

Management Council Policies

Prepared by
Management Council
Legislative Service Office

December 2016



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MANAGEMENT COUNCIL POLICIES

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MANAGEMENT COUNCIL POLICIES GOVERNING
THE LEGISLATIVE SERVICE OFFICE,
INTERIM COMMITTEE ACTIVITIES
AND
LEGISLATIVE PRACTICES AND PROCEDURES

SECTION I. POLICIES GOVERNING LEGISLATIVE SERVICE OFFICE

1. Prioritization of Work. All work or study projects assigned to the Legislative Service Office by the legislature or requested of the office by any legislator or joint interim committee are subject to review and prioritization by the Management Council. All projects authorized or directed by the legislature shall take priority in consideration over projects requested by committees or individual legislators.
2. Allocation of LSO Services. The director of the Legislative Service Office is directly responsible to the Management Council for the proper conduct of the Office. He shall allocate the time and services of the personnel so as to accomplish the directives of the Management Council according to established priorities and in the most efficient and effective manner.
3. LSO Records. All records of the Legislative Service Office shall be open and public except for records constituting confidential work product and matters required to be treated as confidential by statute.
4. Audits. All financial books, records and accounts administered by the Legislative Service Office shall be audited at least once each biennium by an independent auditor selected by the Management Council. The cost of such audit will be paid from the appropriation for the legislature.
5. Rule Reviews. The Legislative Service Office shall review executive agency administrative rules as provided by W.S. 28-9-104 and submit rule review reports to the Management Council in the manner and format provided by the Administrative Rule Review Handbook and other policies approved by the Management Council. The Management Council shall review, or refer to the appropriate legislative committee for review, all rule review reports submitted by the Legislative Service Office.
6. Annual Report. To comply with W.S. 28-8-109 regarding the LSO annual report, LSO shall prepare and distribute the report using the same format used for 1997 which focuses more on information regarding the Legislature rather than on LSO itself.

7. Partisan Activities. At the direction of the appropriate legislator who is authorized to speak on behalf of a party caucus, the LSO will prepare and mail at LSO expense notice of any party caucus meeting. The notice shall contain not more than the date, time and place of the meeting, a list of topics to be discussed and any other administrative matters incidental to the successful operation of the meeting, e.g., parking arrangements, meal arrangements, etc. No other administrative work, including preparation of materials, mailings or use of the telephone by LSO staff will be permitted with regard to a caucus or other partisan political gathering. Nothing in this limitation is intended to restrict the ability of any individual legislator or group of legislators to utilize the services of the LSO staff for research and other traditional LSO services which have been provided in the past. (MC Minutes 11/28/89)

SECTION II. POLICIES GOVERNING INTERIM COMMITTEE ACTIVITIES

1. Approval of Interim Studies. Proposals for joint interim committee studies are subject to review and approval by the Management Council. The Management Council may assign additional work to any interim committee and may retain direction and supervision over any projects as it may deem advisable.
2. Committee Budgets.
 - a. The Management Council shall determine the amount of money available for funding interim committee activities, and shall allocate funds to the interim committees according to the projects assigned and the priorities established.
 - b. Interim committees may exceed their previously approved budget by not to exceed \$1500 where:
 - i. The Committee is meeting for the last time during the interim (subject to subsequent approval from Management Council for additional meetings); and
 - ii. If all members of the Committee planning to attend the meeting were to actually attend the meeting, the total amount the Committee would expend, as estimated by LSO, would be not more than \$1500. For the purpose of this policy, unless a legislator indicates he will not attend a meeting, it shall be assumed that he will attend the meeting.
 - c. For information purposes, LSO will report to the Management Council within 30 days each time any Committee exceeds its budget in accordance with this policy.
3. Assignment of Studies. Notice of the assignment of interim studies or other work projects shall be given to the chairman of the joint interim committee.
4. Initial Committee Procedures. At the first meeting of the joint interim committee, the committee shall:
 - a. Elect a chairman and vice-chairman or cochairman.
 - b. Establish a plan for handling project assignments. If work is divided between subcommittees, designate subcommittee assignments and areas of responsibility.
 - c. Prepare a budget of anticipated expenses.
 - d. Adopt committee rules.
5. Use of Committee Funds. Funds allocated to a joint interim committee shall be used entirely for committee expenses such as travel, salary and per diem for members, expenses for public hearings or other expenses as the committee may request and the Management Council may authorize.

