

HOSTING INTERNATIONAL VISITORS AT THE IOWA GENERAL ASSEMBLY

(Adopted by the International Relations Committee of the Iowa Legislative Council - April 2, 2009)

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.

I. REQUESTING INTRODUCTIONS TO THE GENERAL ASSEMBLY AND HOSTED VISITS

A. An introduction of an international elected or appointed official or other international visitor to either legislative chamber or a visit that is to be hosted on behalf on the General Assembly, should be scheduled through the International Relations Committee of the Iowa Legislative Council (Committee) if the guest is to address any remarks to the chamber or receive a gift on behalf of the General Assembly.

B. 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 formally introduced to the Iowa General Assembly or hosted by the Iowa General Assembly, the member should notify the chairperson of the International Relations Committee, at least two days in advance of the visit. The two-day requirement may be waived when it is feasible to introduce the visitor without prior notice.

C. The chairperson shall ensure that the members of the Committee are notified, and in consultation with the vice chairperson, ranking members, and legislative leadership, shall arrange an opportunity for the visitor to be introduced in the legislative chambers. All Committee members should be invited to attend the introduction and be introduced to the visitor.

If a gift is to be purchased using the gift fund, the chairperson, in consultation with the legislator or other person requesting the gift, is responsible for the selection of an appropriate gift as outlined in the gift policy.

D. 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 Committee chairperson is responsible for providing 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.

II. INTRODUCTION OF VISITORS—PROTOCOL

A. 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 Committee chairperson or vice chairperson or by another member who is hosting the visitor.

B. 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.

C. 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:

1. Persons in the chamber should abstain from conversations, including telephone conversations.
2. Persons should close notebook computers.
3. Persons in the chamber should turn toward the international visitor and listen.
4. Pages should not deliver messages.
5. The doors to the chamber should remain closed as they are during the prayer.

D. 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.

E. 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.