



SCIENCE STUDENTS' ASSOCIATION SENATE  
KWAME NKRUMAH NKRUMAH UNIVERSITY OF  
SCIENCE AND TECHNOLOGY  
COLLEGE OF SCIENCE, KNUST

STANDING ORDER  
SCISA SENATE

DRAFTED BY **RT.HON. GIDEON OWURAKU ADDO** (SPEAKER  
OF THE FIRST SESSION OF THE SEVENTH SENATE 2024/25)  
AND **HON. BENEDICTA ANSAH** (CLERK OF THE FIRST  
SESSION OF THE SEVENTH SENATE 2024/25)

# **C/O OFFICE OF THE SPEAKER OF THE SENATE**

## **PRIVATE MAIL BAG**

### **COLLEGE OF SCIENCE**

#### **KNUST POST OFFICE**

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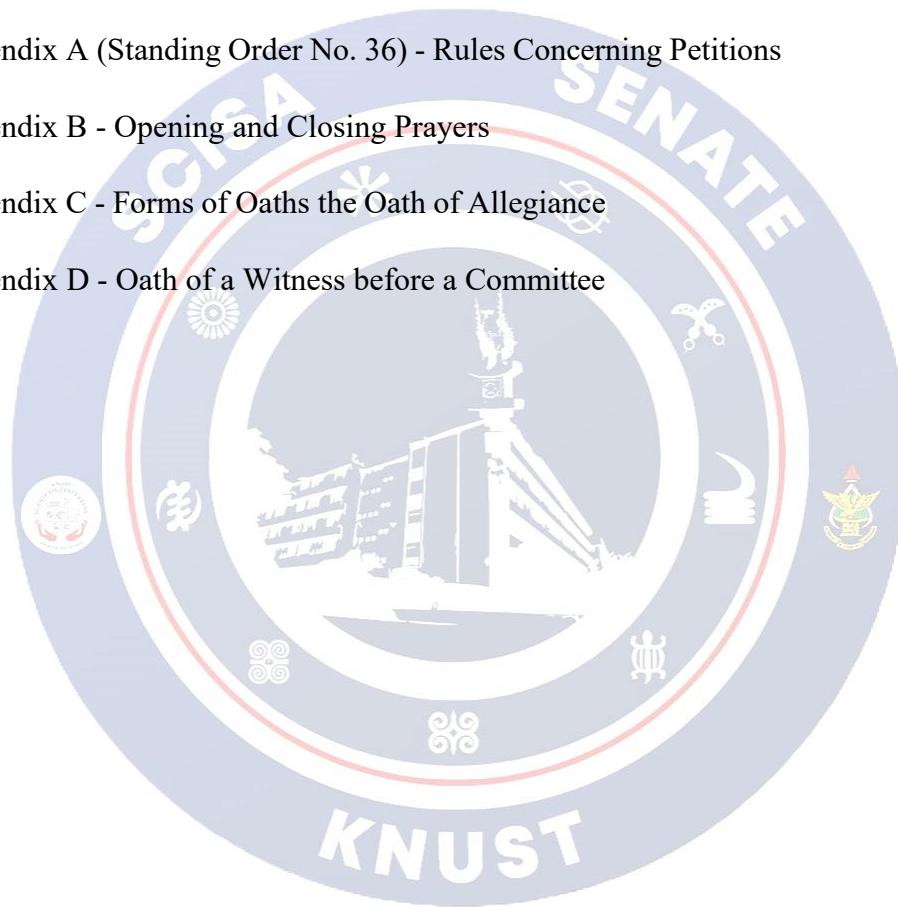
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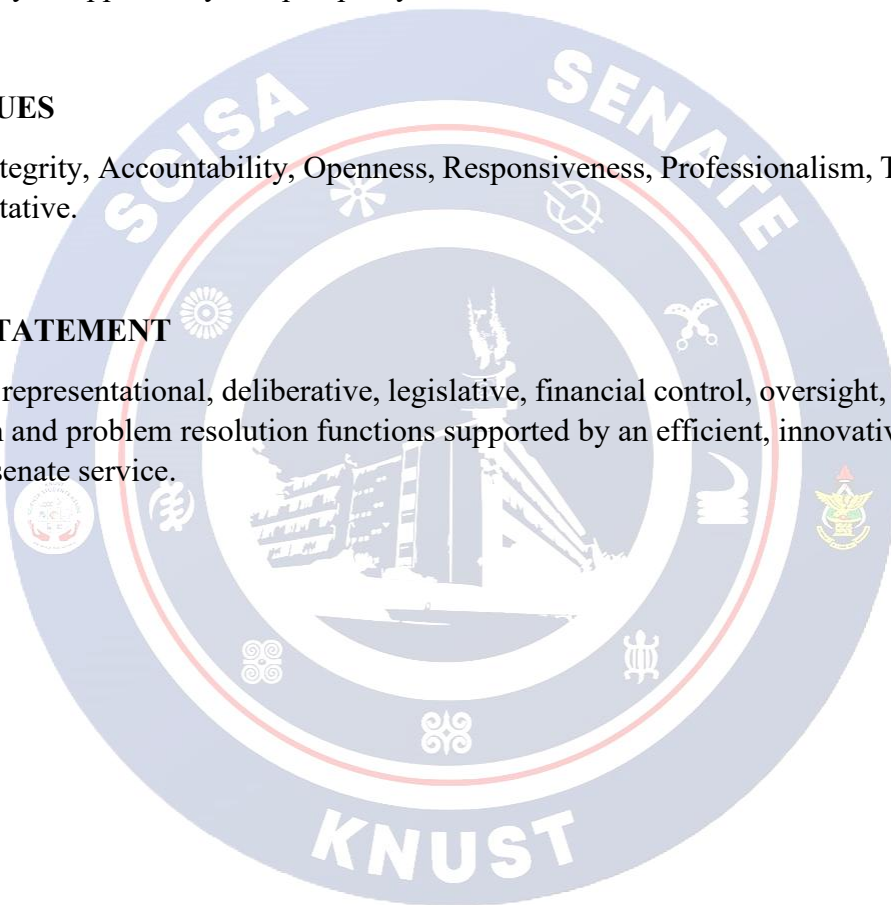
A model Parliament that shall work towards securing for students and posterity the blessings of liberty, equality of opportunity and prosperity.

## **CORE VALUES**

Patriotism, Integrity, Accountability, Openness, Responsiveness, Professionalism, Teamwork and Representative.

## **MISSION STATEMENT**

To undertake representational, deliberative, legislative, financial control, oversight, information dissemination and problem resolution functions supported by an efficient, innovative and professional senate service.



# **STANDING ORDERS OF THE SENATE OF SCIENCE STUDENTS' ASSOCIATION**

## **PART ONE**

### **THE PRELIMINARY**

1. These Orders are The Standing Orders of the SCISA SENATE and shall be so called.
2. These Orders except otherwise provided therein or in the Constitution of the Science Students' Association, these Orders shall not restrict the mode in which Senate exercises and upholds its powers, privileges and immunities.
3. (1) Notwithstanding anything in these Orders, any order or part of an order may be suspended without notice with the consent of Mr. Speaker and the majority of Members present.  
(2) The Order or part of the order proposed to be suspended and the reason for the proposed suspension shall be distinctly stated.
4. In case of doubt these Orders shall be interpreted by Mr. Speaker as he deems fit. The Speaker may consult the Judicial Council or the leadership of the House in this regard.
5. In all cases not provided for in these Orders Mr. Speaker shall make provisions as he deems fit or in consultation with the Deputy Speaker, the Clerk and the Deputy Clerk.
6. These Standing Orders may be amended as provided for in Order 37.