6. Record of Committee and Legislator Accounts. The Legislative Service Office will keep separate accounts of expenditures and records of committee activities for each joint interim committee. All vouchers for committee expenditures shall be approved and signed by the designated committee chairman and countersigned by the director of the Legislative Service Office, before payment may be made. The Legislative Service Office shall publish annually an account of expenses for each legislator, including telephone expenses.
7. Committee Information to LSO; Minutes. As soon as possible after the organizational meeting, the chairman or cochairman of the joint interim committee shall provide the Legislative Service Office with a list of committee officers; the budget of the anticipated expenses; and other information as may be required for the proper conduct of the Legislative Service Office. The chairman, cochairman or a designee shall approve minutes and records of all committee meetings and activities.
8. Outside Funding for Committees. A joint interim committee may not apply for, receive or accept any grant, donation or gift of money for funding approved studies and work projects other than appropriations to the LSO or other appropriations specifically for that purpose. Any person, firm, corporation, foundation, association or other legal entity offering financial assistance for any work project or activity of the Legislative Service Office or the joint interim or select committees shall submit the offer to the Management Council. If the Management Council determines that the offer is without conditions that might reflect unfavorably upon the integrity of the Legislative Service Office, the joint interim or select committee or the product of the work project, the Management Council may accept the financial assistance and allocate funds received thereby to the appropriate committee. This restriction applies to individual legislators with respect to payment of expenses of the individual legislator when performing interim committee duties, studies or work projects.

The Management Council may apply for, receive and administer funds from any source it may deem appropriate.

9. Teleconference Meetings, etc. Meetings of the Management Council or any other legislative committee may be conducted by telephone conference calls or by compressed or other video conferencing and an oral vote may be taken by telephone or video on any question when necessary (MC Minutes 01/04/2016).
10. Public meetings; Executive Sessions. Meetings of the Management Council or the joint interim committees will be open and public; provided the chairman of the meeting may call an executive session and exclude therefrom all persons except those whose presence is requested by the chairman. All minutes of meetings and records of the Management Council or the joint interim committees shall be open and public.

11. Committee Subpoenas. The Management Council or a joint interim committee may issue subpoenas or subpoenas duces tecum for the attendance of witnesses or the production of books, records and papers material and relevant to any investigation being lawfully conducted. Subpoenas shall be issued and signed by the chairman of the investigating body at the request of a majority of the members thereof. Subpoenas shall clearly state the nature of the investigation, the time and place where the witness is to appear or the books, records and papers to be produced for examination, and shall state that if the witness fails to appear or produce the books, records or papers as directed, he may be punished for contempt of the Wyoming Legislature. Subpoenas may only be issued by action of the full Management Council or joint interim committee and not by any subcommittee thereof.
12. Notice of Council Meetings. Written notice of meetings of the Management Council shall be given at least fifteen (15) days in advance of the meeting; provided this requirement may be waived by unanimous consent of the Management Council. Attendance at any meeting constitutes a waiver of written notice.
13. Notice of Committee Meetings. Joint interim committees shall give at least fifteen (15) days prior notice of all meetings except subcommittee meetings. Attendance at any meeting constitutes a waiver of written notice.
14. Committee Staff. All committee staff, including interns working with interim committees or select committees, shall be employed as members of the Legislative Service Office staff unless the staff members are specifically authorized and approved by the Management Council. This section does not apply to persons serving during a legislative session as a student intern or a legislative aide.
15. Committee Interns. If legislative interns are employed to assist with interim committee activities, they shall be employed by the director of the Legislative Service Office and assigned as an assistant to the permanent staff member serving the committee. All intern compensation and expenses shall be charged to the committee for which services are rendered.
16. Legislator Running for Statewide Office. Any legislator who becomes a candidate for statewide elective public office shall immediately resign from his or her chairmanship of any legislative interim committee or subcommittee.
17. JAC Compensation for Budget Hearings. Members of the Joint Appropriations Interim Committee will be paid salary and per diem for each calendar day, including weekends, during which the Committee is holding budget hearings prior to the budget session. (Minutes 01/10/86).
18. Nonincumbents Attending Committee Meetings. Payment of expenses for nonincumbents to attend Interim Committee meetings after the November elections is subject to Management Council authorization.

19. New Chairmen Attending Committee Meetings. Following the general election, new committee chairmen who attend meetings of their newly assigned committee are authorized salary, mileage and per diem to be paid from the existing budget of their new committee. (Minutes 11/28/00).

SECTION III. OTHER POLICIES

Management Council Policy 07-02

Subject: Absences During Session – Waiver of Compensation

(Source Notes: MC Minutes 7/12/07)

1. Absence at Commencement of Session.

Unless otherwise directed by the member's presiding officer in special circumstances, a member who is unable to attend one (1) or more consecutive days at the beginning of a legislative session as the result of an excused absence, will be asked to waive salary and per diem until the first day the member arrives at the session.

2. Absences During the Session.

(a) Salary. Unless payment of salary is otherwise waived in whole or in part by the member, or unless otherwise directed by the member's presiding officer in special circumstances, a member who is absent from the session as the result of an excused absence will be asked to waive salary for absences in excess of five (5) consecutive days during the general session or three (3) consecutive days during the budget session.

(b) Per diem. Unless per diem is otherwise waived in whole or in part by the member, a member who is absent from the session as the result of an extended excused absence will be asked to waive per diem if the member's presiding officer determines that the extended absence has resulted in the member's return to his hometown or has otherwise resulted in the member no longer reasonably requiring per diem for meals or to maintain lodging accommodations in Cheyenne during the time of his extended absence.

