LEGISLATIVE FORMATTING CODE

OF THE

UNDERGRADUATE STUDENT UNION

OF

THE UNIVERSITY OF NOTRE DAME *DU LAC*

AS AMENDED
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UNIVERSITY OF NOTRE DAME UNDERGRADUATE STUDENT UNION

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ARTICLE I - GENERAL PROVISIONS

SECTION 1. GENERAL PROVISIONS

(a) All legislative items must adhere to the regulations outlined in this Code before they may be heard, debated, or enacted by The Senate.

(b) 'Legislation' and 'legislative item' in this Code shall refer to any actionable document that appears before the Senate, including, but not limited to, Resolutions, Orders, and Letters.
   (1) 'Legislation form' shall refer to the specific type of legislation.

(c) The Parliamentarian shall be ultimately responsible for ensuring all legislative items conform to the regulations outlined in this Code. The Parliamentarian shall further ensure the preparation, distribution, and maintenance of this Code.

(d) All legislation shall be written entirely and exclusively in Times New Roman and font size 12 unless otherwise specified in this Code.

(e) All text shall be aligned to the left of the page unless otherwise specified in this Code.

(f) If used, lists shall be written with Roman Numerals.

(g) This Code may be amended by a two-thirds vote of the Senate.

SECTION 2. CONSTITUTIONAL CITATION

(a) If the text of the Constitution is used or referenced in any legislation, the Constitution must be properly named.
   (1) When first cited or mentioned, the full title of the Constitution must be included in italics. Its short title in parentheses shall follow.
      (A) EXAMPLE—the *Constitution of the Undergraduate Student Body of the University of Notre Dame du Lac* (the Constitution).
   (2) The short title may be used for all following references or mentions.
      (A) EXAMPLE—the Constitution.

(b) If the text of the Constitution is used or referenced in any legislation, the Constitution must be properly cited.
   (1) The appropriate article of the Constitution shall be cited first. The article may be cited by providing either the full name of the article and the article number; the article number; or the abbreviated article number.
      (A) EXAMPLE—Article XII, Judicial Council
      (B) EXAMPLE—Article XII
      (C) EXAMPLE—Art. XII
   (2) The appropriate section of the Constitution shall be cited next. The section may be cited by providing either the full name of the section and the section number; the section number; or the section symbol and number.
      (A) EXAMPLE—Section 3, Powers and Duties
      (B) EXAMPLE—Section 3
      (C) EXAMPLE—§3
   (3) The appropriate subsection(s) of the Constitution shall be cited next, in parenthesis.
      (A) EXAMPLE—(a)(1)(B)
   (4) A comma shall be placed between the article and the section and subsection(s); and shall be placed alongside any article or section names.
      (A) EXAMPLE—Article XII, Judicial Council, Section 3, Powers and Duties, (c)(1).
      (B) EXAMPLE—Article XII, Section 3(c)(1)
      (C) EXAMPLE—Art. XII, §(c)(1)

ARTICLE II - NUMBER AND HEADER

SECTION 1. NUMBERING

(a) All legislation shall be appropriately numbered. Numbering shall consist of an alphabetic abbreviation, the Student Union term, an en dash (-), and the term number. There shall be no spaces within the number unless otherwise specified in this code. No numbering may deviate from these regulations.

(b) Alphabetic abbreviations shall adhere to the following conventions:
   (1) Senate Resolutions shall be abbreviated to "SS" to signify 'Senate Statement.'
   (2) Senate Orders shall be abbreviated to "SO" to signify 'Senate Order.'
   (3) Senate Letters shall be abbreviated to "SL" to signify 'Senate Letter.'
   (4) Petitions shall be abbreviated to "PR" to signify 'Petitioned Resolution.'
   (5) Initiatives shall be abbreviated to "I" to signify 'Initiative.'

(c) The Student Union term shall be composed of the last two digits of the first calendar year of the term, and the last two digits of the second calendar year of the term.
    (1) EXAMPLE—the 2024-2025 Student Union term shall be written as 2425.