7. . In these Orders, unless the context otherwise requires –

**“Ad hoc Committee”** means a select committee appointed to enquire into and report on a particular matter referred to it and thereafter to cease to exist;

**“Bill”** means the draft of a statute (or Act of Senate) and includes both a private and a public Bill;

**“Committee of the whole”** means a Committee composed of the whole body of Members of Senate;

**“Committee”** means a Committee of the whole, a Standing, Select, Special or Ad hoc Committee;

**“Constitution”** means the Constitution of SCISA as amended; **“Enactments”** means an Act of Senate or Senate a Decree, a Law or a constitutional instrument;

**“Functions”** include powers and duties;

**“House”** refers to the SCISA Senate;

**“Leadership of the House”** shall include; the Speaker, the Deputy Speaker, the Clerk, Deputy Clerk , Marshal and the Protocol Head; **“Speaker”**, **“Deputy Speaker”**, **“Clerk”**, **“Deputy Clerk”**, **“Marshal”** and **“Protocol Head”**;

**“Leave of Senate or the House”** or any expression means permission or agreement given by Majority of the Members of the House;

**“Lobby”** means the covered corridor immediately adjoining the Chamber and coterminous with it;

**“Member”** refers to a member of the SCISA Senate;

**“Member in charge of a Bill”** means the Member who has introduced a Bill; **“Motion”** means a proposal made by a Member that Senate or a Committee thereof do something, order something to be done, or express an opinion concerning some matter;

**“Ordered by Senate or the House”** or any expression of like import means ordered by a majority decision of the House;

**“Orders”** refer to these Standing Orders;

**“Officer”** means the Clerk or any person acting within the precincts of Senate under the order of Mr. Speaker, and includes any police officer on duty within the precincts of Senate but does not include a person suspended from duty under any enactment in force;

**"Official publication"** means any publication produced by or under the authority or with the sanction of any executive, department, organization, society or club; **"Petition"** means a written prayer or plea presented to Senate, and includes all such submissions whether relating to public or private matters, matters of general policy, or to redress local or personal grievances;

**"President"** refers to the President of the Science Students Association; **"Question"** except in respect of the question time or period; and a question of privileges means a proposal presented to Senate or a Committee thereof by the Speaker or Chairman for consideration and decision or disposal in some manner; **"Resolution"** means a decision reached by the House on a motion;

**"Session"** refers to a series of meetings of the House within a semester of an academic year;

**"Select Committee"** means a committee of enquiry composed of a number of Members specifically named or selected which proceeds by the taking of evidence, deliberation, and the making of reports to the House on its findings; **"Sitting"** means a formal meeting of senate convened after following all due processes;

**"Sitting"** includes but not limited to a period during which the House is sitting continuously without adjournment and a period during which a Committee meets;

**"Speaker" or "Mr. Speaker"** includes a Member presiding at a sitting; **"Standing Committee"** means a select committee appointed to enquire into and report on such matters as may be referred to it from time to time or on a continuous basis for the duration of Senate;

**"Stranger"** means any person other than the President. Vice-President, Mr. Speaker, the Executive Committee who are not Members of the House, a Member or an officer of the House;

**"SCISA"** refers to the Science Students Association;

**"Table"** means the Table Office or the Clerk's Table;

**"The Clerk"** means the Clerk to Senate or any other officer authorised by Mr. Speaker to act for the Clerk.

## **PART 2**

### **STRUCTURE AND FUNCTIONS OF THE SENATE.**

8. The Senate is made up of;
- i. the Leadership,
  - ii. the Presidents and General Secretaries of departments in the college of Science,
  - iii. Year Reps ( 1-6) and
  - iv. International Students' Rep

## **PART 3**

### **LEADERSHIP OF THE HOUSE**

The leadership of the SCISA Senate shall include the Speaker, Deputy Speaker, Clerk, Deputy Clerk, Marshal and Protocol Head.

#### **9. THE SPEAKER**

- (1) There shall be a Speaker of Senate who is not a member of Council and shall be appointed by the President of the SCIENCE STUDENTS ASSOCIATION with the approval of the executive council.
- (2) Prior to the approval of the speaker the Clerk of the former house of the Science Students Association shall act as the chairperson of the house.
- (3) After the appointment of the Speaker, he shall be approved by the executive council of Association. After his approval, he shall immediately take the Oath set out in the Standing Orders which shall be administered by the Outgoing Judicial Council Chairperson.

- (4) Whenever it is necessary to proceed to elect a new Speaker because the Speaker has vacated his office for any reason the Deputy Speaker shall take the chair until a new speaker is appointed and in the absence of the latter, the House by motion may elect a member to take the chair.
- (5) Whenever it is necessary to proceed to elect a new Speaker because of the notification by the Speaker of his intention to relinquish that office, then the sitting Speaker shall continue to take the chair until a new Speaker has been appointed whereupon he shall leave the chair and shall cease to perform those duties and to exercise that authority and Speaker-elect shall take the chair accordingly.

#### **10. THE DEPUTY SPEAKER**

- (1) The House shall elect a Deputy Speaker from among the voting Members of the House.
- (2) The Deputy Speaker shall also take the chair whenever requested to do so by the Speaker during a sitting of the senate without any formal communication to the House.
- (3) The Deputy Speaker shall take the chair in the absence of the Speaker or when the Speaker is unable to perform his functions.
- (4) The Deputy Speaker advises the speaker.
- (5) The Deputy Speaker helps maintain law and order.

#### **11. THE CLERK**

- (1) There shall be a Clerk of Senate who shall be a secretary to the Senate.
- (2) The Clerk shall be a non-voting member of the House appointed by the President of the association and approved by the Speaker.

- (3) The Clerk shall have custody of all records and other Documents belonging or presented to Senate, which shall be open to inspection by members under such arrangements as may be made by the Speaker.
- (4) The Clerk shall perform other administrative tasks as requested by the Speaker.
- (5) The Clerk shall remain as the Chairperson of the House after dissolution of the senate and his duty shall come to an end after ushering in the new House.

## **12. THE DEPUTY CLERK**

- (1) There shall be a deputy Clerk of Senate who shall be a voting member of the House appointed by the Speaker and approved by the House.
- (2) The Deputy Clerk must be in his second year going to third year at the time of his or her appointment.
- (3) The Deputy Clerk shall perform functions assigned to him or her by the Clerk and may act as clerk in the absence of the Clerk.
- (4) The Speaker may request certain tasks to be performed by the Deputy Clerk but the Speaker in doing so must not undermine the Clerk or create tension between the Clerks.
- (5) At the dissolution of Senate, the Deputy Clerk shall assume the office of Clerk and shall be the Chairperson of the House.
- (6) After ushering in the new Senate, the Deputy Clerk shall remain as the sole Clerk to the House until the new Speaker appoints a new Deputy Clerk who shall be duly approved by the House.



### **13. THE MARSHALL (MARSHAL)**

- (1) The Marshal shall be appointed by Speaker and approved by the House.
- (2) It shall be the duty of the Marshal to:
  - a. Bear the Mace before the Speaker when entering and leaving the House;
  - b. Attend upon the Speaker in the House;
  - c. Carry out the Speaker's directions for maintenance of order in the House and its precincts.
  - d. Ensure the safety and security of all Members and Officers of the House and the property and precincts of Senate.
- (3) The Marshal shall perform other functions assigned to him or her by the Speaker.
- (4) The Marshall oversees the logistical support of the leadership (Mace, the gown of the leadership).

### **14. THE PROTOCOL HEAD**

- (1) The Protocol Head is appointed by the Speaker.
- (2) The Protocol Head advises on protocol matters (how things must be done in consultation with the marshal).
- (3) The Protocol Head focuses on ceremonial, diplomatic and social functions.
- (4) The Protocol Head manages the event of the senate and ensures the etiquette, norms and visit at sitting.



## **PART 4**

### **ELECTION OF SPEAKER, DEPUTY SPEAKER AND OATHS.**

#### **15. QUALIFICATIONS OF SPEAKER**

- (1) There shall be a Speaker of Senate who shall be approved by the Members of the former house or who are qualified to be elected as such under the Constitution.
- (2) Whenever there is a vacancy in the office of Speaker as a result of a dissolution, Senate shall proceed to the election of a Speaker as soon as a quorum is present and before Members of the new house.
- (3) Prior to the election the Clerk shall act as Chairman of the House.
- (4) No person shall be proposed as Speaker unless the person has given his consent to be nominated.
- (5) A Member, addressing himself to the Clerk, shall propose such person to the House as its Speaker and shall move that such person "do take the Chair of this House as Speaker," which motion must be seconded without debate.

#### **16. SECRET BALLOT OF SPEAKER**

- (1) Where more than one person is proposed a motion shall be made and seconded in respect of each person, and the House shall proceed to elect a Speaker by secret ballot in accordance with the provisions of this Order.
- (2) When nominations have been received the Clerk shall announce that the ballot will now be taken, and unless a Member rises to speak, no fresh nominations shall be taken.
- (3) An officer of Senate shall give to each Member present a ballot paper on which the Member may record his vote by writing the name of the person for whom he wishes to vote.
- (4) Each ballot paper shall be folded so that the name written on it cannot be seen. The ballot papers shall then be collected by an officer of Senate and counted at the Table by the Clerk who shall then declare the result.

- (5) Where at any ballot between two candidates the votes are equal, another ballot shall be held.

#### **17. OATH OF SPEAKER**

- (1) As soon as possible after his election oath of the Speaker-elect shall be conducted to the Speaker House and he shall immediately take the Oath of Allegiance and the Speaker's Oath as set out in Appendix C to these Standing Orders. The Oaths shall be administered by the Judicial Chairperson.
- (2) The Speaker-elect may, instead of taking the Oath, make and subscribe a solemn affirmation as set out in Appendix C to these Standing Orders.