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Subject: **Capitol Artwork Display**

(Source Notes: MC Minutes 11/28/00; 06/04/04)

BACKGROUND

Capitol Art

The paintings, which traditionally hang in the Senate and House Chambers of the State Capitol, are among the State's most important and visible cultural artifacts. As historical documents, they provide images of important themes and prominent figures in Wyoming history. As works of art, they complement the inspiring architecture and dignified ambience of the rooms in which they are exhibited.

The four paintings by E.W. Gollings (*Wagon Box Fight* and *Emigrants on the Prairie*, originally exhibited in the Senate and *Overland Stage* and *Smoke Signal*, exhibited in the House) and the one by J.H. Sharp are historically significant and extremely valuable. Five of the portraits are by Boris Gordon, an artist whose work also hangs in the U.S. Capitol in Washington, D.C.

Valuable artworks are only on permanent exhibit in the Senate and House Chambers. Other important and visible areas of the Legislature are without valuable and permanent artworks, and as such, have exhibited temporary loans annually from the collection of the Wyoming State Museum (WSM).

Museum Art

It has become tradition for the Legislative membership to request that Capitol Art be supplemented with works from the collection of the Wyoming State Museum during the Legislative Session. Generally, paintings with a Wyoming or western theme are considered desirable and deemed more appropriate to the setting. The use of works from the State Museum collections has been problematic for several reasons. Primarily, the reasons are:

- A lack of appropriate works in the collection meeting specified criteria,
- Environmental conditions under which the works must be exhibited; and
- Inadequate security

Limitations of the State Museum Collection

The Wyoming State Museum has had no funds appropriated for the purpose of purchasing additions to either the art or artifact collections since the early 1980's. The State Museum relies entirely on the generosity of donations for any new acquisitions to

their collections. The collecting of artwork was only begun in earnest in the late 1960's, and the activity was curtailed with the lack of acquisition funding. Thus, the art collection of the State of Wyoming is not a large one. Many of the pieces in the art collection are deemed inappropriate for use in the Capitol Building by the criteria enumerated by those wishing to borrow works from the collection. Many are smaller in size than desirable, more contemporary and not western in design or subject, and may be in an unstable condition and cannot be exhibited without treatment.

Environmental Concerns for Exhibiting Original Art in the Capitol Building

The spaces in which the paintings hang are not an optimal environment for the display of art. The paintings and frames that are on display in the Capitol Building continually have suffered deterioration and damage caused by years of exposure to dust, pollutants, insects, and inappropriate and unstable temperatures and relative humidity levels. Dust and airborne pollutants are abrasive and acidic, while flyspecks are disfiguring and chemically damaging. High temperatures, such as those recorded in the Chambers during the winter and summer months, speed up the natural aging process of the paintings. The fluctuating relative humidity, which is extremely low in the winter and wildly variable in the summer, causes the materials comprising the paintings and their frames to alternately shrink and swell, resulting in damage such as cracking and delaminating. Low relative humidity produces embrittlement and discoloration, while high relative humidity can cause painting canvases to sag. These oil paintings and their gilt wood frames, because they are old and because they are composed of layers of different materials, are particularly susceptible to damage produced by a room's unstable climate.

Summary

The State Capitol Building is an historic structure. Consideration for the preservation and maintenance of this important structure must be considered when desiring to exhibit or relocate artwork.

Careful consideration must be given to strike a balance between the desire to exhibit the art of the State of Wyoming and still protect and preserve both the artwork and the historic building for future generations. To accomplish both exhibition and preservation, the following plan is adopted.

ARTWORK EXHIBITION POLICY

Many of the rooms in the Legislative quarters of the State Capitol Building are not open to the public. Those rooms are not addressed in this policy, do not qualify for the loan of artwork from the State's collections, and are not the responsibility of the Wyoming State Museum. Only the House and Senate Chambers, Ante-chambers, JAC meeting room, Conference Room #302 and specified offices of the leadership of the House and Senate will be considered for original artwork loans from the State Museum. Rooms that are open to the public on a year-round basis will be considered for reproduction or non-

original artwork only, as security in these areas is not adequate for original artwork exhibition.

The Process

The Legislative Service Office will act as the contact between Legislators/Legislative Staff and the Wyoming State Museum staff.

The staff of the Wyoming State Museum will have sole responsibility for all artwork exhibited in the Legislative rooms enumerated below.

Policy by Specific Areas

House and Senate Chambers:

- Original works of art in the House and Senate chambers are considered to be on permanent display and will not be removed or rotated.
- Depending upon availability, WSM will annually select a sculpture or bronze for display on the Speaker's and President's desks in the Chambers during the Legislative session.

House and Senate Ante-chambers (Lobby area):

- WSM will select original and reproduction artwork for display in the ante-chambers in accordance with general criteria (e.g., old west or Wyoming theme) established by Management Council.
- Coverings for original paintings will be provided as deemed necessary by WSM for protection of artwork.
- Displays may occasionally be removed by WMS during the interim between sessions for protection or conservation.

