

## HOSTING INTERNATIONAL VISITORS AT THE IOWA GENERAL ASSEMBLY

The Iowa Legislative Council has adopted a policy that actively involves the Iowa General Assembly in developing relationships with other countries, including educating legislators regarding international relations, welcoming international visitors and assisting them in understanding Iowa's governmental process and traditions, working with the various state agencies and other entities which promote international relations, participating in developing Iowa's trade with other nations, and establishing a budget to accomplish these goals. accomplishing these goals, the International Relations Committee recommends that the Legislative Council adopt the following guidelines for the Iowa General Assembly:

### **NOTIFICATION**

If a member of the Iowa General Assembly becomes aware that an elected or appointed official or other international visitor will be visiting the greater Des Moines area and the member wishes that official to be introduced to the Iowa General Assembly or hosted by the Iowa General Assembly, the member should notify the legislative protocol officer or one of the chairs of the International Relations Committee of the Iowa Legislative Council.

If a state official or employee or a representative from an entity which promotes international relations becomes aware that an elected or appointed official or other international visitor will be visiting the greater Des Moines area and the state official or employee wishes that official to be introduced to the Iowa General Assembly or hosted by the Iowa General Assembly, the state official or employee or representative of an entity should follow the same procedure as a member of the General Assembly.

The individual who has been notified of the visit should provide the state official or employee or representative of an entity with an international visitor form to complete regarding the visitor. The international visitor form shall include information listing the visitor's name, title, position in the visitor's home country, home address, country the visitor is representing, languages spoken, dates the visitor will be in the greater Des Moines area and other relevant information. Copies of the international visitor form shall be distributed to state agencies and entities that promote international relations in this state.

The legislative leadership should be informed of the visit.

### **INTRODUCTION OF VISITORS**

If the General Assembly is in session and the legislative leadership has determined that the international visitor should be introduced, the presiding officer shall determine whether the international visitor should be introduced in front of the well or in the rear of the chamber and whether the international visitor will be invited to speak to the chamber. International visitors who are elected or appointed government officials should be invited to speak to the Senate and the House of Representatives from the area in front of the well. At the discretion of the presiding officer of the chamber, other international visitors may be invited to speak. A visitor may be introduced by the chairs of the International Relations Committee or by another member who is hosting the visitor.

A visitor who is invited to speak should receive information stating the appropriate manner in which to address the chamber. If the visitor is addressing the chamber from in front of the well, the visitor should be provided with a wireless microphone with which to do so.

If the notice of the visit is not sufficient for completion of the form and other planning has not taken place, the protocol used should be sufficiently flexible to accommodate an introduction of

the visitors. In any event, the legislative protocol officer and the chairs of the International Relations Committee should be informed.

If the chamber is informed sufficiently in advance of the arrival of the international visitors, notice of the introduction of the visitors should be included in the Today in the House or Today in the Senate calendar, as applicable, and a welcome to the visitors should be programmed into the voting machine area in which the bill numbers and amendment numbers are listed.

During the introduction of international visitors:

- Persons in the chamber should abstain from conversations, including telephone conversations.
- Persons in the chamber should turn toward the international visitor and listen.
- Pages should not deliver messages.
- The doors to the chamber should remain closed as they are during the prayer.

If the visitor will be present in the chamber following the visitor's introduction, the members should have an opportunity to meet and converse with the visitor in an adjacent room reserved for that purpose. The presiding officer shall announce the location of the room.

Letters of appreciation should be sent to the visitors after their visits. Visitors should be provided with names, addresses, and phone numbers of those with whom they are meeting to facilitate follow-up correspondence or thank you notes they may wish to send.

## **GIFTS**

The Legislative Council has approved the allocation of \$10,000 from moneys available pursuant to section 2.12 of the Code for each two-year period beginning July 1, 1998. The money shall be allocated to the Legislative Service Bureau to be used by the Legislative Information Office for the purchase of gifts in various price ranges suitable for use as official gifts. The gifts shall be provided without cost for the following purposes:

- For presentation as official gifts to international visitors.
- For members of the General Assembly and legislative staff who visit other countries and are representing the Iowa General Assembly.

The legislative protocol officer, with approval of the Chairs of the International Relations Committee, will determine whether gifts shall be provided without cost and the value of the gifts to be provided based upon the status of the International visitors for gifts presented in Iowa and based upon the specific travel to another country of the member or staff member of the General Assembly. Gifts of the highest value shall be presented to elected or appointed officials hosted by the Iowa General Assembly. In addition, gifts may be purchased by representatives of the General Assembly and other Iowa officials to be presented to other international visitors when they are in Iowa and to international nonofficial hosts when the member or staff member visits other countries.

## **EXPENSES FOR HOSTING INTERNATIONAL VISITORS**

The Legislative Council has approved the allocation of \$15,000 from moneys available pursuant to section 2-12 of the Code for each two-year period beginning July 1, 1998. The money shall be allocated to the Legislative Service Bureau to be used by the Legislative Information Office for costs associated with the expenses of hosting official international delegations, for which a request to host has been made to the General Assembly or the Committee. If appropriate, moneys may be used to reimburse expenses of international visitors and members of the General Assembly who act as hosts, including but not limited to, expenses associated with meals and accommodations,

within limitations established by the International Relations Committee and with the approval of the Chairs of the International Relations Committee.

**REPORT OF MEMBER OR STAFF MEMBER REPRESENTING THE IOWA GENERAL ASSEMBLY**

A member or staff member of the General Assembly who travels internationally representing the Iowa General Assembly shall either file a written report with the International Relations Committee or make an oral report to the International Relations Committee. The report shall list the dates of the official travel, the purpose of the international travel, and persons present at official meetings.