

GUIDELINES FOR USE OF LEGISLATIVE COMMITTEE ROOMS, 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, the 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 803.
3. When the Legislative Assembly is not in session, the use of committee rooms 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. 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 Memorial Hall. 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 or Legislative Council or any legislative committee.
 - b. Any planned function may not interfere with the business or activities of the legislative branch.
 - c. No other suitable facilities are available on the Capitol grounds or in a privately operated facility that may or may not charge a fee for that use.
 - d. Prior approval is obtained from the Legislative Management Committee for use contrary to this policy.
 - e. 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.