Capitol Rotunda Area:

- WSM will select reproduction artwork for display in the rotunda area in accordance with general criteria established by Management Council.
- Displays will generally be considered to be long term and will be rotated only at the direction of Management Council.

House and Senate Leadership Offices:

- Prior to the beginning of the Budget Session, WSM will select original artwork (for qualified offices) or reproduction artwork for display in the Leadership Offices.
- The appropriate House or Senate officer in whose office the artwork is displayed may request WSM to consider replacement of artwork if significant cause exists and if suitable alternative artwork is available.
- Original artwork may be removed by WMS during the interim between sessions for protection or conservation.
- Artwork will be rotated on a two year cycle.

Joint Appropriations Committee (JAC) Room:

- Prior to commencement of budget hearings preceding the Budget Session, WSM will submit a photographic or other suitable description of the proposed original or reproduction artwork display for Room 204 to the JAC chairmen for approval.
- Artwork will be rotated on a two year cycle.

House and Senate Committee Rooms:

- Artwork in the House and Senate Committee Rooms shall consist of historic photograph collections designated for each Committee Room by the Select Committee on Legislative Facilities.
- During Legislative Sessions, historic photographs on display in committee rooms shall not be moved or replaced nor shall other pieces of art, posters or other wall decorations be displayed on the walls of the committee rooms without the express consent of the presiding officer of the House or Senate in consultation with the Select Committee on Legislative Facilities.

Areas Qualifying For WSM Original Artwork:

- Office of the President of the Senate
- Office of the Speaker of the House
- Joint Appropriations room
- Senate chambers
- Senate ante-chambers
- House chambers
- House ante-chambers
- Conference Room #302

Areas Qualifying For WSM Reproduction Artwork:

- House/Senate leadership offices
- House/Senate Committee rooms
- House/Senate lounges

Due to poor environmental conditions, lack of adequate security, and the lack of available artwork from the collections of the WSM, areas not listed above are not considered eligible for loans from the state collections.

Exhibition cycle

Due to the size, value and importance of the art works in both Chambers, these works will not be removed or changed.

Except as otherwise noted, all exhibits will be considered as a two-year display. The first year of each two-year cycle will be during the Budget Session in even-numbered years. Works selected and displayed in the Budget Session will be exhibited in the same locations during the General Session.

Special Requests

Due to the lack of security and poor environmental conditions currently present in the State Capitol Building, the Wyoming State Museum cannot accept responsibility for exhibitions of privately owned original artworks.

Any request to feature a traveling museum exhibit will be considered on a case-by-case basis. To be considered, all relevant information must be received by the Director of the Wyoming State Museum in writing no later than September 30 of the year prior to the session for which the exhibition is proposed. Information needed for consideration:

- ◇ Proposed location for exhibit
- ◇ Number and dimensions of pieces
- ◇ Insurance amount per piece
- ◇ Delivery location and date
- ◇ Return shipment date
- ◇ Shipping carrier details
- ◇ Security requirements
- ◇ Labels to be included
- ◇ Contact information

Artwork Budget

As part of the biennial budget process, the LSO director, in consultation with WSM staff, will submit to Management Council a proposed budget for preservation and acquisition of artwork in the Capitol Building.

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Management Council Policy 06-04

Subject: **Artwork Donation Program**

(Source Notes: MC Minutes 12/16/06; 1/24/08)

Goal of Program

The goal of the Wyoming Legislative Artwork Program is to acquire and showcase appropriate artwork that represent Wyoming for placement in the Wyoming Senate and Wyoming House of Representative Chambers, the respective Chamber lobbies and galleries, and possible expansion to common areas on the second and third floors of the Capitol. The Wyoming State Museum will publicize the program and artwork may be acquired for display through donation, through temporary loan, or direct purchase.

Legislative Artwork Donation Committee

1. Pieces for consideration for donation, loan, or purchase under the program will be reviewed and selected by a Legislative Artwork Donation Committee. The Committee will be comprised of: four current legislators (two from the Senate, appointed by the President of the Senate, and two from the House, appointed by the Speaker of the House, two of whom will be current members of the Select Committee on Legislative Facilities); two former legislators (one former House member, appointed by the Speaker of the House, and one former Senate member, appointed by the President of the Senate); one staff member from the Wyoming State Museum; and one staff member or Board member from the Wyoming Arts Council. A new committee will be formed at the beginning of each legislative biennium. Existing committee members can be reappointed. The Wyoming State Museum will staff the Committee.
2. The Committee will meet in person as needed, but no more than twice per year to review artwork nominated for donation, loan, or purchase. Alternatively, the Committee may review pieces using digital images attached to e-mails. The Wyoming Legislative Service Office will pay current legislators salary, per diem, and mileage for their attendance at committee meetings. Former legislators will be reimbursed for per diem and mileage for attendance at committee meetings by the Legislative Service Office.
3. The Committee will be responsible for selecting pieces for inclusion in the collection through donation, loan or purchase. The Committee will also be responsible for selecting the location of display of artwork pieces in the collection within the second and third floors of the Capitol with advisement from the State Museum. The placement of artwork needs to consider lighting and other environmental controls, security devices and related equipment, communication devices and any other device or object needed for appropriate functions.

