria

- **Edict**

An Edict is a statute promulgated by a State Military Regime in Nigeria

- **Subsidiary Legislation**

Regulations made by MDAs or certain office holders by virtue of the power conferred on them by an Act of the National Assembly.

CHAPTER 8

AFFILIATED INSTITUTIONS

8.0 The National Assembly Service covers the National Assembly and the following affiliated institutions-

8.1 National Assembly Library Trust Fund (Trust Fund)

8.1.1 Establishment

➤ The Trust Fund is established by the NALTF Act, 2022.

8.1.2 Source of Revenue

➤ The revenue of the Trust Fund consists of:

- take-off grant and special intervention fund provided by the Federal Government.
- appropriation by the National Assembly in the budget.
- grants from international and local donor agencies.
- endowments, bequests and gifts.
- money derived from investments made by the Trust Fund.

8.1.3 Composition

➤ The Board of Trustees consisting of:

- The President of the Senate:
- The Speaker of the House of Representatives
- Immediate past President of the Senate provided he was not removed from office.

- immediate past Speaker of the House of Representatives provided he was not removed from office.
- the Chairman of the Committee in each house charged with the responsibility of overseeing the National Assembly Library.
- the Deputy Chairman of the Committee in each house charged with the responsibility of overseeing the National Assembly Library.
- the past Chairman of the Committee in each house is charged with the responsibility of overseeing the National Assembly Library provided he is not removed from Office.
- the CNA or his representative not below the rank of a Secretary or its equivalent.
- a representative of each of the following: -
 - International Development partners,
 - NILDS,
 - the Organized Private Sector,
- a representative of the Central Bank of Nigeria
- a person appointed by the President of the Senate
- a person appointed by the Speaker of the House of Representatives, and
- the Executive Secretary, appointed by the Board to serve as the secretary.

8.1.4 Appointing Authority and Tenure

- The Chairman of the Board of Trustees is rotated between the President of the Senate and the Speaker of the House of Representatives every two years.

- The Executive Secretary is the Chief Executive and accounting officer appointed by the President of the Senate and the Speaker of the House of Representatives to hold office for a single term of five (5) years.

8.1 National Assembly Pension Board (Pension Board)

8.2.1 Establishment

- The Pension Board is established by the National Assembly Pension Board Act, 2023.

8.2.2 Functions

- The function includes --
 - Managing and administering the National Assembly Service Pension Scheme,
 - Advising NASC, on the formula for the computation of pension, gratuity and other retirement benefits of personnel of the Service.
 - Advising the National Assembly Service Commission on qualifying service and pensionable service of the Service.
 - Providing for the welfare of the Chairman, Members and staff of the Board.
 - Acquiring and maintaining landed property and equipment necessary to realize the objective of the Act.
 - constituting committee as it deems fit to assist the Board in discharging its functions; and
 - doing any other thing as it may deem necessary to realize the objective of the Act.

8.2.3 Composition

- The Board consists of:
 - the Chairman and Chief executive officer who is a retired CNA.
 - a retired CS or CHR.
 - a retired DCS or DCHR.
 - a retired Secretary of Human Resources of the National Assembly
 - a retired Secretary of Finance and Accounts of the National Assembly
 - a retired Secretary to the NASC; and
 - a representative of the PASAN.

8.2.4 Appointing Authority

- The Chairman and members of the Board are appointed by the President of the Senate in Consultation with the Speaker of the House of Representatives, on the recommendation of the Association of Retired Clerks and Secretaries of the National Assembly, to hold office for a single term of five (5) years.

8.2 National Assembly Service Commission (NASC)

8.2.1 Establishment

- The National Assembly Service Commission is established NASC Act 2000, which was further amended in 2014 to expand the administrative structure.

Functions

- The Function includes:
 - appointing, promoting and discipline of staff of the National Assembly Service.

- determining the remuneration and condition of service of staff of the National Assembly Service.

8.3.3 Appointing Authority and Tenure

- The Commission consists of a chairman and 12 members,
- The Chairman and the members are appointed by the President on the recommendation of the President of the Senate and the Speaker of the House of Representatives to serve for five years subject to reappointed for another five-year term and no more.
- The Secretary of the Commission is the head of the bureaucracy and the accounting officer of the Commission.

8.3 National Institute for Legislative and Democratic Studies (NILDS)

8.3.1 Establishment

- The institute is established by the NILDS Act. 2007.

8.3.2 Functions

- The function includes --
 - training of lawmakers and their Aides, staff of the National Assembly and State Houses of Assembly,
 - acting as a centre of excellence for research and publication on democratic governance and legislative practice and procedures.
 - acting as a centre for continuing education on democracy and legislation.

- monitoring of elections.
- providing an interface between democratic institutions and civil societies.
- sensitizing the Nigerian public to imbibe, support and defend democratic and legislative ethics.

8.3.3 Composition and Tenure

- The Governing Board of the Institute comprises of --
 - President of the Senate as Chairman or in his absence the Deputy Senate President.
 - Speaker of the House of Representatives as Alternate Chairman or in his absence the Deputy Speaker.
 - 6 serving Senators (one from each geo-political zone from relevant Committees) nominated by the President of the Senate.
 - 6 serving members of the House of Representatives (one from each geo-political zone from relevant Committees) nominated by the Speaker.
 - The Chairman, National Assembly Service Commission.
 - CNA; and
 - Director -General of the Institute as a Member/Secretary.
- The Chairman and members other than the ex-officio members shall hold office for 4 years and may be eligible for re-appointment for another term of 4 years and no more.

