

Parliamentary Procedure and Legislative Business Practice Training Course

14 – 18 February 2027
Accra

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Training Center

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Ref: 1770_233064 **Date:** 14 – 18 February 2027 **Location:** Accra **Fees:** 4100 Euro

Overview

Parliamentary Procedure and Legislative Business Practice is a one-week course for legislators, assembly secretariat teams, committee clerks, public authority officers, and liaison teams who need a usable legislative business pack. The course develops jurisdiction-neutral methods for applying standing orders, administering sittings, processing motions and amendments, tracking bills, supporting committee scrutiny, recording decisions, and organizing oversight while requiring each participant to verify local constitutional and procedural rules. Parliamentary practice is examined through applied cases with Agile Leaders Training Center.

Who Should Attend

- Legislative representatives responsible for chamber business, debate, scrutiny, and voting
- Secretariat teams responsible for agendas, order papers, procedural advice, and official records
- Committee support teams responsible for inquiries, evidence, hearings, reports, and follow-up
- Legal and policy teams responsible for bill tracking, amendments, and procedural quality control
- Executive liaison teams responsible for questions, statements, delegated business, and responses

The course assumes participants support public decision processes and leaves out corporate board governance and the technical drafting of statutory text.

Departments and Industries

The course supports procedural work across public institutions and regulated service environments.

- Legislative chambers, consultative councils, and public authority assemblies
- Government legal affairs, policy coordination, and executive liaison departments
- Committee secretariats, research services, and official publications units
- Municipal and regional deliberative bodies
- Education, health, infrastructure, and professional bodies with statutory assemblies

Learning Objectives

By the end of this course, participants will be able to:

- Apply standing orders to sittings, agendas, quorum, and procedural rulings.
- Use motion, debate, amendment, and voting workflows.
- Build a bill-stage and legislative-business tracking record.
- Analyze committee evidence, scrutiny steps, and oversight routes.
- Evaluate privilege, ethics, conflicts, and record controls.
- Produce and run a jurisdiction-mapped legislative business pack.

Course Agenda

Day 1: Authority, Standing Orders, and Sitting Setup

- Constitutional Authority and Standing Orders Mapping Framework
- Presiding Officer, Member, Clerk, Whip, and Liaison Responsibility Matrix
- Session, Sitting, Recess, and Legislative Calendar Planning Method
- Quorum, Attendance, Notice, and Admissibility Control Checklist
- Agenda and Order Paper Assembly Template

Day 2: Motions, Debate, Amendments, and Decisions

- Substantive, Procedural, and Adjournment Motion Classification Method
- Recognition, Speaking Order, Time, and Relevance Debate Protocol
- Point of Order, Ruling, Challenge, and Precedent Record
- Amendment, Subamendment, Selection, Grouping, and Withdrawal Workflow
- Voice Vote, Division, Abstention, Pairing, and Decision Register

Day 3: Bills and Legislative Business Tracking

- Introduction, First Reading, and Publication Intake Record
- Second Reading Principle Debate Briefing Method
- Committee Stage Evidence and Clause-by-Clause Scrutiny Grid
- Report Stage, Third Reading, and Other-Chamber Tracking Map
- Agreement, Assent, Commencement, and Delegated Business Status Log

Day 4: Committees, Oversight, Integrity, and Records

- Committee Mandate, Membership, Chair, and Quorum Terms of Reference
- Inquiry Scope, Witness, Evidence, Hearing, and Report Planning File
- Question, Interpellation, Statement, Petition, and Follow-Up Register
- Privilege, Immunity, Contempt, Ethics, and Conflict Review Checklist
- Minutes, Journal, Transcript, Division List, and Official Record Controls

Day 5: Simulated Sitting and Legislative Business Capstone

- Exercise: Map Standing Orders to a Sitting Scenario
- Exercise: Process Motions, Points of Order, Amendments, and Votes
- Exercise: Run Committee Evidence and Bill Scrutiny Decisions
- Exercise: Compile Oversight Actions and Official Records
- Capstone Exercise: Conduct a Simulated Sitting with a Legislative Business Pack

Practical Exercises

The course uses suggested activities that convert procedural rules into repeatable work products.

- Suggested activity: diagnose an agenda, quorum, notice, and admissibility scenario against standing orders.
- Suggested activity: prepare motion, amendment, debate, division, and ruling records for a contested sitting.
- Suggested activity: build a committee evidence file and bill-stage tracking map.
- Suggested activity: conduct a simulated sitting and finalize the legislative business pack.

FAQs

Who suits parliamentary procedure and legislative business practice training, and what does it assume?

It suits representatives, secretariat personnel, clerks, legal and policy officers, and liaison teams who already support public decisions; it assumes no prior specialization in parliamentary law.

How does parliamentary procedure training differ from corporate board governance training?

Parliamentary procedure training focuses on standing orders, legislative sittings, motions, bills, committees, oversight, privilege, and official records rather than directors' duties and corporate board controls.

How are standing orders used in parliamentary procedure?

Standing orders supply the procedural authority for notices, agendas, recognition, debate, amendments, voting, committees, records, and rulings, subject to the institution's constitutional framework.

What is included in a legislative business pack?

A legislative business pack includes the agenda, order paper, notices, motion and amendment records, bill tracker, committee file, voting record, oversight register, rulings, and official record checklist.

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Can parliamentary procedure be applied across different jurisdictions?

Yes. Transferable process tools can be used across jurisdictions when participants map every step to their own constitution, standing orders, conventions, precedents, and applicable rules.

Conclusion

Participants take back a Legislative Business Pack that aligns agendas, motions, bill stages, committee scrutiny, oversight, decisions, and records. The pack gives secretariat and liaison teams a shared procedural control point. A final simulation tests how that control point supports orderly, traceable, and locally valid legislative work.