4. The Legislative Artwork Donation Committee will make the final decision regarding selection of artwork for donation, loan, or purchase under this program and other committees identified in the Wyoming State Museum Collections Management Policy will not be involved in the selection of artwork under this program.
5. The Wyoming State Museum will work with the Wyoming Legislative Service Office to coordinate periodic condition assessments, maintenance and conservation recommendations to the Committee regarding pieces in the program collection.

Artwork Criteria and Display Criteria for Donations and Loans

1. Only original artwork that is topically related to Wyoming or the Rocky Mountain west will be accepted for donation, loan, or purchase under the program. Wyoming landscapes are the preferred content for paintings. Other artwork that represents the natural, social, cultural, political, or economic history or prehistory of Wyoming and Rocky Mountain west may be considered on a case-by-case basis.
2. The preferred medium for donated, loaned or purchased artwork is oil or acrylic, although other two-dimensional mediums may be considered on a case-by-case basis with consideration for the practical preservation and long-term exhibition of those pieces. Other mediums may be considered for loaned pieces.
3. The artist should be recognized by critics and peers as a professional of serious intent and recognized ability. Emphasis will be given to art created by Wyoming artists. Artwork should be topically related to Wyoming or the Rocky Mountain west for acceptance into the program.
4. The Committee will consider the size of the painting when making determinations for inclusion in the collection, recognizing that smaller pieces may not be appropriate due to the size of the Capitol walls and potential security concerns.
5. Only artwork in good physical condition, unless the artwork is judged to have such outstanding value as to outweigh its condition, will be accepted for donation or loan in the program. Donated pieces in poor physical condition will only be considered if they can be conserved to an acceptable level of stabilization.
6. Only artwork offered by a donor who has clear title to the object, which may include copyright when applicable, will be considered for inclusion in the program. Loans and donation proposals should include: 1) title of the artwork, dimensions, medium and date of execution 2) color copies, slides or digital images of the artwork including, artist resume, warranty of originality and appraised value of artwork and artwork condition.
7. The Committee has the right to reject any piece offered for loan or donation.
8. A small, tasteful recognition of the donor will be selected by the Committee to be displayed on or near the painting.

Procedures for Consideration of Donations and Loans

1. Potential donors and lenders should notify the Committee Chair of the Legislative Artwork Donation program that they would like a piece to be considered for donation

or loan by the Committee at its next scheduled meeting or through a preview of digital images or prints of the proposed acquisition.

2. The Wyoming State Museum will not take possession of proposed acquisitions until one week before the next scheduled meeting. The State Museum shall designate a storage area until work is reviewed.
3. All proposed acquisitions will be recorded on a temporary receipt form by the Wyoming State Museum staff.
4. Proposed acquisitions will be considered by the Committee via digital images on a CD. Color print copies can also be sent.
5. If the donation or loan is refused by the Committee, the Wyoming State Museum will notify the donor or lender within one week of the Committee's decision and will make arrangements with the donor to retrieve the piece as soon as possible.
6. If the donation is accepted by the Committee, the donor will be required to agree to the following conditions of acceptance listed in the section below.

Donations of Artwork and Conditions of Acceptance

1. Artwork donations to the Wyoming Legislative Artwork Program may be made by, or on behalf of, a current or former member of the Wyoming Legislature, or any private citizen.
2. Artwork donors will be required to fill out a donation form relinquishing ownership to the State of Wyoming and artwork will become the property of the State of Wyoming and will be managed and maintained by the Wyoming State Museum, in coordination with the Wyoming Legislative Service Office. Donations should be considered unconditional gifts to the State of Wyoming.
3. No restrictions or conditions may be placed on the acceptance of the artwork in the program, including the display of the donation. The Committee reserves the right to store artwork in the collection when not on display. The State Museum will designate a space where artwork can be stored.
4. Artists donating artwork will be requested to complete a copyright release and restriction information form for the Wyoming State Museum. With or without full copyright transfer, the Wyoming State Museum retains the right to reproduce images of the donation for educational, catalog, or publicity purposes.
5. Artists donating artwork will be asked to fill out a form waiving rights of attribution authorizing the Wyoming State Museum to make modification(s) deemed necessary for the conservation, preservation, or stabilization of the donation, without altering the artist's original intent.
6. The State Museum will develop a program guide of artwork in the collection, including information on the artist and donor.
7. All donated artwork will be inventoried by the State Museum and secured through the Capitol artwork security system and insured through the State of Wyoming's Risk Management Division within the Department of Administration and Information.