(d) The term number shall be assigned according to how many legislative items of the same type preceded it during that same Student Union term.
    (1) EXAMPLE—the 23rd Senate Order brought during the Student Union term shall be given the term number 23, while the 11th Senate Resolution shall be given the term number 11.

(e) All legislation that appears on the Senate agenda, regardless of ultimate status, shall be given a unique, unrepeatable number.
    (1) EXAMPLE—the 19th Senate Order brought during the 2023-2024 Student Union term shall be given the number SO2324-19.

SECTION 2. HEADER

(a) All legislation shall have an appropriate header. The header must appear in full on every page of the legislation.

(b) The header shall contain the symbol of the Senate, the legislation number, the date, the name of the University and the Student Senate, the date of introduction, and the page number. No header may deviate from these conventions.

(c) The header shall contain two black underlines that stretch across the full page.
    (1) The interlocking double-S symbol of the Student Senate shall be placed at the leftmost margin between these underlines.
        (A) EXAMPLE—§

(d) Between these underlines shall be two lines of text.
    (1) The full name of the University shall be centered in small capitals on the uppermost line of text.
        (A) EXAMPLE—University of Notre Dame du Lac
    (2) The name of the Student Senate shall be centered on the lowermost line of text. It shall be written in small capitals.
        (A) EXAMPLE—Student Senate
    (3) The legislation number shall be written in bold on the uppermost line of text between the two underlines. It shall be aligned to the right of the page.
    (4) The page number, including the current page number and the total number of pages, shall be on the lowermost line of text between the two underlines. It shall be aligned to the right of the page.
        (A) EXAMPLE—Page 1 of 10

(e) Immediately beneath the two underlines shall be one line of text.
    (1) The legislation form and legislation number shall be written in bold. There shall be a space between the abbreviation and the rest of the numbering.
        (A) EXAMPLE—**Order SO 2324-11**
        (B) EXAMPLE—**Petition PR 2324-11**
    (2) The long-form date (day, month, year) shall be written in bold and shall be aligned to the right of the page.
        (A) EXAMPLE—**17 March 2024**
    (3) A paragraph space shall be entered between this last line of header text and any body text.

ARTICLE III - NAME AND TITLE

SECTION 1. AUTHORS AND SPONSORS

(a) Members of the Senate may author and co-sponsor legislation. Co-sponsors shall be determined and listed at the discretion of the author(s). Only members of the Senate may be listed as authors or cosponsors of Senate Orders, Resolutions, and Letters unless stated otherwise in this Code.

(b) Authors and co-sponsors shall be recognized by their name and title, listed at the top of the body of the legislation. The full first and last name (or preferred first and last name) of the authors and co-sponsors shall be listed and aligned to the left of the page. Names shall be followed by a comma and the full title, in italics, of the author or co-sponsor. Titles must be written in full and shall not be abbreviated.
    (1) The name and title of each author and co-sponsor shall be listed on a new line of text. The primary author shall be listed first, followed by other author(s) as appropriate. Names of co-sponsor(s) shall be listed immediately after the name of the author(s).
    (2) An author shall be considered any member of the Senate involved in writing the text of the legislation. Author names and titles shall be written in bold.
        (A) EXAMPLE—**Jane Doe, *Student Union Parliamentarian***
    (3) Co-Sponsors may sign legislation.
        (A) EXAMPLE—John Smith, *Flanner Hall Senator*

(c) Any undergraduate student may author a Petitioned Resolution or an initiative.
    (1) If the primary author(s) is not a member of the Senate, their name(s) and Residence Hall(s) shall be listed.
        (A) EXAMPLE—**Jack Smith, *Grace Hall Senator***
        (B) EXAMPLE—**Jane Smith, *Off-Campus Student***
    (2) After the authors and co-sponsors have been listed, the following shall be written in capitalization on a new line to signify student signatories:
        (A) THE UNDERSIGNED STUDENTS
    (3) Only members of the Senate may be listed as cosponsors of a Petitioned Resolution or an Initiative.

