

ADMINISTRATION OF THE NATIONAL ASSEMBLY

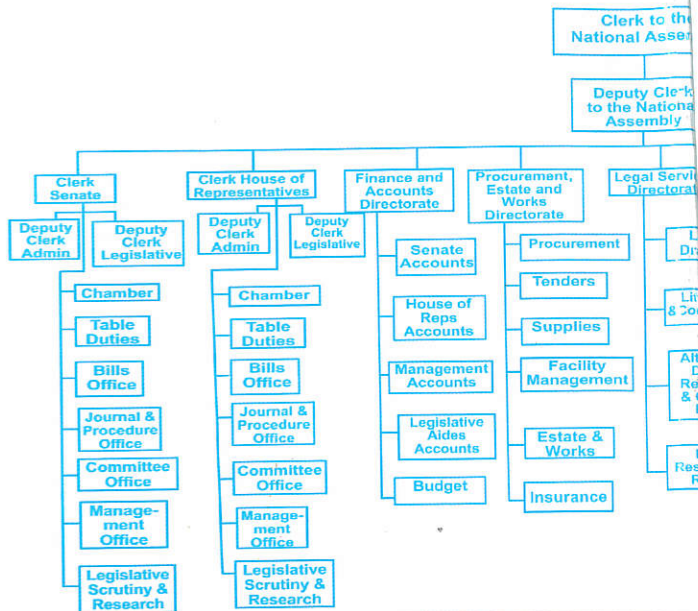


“There shall be a Clerk to the National Assembly and such other staff as may be prescribed by an Act of the National Assembly, and the method of appointment of the Clerk and other staff of the National Assembly shall be prescribed by that Act.”

Section 51 of the 1999 Constitution

The **Head of Service** of the Management of the National Assembly is the Clerk to the National Assembly. He is the Chief Accounting Officer of the Assembly and is supported by a Deputy Clerk to the National Assembly. The current Clerk to the National Assembly is **Alhaji Mohammed Sani-Omolori**. He reports to the President of the Senate and the Speaker, House of Representatives.

ORGANIZATIONAL CHART



Duties of Clerk to the National Assembly

The duties of the Clerk to the National Assembly include:

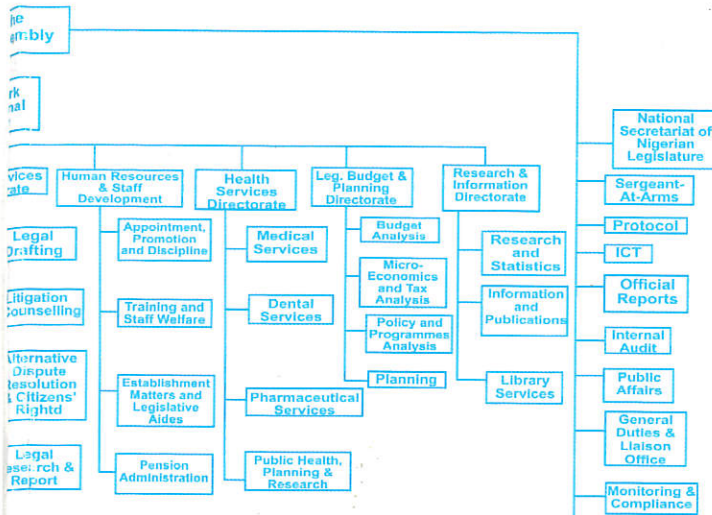
- Coordinating Legislative activities of both Houses;
- Chief Administrative and Accounting Officer;
- Forwarding passed laws to the President of the Federal Republic for assent;
- Enrolment of Acts of the National Assembly;
- Ordering the printing of such laws on vellum paper;
- Conveying to the President, through the Secretary to the Government of the Federation, Resolutions of the National Assembly;
- Sitting at the head of the Table in the Chamber at Joint Sessions of the National Assembly;
- Defence of the National Assembly Budget before the Appropriations Committee of each House and giving evidence before the Public Accounts Committee.

Chamber role

The Clerk has several responsibilities in the chamber, including:

- Assisting the President or the Speaker to run chamber proceedings, including having a thorough knowledge of the rules of the chamber and tabling (recording) all documents presented to the chamber
- Helping the President, the Speaker and members of

OF THE NATIONAL ASSEMBLY



parliament to organize the order of business each day, including providing advice on chamber procedure

- Certifying the passage of bills (proposed laws) through the Parliament
- Recording the actions and decisions of the chamber in a daily publication (this is called Votes and Proceedings)
- Assisting with ceremonial occasions, such as the opening of Parliament and the swearing-in of new members of parliament.