Loans of Artwork

1. Individuals may loan a piece of artwork, under the same criteria listed above, to the Wyoming Legislative Artwork program for a period of not less than one year.
2. Lenders who loan paintings to the collection will be required to fill out a loan form relinquishing temporary custody of the artwork to the State of Wyoming and the artwork will be managed and maintained during the loan period by the State Museum.
3. The duration of the loan period will be stipulated on the loan form. Indefinite loans will not be accepted for display in the program.
4. All loaned artwork will be inventoried by the State Museum and secured through the Capitol artwork security system and insured through the State of Wyoming's Risk Management Division within the Department of Administration and Information.
5. No restrictions or conditions may be placed on the acceptance of the loaned artwork in the program.
6. Loaned paintings will be released back into the custody of the lender at the end of the loan period.
7. A designated plaque with donor, artist name, town and title of work will be included with displayed artwork.
8. The Wyoming State Museum and the Legislative Service Office will not be involved in the private purchase of loaned pieces under the program. It will be the responsibility of the lender to complete the purchase transaction after the loan period has ended.

Administration of Artwork Program

1. The Wyoming Legislative Artwork Program will be administered jointly by the Legislative Service Office and the Wyoming State Museum under the terms of the Memorandum of Understanding the two parties entered into on November 19, 2007.
2. Artwork obtained through the Wyoming Legislative Artwork Program will be identified by the Wyoming State Museum as the "Wyoming Legislature Collection" and will be maintained separately from the Wyoming State Museum's permanent collection.

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Management Council Policy 00-04

Subject: Audio Streaming of House and Senate

(Source Notes: MC Minutes 11/28/00; 12/11/01; 02/10/06)

Equipment:

- The legislative service office will purchase and maintain necessary equipment to provide live audio broadcast over the Internet of the daily sessions of the House and Senate. The equipment shall accommodate simultaneous access by [at least] 200 users.
- Access to the live audio broadcast shall be provided via the Legislature's website.

General System Operation Policies:

- Live audio broadcast of the proceedings of the House or Senate will not occur until specifically authorized by Rule of the House or Senate.
- The House and Senate will direct which of its proceedings will be broadcast live via the Legislature's website each day. During each legislative session, IT staff will maintain all days of Audio of House and Senate proceedings on the legislative website, provided there is enough disk space on the website server.
- The downloadable file of a live broadcast will be identified by House or Senate origin and date of proceeding, but no index of the proceedings or debate contained in the file will be provided.

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Management Council Policy 00-03

Subject: **Bill Drafting For Elected Officials**

(Source Notes: MC Minutes 05/05/00)

LSO staff will not draft bills for the 5 elected state officials unless a drafting request is submitted by a legislator.

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Management Council Policy 00-06

Subject: **Chief Washakie Statue**

(Source Notes: MC Minutes 11/28/00)

Recognizing the value of the Chief Washakie statue and its intrinsic value to the Legislature, staff and others who donated money to pay for the statue, as well as to the people of the state, this policy is adopted for the display of the statue. Ownership of the statue shall remain with the Legislature.

Display of the statue shall alternate each session between the House and the Senate on a schedule to be agreed upon by the leadership of both houses. When the Legislature is not in session, the statue will be displayed in an appropriate location in the vicinity of the Legislative Service Office.

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Management Council Policy 99-04

Subject: **Committee Secretary Document Policy**

(Source Notes: MC Update 12/16/99; MC Minutes 01/10/00; 06/02/06)

The following policy provides guidance to and procedures for Standing Committee Secretaries on public availability of Standing Committee documents and information:

1. Any documents and information, including draft amendments, distributed to the Standing Committee or discussed during a Standing Committee meeting are available to the public. This includes materials distributed by Committee members, other legislators or by the public. However, unless specifically authorized by the sponsoring legislator, amendments to be presented by Committee members or by other legislators which are held in advance by the Committee secretary are not available to the public until presented to or discussed by the Committee.
2. The media or the general public may obtain copies of documents and information referenced in paragraph 1 in a reasonable, timely manner. For example, the Committee secretary is not required to leave an ongoing Committee meeting to make copies of documents and information for a reporter or member of the public even though that reporter or person wants a copy immediately. After adjournment, the Committee secretary should arrange for copies of requested documents or information as soon as possible, but consistent with more pressing duties. Members of the media receive copies of information free of charge but members of the public are assessed a copying fee unless the requested information consists only of one or two pages. In cases where the requested information is of sufficient length to assess a copying fee, the Committee secretary shall take the person and the material to the Legislative Service Office, who will then duplicate the materials and collect the copying fee.
3. Committee roll call voting records are available to the public immediately upon adjournment of the Committee meeting. No charge shall be assessed for copies of a roll call vote. The Committee secretary shall make it a high priority to ensure that members of the media receive a copy of the vote or are able to see the vote and copy it for themselves.
4. The markup of a bill worked by the Standing Committee, prepared by the Committee secretary, is NOT available to the media or members of the public. This is not a public record. The public record consists of the Standing Committee Report prepared by the Attorneys in the respective houses and signed by the Committee Chairman.