SECTION 2. TITLES

(a) Following the names and titles of the author(s) and Co-sponsor(s), there shall be a paragraph space and the title of the legislation.

(b) The title shall be centered, written in capitalization, and bold.

(c) The first words included in the title shall indicate the form of the legislation.
    (1) EXAMPLE—**AN ORDER [...]**
    (2) EXAMPLE—**A RESOLUTION [...]**
    (3) EXAMPLE—**A LETTER [...]**

(d) The title shall intend to inform the reader as to the purpose of the legislation.

(e) Titles shall be of a reasonable length.

ARTICLE IV - BODY TEXT

SECTION 1. PREAMBULATORY CLAUSES

(a) Legislation shall be written with preambulatory (also, prefatory) clauses as needed. Each preambulatory clause shall be a single declarative sentence, without any internal punctuation that would otherwise signify the end of a sentence. Each preambulatory clause shall end in a semicolon.
    (1) A list, written in single sentences that end in semicolons, may accompany a preambulatory clause.

(b) Each preambulatory clause shall be written on a new line and shall be separated by a paragraph space. No preambulatory clause shall be indented in any way.

(c) At the beginning of each preambulatory clause, "Whereas" shall be written in italics:
    (1) EXAMPLE—*Whereas,* all aspects of the [...]

(d) Additional information or citations may be provided by footnote. All footnotes shall be written in font size 10.

(e) Following the semicolon of the last perambulatory clause, "therefore, be it" shall be written:
    (1) EXAMPLE—[...] to Halls; therefore, be it

SECTION 2. OPERATIVE CLAUSES

(a) Legislation shall be written with operative clauses as needed.

(b) For Resolutions, operative clause(s) shall be written in bold.
    (1) The first operative clause shall be written after a paragraph space following the last preambulatory clause. At the beginning of the first operative clause, "Resolved" shall be written in italics.
        (A) EXAMPLE—***Resolved*, that the Notre Dame Senate [...]**
    (2) If subsequent operative clauses are used, they shall be written as independent paragraphs. At the beginning of all subsequent operative clauses, "Further Resolved" shall be written in italics.
        (A) EXAMPLE—***Further Resolved,* the Notre Dame Senate [...]**
    (3) Each operative clause shall be a single declarative sentence, without any internal punctuation that would otherwise signify the end of a sentence. If multiple operative clauses are used, each shall end in a semicolon, and the last clause shall end in a period. If only one operative clause is used, it shall end in a period.

(c) For Orders that do not seek amendments to governing documents:
    (1) After a paragraph space following the last perambulatory clause, "Ordered by the Student Senate of the University of Notre Dame du Lac," shall be written in bold and italics on a new line to introduce the operative clause(s).
        (A) EXAMPLE—***Ordered by the Student Senate of the University of Notre Dame Du Lac,***
    (2) After a paragraph space, the first operative clause shall be written in bold.

(3) If subsequent operative clauses are used, they shall be introduced by including "Further Ordered by the Student Senate of the University of Notre Dame du Lac," as an independent paragraph before and between subsequent operative clauses.
    (A) EXAMPLE—***Further Ordered by the Student Senate of the University of Notre Dame Du Lac,***
(4) Each operative clause shall be a single declarative sentence, without any internal punctuation that would otherwise signify the end of a sentence. If multiple operative clauses are used, each shall end in a semicolon, and the last clause shall end in a period. If only one operative clause is used, it shall end in a period.

SECTION 3. AMENDING OPERATIVE CLAUSES

(a) For Orders that seek amendments to governing documents including, but not limited to, the Constitution, Bylaws, and Codes, the following rules shall apply.

