



North Dakota Legislative Council

Prepared for the Legislative Procedure
and Arrangements Committee
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GUIDELINES FOR USE OF LEGISLATIVE COMMITTEE ROOMS IN THE NORTH DAKOTA STATE CAPITOL

1. The first priority for the use of legislative committee rooms is for the legislative branch of state government, including the Legislative Assembly, Legislative Management, Legislative Council, and any committees, subcommittees, or other entities of the legislative branch.
2. During legislative sessions, the use of legislative committee rooms is governed by Joint Rule 804.
3. When the Legislative Assembly is not in session, the use of legislative committee rooms, which include the Pioneer Room, Coteau Room, Sheyenne River Room, and Judicial Wing Rooms 216 and 327 B, C, and E, is governed by North Dakota Century Code Section 48-08-04, and any authorization by the Legislative Council, or its designee, is subject to the following requirements:
 - a. An agency of state government may use committee rooms for official purposes of the agency. A federal official may use a committee room for educational and informational meetings that address issues affecting the state if the official arranges for security, janitorial, and other services with the Office of Management and Budget and the use is sponsored by a state agency. A member of the Legislative Assembly may use a committee room for any legal purpose and may sponsor use by a group or organization. Any other group or organization may use committee rooms as necessary for educational and informational meetings that have a reasonable relationship to the legislative process only if the group or organization arranges for security, janitorial, and other services with the Office of Management and Budget and either is sponsored by a state agency or signs a facilities use agreement as required under the *Guidelines for Use of Legislative Chambers and Displays in Legislative Assembly Hall and Memorial Hall*.
 - b. Committee rooms may not be provided for use by a group or organization if the purpose of the meeting is to advocate the introduction of legislation or to encourage or oppose the enactment of legislation or any decision on a matter before the Legislative Assembly, Legislative Management, or any legislative committee.
 - c. Any planned function may not interfere with the business or activities of the legislative branch.
 - d. If the use is not by a state agency or is not sponsored by a state agency, the use may be permitted if no suitable facilities are available on the Capitol grounds or in a privately-operated facility.
 - e. The sponsor of the planned function assumes full responsibility for the care of the committee room and all furnishing and equipment in the room, shall ensure no food is brought into the room, shall ensure coasters are used if beverages are brought into the room, may not rearrange the furniture in or remove the furniture from the room, and shall leave the room in the condition it was in before the planned function.
 - f. Prior approval from the Legislative Procedure and Arrangements Committee is required for use contrary to this policy.
 - g. The Director of the Legislative Council, or the Director's designee, may arrange with the Office of Management and Budget to manage the scheduling of committee rooms.
4. If audio or video resources in the room will be used, the sponsor of the planned function is responsible for ensuring individuals with the requisite knowledge and skills are available to operate the equipment. The Legislative Council does not provide information technology services to entities other than the Legislative Assembly.
5. The legislative media room on the ground floor of the legislative wing may not be used during a legislative session by anyone other than a member of the Legislative Assembly and may not be used during other periods by anyone other than a legislator or an elected state official unless prior approval is obtained from the Director of the Legislative Council or the Director's designee.