5. Standing Committee Chairmen may not deny access to documents and information as referenced in this policy.

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Management Council Policy 06-01

Subject: Disclosure of Duplicate Bill or Research Requests

(Source Notes: MC Minutes: 06/02/06)

(a) Unless a legislator specifically directs that LSO staff treat the legislator's request as privileged:

(i) The requirement for confidentiality under W.S. 28-8-116 shall be deemed waived to the extent that the name of a legislator requesting a bill draft will be disclosed by LSO staff to a subsequent legislator requesting the same or a substantially similar bill draft;

(ii) The requirement for confidentiality under W.S. 28-8-116 shall be deemed waived to the extent that the name of a legislator requesting research will be disclosed by LSO staff to a subsequent legislator requesting the same or substantially similar research.

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Subject: Anti-Discrimination and Sexual Harassment

(Source Notes: MC Minutes 10/08/2002)

ANTI-DISCRIMINATION POLICY

I. Statement of Policy

The State of Wyoming legislative branch strongly disapproves of and does not tolerate discrimination as defined in this policy. Any form of discrimination or harassment that violates applicable federal and state law, including, but not limited to, discrimination or harassment related to an individual's race, religion, color, sex, national origin, age or disability is a violation of this policy. All reported or suspected occurrences of discrimination or harassment shall be promptly and thoroughly investigated. If discrimination or harassment has occurred in violation of this policy, appropriate corrective action shall be taken. This policy is applicable to all employees, officials, appointees, and elected officials of the Legislative branch of Wyoming State government.

II. Prohibited Conduct

This anti-discrimination policy prohibits the following conduct:

A. Prohibited Conduct - Sexual Harassment:

1. Definition: Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or gender-based nature when:

(a) Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment; or

(b) Submission to or rejection of such conduct is used as the basis for employment decisions affecting the individual; or

(c) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or creating an intimidating, hostile or offensive working environment.

B. Prohibited Conduct - Ethnic slurs, racial and religious jokes or derogatory comments based on an individual's race, religion or ethnic background and any other verbal or physical conduct relating to an individual's race, religion, sex, national origin, age or disability.

C. Prohibited Conduct - Failure to provide reasonable accommodation to an employee who is a qualified disabled person as set out in W.S. 27-9-105.

D. Prohibited Conduct - Basing decisions affecting an individual's employment or any term or condition of the individual's employment on the individual's race, color, national origin, creed, sex, age or because the person is a qualified disabled person.

E. Prohibited Conduct - Any other conduct that violates applicable anti-discrimination law.

F. Prohibited Conduct - Retaliation. This policy prohibits retaliation against any employee who has filed a charge, testified, assisted or participated in any manner in an investigation under this policy.

III. Complaint Procedures

A. Any employee of the legislative branch of state government who believes he has been discriminated against or harassed by anyone, including a supervisor, co-worker, visitor, or legislator, in violation of this policy, should report the conduct immediately. An employee may report the conduct to the employee's immediate supervisor or any other supervisor in the employee's chain of command.

B. Before or in addition to reporting the discrimination or harassment, an employee may, if he or she desires, notify the alleged harasser of the unwelcome conduct and request that the conduct stop immediately.

C. Any supervisor receiving a report of or suspecting harassment or discrimination against an employee of the Legislature shall immediately report the conduct to the Director of the Legislative Service Office, or to the Chief Clerk of the House or Senate as applicable if the complainant is a member of the Session Staff.

IV. Investigations

A. All complaints of discrimination or harassment prohibited by this policy shall be investigated as soon as possible after the conduct is reported or suspected.

B. The complaint shall be investigated by the Director of the Legislative Service office if the complainant is a member of the LSO staff, or by the Chief Clerk of the House or Senate as applicable if the complainant is a member of the Session Staff. If the complaint involves the alleged actions of an elected member of the House or Senate, one or more members of the House or Senate as applicable may be designated by the presiding officer to participate in the investigation.

C. The employee alleging, the employee or person accused of, and any employee witnessing harassment or discrimination shall cooperate in the investigation of the alleged harassment or discrimination.

D. To the extent practicable, all complaints of harassment or discrimination shall remain confidential. It may be necessary, however, to disclose the nature or origin of the complaint to investigate it properly or to take corrective action.

V. Corrective Action

If it is determined that discrimination or harassment prohibited by this policy has occurred, action shall be taken immediately to reasonably ensure that the discrimination or harassment is stopped and does not reoccur.

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Management Council Policy 12-03

Subject: **Dress Code in the Chambers During Session**

(Source Notes: MC Minutes 01/20/12)

Members of the Wyoming Legislature are required to dress in formal business attire during the session. Members should comport themselves in a manner that respects the legislative institution and that includes the formality of dress expected in the chamber.

1. Business formal dress is expected on the chamber floor during legislative sessions.
2. “Business formal” for men is defined as a suit, or dress slacks, jacket, tie, dress shirt and dress shoes or dress boots. Boots must be polished.
 - a. Bolo ties are acceptable forms of neckwear, but the bolo must be worn tight with the top button of a collared shirt buttoned.
3. “Business formal” for women is defined as a suit or dress slacks, skirt, jacket, and dress blouse or suit-like dress and appropriate shoes (flip flops, tennis shoes, and open-toe sandals are not considered appropriate).
 - a. Sleeveless dresses and knit dresses are acceptable if a jacket is worn over them.
 - b. Women should be sensitive to skirt lengths and necklines.
4. Jeans or denim material, including colored denim, is not allowed. Fleece and jersey (sweatshirt) material are not considered “business formal.”
5. Leadership of the House and Senate are responsible for ensuring members are dressed in professional attire and will notify members who may not meet the dress code.
6. Legislative staff, members of the media, interns and aides must also abide by this policy if on the floor while the bodies are gavelled into session.