8.5 Public Complaints Commission (PCC)

8.5.1 Establishment

- The Commission (otherwise known as the Ombudsman) is established by the combined provisions of section 315 (5) (b) of the Constitution and Section 1 of the PCC Act, 1975.

8.5.2 Functions

- The function includes --
 - investigating, examining and reporting complaints made by ordinary people about administrative inefficiency, corruption, injustice, unfair treatment and abuse of office by over-zealous public officeholders.
 - recommending disciplinary measurements for officers who abuse their office.
 - protecting the rights and liberties of ordinary public workers.
 - investigating complaints of incompetence and use of false documents by public servants.
 - arresting and prosecuting public servants who infringe the laws of the land.

8.5.3 Composition and Tenure.

- The Commission consists of a Chief Commissioner and such number of other Commissioners as the National Assembly may, from time to time, determine.

- The Chief Commissioner and other Commissioners are appointed by the National Assembly and serve for a term of 3 years subject to re-appointment for another 3 years and no more.

CHAPTER 9

LEGISLATIVE BUSINESS

9.0 Inauguration of the National Assembly

Inauguration is the formal opening of the first session of the National Assembly which has a life span of four years.

9.0.1 Procedure

➤ Issue of proclamations by President

Section 64(3) of the Constitution provides that the person elected as the President issues a proclamation for the holding of the first session of the National Assembly immediately after being sworn in or for its dissolution.

➤ Clearance of Members-Elect

Before the date specified for the inauguration, the Management of the National Assembly screens the Members-elects to ensure that they have obtained a Certificate of Return and a code of conduct clearance certificate.

➤ Advertisement of the Proclamation

The National Assembly Management notifies Senators-elect and Members-elect of the receipt of the proclamation by the President, and the program for the inauguration. This is usually done through adverts placement in newspapers.

➤ Constituting the National Assembly

All Senators-elect and Members-Elect assemble in their respective Chambers at the date and time specified in the proclamation.

➤ Call to Order

The CNA (or the DCNA in the House of Representatives), conducts the proceedings of the inauguration. He calls the House to order which signals the beginning of the inaugural proceedings. He introduces himself and congratulates Members-elect for their victory in the general elections.

➤ Reading of the Proclamation

The CNA or DCNA proceeds to read the proclamation.

➤ Reading of Roll-Call of Members-Elect

The CNA or the DCNA invites the CS or the CHR to read the roll call of the Members-Elect.

➤ Election of the President and the Speaker

If a quorum is established, the CNA or the DCNA calls for nominations of a Member-elect to take the seat of the President of the Senate or the Speaker of the House of Representatives.

➤ Nomination of a Member-Elect

A Member-Elect raises his hands in response to catch the eyes of the CNA. Whoever is so recognized introduces himself and nominate a Member-elect to take the seat as the president of senate or speaker of the House of Representatives

➤ **Secunder of the Nomination**

The CNA invites a secunder of the nomination. If the motion is seconded, the nominee qualifies as a candidate for the election.

➤ **Closing of Nomination**

After the acceptance of the nomination by the candidates and their brief addresses, if they so wish, the CNA or the DCNA invites further nomination by repeating the words "any further nomination" three times. If there is no response, he declares further nominations closed.

➤ **Voting**

Where there is only 1 nominee, the person nominated is declared elected. But where there are 2 or more nominees, voting takes place. The system of voting prescribed in the Senate Standing Orders is the ballot voting system. In the House of Representatives, the system of voting prescribed by the Standing Orders is either electronic voting or recorded voice vote.

➤ **Declaration of Result**

The candidate that wins the majority votes is declared the winner of the election in the Senate. While in the House of Representatives, the candidate with more than one-half of the total votes cast is declared the winner.

➤ **Administration of Oath**

The CNA administers the oath of office and oath of allegiance to the elected Presiding Officers of the two Chambers.

Note that the Mace which is placed at the lower pedestal before the commencement of the inaugural ceremony, remains in that position still.

➤ **Acceptance Speech**

The President of the Senate or the Speaker of the House of Representatives makes their acceptance speeches expressing their sincere acknowledgments to the Senate and the House of Representatives for the honor done to them.

➤ **Election of the Deputy Presiding Officers**

The election of the Deputy Presiding officers in the two Chambers follows the same procedure as those of their principals.

➤ **Administration of Oath to Members-Elect**

The President of the Senate or the Speaker of the House of Representatives administers the Oaths of Allegiance and Membership to all the Members-elect of their respective Chambers, individually or in convenient groups.

9.1BILLS

- The power of the National Assembly to make laws is exercised by bills passed by the two Chambers and assented to by the President. However, where the President withholds his assent and the Bill is again passed by each chamber by a two-thirds majority, the Bill becomes law and the assent of the President shall not be required

9.1.1 Types of Bill

➤ Executive Bill

This is a draft legislation initiated by the Executive arm of government and submitted to the National Assembly by the President for enactment of an Act.

➤ Judiciary Bill

This is a draft legislation initiated by the judiciary and submitted by the CJN to the National Assembly for the enactment to an Act.