Directorates of the National Assembly

The National Assembly Administration is made of nine (9) Directorates each headed by a Secretary as follows:

S/No.	Directorate	Secretary
1.	Office of the Clerk of Senate	Mr Nelson Ayewoh
2.	Office of the Clerk to the House of Representatives	Mr Abdulkadir Adamu
3.	Directorate of Legal Services	Barr Daniel Adem
4.	Directorate of Health Services	Dr Eme MomaEfretuei
5.	Directorate of Finance and Accounts	Mr Dakyp Gregory
6.	Directorate of Procurement, Estates & Works	Mr Arc. Ojo Amos
7.	Directorate of Human Resources and Staff Development	Mr Mamud Abubakar

8.	Directorate of Planning and Legislative Budget	Mr Oru A. Oru
9.	Directorate of Research and Information	Mr Ishaku Dibal

The Directorates manage and oversee various aspects of the administration of the National Assembly including Finance and Accounts, Procurement, Estates and Works, Human Resources and Staff Development, Legislative Budget and Research and Information. There are several departments under each of the Directorates. The National Assembly Service Act 2014 stipulates that the Secretaries to the Directorates would be appointed by the National Assembly Commission in consultation with National Assembly Management. The Secretaries exercise general superintendence over the affairs of their respective Directorates.

Clerk Senate and Clerk House of Representatives

The Clerks of the Senate and the House of Representatives perform legislative and administrative functions as heads of the Departments of their respective Houses and report to the Clerk to the National Assembly as occasion warrants. Under them are other Legislative Staff from the Deputy Clerks down the line. They service the Chambers, the various Committees and perform other services for Members both collectively and individually.

Both the Clerk to the Senate and the Clerk to the House have two (2) Deputy Clerks each: Legislative and Administration. They are responsible for advising and assisting Members, their staff and officers on matters of parliamentary practice and law, and drafting private members bills and amendments. The Deputy Clerk assists the Clerk in discharging managerial functions and performs the duties of Clerk in his/her absence.

The Clerks of the House of Representatives and the Senate both report to the Clerk to the National Assembly.

Department Role of Clerks

When the Clerks are not in the chamber, they work from an office either in the Senate or the House of Representatives. They have several responsibilities, including:

- running the department, which organizes the daily operations of the Parliament and assists members of parliament in their work
- advising members of parliament on chamber rules, parliamentary practice and procedure, the requirements of the Nigeria Constitution and laws that affect the Parliament.

Committee Clerk:

Some of the key tasks and responsibilities of a Committee Clerk are to:

- ⦿ Maintain all committee records;
- ⦿ Advise the committee Chair on the procedure during meetings of the committee;
- ⦿ Follow up on actions on decisions/resolutions of the committee;
- ⦿ prepare, in consultation with the Chairman, Committee Budget;
- ⦿ administer, monitor and account for Committee expenditure;
- ⦿ ensure proper management and maintenance of office equipment and facilities;
- ⦿ ensure that Committee Meetings are convened, duly notify Members and prepare all modalities of meetings;
- ⦿ coordinate the administrative work of experts, consultants and support staff;
- ⦿ assist Members in drafting Bills and Motions;
- ⦿ conduct research on measures/policies/bills assigned to the committee;
- ⦿ handle general administration and control on the properties of the committee;
- ⦿ liaise with government bodies, civil society organizations and the general public on behalf of the Committee;
- ⦿ prepare the Minutes of Committee Meetings;
- ⦿ arrange travel and logistics for Members in consultation with the Chairman and other relevant departments;
- ⦿ draft official correspondences in consultation with the Chairman and, where necessary, other Members;
- ⦿ arrange for the attendance of witnesses and the payment of their expenses when authorized by the committee; administer oaths to witnesses testifying before the Committee;
- ⦿ manage the Committee Secretariat and allocate functions to support staff;
- ⦿ prepare the quarterly/mid-session/sessional Committee Reports and ensure that they are submitted to the Office of the Clerk to Committees;
- ⦿ write procedural rulings for use by the Chairman;
- ⦿ draft agenda of meetings and other functions of the committee in consultation with the Chairman
- ⦿ brief the Chairman and Members from time-to-time, on the status of Bills referred to the Committee; and
- ⦿ arrange Committee Hearings in consultation with the Chairman and Members

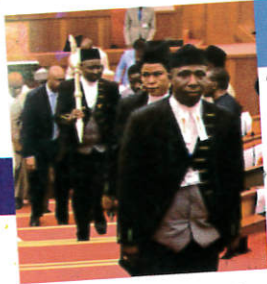
The National Assembly Service Commission (NASC)

The National Assembly Service Commission (NASC) was established by the National Assembly Service Commission Act of 2000 (which was repealed and re-enacted on the 30th of June, 2014) with the responsibility of managing the workforce of the National Assembly. Under the Act, all staff appointments, promotions, salary payment, transfer or secondment to other government ministries, agencies, or departments are to be handled by the Commission. The current Chairman of the National Assembly Service Commission is **Dr. Adamu Mohammed Fika**.