#### **18. ELECTION OF DEPUTY SPEAKER**

- (1) At the commencement of every Senate, or as may be necessary, the House shall elect a Deputy Speaker who shall be known as the Deputy Speaker.
- (2) The Deputy Speaker shall be elected from among the Members of Senate.
- (3) The rules prescribed for the election of Speaker shall be observed in respect of the election of Deputy Speaker except that Mr. Speaker shall be in the Chair.

#### **19. TEMPORARY OR CONTINUED ABSENCE OF MR. SPEAKER.**

- (1) Either of the Deputy Speakers shall take the Chair as Deputy Speaker whenever requested to do so by Mr. Speaker during a Sitting of the House without any formal communication to the House.

- (2) Whenever the House is informed by the Clerk at the Table of the unavoidable absence of Mr. Speaker, the Deputy Speaker shall perform the duties and exercise the authority of Mr. Speaker in relation to all proceedings of the House until Mr. Speaker resumes the Chair, without any further communication to the House.
- (3) Whenever the House is informed by the Clerk at the Table of the unavoidable absence of both Mr. Speaker and the Deputy shall perform the duties and exercise the authority of the Speaker in accordance with paragraph (2) of this Order.

## **20. OATHS BY MEMBERS**

- (1) Every Member shall, before taking his seat formally in Senate, take and subscribe before the Speaker, in the House and in the presence of the other Members of Senate, the Oath of Allegiance and the Oath of a Member of Senate as set out in Appendix C (1) and (3) to these Standing Orders.
- (2) A Member may, instead of taking the Oath, make and subscribe to a solemn affirmation in the form presented in Appendix C (1) and (3) to these Standing Orders.
- (3) A Member may, before taking the Oaths referred to in paragraph (1) of this Order, take part in the election of the Speaker.

## **21. LEAVE OF ABSENCE**

- (1) Every Member shall attend the service of the House unless leave of absence has been given him by Mr. Speaker.
- (2) Leave of absence may be given by Mr. Speaker to any Member who shows sufficient cause justifying his absence or who is away on official or Senate duties.

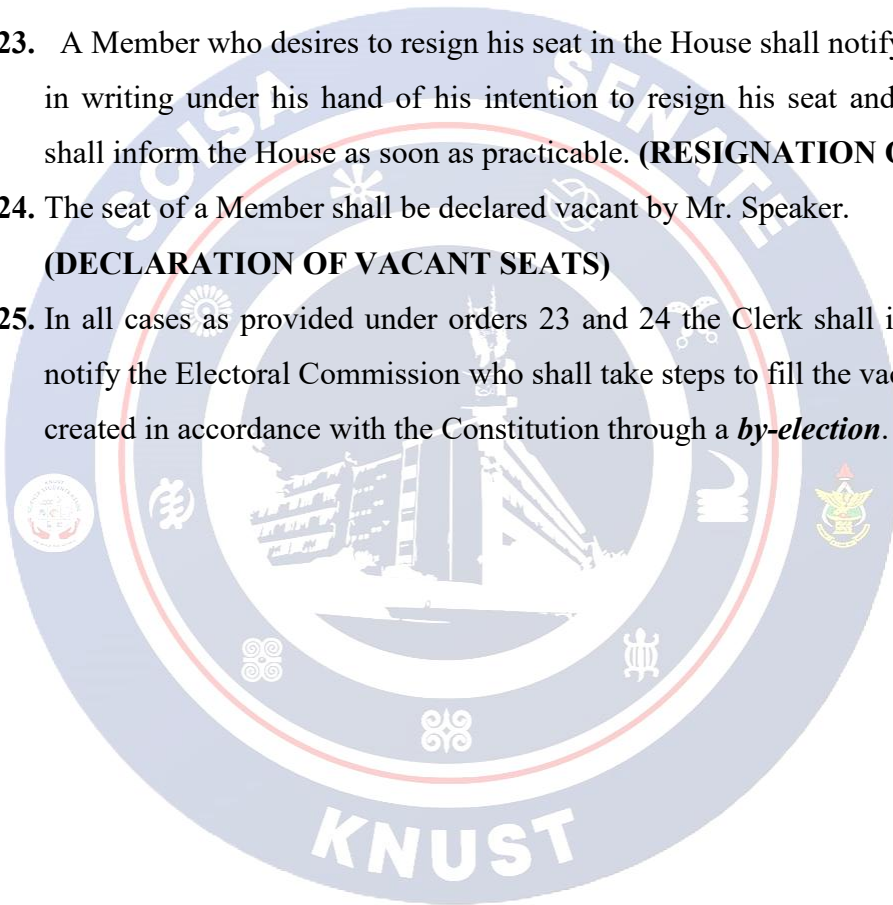
## **22. ABSENCE WITHOUT LEAVE**

- (1) A Member shall not absent himself during a meeting for more than three (3) sittings without the permission in writing of the Speaker. Any Member infringing this Order shall have his conduct referred to the Privileges Committee.
- (2) A Member shall be excused from service on the House or on any Committee, so long as he has leave of absence.

**23.** A Member who desires to resign his seat in the House shall notify Mr. Speaker in writing under his hand of his intention to resign his seat and Mr. Speaker shall inform the House as soon as practicable. **(RESIGNATION OF SEAT)**

**24.** The seat of a Member shall be declared vacant by Mr. Speaker.  
**(DECLARATION OF VACANT SEATS)**

**25.** In all cases as provided under orders 23 and 24 the Clerk shall immediately notify the Electoral Commission who shall take steps to fill the vacancies thus created in accordance with the Constitution through a *by-election*.



## PART 5

### PRIVILEGES, CONTEMPT OR BREACH AND IMMUNITIES

#### 26. PRIVILEGES AND IMMUNITIES

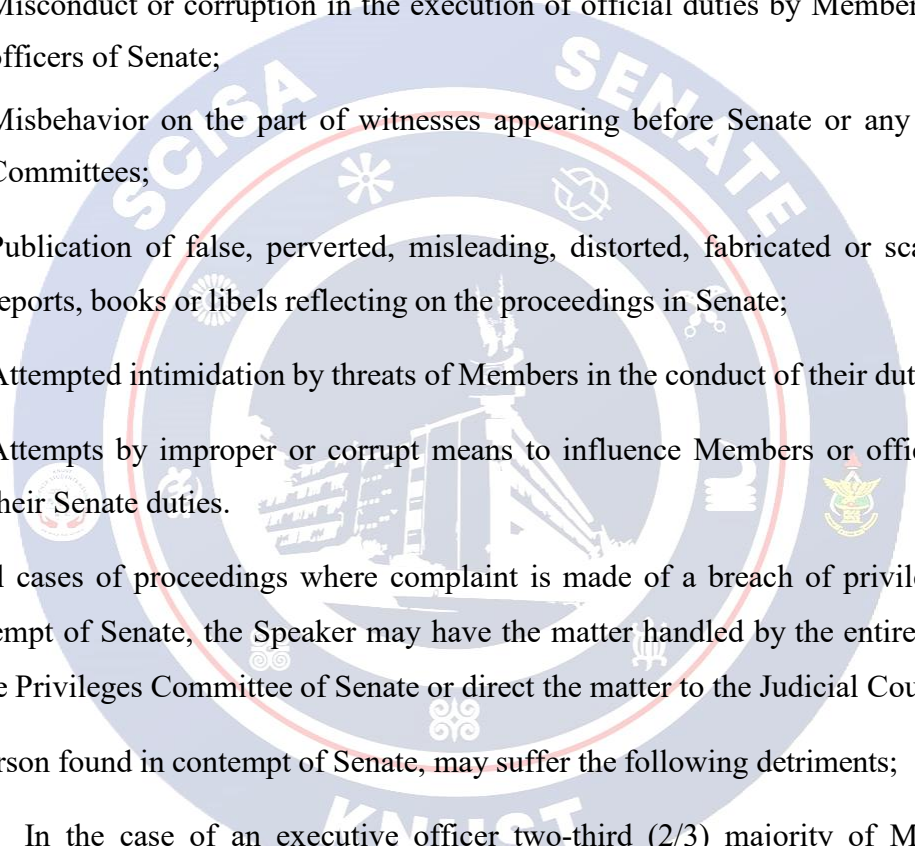
- (1) There shall be freedom of speech, debate and proceedings at sittings and that freedom shall not be impeached or questioned in any place out of the Senate.
- (2) No proceedings shall be instituted against a member of the Senate in any place out of Senate for any matter or thing brought by him in or before the house in any way prescribed by these Orders.
- (3) An answer by a person or a document or record tendered by that person summoned to attend Senate proceedings for that reason shall not be questioned in any place outside of the Senate.
- (4) Any person who makes publication of Senate proceedings shall not incur liability unless it is shown that the publication was effected maliciously or otherwise in bad faith.
- (5) Whenever in the opinion of the Speaker, a statement made by a member is *prima facie* defamatory of any person, the Speaker shall refer the matter for inquiry to the senate committee on Privileges which shall report its finding to the Speaker no later than five (5) days after the matter was referred to it.
- (6) Where the Committee referred to in clause (5) of this article reports to the Speaker that the statement made by the member is defamatory of anyone, the member who made the statement shall within three days render an apology on the floor of the Senate in the terms of which shall be approved by the Senate Committee on Privileges and Communicated to the person who has been defamed.
- (7) A Member or any Student or anyone who has been found guilty, by the Privileges Committee, of defaming the House other than an individual shall be dealt with accordingly and in case such an offender is to render an apology, it shall be at a Senate Sitting.



