

## **ACCESS TO SENATE CHAMBER AND RULES OF SENATE DECORUM**

### **1. ACCESS TO SENATE CHAMBER.**

A. From a time which begins fifteen minutes before the Senate convenes until 5:00 p.m. each session day or until one hour after the Senate or its last committee meeting adjourns for the day, whichever is later, the persons who are allowed in the Senate chamber are:

- a. Legislators and their immediate families.
- b. Senate employees and certain authorized employees of the House who are on a list provided by the House to the Senate Sergeant-at-Arms.
- c. Senate Interns and K-12 students job shadowing a Senator for the day (with name tags). Each Senator may have no more than one intern and one job shadow student on a legislative day.
- d. The minister of the day and family.
- e. Authorized employees of the Legislative Services Agency and Office of Ombudsman who are engaged in Senate business (with name tags).
- f. Elected officials and cabinet members of the federal government, foreign dignitaries, and former legislators who are not registered lobbyists.
- g. Participants (and their immediate families) in the following events traditionally held in the Senate:
  - (1) Pella Tulip Time Festival;
  - (2) Write Women Back Into History awards presentation.
- h. Registered press personnel, who are not registered lobbyists, who are restricted to:
  - (1) Going to and from their seats (but not by means of the aisles), stopping at the newspaper table, bill room, and restrooms.
  - (2) Occupying their assigned seats.
  - (3) Speaking to those Senators who have approached the press person, such conversations to take place only in the press area.
  - (4) Authorized photographers passing through the chamber to the back stairways.
- i. Certain authorized representatives of the Iowa Democratic and Republican parties who are on lists provided by the respective caucus leaders to the Senate Sergeant-at-Arms.
- j. Property Management personnel performing their duties.
- k. Employees on the Governor's staff who are approved by the Rules and Administration Committee, and who are restricted to the perimeter of the chamber.

B. **DURING RECESS\***, or following adjournment until 5:00 p.m. each session day or until one hour after the Senate or its last committee meeting adjourns for the day, whichever is later, additional persons and activities are permitted only as follows:

- a. A person or persons accompanied by a Senator in the back of the chamber for a time period of five minutes.
- b. Persons going to and from committee meetings. (This is limited to ten minutes before and after the scheduled meeting, and ends fifteen minutes before any time set for reconvening.)
- c. Special rules for press persons:
  - (1) During recess, press persons may approach Senators who are not at their desks and are standing behind the back row of desks at the rear of the chamber.
  - (2) Press persons may not stand in the back of the chamber or anyplace else in the chamber and wait for Senators.

\*SPECIAL NOTE: When the Senate is "at ease," it is still in session, not recess, and the regular session rules apply.

### **2. PHOTOGRAPHING.**

A. The public may take photographs from the galleries at any time. However, the use of flash bulbs or any other artificial lighting is prohibited.

B. The press may photograph from the press section or the south gallery at any time. The press may photograph from the north gallery only with permission in advance of the Secretary of the Senate. Senate staff may photograph from the west end of the west press section, the east end of the east press section, or the south gallery at any time. Senate staff

may not use artificial lighting in the chamber. The press may not use artificial lighting except for live television crews who receive permission in advance from the Secretary of the Senate.

### **3. DRESS.**

Jeans and/or t-shirts are not permitted except for Property Management personnel performing their duties and authorized press photographers who are moving equipment through the chamber to the back stairway. All persons with access to the Senate chamber pursuant to section 1 shall, on all legislative days, wear appropriate business attire, e.g., no denim, tank tops, halter tops, or shorts shall be worn. Males must wear a coat and tie at all times when the Senate is in session, except for Property Management personnel and press photographers moving through the chamber.

### **4. MISCELLANEOUS.**

A. The only persons who are permitted to approach a Senator when the Senator is at his or her desk without an invitation to do so are: Legislators and legislative staff employees who otherwise have access to the chamber. This rule applies at all times during the legislative session.

B. No one except Senators may occupy a Senator's chair.

C. Telephones at Senators' desks are for Senate business only. Senate employees may use these telephones under direction of the Senator.

D. Press persons are permitted to pass through the lobby at the rear of the chamber. However, all interviews must take place in the press section or the benches immediately adjacent to the press section. All other interviews must take place in public areas of the capitol building.

E. While the Senate is in session and not "at ease," the middle aisle of the Senate chamber may be used only by legislators. At other times during a session day, Senate secretaries, Senate staff, and Senate pages may use the middle aisle.

F. While the Senate is in debate, conversations unrelated to the business at hand should be moved to the lobby or outside the chamber.

G. While the Senate is in debate, persons moving in the chamber should avoid passing in front of Senators who have the floor. All traffic through the chamber during debate should be by the side aisles in front of the press sections.

H. Members of the public who are passing through the chamber to and from committee meetings must use the side aisles in front of the press sections.

I. Telephones in Senators' offices may be used by others only if the Senator gives permission each time the phone is used.

J. During committee meetings, only legislators and legislative staff may approach a legislator or staff person seated at the committee table or remove documents from the table.

### **5. SMOKING.**

Smoking is not permitted at any time in the Senate chamber or in any other area controlled by the Senate.

### **6. CELL PHONES.**

Audible ringing of cell phones is not permitted in the Senate chamber while the Senate is in session. During such times, cell phone ringers must be turned off or placed in a "vibrate only" mode.

**ADOPTED BY THE SENATE RULES AND ADMINISTRATION COMMITTEE**  
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