(b) After a paragraph space following the last perambulatory clause, "Ordered by the Student Senate of the University of Notre Dame du Lac," shall be written in bold and italics on a new line to introduce the operative clause(s).
    (1) EXAMPLE—***Ordered by the Student Senate of the University of Notre Dame Du Lac,***
    (2) After a paragraph space, the name of the document to which the amendment pertains and "is hereby amendment as follows:" shall be written in bold as a new paragraph.
        (A) EXAMPLE—**That The Constitution of The Undergraduate Student Body is hereby amended as follows:**
        (B) EXAMPLE—**That The Bylaws of The Student Senate Student Body are hereby amended as follows:**
        (C) EXAMPLE—**That The Legislative Formatting Code of the Student Union is hereby amended as follows:**
    (3) After a paragraph space, all amendments shall subsequently be expressed in a list.

(c) Each amendment shall include an independent operative clause detailing the amendment, and the written text of the amended article, section, or subsection. Each amendment shall be an independent paragraph, with a line space before and after each amendment.
    (1) When inserting a new article, section, or subsection, the citation of the inserted provision and "is hereby inserted as follows and all subsections and references thereafter and thereof are renumbered accordingly:", shall be written.
        (A) EXAMPLE—**Article XII, Section 1(a) is hereby inserted as follows and all subsections and references thereafter and thereof are renumbered accordingly:**"
    (2) When amending an article, section, or subsection, the citation of the inserted provision and "is hereby amended as follows:", shall be written.
        (A) EXAMPLE—**Article XII, Section 3(b)(1) is hereby amended to read as follows:**
    (3) The full text of the inserted article, section, or subsection shall then be written on the line directly beneath the operative clause. It shall be indented to the right.
    (4) When repealing an article, section, or subsection, the citation of the repealed provision and "is hereby repealed, and all subsections and references thereafter and thereof are renumbered accordingly." shall be written.
        (A) EXAMPLE—**Article XII, Section 1(a) is hereby repealed, and all subsections and references thereafter and thereof are renumbered accordingly.**"
    (5) Any amendments to governing documents either removing or altering the text of a portion of them shall include the original text of said section. This shall be accomplished by writing an operative clause in the manner of the example below.
        (A) EXAMPLE—**Article V Section 1(a) is hereby amended from:**
        Original text

        to now read as follows and all subsections and references thereafter and thereof are renumbered accordingly:
        New, altered

ARTICLE V - SIGNATURE AND VOTES

SECTION 1. SIGNATURES

(a) Pursuant to Article III, Section 3(a) of the Constitution, a resolution cannot be adopted until it has been signed by the Student Body President. Any resolution not signed by the Student Body President within one academic week may be adopted by a two-thirds vote of all the voting members of the Senate. An amendment to the Constitution also requires the signature of the Student Body President, pursuant to Article I, Section 4(b)(1) of

the Constitution. An amendment not signed by the Student Body President may be adopted by five-sixths of all voting members of the Senate.

(1) A signature line shall be written several paragraph spaces after the last operative clause. The name of the Student Body President shall be written directly beneath this line. The title of the Student Body President shall be written in italics directly beneath their name. This shall be intended to the right.

(A) An electronic signature of the Student Body President shall suffice. However, before the close of the term, the Parliamentarian shall ensure the Student Body President further signs all relevant physical pieces of legislation.

(2) If an unsigned resolution or amendment is nonetheless approved by an appropriate vote of the Senate, the Parliamentarian shall sign the resolution or amendment to indicate its passage in accordance with proper rules and procedure.

(b) The Parliamentarian shall sign all legislation approved by the Senate to certify passage in accordance with proper rules and procedure. A statement of certification shall be written in italics after one paragraph space following the last operative clause or signature of the Student Body President and shall include the name and title of the Parliamentarian, the number of the legislation the date, and the number of affirmative and negative votes.

(1) The number of Senators voting in the affirmative and negative of each piece of legislation must be accurately recorded by the Parliamentarian.

(2) A signature line shall be written several paragraph spaces after the statement of certification. The name of the Parliamentarian shall be written directly beneath this line. The title of the Student Union Parliamentarian shall be written in italics directly beneath their name. This shall be intended to the right.

(A) An electronic signature of the Parliamentarian shall suffice. However, before the close of the term, the Parliamentarian shall ensure they further sign all relevant physical pieces of legislation.