- (8) Where a Member refuses to render an unqualified apology, the Speaker shall suspend that Member for the duration of the session of Senate in which defamatory statement was made and the Member so suspended shall lose his senate privileges and any form of remuneration but they shall be restored to him if at any time before the end of the session he renders the apology as required.

## **27. CONTEMPT OR BREACH OF PRIVILEGE**

- (1) An act or omission which obstructs or impedes the Senate in the performance of its functions or which obstructs or impedes an officer of the Senate in the discharge of his duties or affronts the dignity of the Senate or which tends either directly or indirectly to produce that result, is contempt of the Senate.
- (2) The following acts or conduct shall constitute a breach of privilege or contempt of the house:
- a. Failure of an elected SCISA executive, appointed executive or any student holding a position or not to appear before Senate or any Senate committee when summoned without any formal communication in writing stating the reasons to be excused and without the permission of the Speaker.
  - b. Failure of Members to attend or lateness of members to sessions for which notification has been given without the express permission of the Speaker and without any reasonable cause.
  - c. Misconduct or corruption of any leader of the House or Member in the performance of their duties.
  - d. Any form of misconduct by any Member or Student which brings or is likely to bring the name of the House into disrepute.
  - e. Disorderly conduct on the part of Members and strangers to hinder proceedings of the House.

- 
- f. Persistent or willful disobedience of the general rules or Orders or any act done which prevents, delays or interferes with proceedings or likely to produce same result.
  - g. Any act or conduct intended to deceive the house or any officer or deliberate misleading of the Senate.
  - h. Attempts by any improper or corrupt means to influence any Member or Officer in the execution of their duties.
  - i. Misconduct or corruption in the execution of official duties by Members or officers of Senate;
  - j. Misbehavior on the part of witnesses appearing before Senate or any of its Committees;
  - k. Publication of false, perverted, misleading, distorted, fabricated or scandalous reports, books or libels reflecting on the proceedings in Senate;
  - l. Attempted intimidation by threats of Members in the conduct of their duties;
  - m. Attempts by improper or corrupt means to influence Members or officers in their Senate duties.
- (3) In all cases of proceedings where complaint is made of a breach of privileges or contempt of Senate, the Speaker may have the matter handled by the entire House or the Privileges Committee of Senate or direct the matter to the Judicial Council.
- (4) A person found in contempt of Senate, may suffer the following detriments;
- a. In the case of an executive officer two-third (2/3) majority of Members present and voting shall be required to pass a vote of no confidence in such an officer. He shall be removed from office immediately and disqualified from ever contesting any SCISA portfolio in the college in accordance with the SCISA constitution or be suspended;
  - b. In the case of an appointed officer of the SCIENCE STUDENTS ASSOCIATIONS, a simple majority of Senators present and voting shall be required to suspend or remove such an officer;

- c. In the case of an officer of the House, it may constitute a ground for removal from his/her office and in the case of a Member; he may be suspended or dismissed from the House;
- (5) An ordinary student shall be disqualified from contesting any position or being appointed to serve as an officer of SCISA;
- (6) The Speaker in consultation with the leadership of the House may also mete out any form of punishment as may be necessary.

## **28. ALLOWANCES AND HONORARIUM**

- (1) Members shall be entitled to semester allowances as well as allowances for other businesses outside the ordinary Senate sittings.
- (2) Semester allowances of individual Members and Officers shall be determined by punctuality to Sittings, Regularity at Sittings, Contributions and Dedication to service as well as rank in terms of the leadership of the House.
- (3) Such allowances shall be agreed upon by the Speaker and the President having regard to that of the previous year.
- (4) Members shall be informed once a decision is reached.
- (5) Members shall be entitled to certificates after their period of service.

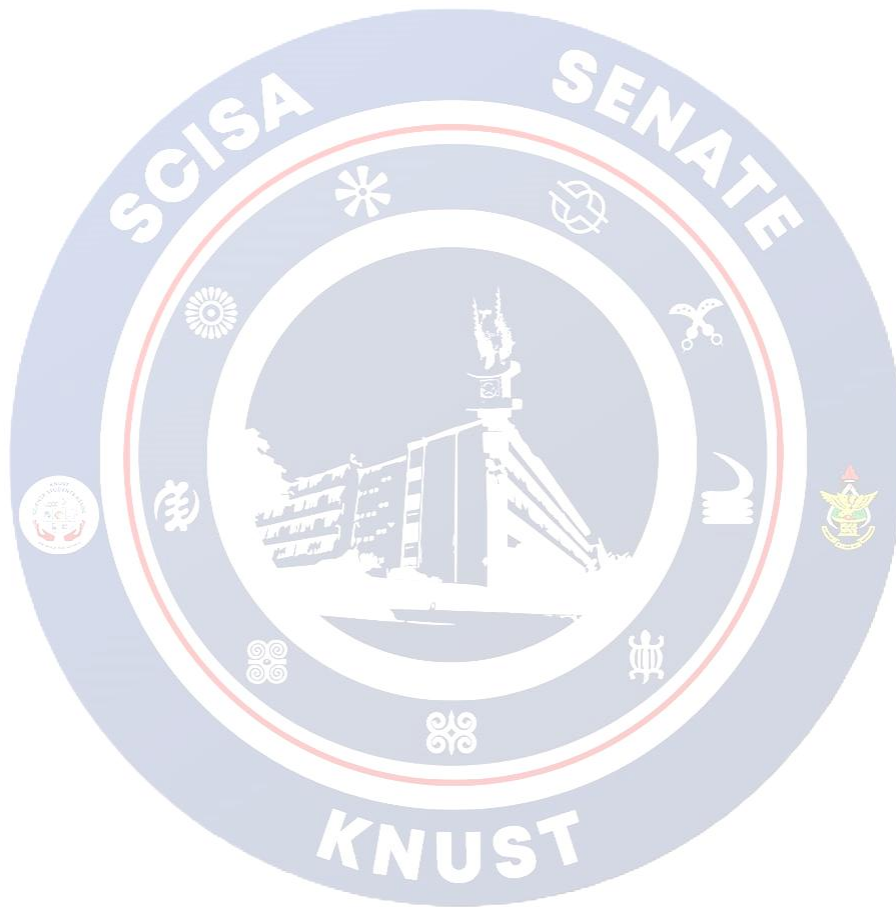
## **PART 6**

### **SUMMONING AND DISSOLUTION OF SENATE**

**29.**

- (1) Every Senate shall have at least two sessions, one per semester in its tenure.
- (2) A session of the Senate shall be held at such place as designated by the Speaker, after duly notifying members of such session.
- (3) Each Session of the Senate herein mentioned shall comprise two major sittings (An Address at the beginning and end of each semester).
- (4) The Speaker may schedule emergency sittings as the need arises or upon requisition by forty percent (40%) of its members.
- (5) During each of the sessions of Senate Sitting, any Student Leader or student may be summoned for questioning and clarification and responses given may inform the house as to the appropriate action to take in any matter of interest to the student populace and where such a person fails to appear without any acceptable reason to the House, it shall constitute contempt of senate.
- (6) With pure intentions and in the letter and spirit of the Kwame Nkrumah University of Science and Technology Act, 1961 (Act 80); and without prejudice to same, the Senate may summon any college authority to clarify and inform students about happenings intended to a large extent establish a rapport for a good student-college-authority working relationship.
- (7) An officer of SCISA when summoned shall be bound to respond to questions the officer is privy to, matters officer is involved, matters for which officer was summoned and matters of administration within the ambit and scope of duties of such an officer.
- (8) A question shall not be asked in contravention of 15(1) unless it is a matter of urgent public interest and by the prior leave of the Speaker.
- (9) A Senate shall stand dissolved on the eve of the scheduled day of handing over to the executive council elect of the college.