The National Institute for Legislative and Democratic Studies (NILDS)

The National Institute for Legislative and Democratic Studies (NILDS) is an organ of the National Assembly established by an Act of Parliament in 2011. NILDS built on the successes of the Policy Analysis and Research Project (PARP), established in 2003 as a capacity building institution of the National Assembly with the financial support of the African Capacity Building Foundation (ACBF). On January 26th, 2018, President Muhammadu Buhari signed the NILS (Amendment) Act, 2017. This expansion enables the Institute to provide capacity development services to democratic institutions and governance in Nigeria and renames it as the Institute National Institute for Legislative and Democratic Studies (NILDS). The current Director-General of the National Institute for Legislative and Democratic Studies is **Prof. Ladi Hamalai**.



SERGEANT-AT-ARMS

The Sergeant-at-Arms (SAA) is a parliamentary officer in the National Assembly. Members of the SAA are among the few people, other than members of parliament, who work in the chamber.

Legal Framework for the Operations of the Sergeant-At-Arms

- *The Constitution of the Federal Republic of Nigeria*, provides for the Sergeant at Arms only by inference - Section 89 (1) and (2)
- *The Standing Orders of the House* made pursuant to Section 62

of the Constitution provides for the duties and jurisdiction of the Sergeant at Arms

- The *National Assembly Service Act, 2014*, further specifically provides for the jurisdiction and position of the Sergeant at Arms in Section 12(2) thereof
- The *Legislative Powers and Privileges Act, Cap L12, LFN, 2014*, defines the powers, privileges and immunities of Legislative Houses established under the Constitution

New Structure of NASS Sergeant-At-Arms Department

Following a careful review of the challenges facing the Sergeant-at-Arm, the National Assembly management has approved the restructuring of the Sergeant-at-Arms of the National Assembly to enhance security and professionalism.

The new structure of the Sergeant-at-Arms reflects the following major divisions:

1. Intelligence & VIP Protection Division
2. Law Enforcement & Emergency Management Division
3. Chamber & Protocol Division

Training

Training of SAA is undertaken by the National Assembly and the National Institute for Legislative and Democratic Studies in collaboration with security agencies including the Defence Intelligence Agency (DIA), Nigeria Security and Civil Defence Corps (NSDC), etc. Basic training for the above divisions consists of (3-6) months intensive security training and covers areas such as weapon handling, police procedures, criminal law and general security (intelligence, crowd control, surveillance, physical security, VIP protection).

Chamber role

The Sergeant-at-Arms has several responsibilities within the chamber, including:

- escorting the Presiding Officers into and out of the chamber, while carrying the Mace
- assisting the Presiding Officers to maintain order in the chamber and the public galleries of the National Assembly
- recording the attendance of members
- standing guard during a division vote when all chamber doors are locked
- delivering formal messages from the House of Representatives to the Senate
- playing an important role in ceremonial occasions, such as the opening of Parliament.

Department role

When not in the chamber, the Sergeant-at-Arms works from an office in the Office of the Clerk to the National Assembly and has several responsibilities, including:

- organizing office accommodation and supplies for members and staff
- maintaining security in the National Assembly
- advising the Presiding Officers on broadcasting Parliamentary proceedings
- organizing bookings for visitors to the National Assembly

History

The role of the Sergeant-at-Arms dates back to early British history. Originally, sergeants-at-arms were members of the British royal bodyguard. In the fourteenth century, a royal Sergeant-at-Arms was appointed to serve in the British House of Commons. From its beginning, the Nigeria National Assembly adopted the practice of appointing a Sergeant-at-Arms to serve in the Senate and House of Representatives.

Dress

Traditionally, the Sergeant-at-Arms wore silver-buckled shoes, stockings, knee-breeches, black coat with a large rosette on the back, waistcoat, stiff shirt front, white lace around the neck (called a jabot) and cuffs, white gloves and a ceremonial sword. In the Nigerian Parliament, the Sergeant-at-Arms usually wears a modified version of this costume.

FIND OUT MORE ABOUT PEOPLE, EVENTS AND PLACES IN PARLIAMENT...

- Contact one of our Information Offices by telephone, by email or in writing or visit our website – www.nils.gov.ng – to find out more about the work, history and membership of the National Assembly.

We can:

- answer your questions on how the legislature works
- provide detailed publications on legislature's work and history
- give you help following debates and legislation in the National Assembly

Contact ▼

National Institute for Legislative
and Democratic Studies
National Assembly
14/18 Danube Street
Off IBB Way Maitama, Abuja, Nigeria.

E-mail: info@nils.gov.ng
Tel: +234-(0)818 997 8800
Website: <http://nils.gov.ng>