➤ Private Member Bill

This is a draft of legislation initiated by a Member of either Chamber and submitted to the chamber where he belongs for the enactment to an Act.

➤ Public Bill

This is a draft legislation which would apply to everyone within its jurisdiction or concerned matters of public policy.

9.1.2 Procedure on Bills

➤ A bill may originate in either the Senate or the House of Representatives. For a bill to become law, it must pass through the following stages –

- Drafting
- Vetting and scrutiny
- Publication in Gazette or House Journal
- Scheduling of bill in the order paper
- Introduction of Bill/ First reading

- Second Reading
- referral
- committee Stage.
- report Stage.
- Third Reading.
- engrossment of a bill.
- assent/Veto to a bill.
- in case of Veto, bill must pass again by both chambers of the National Assembly to override Veto
- enrolment of bill
- publication of Act in the official gazette.

9.1.3 Bills that have variations of procedures

- The following bills have a slightly different procedure to that of an ordinary bill:
- budget and money bills
 - constitutional alteration bill
 - ratification of treaty bill
 - approval of subsidiary legislation

9.2 BUDGET AND MONEY BILLS

Government revenues as well as government spending are components of the government budget and are important tools of the government fiscal policy.

9.2.1 Sources of Government Revenue

- Government revenue is money received by the Federal Government from taxes and non-tax sources to enable it to undertake public expenditure.
- The sources of Federal Government revenue include:
 - Government borrowing
 - Taxes
 - Customs duties
 - Sale or lease of natural resources i.e royalties
 - Licensing fees
 - Fines, penalties and forfeiture
 - Profits, Interests and dividends
 - Grants and aid

9.2.2 Appropriation Bill

- Section 81(1) of the Constitution provides that the President shall cause to be prepared and laid before each House of the National Assembly at any time in each financial year estimates of the revenues and expenditure of the Federation for the following financial year.
- Money bill includes an Appropriation bill or a Supplementary Appropriation bill including any other bill for the payment, issue or withdrawal from the Consolidated Revenue Fund or any other public fund of the Federation of any money charged thereon or any alteration in the amount of such payment, issue or withdrawal, and

a bill for the imposition of or increase in any tax, duty or fee or any reduction, withdrawal or cancellation thereof.

9.2.3 Passage of Appropriation Bill and Money Bill

- The budget process refers to the preparation, authorization, implementation and evaluation/auditing of the annual budget. The budget cycle is 12 months starting from the 1st of January to the 31st of December of each Calendar year or any other period prescribed by the National Assembly.

9.2.4 The Budget Cycle

- The budget cycle in Nigeria includes:
 - Approval of Medium-Term Expenditure Framework
 - Finance Ministry issues Call Circular to MDAs
 - Preparation of draft Budget.
 - First Reading/ Budget Presentation
 - Second Reading
 - Committee Stage
 - Report stage
 - Third Reading
 - Harmonisation of report (if necessary)
 - Presentation for Presidential Assent
 - Implementation
 - Evaluation
 - Audit

9.3 CONSTITUTION ALTERATION

- The procedure of altering provisions of the Constitution is similar to the procedure for passing ordinary bills with the following exceptions
 - Constitution alteration bills are referred to the Special Committees on the Review of the Constitution of both Chambers, (without debates)
 - An Act for the purpose of altering the provisions -
 - of Section 8 and Chapter IV of the Constitution must be supported by votes of not less than four-fifths of the majority of all the members of each Chamber,
 - of altering other provisions of the Constitution must be approved by votes of not less than two-thirds of all the members of each Chamber, and
 - approved by resolution of Houses of Assembly by not less than two-thirds of the 36 States of the Federation.

9.4 RATIFICATION OF TREATIES

➤ Ratification

Ratification of a treaty is the process by which the Nigerian government indicates its consent to be bound by a treaty that it has signed.

- The procedure is--
 - Approval of the treaty by the Executive arm of government by signing the treaty,

- Enactment by the National Assembly into law.
- Where the treaty is in respect to a matter not included in the Exclusive Legislative List, the treaty must be ratified by a majority of all the State Houses Assembly of the Federation.

➤ Domestication

Domestication of a treaty is the process of incorporating or transforming the provisions of a (signed and ratified) treaty into the domestic law of Nigeria, thereby giving it the needed force of law in the national legal system, including enforceability of its provisions by domestic courts.

- The procedure for domesticating treaties is similar to the procedure for passing ordinary bills.

9.5 SUBSIDIARY LEGISLATION

- This is any law made pursuant to an Act or powers conferred by an Act of the National Assembly.
- The procedure for approval includes—
 - Presentation to the National Assembly,
 - Referral to Committee,
 - Scrutiny,
 - Notice to the authorised individual or authorised entity,
 - Committee report,
 - Deemed approval,
 - Revocation and annulment,

- publication of instrument, and
- commencement,

9.6 MOTIONS AND RESOLUTIONS

9.6.1 Motion

- A proposal to the House to do something, order something to be done, or express an opinion concerning some matters.