- (10) The Clerk shall communicate to an officer so summoned five (5) clear days to the Sitting. But in emergency situations, the Clerk shall communicate to such an officer within a reasonable time.
- (11) The dissolution of the Senate shall not be less than a year from the time of its first sitting of its first session.

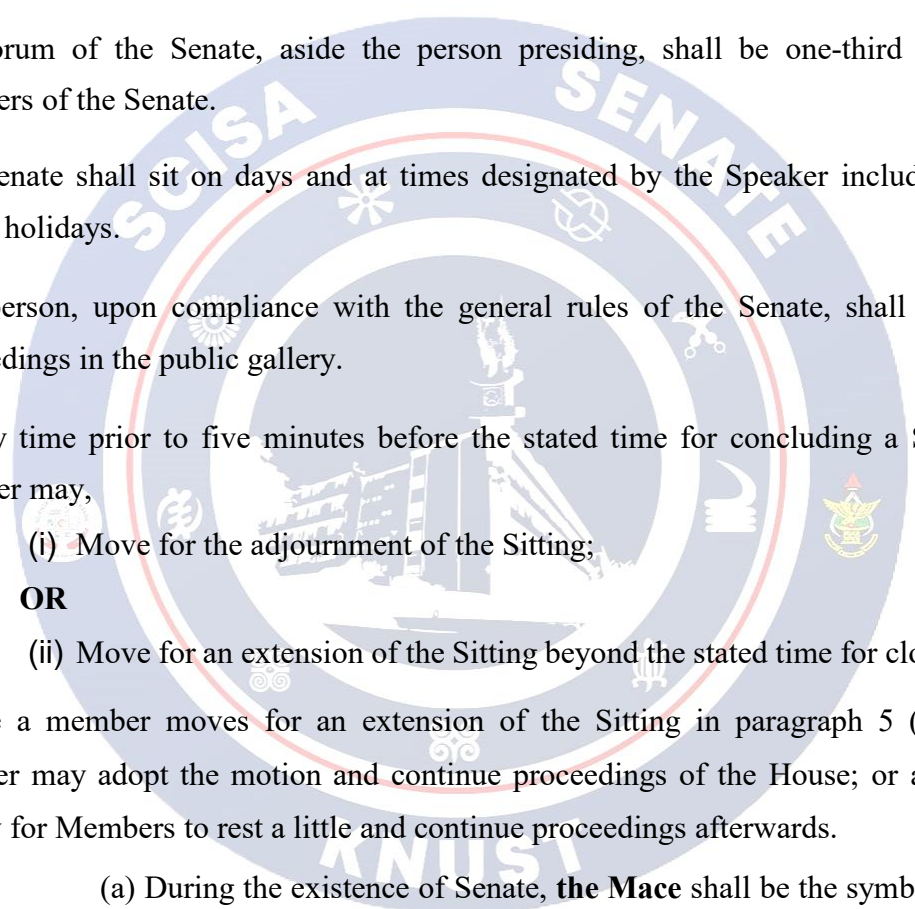




## PART 7

### SITTINGS AND ADJOURNMENTS OF THE HOUSE

#### 30. SITTINGS AND ADJOURNMENTS OF THE HOUSE

- 
- (1) A Sitting of the Senate is duly constituted when it is presided over by the Speaker, Deputy Speaker or any members competent to preside over a Sitting of the Senate under these orders.
- (2) A quorum of the Senate, aside the person presiding, shall be one-third of all members of the Senate.
- (3) The Senate shall sit on days and at times designated by the Speaker including public holidays.
- (4) Any person, upon compliance with the general rules of the Senate, shall observe proceedings in the public gallery.
- (5) At any time prior to five minutes before the stated time for concluding a Sitting a member may,
- (i) Move for the adjournment of the Sitting;
- OR**
- (ii) Move for an extension of the Sitting beyond the stated time for closure.
- (6) Where a member moves for an extension of the Sitting in paragraph 5 (b), the Speaker may adopt the motion and continue proceedings of the House; or adjourn briefly for Members to rest a little and continue proceedings afterwards.
- (7) (a) During the existence of Senate, **the Mace** shall be the symbol of the powers, privileges and authority of Senate entrusted by it to Mr. Speaker.
- (b) The Mace shall stand upright before the Table during all Sittings of the House except during Committees of the whole House or Consideration Stage of Bills when it shall stand tilted. The Mace shall not be removed from the Table when the Sitting of the House is suspended.
- (c) When Senate is dissolved the Mace shall be kept in the SCISA office.
- (8) In adjourning a Sitting, the Speaker may indicate the proposed date for the next Sitting.

### **31. NOTICE OF SITTINGS**

- (1) The Clerk, by the direction of the Speaker, shall duly notify all members entitled to attend Senate Sittings of impending Sittings.
- (2) Such notification shall state, inter alia,
  - a. The proposed date of the Sitting
  - b. Proposed Venue
  - c. Time Range for the Sitting (Beginning to End)
  - d. Agenda for the Sitting
  - e. Any other item of importance as may be deemed fit by the Clerk or the Speaker

### **32. SITTING IN CAMERA**

- (1) The Speaker may in consultation with the House order a particular Sitting or the rest of a continuing Sitting on a particular subject matter to be held discussed or held in camera; having regard to the need for confidentiality.
- (2) No stranger, except permitted by the Speaker in consultation with the House, shall be present when proceedings are held in camera.
- (3) Records of proceedings held in camera shall be released upon the direction and approval of the Speaker and any disclosure contrary to this shall be treated as a gross breach of privileges and contempt of Senate.
- (4) Mr. Speaker may in consultation with the House and having regard to public interest order the House to move into Close Sitting to discuss a particular subject or for the remainder of the Sitting.
- (5) When the House is in Close Sitting no stranger shall be permitted to be present in the Chamber or galleries.
- (6) Mr. Speaker may cause the proceedings and decisions of a Close Sitting to be recorded or issued in such manner as he thinks proper
- (7) No person other than a Member or a person acting under the authority of Mr. Speaker shall keep a note or record of any proceedings or decision of a Close Sitting whether in part or in full.

- (8) No person other than a person acting under the authority of Mr. Speaker shall issue any report of, or purport to describe the proceedings or any decision of a Close Sitting.
- (9) Disclosure of proceedings or decisions of a Close Sitting by any person in any manner shall be treated as a *gross breach of privileges of the House*.

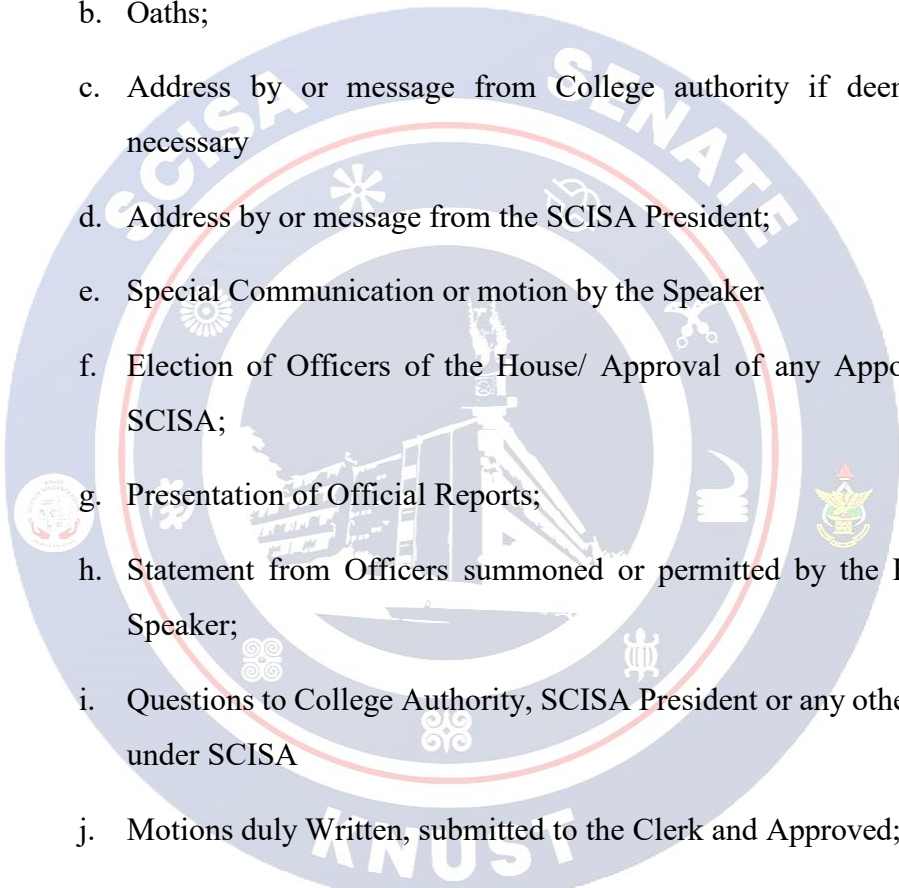
### **33. COMMUNICATIONS TO AND FROM THE SENATE**

- (1) Communication from the SCISA President to the House shall be made to the Speaker by written message signed by the President, or in the absence of the President, by the Vice President or an officer made competent to do so by the Constitution of SCISA.
- (2) Communication from any other person to the House shall be in writing, addressed to the Speaker, duly signed by that person and shall be submitted to the Speaker through the Clerks or directly to the Speaker.
- (3) Communications from the House to -
- a. the President;
  - b. the Judicial Chairperson; or
  - c. any person or persons,
- shall be in writing and signed by the Speaker or the Deputy Speaker acting as Speaker and the Clerk.
- (4) The Speaker may however, send out valid letters from the House without the Clerk's signature if the situation so demands.
- (5) No Member of the Senate whether in a Committee or not shall communicate from the House or a committee of the House to any person, body or otherwise concerning any matter without prior approval of the entire House or the Speaker as he may deem fit.

