



North Dakota Legislative Council

Prepared by the Legislative Council
December 2022

TEACHER, CHAPERONE, AND STUDENT PREPARATION FOR THE LEGISLATIVE TOUR AT THE NORTH DAKOTA CAPITOL

TEACHERS

Below is an overview of the most frequently asked questions. If you have questions or need to make additional arrangements for students with special needs or disabilities, please contact the legislative tour guide at 701-328-3633 or latourguide@ndlegis.gov.

- **Parking and Arrival:** Parking is available in the visitors parking area for carpool groups. It is encouraged buses park along the mall. We ask that visitors only park in the assigned/specific lots. Please arrive 30 minutes before the tour to allow time to get through security and take restroom breaks.
- **Security:** Backpacks are individually screened at the security checkpoint. Backpack screening can increase time in the security line so we advise not bringing them into the Capitol. For the same reason, we also suggest leaving blankets and other unnecessary belongings at home or on the bus. **No knives, tools, or guns are allowed in the Capitol.**
- **Food and Beverages:** Snacks for the bus ride are encouraged; however, food and beverages are **not** allowed in meeting rooms or the legislative chambers. A water bottle with a cap is permitted outside the legislative spaces.
- **Lunch:** The Capitol has a cafeteria available to employees and guests, or you can plan arrangements for eating offsite at a local restaurant.

The Capitol Café has a sandwich station, salad bar, short order grill, and a hot bar, or you can pre-order boxed lunches for your group. Please contact the Capitol Café at ndcapitol@aladdinfood.com the Friday before your legislative tour to notify staff of the date of your visit and the number of individuals in your group so the Capitol Café can ensure adequate staffing or prepare your boxed lunches in advance. Please notify the Capitol Café staff of any dietary restrictions. The Capitol Café dining area is available on a first-come first-serve basis and has a party room space available by reservation which can seat 40. It is encouraged students eat between 11 a.m. and 12:00 noon on the day of the tour to help alleviate congestion in the cafeteria during the busiest 12:00 noon to 1:00 p.m. time period.

- **How to Engage Your Students:** Preparing assignments such as a written report or quiz based on the information students will receive on the tour is a great way to keep students engaged. Ask the legislative tour guide for available quizzes of information that will be covered during the tour.
- **Track a bill:** Students, either individually or as a class, can follow a bill from start to finish online using the Bill Tracking app. Committee hearing schedules for the following week are published each Thursday during the legislative session. Students may pick a bill to track in advance of their scheduled tour date on the legislative branch website at www.ndlegis.gov. Bill hearings and floor session schedules are subject to change. Please verify all information the morning of your visit.
- **Committee Meetings:** **Due to limited seating in committee rooms, please limit groups attending committee meetings to 10 or fewer individuals per committee room.** It is beneficial to determine the makeup of each group attending committee meetings before arriving at the Capitol.
- **Visit with Your Legislators:** The Legislative Tour Guide will notify your district legislators of your visit to the Capitol. Legislators often are happy to sit or speak with students if their workload and schedules allow.

- **Tour Times and Legislative Schedules:** Tours are available each morning, Monday through Friday. A typical legislative day consists of:
 - Legislative committee meetings, which generally run from 8:00 a.m. to 12:00 noon. Students are welcome to sit-in on committee meetings.
 - Lunch – Generally 11:30 a.m. to 1 p.m.
 - Daily legislative sessions, which generally run from 1:00 to 4:00 p.m.
- *These schedules are subject to change according to legislators' needs.

CHAPERONES

Chaperones are responsible for the safety and behavior of students throughout their visit to the Capitol.

- Chaperones must stay with their assigned group at all times and should take a periodic head count to ensure they are not missing anyone.
- Chaperones are encouraged to explain the schedule for the day and the preferred means of communication.
- If any chaperones are driving, it is beneficial to come up with a plan of where and when the group will gather.

Legislative Chamber Rules During Session

1. Do not touch the brass.
2. Remain behind rope barriers.
3. Stay seated.
4. Keep noise volume to a minimum.
5. No food or beverage is permitted on the floor of the House or Senate when it is convened.
6. Cell phones must be turned off or muted while the House or Senate is in session. Texting is prohibited. Taking photos with a cell phone or tablet is prohibited if using a flash or in a disruptive manner.
7. Flash photography and video recording are prohibited while the House or Senate are in session. Exceptions are allowed for members of the media and specifically authorized individuals.
8. Attire must be suitable to the occasion.
 - a. No clothing that displays pictures, writing, or logos, or has rips, tears, or holes.
 - b. Caps are not to be worn in the legislative chambers.
 - c. Torso and shoulders must be covered.
 - d. Skirts must be past your fingertips while standing.
 - e. Button shirts should be buttoned all the way or just below the clavicle.
 - f. No visible undergarments.
 - g. Body piercings (other than earrings) should not be visible, if possible.
 - h. Comfortable walking shoes are recommended.
9. While the House or Senate is convened, no person shall read newspapers or other large publications in a conspicuous manner.
10. Sleeping is prohibited in the chambers and the Legislative Hall during session.
11. Visitors in the chambers are not permitted to speak or lean over the back railing while the House or Senate is in session.
12. Visitors are not allowed at the Speaker's rostrum or behind the front desk unless authorized by the Speaker.

Please note the tour guide is only available during legislative sessions, which are held January through April of odd-numbered years.