9.6.1.1 Types of Motion

- substantive motions
- subsidiary motions

9.6.1.2 Procedure of Motion

- The procedure of moving a motion in the two Chambers includes-
 - Notice of the motion,
 - Publication of the motion in the Order Paper.
 - The proposer rises and moves,
 - Another member seconds the motion,
 - The Chairman/Presiding Officer states the motion,
 - Members debate the motion,
 - The Chairman/Presiding Officer puts the motion to vote,
 - The Chairman/Presiding Officer announces the results of the vote.

9.6.2 Resolution

A resolution is an expression of the opinion of either or both Chambers on some subjects, or a declaration of its or their intention to do something

When a motion is carried, it becomes a resolution of the House or the National Assembly.

9.6.2.1 Types of Resolutions

- Simple Resolution
- Concurrent Resolution
- Joint Resolution

9.7 LEGISLATIVE OVERSIGHT

- Oversight is the process by which the National Assembly monitors, scrutinizes, reviews and evaluates the performance of the Federal Government of Nigeria and its Agencies to ensure effectiveness and efficiency in the execution of laws and the management of public funds and assets.

9.7.1 Legal Framework

- Section 88(1) of the Constitution provides that each chamber of the National Assembly has power to direct investigation into—
 - any matter or thing for which it has the power to make laws; and
 - the conduct of affairs of any person, authority, Ministry or government department charged, or intended to be charged, with the duty of or responsibility for
 - Executing or administering laws enacted by the

National Assembly, and separate to next line disbursing or administering money appropriated or to be appropriated by the National Assembly

9.7.2 Tools for Legislative Oversight

- These include --
 - Hearings
 - Committee meetings/ interactive sessions
 - Working visits
 - Power to make law
 - Power over public purse
 - Vetting of subsidiary legislation
 - The public account committees
 - The public petition committees
 - Resolution of conflict between the National Assembly and other arms of the government
 - Impeachment proceedings against the President or Vice President
 - Screening of presidential nominees

9.8 LEGISLATIVE HEARING

- A legislative hearing is a platform used by the two Chambers of the National Assembly to interface with public officers, sectoral experts, witnesses, accused persons, aggrieved persons, stakeholders and members of the general public with a view to gathering information that would form input into a bill or their resolutions on any legislative measure before them.

9.8.1 Types of Legislative Hearing

- Investigative hearing
- Public hearing

9.8.2 Purpose of Legislative Hearing

- The purpose of legislative hearing includes --
 - Gathering information.
 - enabling stakeholders to participate in decision-making.
 - curbing fraud and wastage.
 - enforcing compliance with the law.
 - ensuring efficient management of public funds and assets.
 - communicating and clarifying needs.
 - increasing public awareness about the issue.
 - attracting media attention.
 - showing your side of controversial issues.
 - finding a solution to a public problem or issue; and
 - gauging the pulse of the public on an issue.

9.8.3 Preparation for Legislative Hearing

- Organizing legislative hearings involves --
 - Obtaining the referral notice of the resolution,
 - Preparing the agenda
 - Working out the cost implication
 - Setting the date
 - Securing venue

- Call for memoranda and identification of stakeholders,
- Arranging media coverage,
- Refreshments for Members and guests,
- Minutes taking/official reports,
- Hearing proper,
 - the Chairman calls the meeting(hearing) to order.
 - the Chairman addresses the gathering on the subject matter and the objective of the hearing.
 - if it is an investigative hearing, the participants may be placed on oath or affirmation.
 - the participants are invited to make their presentations or give testimonies.
 - the Chairman's response to presentations or testimonies.
 - the Chairman yields the floor for interested members to ask questions.
 - if all the participants in attendance cannot be accommodated within the time for verbal presentation, the Committee may direct them to submit their written memo at the venue.
- Preparation of report
- Submission of report to the House
- Consideration of Report by the House.

Chapter 10

PARLIAMENTARY ETHICS AND PRIVILEGES

10.0 Parliamentary Privilege

- Parliamentary privilege is the sum of the special rights enjoyed by Members of the National Assembly, individually and collectively, to enable them to perform their legislative functions.
- This includes--
 - immunity from criminal or civil proceedings for words spoken or written at plenary or Committee.
 - the right to compel the attendance of any person in Nigeria as a witness or to tender a document in his/her possession or control.
 - the right to exclude strangers from its proceedings.
 - the right to make rules to regulate its internal affairs and procedures.
 - the right to compel the attendance of or punish persons charged with contempt or breach of privilege.
 - the right to publish its reports, debates and proceedings.
 - freedom from arrest in the National Assembly or its precincts unless with the consent of the Presiding Officers.
 - the right to commit persons, whether Members or not, for breach of privilege or contempt.

- the right to expel Members who are considered unfit to be Members;
- the right to direct the Attorney General of the Federation to prosecute persons guilty of contempt of the two Chambers which are also offences at law.

10.1 Code of Conduct

➤ This includes –

- Every Member must take his/her seat when in Chambers.
- Every Member must make obeisance to the Chair in passing to or from his/her seat.
- No Member must read newspaper or magazine in their place while in Chambers.
- No Member must make any noise, interrupt or disturb the House when another Member is speaking.
- No Member must smoke, chew or drink while in Chambers.
- All Members must dress properly to attend sittings.
- No Member may approach, handle or remove the mace under any circumstance.
- A Member must not publish, communicate or leak any evidence in a Committee to a third party before the Committee reports to the House.
- A Member must not assault or obstruct another Member within the Chambers or precincts of the House.

