

INTERNATIONAL RELATIONS COMMITTEE
Gift Policy

ROUGH DRAFT
please review and comment

International Gift Fund. The Legislative Council allocates \$10,000 for each two-year legislative biennium, beginning July 1, to the Legislative Services Agency to be used by the Legislative Information Office for the purchase of official gifts for presentation to official international visitors and for use by representatives of the Iowa General Assembly on official visits to other countries. The legislative information office maintains a wide variety of quality and unique items that are capitol or Iowa related. Committee members have access to these gifts, subject to the following conditions.

Gifts to official foreign visitors to the State of Iowa.

1. Gifts may be presented to official visitors to the State of Iowa who are received by the leadership of the Senate and House of Representatives, or either house of the General Assembly. Official visitors include: heads of state and government; heads and members of important government, legislative, business, cultural or similar delegations.
2. Gifts may be presented to official visitors on official occasions within the state, such as events at which legislative leaders are either hosts or official guests and where a presentation on behalf of Iowa is appropriate.

Gifts to unofficial foreign visitors to the State of Iowa.

Gifts may be presented to unofficial foreign visitors to the State of Iowa only with the prior written approval of both the chair and vice-chair of the committee.

Gifts by committee members to hosts in foreign countries.

Gifts may be provided for presentation by committee members to hosts on the occasion of official trips to foreign countries.

Cost Guidelines.

Gifts may be presented to foreign visitors in accordance with the following price guidelines. These price ranges also apply to gifts taken abroad by legislative delegations or individual legislators with the category depending on the status of the recipient.

1. Up to \$___ for heads of state and government;
2. Up to \$___ for ministers and other senior persons from foreign governments;
3. Up to \$___ for business, cultural or similar delegations.
4. Up to \$___ for staff members accompanying any of the above.
5. Up to \$___ for unofficial foreign visitors to the state of Iowa only with the prior written approval of both the chair and vice-chair of the committee.

Approval required. The legislative information office shall provide gifts to committee members as outlined in the following provisions.

1. Request forms for gifts are available from the legislative information office.
2. All other gifts require the approval of both the committee chair and vice-chair. Prior to obtaining the gift the member must complete a request form with the signature of both the chair and the vice-chair.
3. If the chair or vice-chair is not available in person they may authorize, either telephonically or by electronic mail, a legislative staff member to note their approval on the gift form. With specific approval the staff members may sign the name of the chair or

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vice-chair, adding their own initials and indicating signature on behalf of the chair or vice chair.

Purchase of gifts. In addition to gifts available without cost for official international visits and hosting as described in paragraph 2, gifts are available for purchase by representatives of the General Assembly and other Iowa officials for presentation to international visitors and for presentation during non-official travel to another country.