This is the UCOSA Legislation Template… use this to format legislation.  
Update the data in red. Delete anything in blue. Choose between things in brackets.

University of Central Oklahoma Student Congress

[#th] Meeting of the [Fall/Spring] Session of the [#th] Legislature ([YYYY])

Note that each “Congress” number starts in the fall and ends in the spring. “Session” is the same as a meeting. Note that the Congress number for the fall of 2018 is “22” and thus, a meeting during the fifth meeting taking place during the fall of 2018 should read “5th Session of the 22nd Congress (Fall 2018).”

[CB / CR / CFR][XX]-[XX] Author(s): [ author(s) ]

Co-Author(s): [ co-author(s) ]

Co-Sponsor(s): [ co-sponsor(s) ]

“CB” refers to congressional bills—anything that makes revisions to UCOSA governing documents. “CR” refers to congressional resolutions—a statement on the opinion of the student body and congress. “CFR” refers to congressional financial resolutions—any piece of legislation that allocates UCOSA money (congressional financial resolutions should be seen by the Ways and Means committee).

Authors create legislation (major contribution). Co-Authors contribute to legislation in a minor fashion. Co-Sponsors agree with the legislation but did not contribute to the bill. Anybody may be an author, a co-author, or a co-sponsor, but every piece of legislation must have an active senator as an author, a co-author, or a co-sponsor.

An act regarding some topic; doing some action; providing for some act of procedure; to be distributed to certain entities; to be executed at a specific time.

The above statement is considered the “short title” and describes what the legislation does. These should match the action near the end of the document.

Below we have “whereas” clauses which do not perform any actions; rather, they state what has already occurred. There may be any number of whereas clauses.

WHEREAS, Insert some fact here that has already occurred (usually something along the lines of mentioning that fact that the UCOSA exists to express the views and carry out the will of the students of the University of Central Oklahoma, and

WHEREAS, Insert some fact here that has already occurred (usually addressing a problem at hand), and

WHEREAS, Inset some fact here (usually something to do with statistics concerning some sort of survey that was sent out), now therefore

The clause below describes the entity and action being taken. If a bill is being passed, then we use the keyword “enacted” but if a resolution is being passed, then we use the word “resolved.” If the UCOSA president is signing the legislation, then the legislation has the full force and effect of UCOSA instead of just the Congress, and thus we should refer to organization as the “UCO Student Association”; however, if the UCOSA president’s signature isn’t required, then we refer to the organization as the “UCO Student Congress.”

BE IT [ ENACTED / RESOLVED ] BY THE UCO STUDENT [ ASSOCIATION / CONGRESS ]

The section below should only be used if a written law is being created. The section below cannot be used if any law is being modified or repealed. Underlines are not required.

Section 1. NEW LAW. A new law shall be codified in the [ UCO Bylaws / UCOSA Statutes ], [ title / chapter / subsection / et cetera ] # to read as follows. (This should correspond with the short title.)

§01 This is to be codified into law.

§02 This is also to be codified into law.

The section below should only be used if a written law is being amended. If the section below is used, then new parts of the law must be underlined; strikethroughs must be used with on any parts of the law that are to be removed.

Section 2. AMENDMENT. [ title / chapter / subsection / et cetera ] shall be amended to read as follows. (This should correspond with the short title.)

§01 Sections that aren’t underlined or struck through shall be left alone. Sections that are underlined are to be added. Sections that are struck through shall be ~~removed~~.

The section below should be used only if an entire piece of the law is being removed.

Section 3. REPEAL. [ title / chapter / subsection / et cetera ] shall be repealed in entirety. (This should correspond with the short title.)

The following should only be used if the legislation is being sent to an entity.

Section 4. This legislation shall be distributed to the following.

Some Group or Company

Some Person, Their Title

Another Person, Their Title

Yet Another Person, Their Title

The following section should really only be utilized when an action from a bill or funding resolution is taken, and it isn’t really needed when a resolution is being passed.

Section 5. This legislation shall go into effect [ X days / immediately ] after passage and approval.

The reviewing committee as described below may be recommended by an author, but the final decision up to the discretion of the Chair of Student Congress.

Reviewing Committee(s): Committee or Committees (assigned by Chair)

The committee recommendation should not be filled in by the author; rather, it should be decided by the committee. Legislation that has a recommendation of DO PASS or DO FAIL shall hit the floor of Congress. Legislation that has a recommendation of DO FAIL shall not hit the floor of Congress.

Committee Recommendation: [ DO PASS / DO FAIL / NO RECOMMENDATION ]

In most cases (unless otherwise specified by the UCOSA governing documents) the UCOSA must have a majority vote in order to be marked as “passed by the Congress.” If the legislation is failed by the body of the Congress, it is to be considered dead. After the close of the meeting, identical legislation may not be brought up again until after the Congressional year.

Action Taken by Congress: [ PASSED / FAILED ]

Should the Congress pass a piece of legislation, the Chair must sign below. If this legislation is either a resolution or a bill that specifically modifies the UCO Student Congress Bylaws, then it does not need a vote by the UCOSA president. In all other cases (including other bills and Congressional Financial Resolution) either a presidential signature or an override is required.

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| --- |
| Name of the Chair, Chair of the UCO Student Congress Date |
| Name of the President, President of the UCO Student Association Date |

Note that the below section is only used if the UCOSA President vetoed the bill. The Congress may override a veto in accordance with the UCOSA governing documents. Also, if the president does not sign a piece of legislation after seven (7) days, then the legislative is considered to be approved. There is no “pocket veto,” only what we call a “pocket approval.”

Legislative Override: [ OVERRIDDEN / NOT OVERRIDDEN / POCKET APPROVAL ]