- a Member must not obstruct or assault any officer of the House while in the execution of his/her duty;
- no Member must enter the Chambers or the precincts of the National Assembly with any weapon or instrument of violence;
- no Member must operate cameras, tape recorders, telephones or other communication equipment in the Chambers or Committee except strictly for legislative purposes.

10.2 Disciplinary Procedure

➤ Internal

The Presiding officers of the two Chambers are responsible for the observance of the Rules and maintenance of order in their respective Chambers.

- If a Member is called to order for an offence or breach of the Standing Orders persists in the infraction, the Presiding officer may direct the Member to discontinue his/her speech;
- The Presiding Officer after calling the attention of the House to the conduct of a Member who persists in disorderly conduct may direct him/her to discontinue that disorderly conduct;
- If the Member refuses to comply, the Presiding officer shall order him to withdraw immediately from the House during

- the remainder of that day's sitting and the Sergeant-at-Arms acts on such orders as he may receive from the Chair in pursuant of such orders.
- If the Presiding officer feels that his power under the above paragraph is inadequate, he may name such Member in which event the following procedure applies:
 - if the offence is a minor one, the Presiding officer may ask the Member to withdraw for the duration of the remaining legislative day.
 - if the matter appears to the Presiding officer to be serious in nature, the Presiding officer shall put the question on motion been made (without amendment, adjournment or debate), that such Member be suspended or removed from the service of the House or Committees or both, provided that the suspension or removal shall not exceed 30 legislative days in the first instance.
- If any Member who is suspended or removed from the service of the House or Committee refuses to obey the directive of the Presiding officer, the Presiding officer may direct the Sergeant at Arms to forcibly compel the obedience of the Member and without further question suspend or remove the Member from the services of the House or Committees for a period not exceeding 90 days.
- In the case of grave disorder arising in the House, the Presiding officer may adjourn without putting any question.

- The House has power to precede against any Member according to its resolution on the issue;
- Where the conduct constitutes an offence, the House can direct the police to investigate the conduct with a view to urging the Attorney General of the Federation to initiate criminal proceedings against the defaulter.

Chapter 11

INTERNATIONAL PARLIAMENTARY AFFILIATIONS

11.0 Introduction

The National Assembly is a member and subscribes to the following International Parliamentary Organizations.

11.1 Inter-Parliamentary Union (IPU)

- IPU brings together representatives of the Parliament of sovereign states. The secretariat is located in Geneva, Switzerland.
- The aims include--
 - Fostering contacts, coordination, and the exchange of experience among Parliaments and Parliamentarians.
 - Considering matters of international interest and expressing its views with the aim of bringing about action by parliaments and their members.
 - Contributing to the defence and promoting human rights, which is an essential factor of parliamentary democracy and development.
- The IPU has the following organs --
 - the Inter-Parliamentary Assembly
 - the Governing Council
 - the Executive Committee
 - Association of Secretary General of Parliament (ASGP)

- Secretariat of the Union
- The Geo-political groups are-
 - African Group
 - Arab group
 - Asia-Pacific Group
 - Eurasia Group
 - Group of Latin America and the Caribbean
 - Twelve plus groups.

- Each member State must contribute to the budget of the IPU in line with a scale approved by the Council.

11.12 Women in Parliament

- The Women in Parliament is an offshoot of IPU which :
 - provides platforms for Women Members of Parliaments to meet and exchange ideas and experiences at a global level,
 - promotes women's political participation as a prerequisite for gender equality and genuine democracy.
- The Women in Parliament regularly interacts with woman-based organizations to drive its activities.

11.1 The Young Parliamentarians

- The forum of Young Parliamentarians is an offshoot of IPU which:
 - spearheads the work to boost the participation of young people in parliaments.

- makes sure the youth voice is heard in global political decision-making both through greater participation of young MPs at meetings, and through formal inputs into outcomes.
 - ensures there is a youth perspective in all works and builds bridges with outside organizations.
- The Forum is steered by a Board composed of 12 people one man and one woman from the six geopolitical groups who in turn elect a president. Both the Board and the President of the Forum are re-elected every two years.

11.2 Commonwealth Parliamentary Association (CPA)

- This is an association of Commonwealth Parliamentarians.
- The aims include--
- promoting parliamentary democracy,
 - enhancing the parliamentary practices and procedures of member countries.
- The Regions are--
- Africa
 - Asia
 - Australia
 - British Island
 - India
 - Pacific and Southeast Asia

- The CPA has the following organs--
- Executive Committee
 - the Secretariat
 - Society of Clerks at the Table
- Both the CPA (International) and CPA (Africa Region) run their affairs through statutory contributions.

11.3 The African Caribbean Pacific-European Union Joint Parliamentary Assembly (ACP-EU)

- The ACP-EU Joint Parliamentary Assembly is created to bring together the elected members of the European Parliament, and the elected representatives of the African, Caribbean, and Pacific states ("ACP countries").
- The aim includes--
- promoting the domestic process through dialogue and consultation.
 - facilitating greater understanding between people of the European Union and those of the African-Caribbean Parliament states and raise public awareness and development issues.
 - promoting human rights, democracy, and common values of humanity.
 - discussing issues on development and the ACP-EU partnership; and

- making recommendations to the Council of Ministers with a view to achieving the objectives of this Agreement.