## PART 8

### ORDER OF BUSINESS

34. (1) The business for each Sitting day, as decided by the Business Committee shall whenever possible be transacted in the following order:

- 
- a. Prayers
  - b. Oaths;
  - c. Address by or message from College authority if deemed necessary
  - d. Address by or message from the SCISA President;
  - e. Special Communication or motion by the Speaker
  - f. Election of Officers of the House/ Approval of any Appointee of SCISA;
  - g. Presentation of Official Reports;
  - h. Statement from Officers summoned or permitted by the House or Speaker;
  - i. Questions to College Authority, SCISA President or any other officer under SCISA
  - j. Motions duly Written, submitted to the Clerk and Approved;
  - k. Complaints of Contempt or Breach of Privilege.

(2) The Order of Business set out in this Order may be altered for a particular reason with leave of the Speaker.

(3) Any item of business on the agenda of a particular Sitting which has not been completed or a resolution taken due to any circumstances foreseeable or unforeseeable shall be placed on the agenda for the next Sitting in such manner as the Speaker sees fit.

## PART 9

### MOTIONS, AMENDMENTS AND PETITION

#### 35. COMMUNICATIONS TO AND FROM THE SENATE

- (1) Unless otherwise provided, a notice shall be given of any proposed motion, except the following:
  - a. A motion relating to contempt of Senate;
  - a. A motion for the adjournment of a debate of a sitting;
  - b. A motion that a matter under debate be referred to a Committee;
  - c. A motion that a Member be no longer heard;
  - d. A motion for withdrawal of a particular motion before the House;
  - e. A motion for the election of a Member to take the chair in the absence of the Speaker and His deputy
  - f. Any motion the urgency of which is admitted by the Speaker.
- (2) All notices of motions shall be given by being handed over at the desk of the Clerk or when the House is sitting.
- (3) All notices shall be signed by the Member proposing the motion or amendment or in exceptional cases by a proxy of the Member.
- (4) A Member desiring to speak shall rise in his place, and address the Chair only after catching Mr. Speaker's eye.
- (5) By the special indulgence of Mr. Speaker a Member unable conveniently to stand by reason of sickness or infirmity, may be permitted to speak sitting.
- (6) No notice shall be given orally to the Clerk or on the floor of the House or through a private social media message.
- (7) Notice shall be given within a reasonable time before being raised on the floor of senate.
- (8) A mover of a motion or amendment may speak in support of it but no further debate shall be allowed until the motion or amendment has been seconded.



- (9) When a written motion is not clear, oral clarification of the written notice is admissible.
- (10) Every motion when raised on the floor of Senate must be seconded and if not shall not be heard or debated.
- (11) A member who has proposed a motion may withdraw it but in cases where the motion has been seconded, he may only do so by leave of the House.
- (12) Executives shall be referred to by their titles. The Deputy Speaker and the appointed executives shall be referred to by the names of the offices held by them. All other Members shall be referred to as "Honourable" together with the name of their constituencies, that is, "the Honourable Member for", where an Honourable Member has already been so described in a speech he may be further referred to as "My Honourable Friend" or "The Honourable Gentleman, Lady or Member".
- (13) A motion may be amended on the floor of the House only if such a motion for amendment is seconded.
- (14) A motion may be amended to delete any of the words of a motion or insert in or add words at the end of the motion or to delete words and insert or add other words at a reasonable time before the Sitting.
- (15) A motion may be amended to delete any of the words of a motion or insert in or add words at the end of the motion or to delete words and insert or add other words at a reasonable time before the Sitting.
- (16) No Member may speak on any Question after the same has been put by Mr. Speaker, that is after the voices of both Ayes and Noes have been given on it.
- (17) Mr. Speaker shall not take part in any debate before the House.
- (18) No Member may speak on any Question after the same has been put by Mr. Speaker, that is after the voices of both Ayes and Noes have been given on it.

### 36. PETITION

- (1) Every application to Senate shall be in the form of a petition, and every petition must be presented by a Member who shall be responsible for the observance of the rules contained in Appendix A to these Orders. A petition not relating to a breach of the privileges of the House and which, according to the rules or usual practice of the House, can be received, shall be brought to the Table by the direction of Mr. Speaker.
- (2) In presenting a petition a Member shall confine himself to a statement of the parties from whom it comes, the number of signatures attached to each of the material allegations and the requests contained in it.
- (3) All petitions shall be ordered to be laid upon the Table without Question put, unless a Member when presenting a petition moves that it be read, printed or referred to a Committee; and in making such motion he shall state concisely his reasons for it.
- (4) No debate shall be permitted on the motion and no other Member shall speak upon or in relation to such petition except to second the motion formally. When the motion is seconded the Question on it shall be put forthwith.
- (5) If a motion that a petition be read is agreed to, the Clerk shall read the petition.

## **PART 10**

### **RULES, DEBATE AND SITTING**

#### **37. RULES AND DEBATE**

- (1) A member desiring to speak shall rise in his place and address the Speaker and the House only after duly permitted by the Speaker.
- (2) The Speaker shall not take part in any debate before the House but shall moderate, direct, control set issues or clarify matters for purposes of reaching a resolution.
- (3) Members may speak as many times as they wish but preference shall be given members who have not been heard on that debate.
- (4) A Member who moves or seconds any motion does so without prejudice to be and of being heard on that debate.
- (5) No Member shall interrupt any other member except by rising to a point of order, that is, where an order has been or is likely to be breached or a point of correction or point of clarification, where upon the Member speaking shall resume his seat and the interrupting member, shall simply direct the Speaker's attention accordingly.
- (6) When a point of order has been stated, the Member who so raised it shall resume his seat and except by leave of the speaker no Member shall rise until the Speaker has decided on the matter.
- (7) The use of offensive, abusive or insulting words or to impute improper motives against any person, officer or Member shall not be allowed.
- (8) If a Member uses objectionable words and fails to retract, apologize or explain same when asked by the Speaker to do so to the satisfaction of the House and person offended shall amount to contempt.
- (9) The speech of a Member must be in reference of the subject matter under discussion failing which a motion when seconded shall bar the Member in question to no longer be heard.

- (10) After a question has been proposed and debated, a Member, with the Speaker's consent, may move for a vote and forthwith a resolution reached without any further debate.

### **38. ORDER AT SITTINGS**

- (1) The Speaker shall be responsible for the observance of order in the House and of the rules of debate. When the Speaker rises to address the House, all members shall immediately resume their seats and the Speaker shall be heard in silence.
- (2) The Speaker may order a Member whose persistent conduct is grossly disorderly to withdraw immediately from the House for a duration which the Speaker shall specify.
- (3) If the Speaker deems his powers under (1) to be inadequate, he may name any Member who so disregards His authority and make a pronouncement to that effect.
- (4) Whenever a Member is named by the Speaker after the commission of the offense of disregarding the authority of the Speaker, or of persistently or willfully obstructing proceedings by abusing the rules of the House, a motion shall be immediately proposed by the Deputy Speaker or failing him, any Member, that such a Member is guilty of contempt of Senate. The Speaker shall then call for a vote.
- (5) If a Member is found guilty of contempt, the Speaker shall notify the Privileges Committee Judicial Council of such instance.