11.4 African Parliamentary Union (APU)

- The APU is an Inter-Parliamentary Continental Organization founded in Abidjan Cote d'Ivoire on the 13th of February 1976.
- The aims include--
 - bringing together Parliamentary Institutions of all African States.
 - encouraging contacts among African Parliamentarians on the one hand, and between African Parliamentarians and Parliamentarians of other Continents on the other hand.
 - strengthening of Parliamentary Institutions in Africa, promoting democracy, human rights, and the realization of the objectives of African Union (AU) for peace.
- The Organs of the APU include the--
 - Conference of Speakers of National Parliaments
 - Executive Committee
 - General Secretariat.

11.7 Pan-African Parliament (PAP)

- The PAP was established as one of the nine Organs provided for in the Treaty Establishing the African Economic Community signed in Abuja, Nigeria, in 1991.

- The Protocol establishing PAP requires that each National Parliament be represented by five members, at least, one of whom must be a woman. The representation of each member state must reflect the diversity of political opinions in each National Parliament or deliberative organ.
- The Parliament is made of Three Bodies as follows--
 - the Bureau
 - the Standing Committee
 - the Secretariat

11.8 Association of Senates, Shoora and Equivalent Councils in Africa and Arab (ASSECAA)

- In 2004, some of the Speakers of the Senate, Shoora and equivalent Councils in Africa and the Arab World converged in Sana'a in the Republic of Yemen to unanimously adopt the resolution that established the association.
- The aims include--
 - encouraging, supporting and strengthening Bicameral Parliamentary systems in and outside the African and Arab regions.
 - encouraging, supporting and strengthening cooperation in economic, political, social and cultural spheres between the African and Arab regions and in the world at

- organizing meetings and dialogue among Senates, Shura and Equivalent Councils in the Member States and to undertake joint actions to advance cooperation and exchange expertise;
 - deepening awareness of democratic values and concepts.
- Membership of the association is open to all African and Arab Senate and Second Chambers that ask for participation as full members.

11.9 Parliament Union of Islamic Conference (PUIC)

- The PUIC Member States are composed of the Parliaments of the member States of the Organization of Islamic Cooperation. It was established in Iran on the 17th of June, 1999 with the headquarters in Tehran. It is the Parliamentary body of the Organization of Islamic Conference (OIC).
- The aims includes:
- providing a framework for cooperation and coordination among Parliaments of OIC member States.
 - fostering coordination among people worldwide in order to respect and defend human rights and humanitarian principles and establishing peace-based justice;
- The organs of the Parliament includes--
- Conference
 - Executive Committee
 - General Secretariat

11.10 The Community Parliament (ECOWAS)

- The ECOWAS Parliament, also known as the Community Parliament is one of the Institutions of the ECOWAS. It serves as a forum for dialogue, consultation and consensus for representatives of the people of West Africa to promote integration.
- The Parliament is composed of one hundred and fifteen (115) seats.
- Each member State has a guaranteed minimum of five seats. The remaining forty seats is shared based on population.
- The aims include:
- Strengthening representative democracy in the community.
 - Promoting peace, security and stability in the West African region.
 - Promoting and defending principles of human rights, democracy, rule of law, transparency, accountability and good governance
- The organs of the Parliament includes --
- the Plenary
 - Bureau
 - Conference of Committee Bureau
 - Standing Committee
 - Parliamentary Groups (Political Wing)
 - the Secretariat

11.11 Parliamentarians of Global Action (PGA)

- The office of PGA is located in New York City, USA.
- The organization is a non-profit, nonpartisan international network of committed legislators that informs and mobilizes parliamentarians in all regions of the world to advocate for human rights and the rule of law, democracy, human security, non-discrimination, gender equality and climate justice.
- PGA Membership is open to individual Legislators from elected Parliaments. It currently consists of approximately 1,200 members in 139 Parliaments.
- PGA contributes to the creation of a Rule-based international order for a more equitable, and democratic world.

11.12 Society of Clerks-at-the-Table (SoCATT) African Region

- SoCATT Africa Region provides--
 - A network for the sharing of best parliamentary practice amongst the Commonwealth Legislatures in the region
 - Strengthening the administration of member Legislatures.
 - Enhancing professional capacity of staff of member Legislatures.
 - Building cooperation, collaboration, commitment and understanding among member Legislatures in the performance of their duties and responsibilities.

CHAPTER 12 MEDIA AND PUBLIC RELATIONS

12.1 Mechanism for Public Participation

- Section 14(2) (c) of the Constitution provides that Participation by the people in their government is ensured in accordance with the provision of the Constitution.

12.1.1 Benefits of Public Participation

- The benefits include:
 - information gathering and dissemination:
 - transparency and accountability
 - encouraging a sense of responsibility
 - using valuable indigenous/expert knowledge
 - ensuring things are done the right way
 - democratizing decision-making
 - building consensus

12.1.2 Tools for Public Participation

- The tools for public participation are as follows--
 - election/Recall of Members by Constituents.
 - referendum to Create New States, Local Government Areas, etc.
 - visitors' Gallery.
 - Press Coverage;

- partnership with NGOs.
- public Petitions.
- lobbying.
- investigative Hearings/Public Hearings.
- request for Information Under the Freedom of Information Act;
- Constituency Office.
- Constituency Project.
- discipline of Members and Staff.
- initiation of Bills by the Public.
- Social Media.

12.2 National Assembly Press Corps

- The two Chambers of the National Assembly have a press corps each. The press corps comprises accredited journalists covering the activities of each Chamber including their Committees. They have Offices within the National Assembly Complex and have reserved seats at the gallery.

12.3 Media Coverage

- The National Assembly has an in-house TV Station that covers its activities known as the NASS TV, NASS Radio in view, and NASS Information Centre. In addition, all the major press agencies both print and media have accredited representatives.

- Information Officers, Photographers and Video Cameramen are also deployed to the Presiding Officers/ Principal Officers of the two Chambers and other Top Management Staff for the purposes of availing the organisation adequate media coverage and documentation.

12.4 National Assembly Publications

- The following publications of the National Assembly are open to public subscriptions in the two Chambers,
 - Order Paper, Votes and Proceedings and Verbatim reports.
 - The Mace Newspaper, Legislative Bulletin, Legis Magazine etc.

12.5 Conferences, Seminars and Outreaches

- The National Assembly occasionally organizes conferences and seminars on topical National issues. The resource persons and participants are mostly drawn from the general public. Similarly, the National Assembly does organize outreaches on Bills and other topical issues.

CHAPTER 13

GLOSSARY

"Act" or "Act of the National Assembly" means any law made by the National Assembly and includes any law which takes effect under the provisions of the Constitution as an Act of the National Assembly; "

ACP-EU" means The African Caribbean Pacific-European Union Joint Parliamentary Assembly.

"Act of Parliament" means a bill which has been passed by both the House of Representatives and the Senate, has received Presidential Assent.

"Ad Hoc Committee" means a committee established by a resolution for a defined purpose and the committee is dissolved when it completes its functions.

"Appropriate" means the allocation of a sum of money for expenditure on any item.

"Appropriation Bill/Act" means the estimated government revenue and expenditure for the ensuing fiscal year.

"APU" means African Parliamentary Union.

"ASGP" means Association of Secretary General of Parliament.

"ASSECAA" means Association of Senators Shoora and Equivalent Councils in Africa and Arab.

"Bicameral Legislature" means a legislative body comprised of two chambers or Houses;

"Breach of Privilege" means an infringement of one of the specific privileges of the House or its Members which prevents them from carrying out their functions. The House is asked to deal with an alleged breach only when it appears to the Speaker/President of the Senate to be evident (*prima facie*);

"Budget" means the Government's statement of its fiscal, economic and social policies in a year

"Call to Order" means request to be quiet so that meeting can start

"Casting Votes" means the deciding vote accorded to the Speaker/President of the Senate (or, in committee, to the chairman) in the event of a tie. The Speaker/President of the Senate or chairman may vote only in order to avoid a deadlock, and traditionally votes so as to maintain the status quo.

"Chair" means the presiding officer at a meeting of the House, whether the Speaker, the Deputy Speaker, President of the Senate, Vice President of the Senate or, in a committee

"CHR" or "Clerk of the House of Representatives" means the chief legislative and administrative officer of the House of Representatives.

"Chambers" means where the Members of the Legislative House sit.

"Civil Service" means the body of government officials who are employed in civil occupations that are neither political nor judicial.

“CNA’ or ‘the Clerk to the National Assembly’” means the chief legislative and administrative officer of the National Assembly.

“Committee Clerk” The procedural Clerk acting as administrative officer and adviser on legislative practice and procedure to a committee.

“Code of Conduct” refers to the Code of Conduct contained in the Fifth Schedule to the Constitution;

“Committee” means the Committee set up by the Leadership of a Legislative House.

“Concurrent Legislative List” means the list of matters set out in the first column in Part II of the Second Schedule to this Constitution with respect to which the National Assembly and a House of Assembly may make laws to the extent prescribed, respectively, opposite thereto in the second column thereof.

“Constituency” means an area where voters elect a representative to a legislative House.

“Constitution” means the Constitution of the Federal Republic of Nigeria 1999.

“CPA” means Commonwealth Parliamentary Association.

“CS’ or ‘the Clerk of the Senate’” means the chief legislative and administrative officer of the Senate

“DCNA” means the Deputy Clerk to the National Assembly;

“Division” means a vote; the dividing of the members into the ayes and nays in order to reach a decision.

“ECOWAS” means Economic Community of West African States.

“Enactment” means provision of any law or a subsidiary instrument.

“Engrossed Bill” means the final copy passed by one Chamber of a bicameral legislature, with the text as amended by floor action and certified by the Clerk of that Chamber;

“Enrolled Bill” means the final copy of bill which has been passed by a bicameral legislature, in identical form by both Chambers;

“Existing Laws” has the meaning assigned to it in section 315 of the Constitution;

“Exclusive Legislative List” means the list in Part I of the Second Schedule to the Constitution;

“‘FCT, Abuja’ or ‘Federal Capital Territory, Abuja’” means the capital of Nigeria.

“Federation” means the Federal Republic of Nigeria.

“Fiscal Year” means the financial operations of the government are carried out in a 12-month fiscal year, beginning on 1st January and ending on 31st December;

“Floor Manager” means a member who steers a bill through debate and revision to a final vote in the Chamber.