## **PART 11**

### **VOTING**

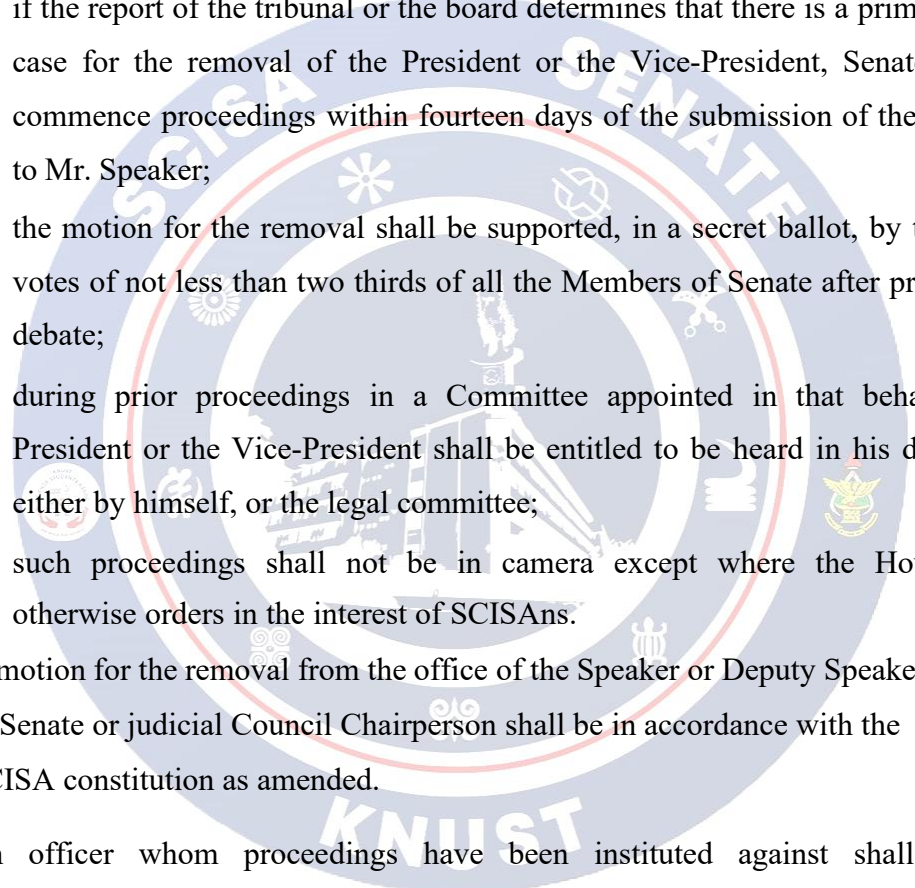
#### **39. ORDER AT SITTINGS**

- (1) The Speaker shall have neither an original nor a casting vote and in cases where votes are equally divided, the motion shall be lost.
- (2) The Deputy Speaker or any Member presiding shall not retain their original vote while presiding.
- (3) When the question has been put by the Speaker at the conclusion of a debate, votes shall be taken by voice “AYE” and “NEY” unless the Speaker by discretion call for a head count.
- (4) A Member may call for a head count if the decision of the Speaker on the voice vote is questionable.
- (5) In case of a head count, the Speaker shall take the votes of the House by calling on Members who support or oppose the question successively to rise in their place.
- (6) A Member shall not be obliged to vote.

#### **40. VOTES OF CENSURE AND REMOVAL FROM OFFICE**

- (1) A motion for the removal from the office of the President, Vice President, General Secretary, Financial Secretary, Organizing Secretary and the Women’s Commissioner shall be in accordance with the SCISA constitution as amended.
- (2) A motion for resolution to remove from office the President or the Vice-President shall, in accordance with SCISA Constitution only be moved in the following manner:
  - a. a notice in writing signed by not less than one-third of all the Members of Senate shall be delivered to Mr. Speaker;



- 
- b. the notice shall be accompanied by a detailed statement of facts to prove, the conduct of the President or Vice-President should be investigated;
- c. Mr. Speaker shall forward the notice to the Judicial Chairperson who shall set up, by constitutional instrument, a tribunal or cause to be set up a board shall inquire in camera whether there is a prima facie case for the removal of the President or the Vice-President; ( d)
- d. if the report of the tribunal or the board determines that there is a prima facie case for the removal of the President or the Vice-President, Senate shall commence proceedings within fourteen days of the submission of the report to Mr. Speaker;
- e. the motion for the removal shall be supported, in a secret ballot, by the votes of not less than two thirds of all the Members of Senate after prior debate;
- f. during prior proceedings in a Committee appointed in that behalf the President or the Vice-President shall be entitled to be heard in his defense either by himself, or the legal committee;
- g. such proceedings shall not be in camera except where the House otherwise orders in the interest of SCISAns.
- (3) A motion for the removal from the office of the Speaker or Deputy Speaker of Senate or judicial Council Chairperson shall be in accordance with the SCISA constitution as amended.
- (4) An officer whom proceedings have been instituted against shall immediately cease to function pending the determination of the substantive matter.

## **PART 12**

### **FINANCES**

#### **41. FINANCIAL PROCEDURE**

- (1) The President of the SCIENCE STUDENTS ASSOCIATIONS shall cause the Financial Secretary to prepare the College's budget for the semester to be laid before the Senate at the first sitting of each Session of the Senate.
- (2) Prior to the budget being formally read on the floor of the House, a copy shall be submitted to the Budget and Finance Committee for due consideration and recommendations.
- (3) Recommendations of the House must be specifically and satisfactorily addressed by the SCISA President or his representatives and the President may be questioned in this regard.
- (4) After formal reading of the budget, the Chairman of the Budget and Finance Committee shall represent the views and recommendations of the Committee, to be addressed by the Executive Council before the House debates on the budget.
- (5) Where the amount appropriated for any purpose is insufficient, or the need arises for which no amount has been appropriated, a supplementary estimate showing the sum required or disbursed shall be laid before the Senate at a later date.

## PART 13

### SENATE COMMITTEES ESTABLISHMENT OF STANDING AND SELECT COMMITTEES

#### 42. COMMITTEE OF SELECTION AND STANDING COMMITTEES

- (1) At the beginning of the tenure of each Senate the Speaker, Deputy Speaker and the Clerk shall after the first sitting form a Committee of Selection whose duty it shall be to prepare and report within a reasonable time the Chairman, Vice Chairman and Members that compose the Standing Committees of the Senate.
- (2) No Member shall sit on more than two committees.
- (3) Unless it is otherwise expressly provided it shall be the duty of the Committee of Selection to prepare and report within the first ten sitting days after its appointment lists of Chairman, Vice-Chairmen and Members to compose the following Standing Committees of the House which shall be appointed at the said first Meeting of Senate.-

**a. Standing Orders Committee;**

- (i) There shall be a Committee to be known as the Standing Orders Committee under the Chairmanship of Mr. Speaker. It shall consist of the Deputy Speaker, Clerk, Deputy Clerk, Marshal, Protocol Head and not more than four (4) other Members appointed by the Committee of Selection.
- (ii) It shall be the duty of the Committee to draft and codify the rules relating to the procedure of the House and the general conduct of business which shall be observed in the House and in all its Committees. It shall also consider from time to time and report to the House any proposals for amendment which may be referred to it.

**(4) Business Committee;**

- a.** The Business Committee shall comprise the Speaker, Clerk and those other Members of the Senate.
- (i) It shall be the function of the Committee subject to Order 34 (Order of Business) to determine the business of each Sitting and the order in which it shall be taken; provided that the powers of the Committee shall be without prejudice to the power of Speaker to determine which matters may properly be introduced into the House.
- (ii) The Committee shall prepare a rota of College executives, appointed executives and departmental executives to appear before the House to answer questions. The Clerk shall be responsible for arranging questions admitted by Mr. Speaker to fit into the rota and for informing them accordingly.
- (iii) Without prejudice to any provision of these Orders or any other document, the decision of the Business Committee shall be final and binding but no other committee's decision shall have same effect until their decision is adopted by the House.

**b. Privileges Committee;**

- (i) There shall be a Committee of Privileges which shall consist of the Deputy Speaker as Chairman and not more than four (4) other Members.
- (ii) The Privileges Committee shall be the disciplinary body of the Senate.
- (iii) The Privileges Committee shall recommend for adoption the appropriate punishment to merit a particular misconduct if the House so directs the matter to the Committee or within the meaning of the Standing Orders, the matter is one for the privileges committee to sit on.
- (iv) The decision of the Committee shall not be final unless and until the decision is adopted by the House at large.

**c. Budget and Finance Committee;**

- (i) The Budget and Finance Committee shall see to the enforcement of the financial procedure as stipulated in this work document and the SCISA Constitution.
- (ii) The Committee at the beginning of each session of Senate shall receive the budget of the SCIENCE STUDENTS ASSOCIATIONS; make recommendations and suggestions which must be addressed by the SCISA President or the Financial Secretary at the first sitting of the Senate for each session of the Senate.