"Function" includes power and duty;

"GL" means Grade Level;

"House" means Parliament;

"Inauguration" means a ceremony to mark the beginning or introduction of a new Assembly;

"INEC" or '*Independent National Electoral Commission*' means the National Electoral body of Nigeria

"Investigative Hearing" or 'Public Hearing'" means hearing relating to special investigations;

"IPU" means Inter-Parliamentary Union;

"Joint Committee on Finance" means the joint committee on finance established by S. 59 of the Constitution;

"Joint Sitting" means when both Senate and House of Representatives sit together to deliberate on national issue.

"Law" means a law enacted by the House of Assembly of a State;

"Legislation" includes Acts, laws, orders, regulations and other statutory instruments adopted as a result of power delegated by the National Assembly;

"Legislative Authority" means the power of the National Assembly to enact, amend, and repeal Act;

"Legislative House" means the Senate, House of Representatives or a House of Assembly;

"Majority Party" means a political party with a majority of the seats in the Senate or the House of Representatives;

"Minority Party" means a political party that has a small number of seats or less than the majority seats in the Senate and the House of Representatives;

"MDA" means Ministries, Departments and Agencies;

"Member" when used with reference to any commission or other bodies established by this Constitution, includes the Chairman of that commission or body;

"Money Bills" includes

(a) an appropriation bill or a supplementary appropriation bill, including any other bill for the payment, issue or withdrawal from the Consolidated Revenue Fund or any other public fund of the Federation of any money charged thereon or any alteration in the amount of such a payment, issue or withdrawal; and

(b) a bill for the imposition of or increase in any tax, duty or fee or any reduction, withdrawal or cancellation thereof;

"MOTION" means a formal proposal by a member of a deliberative Assembly that the Assembly take a particular action.

"NASC" means National Assembly Service Commission;

"NASS" or 'National Assembly'" means the national parliament of the Federal Republic of Nigeria;

"NGO" means Non-Governmental Organisation;

"NILDS" means National Institute for Legislative and Democratic Studies

"Oath" includes affirmation.

"Parliamentary Immunity" means the sum of the peculiar rights enjoyed by parliament as an institution and by members of parliament individually, which exceed those possessed by other bodies or individuals, and without which they could not discharge their functions;

"Parliamentary Privilege" means legal immunity enjoyed by members, in which legislators are granted protection against civil or criminal liability for actions done or statements made in the course of their legislative duties;

"PASAN" means Parliamentary Staff Association of Nigeria.

"PAP" means Pan-African Parliament.

"PGA" means Parliamentarians of Global Action.

"Political parties" includes any association whose activities include canvassing for votes in support of a candidate for election to the office of President, Vice-President, Governor, Deputy Governor or membership of a legislative house or of a local government council;

"Principal Officers" means the Majority leader, majority Chief Whip, Deputy Majority Leader, Deputy Majority Whip the Minority Leader, Minority Whip, Deputy Minority Leader and Deputy Minority Whip.

"President" or **"Vice-President"** means the President or Vice President of the Federal Republic of Nigeria.

"President of the Senate" means President of the Senate of the Federal Republic of Nigeria;

"Presidential Assent" means the signing of a bill by the President as a mark of approval;

"Presiding Officers" means the President of the Senate, the Speaker of the House of Representatives, the Deputy President of the Senate and the Deputy Speaker of the House of Representatives;

"Public Service of the Federation" "public service of the Federation" means the service of the Federation in any capacity in respect of the Government of the Federation;

"PUIC" means Parliamentary Union of Islamic Conference;

"Quorum" means the number of Members, excluding the Presiding Officers, necessary to constitute a meeting of either Chamber (or both) for the exercise of their powers;

"Ratification" means the action of signing or giving formal consent to a treaty, contract, or agreement, making it officially valid;

"Referral" means the sending of a bill (before or after second reading), paper, instrument or a question to a committee for study and report;

"Report Stage" means the stage at which the House considers a bill as reported by a committee, with amendments, if any;

“Report to the House” An oral or written statement by a committee to the House, giving the results of an inquiry or requesting additional powers;

“Resolution” means a formal decision or action agreed upon by the house on its committees

“Revenue” means income, especially when of an organisation and of substantial nature.

“Revenue Allocation Formula”

proceeds from the Federation Account among the Federal Government, State Government and the Local Government Councils;

“RMAFC” means Revenue Mobilisation Allocation and Fiscal Commission.

“Select Committee” means a committee set up for a special purpose within a time limit by resolution of either Chamber;

“Senate” means the Senate of the Federal Republic of Nigeria

“Speaker” means the Speaker of the House of Representatives of the National Assembly of the Federal Republic of Nigeria.

“Standing Committees” means a Committee established by the Standing Orders of either Chambers of the National Assembly that lasts for the duration of the tenure of the National Assembly;

“Standing Orders” means the rules formulated by the Senate or the House of Representatives to regulate its own proceedings;

“State House of Assembly” means make laws for the peace, order and good governance of the state in respect of matters not in the exclusive legislative list but in concurrent list.

“Bills” means the executive proposals which must be submitted to the National Assembly for ratification or consideration and passage into law

“Votes and Proceedings” means the minutes of the proceedings of Parliament indicating the attendance of Members at each sitting and all decisions of Parliament;

“Veto” means the disapproval by the President of a bill of the National Assembly