- (iii) The Committee shall scrutinize the budget of any other working body under the college such as budgets of the departments under the college whose budget has not been captured by the main SCISA Budget.

**d. Appointment Committee;**

- (i) The Appointments Committee of Senate shall vet nominees for the various offices of SCISA.
- (ii) The Committee after vetting shall present its decision, recommendations and reservations to the Senate for final assent.
- (iii) The names of persons nominated for appointment in the Committee shall be published, and the proceedings of the Committee shall be held in Public.
- (iv) The Committee shall report to Senate within three days after it has concluded its proceedings when Senate is sitting. Senate approval of persons recommended for appointment shall be by consensus.

**e. Welfare Committee.**

- (i) The Committee on Welfare shall make findings on issues concerning the general welfare of students and propose solutions to be adopted by the House and implemented by SCISA.
- (ii) The committee shall make findings on the welfare issues of members of the Senate and propose solutions to be adopted by the House and implemented by the House and SCISA.

**43.** The Committee on Constitutional, Legal and Senate Affairs, composed of 6 Members shall examine all questions relating to Constitutional and senate issues generally.

**44.** (i) Every Member shall be appointed to at least one of the Standing Committees established under Order 42 (3).

(ii) Except for the Deputy Speaker and the Representatives of the Two Faculties, no Member may be appointed to more than three Standing Committees.

**45.** (i) If the Committee is of the opinion that any other matter relating to any Orders should be brought to the notice of the House, it may report that opinion and matter to the House.



- (ii) The Committee shall cause to be kept a Record of all Rules, Orders or Regulations laid before the House indicating the dates they were laid, and action taken on them by the Committee. The Record shall be read on the floor of the House.

- 46. All the Committees referred to under orders 42 (3) and 43 shall investigate and enquire into the activities and administration of such Executives, Departments, Societies or Clubs as may be referred to them by the Speaker and such investigation and enquiry may extend to proposals for legislation.
- 47. The House may at any time by motion appoint Special or Ad Hoc Committee to investigate any matter of public importance; to consider any Bill that does not come under the jurisdiction of any of the Standing or Select Committees.
- 48. (i) An instruction empowers a Committee to consider matters not otherwise referred to it.  
  
(ii) No instruction shall be given to a Committee to do that which it is already empowered to do or to deal with a question beyond the scope of a matter.
- 49. Changes in the Membership of any Committee may be effected by the Committee of Selection at the beginning of every Session in the following manner:-
  - (i) during the Session of Senate by the Committee of Selection with the consent of the Member concerned; or failing that, at the request of majority of all the Members of the Senate to which the Member belongs.
  - (ii) the Leader of the faculty affected by the change shall notify the Chairman of the Committee stating the reasons for the change and the name of the nominee to replace the outgoing Member; and
  - (iii) the Chairman shall notify the House of the change.

## PART 14

### DRESSING

#### 50. DRESS CODE FOR SITTINGS

- (1) A Member who shows up at a Sitting indecently or improperly dressed or dressed in a manner which contravenes this part, shall be deemed *naked* before the House.
- (2) Dressing to sittings shall unequivocally be:
  - a. **MALES** - a shirt, a material trouser and a tie. OR  
A decent African attire.
  - b. **FEMALES** - preferably non provocative and official attire made of material.
- (3) Where the dressing style of an honorable member is deemed intimidating or arousing undue attention to honorable member(s). The attention of the Speaker shall be drawn to the situation and shall in like manner make a declaration to that effect.
- (4) Jeans nor slippers of any kind shall not be tolerated at sittings; unless such is in conformity to the norms / practices/ conventions/ ethics of the Ghanaian society **OR** an express permission is sort from the Speaker and read to the House.
- (5) When an honorable member faults in the above dress code, the Speaker shall reserve the absolute right to in a reasonable time span excuse the member in question to cover up his/her nakedness and RETURN.
- (6) Failure on the part of ANY honorable member to comply with this PART, he/she shall be referred to the privileges committee for appropriate sanctions.

# PART 15

## SCHEDULE

### APPENDIX A

#### (Standing Order No. 36) RULES CONCERNING PETITIONS

- (1) A Member presenting a petition to the House must put his name at the beginning of it and shall give notice of his intention to present the petition by entering his name on the notice paper reserved for that purpose.
- (2) A petition must contain a prayer at the end of it stating the general object of the petitioner or the nature of the relief asked for.
- (3) A petition must be signed or thumb-printed and marked by at least one person.
- (4) If signatures are affixed to more than one sheet the prayer of the petition must be repeated at the head of one side of each sheet, but signatures may be written on either side of any sheet.
- (5) A person signing a petition must write his address after his signature.
- (6) A petition must be written in the *English language*.
- (7) A petition must be signed by the parties whose names are appended to it by their names.
- (8) A petition must be respectful, decorous and temperate in language.
- (9) The style in which a petition to Senate shall be drawn up shall be as follows:

#### TO: THE SENATE OF SCISA - KNUST.

The Humble petition of (here insert the names or description of the petitioner or petitioners) SHEWETH that (here set forth the case or circumstances to be brought to notice of Senate). Wherefore your Petitioner (or petitioners) prays (or pray) that (here set forth the particular object of the petitioner or nature of the relief asked for). And your Petitioner(s), as in duty bond, will ever pray, et cetera.

Signatures with addresses to follow.

## **APPENDIX B**

### **OPENING PRAYERS**

**ALMIGHTY GOD**, we humbly beseech Thee to look with favour upon this Senate of the College of Science of the Kwame Nkrumah University of Science and Technology. Grant that it may perform its high duty as in Thy sight. Give Divine guidance to the President of SCISA and the Provost; endow Senators and Ministers of State with discernment and vision, integrity and courage that through the labours of their work, students may be well and truly served, and Thy good purposes for the common human life be realised in our midst

AMEN.

### **CLOSING PRAYERS**

**O GOD**, grant us a vision of our College, fair as it might be, a College of righteousness, where none shall wrong his neighbour; A College of plenty, where evil and poverty shall be done away with; A College of brotherhood, where all success shall be founded on service, and honour shall be given to the deserving; A College of peace, where SCISA shall rest on the will of the people and the love for the common good. Bless the efforts of those who struggle to make this vision a living reality. Inspire and strengthen our people that they may give time, thought and sacrifice to speed the day of the coming beauty of SCISA, KNUST, GHANA and Africa.

AMEN.

## **APPENDIX C**

### **FORMS OF OATHS THE OATH OF ALLEGIANCE**

#### **Standing Order 17**

I,.....do (in the name of the Almighty God swear) (solemnly affirm) that I will bear true faith and allegiance to the SCIENCE STUDENTS' ASSOCIATION and SENATE as by law established; that I will uphold the sovereignty and integrity of SCISA; and that I will preserve, protect and defend the Constitution. (So help me God).

(To be administered by the Speaker of the Senate at the first Senate meeting)

### **THE OATH OF SECRECY**

I,.....do (in the name of the Almighty God swear) (solemnly affirm) that I will not directly or indirectly, communicate or reveal to any person, any matter which shall come to my knowledge, in the discharge of my official duties, except as may be required, for the discharge of my official duties, or as may be specially permitted by law. (So help me God)

(To be administered by the Speaker of the Senate at the first Senate meeting)



## THE SPEAKER'S OATH

I,.....do (in the name of the Almighty God swear) (solemnly affirm) that I will bear true faith and allegiance to the Science Students' Association as by law established; that I will uphold the sovereignty and integrity of the ; that I will faithfully and conscientiously discharge my duties as Speaker of Senate; and that I will uphold, preserve, protect and defend the Constitution of the Science Students' Association; and that I will do right to all manner of people in accordance with the Constitution of the Science Students' Association and the laws and conventions of Senate without fear or favour, affection or ill will. (So help me God).

(To be sworn before the Judicial Chairperson)

## THE SENATE MEMBERSHIP OATH

I,.....having been elected/appointed for the position of a Senate member of .....to represent them at the SCISA Senate, do hereby in the name of the Almighty God swear that I will at all times faithfully and truly serve the Association and Students of SCIENCESTUDENTS' ASSOCIATION. That I will support and uphold the principles of meticulous accountability, financially and otherwise and that I shall seek the welfare of Students of SCIENCE STUDENTS' ASSOCIATION. I further solemnly affirm that should I at any time break this oath of office, I shall submit myself to the penalty prescribed by the Constitution of the Association thereof. So, help me God.

(To be administered by the Speaker of the Senate at the first Senate meeting)

## APPENDIX D

### OATH OF A WITNESS BEFORE A COMMITTEE

I, ..... (swear by Almighty God)  
(solemnly affirm) that the evidence I shall give before this Committee touching the  
matter in issue shall be the truth, the whole truth and nothing but the truth. (So help  
me God).