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Management Council Policy 02-01

Subject: Emergency Procedures - Continuity Of Business Plan

(Source Notes: MC Memo 06/25/02)

1. Purpose

The purpose of this plan is to set forth guidance for continued operations of essential state functions in the event that a natural disaster or terrorist attack disrupts state government.

Additional purposes include:

- a. To reduce loss of life and injury and minimize damage of state property;
- b. To reduce or mitigate disruptions to essential or critical operations and services;
- c. Achieve a timely and orderly recovery from an emergency to resume full service to customers.

2. Authorities and References

The Director is responsible for the agency actions and decisions in the event of a natural disaster or terrorism. If the Director is absent, the Assistant Directors are responsible for the agency actions and decisions.

3. Notification and Alert

The Call Initiator for this plan is the Director. The Director shall inform the Assistant Directors who shall then inform the Supervisor of each Section. Each Supervisor shall call the people he/she directly supervises. Each Supervisor or their designee will notify every person in their section.

The Director shall also notify the Chairman and Vice Chairman of the Management Council and advise them of the situation.

4. Evacuation

The Director is the person designated to declare an evacuation of the agency.

The evacuation plan shall be in accordance with the **State of Wyoming Emergency Procedures & Guidance for State Employees**. In the event of evacuation:

- Stop working and leave the area quickly and follow the evacuation plan;
- Take coat and purse and emergency supplies;
- Do not take briefcases, computers or other bulky or heavy items;

- In the event of fire, crawl under the smoke, test doors before opening them;
- Provide any assistance you can to other workers and visitors;
- Use stairwells. **Do not use elevators;**
- Proceed to gathering point or follow directions of firemen or law enforcement officers;
- When possible, Supervisors should do a complete search of rest rooms, conference rooms, etc. to ensure all occupants are alerted to the evacuation.

5. Accounting For Employees

Each Supervisor shall account for every person in their Section. Each Supervisor shall report to the Director if an employee cannot be found or accounted for.

6. Assignment of Responsibilities

The Director shall decide what critical/essential functions need to be done during the time of closure.

7. Situation Report

The Director shall assess the situation and provide necessary information to the Management Council and to the Wyoming Office of Homeland Security (WOHS).

8. Communications

The Director shall be responsible for assigning any communications needs. The agency does not have a specific frequency for radio telecommunications.

9. Damage Assessment

The Director shall assess any damage as soon as practical and may forward the report to the Management Council and provide a copy to WOHS.

10. Orderly Agency Shutdown

If the Director determines the agency should shut down:

1. The Director shall notify the employees of the building closure;
2. Each employee may be required to assist any employee who needs help exiting the building;
3. The Director shall notify the Management Council of the office shutdown as soon as practical;
4. The Director shall notify DA&I General Services of the shutdown.

11. Alternate Facility & Relocation

The Director, at his discretion, may close the agency and direct the employees to remain at home. He may further determine the manner in which employees are to remain in contact with their supervisor while at home. The Director may determine an alternate site for the operation of the agency if necessary.

12. Request for Assistance

The Director, at his discretion, may request assistance from any other state agency including WOHS as the situation may determine.

13. Critical Functions

The Director shall determine any critical functions to be performed by the office during the time of any disaster or shutdown.

14. Resources

The Director shall determine any resources needed to perform any critical functions during any disaster or shutdown.

15. Public Information

The Director shall determine any information to be disseminated to the public during any disaster or shutdown. The Director may delegate the coordination/dissemination of public information through the Legislative Information Officer.

16. Critical Electronic Data Access

The Director in coordination with the Information Technology Section shall determine necessary information systems backup and procedures.

17. Critical Records/Information and Document Protection

The Director in coordination with the Information Technology Section may determine the necessary critical records and information and its protection.

18. Emergency Procedures & Guidance for State Employees

See "Emergency Procedures & Guidance for State Employees".

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Management Council Policy 98-03

Subject: Process for Responding to Legislators' Ethics Questions

(Source Notes: MC Minutes 11/11/98; 06/02/06)

1. Legislators are free to submit requests for an opinion on ethics issues directly to the Attorney General's Office.
2. However, legislators are encouraged to submit to LSO questions that arise regarding ethics issues. LSO will assist the legislator in structuring the question so it can be submitted to the Attorney General's Office. The Attorney General's Office will respond with an opinion. LSO will forward the response to the legislator.
3. LSO will utilize the principles contained in those opinions to periodically update the Ethics Brochure. Over time a body of guidance will be developed which can provide guidance to legislators without the need for opinions. In updating the Ethics brochure, LSO will not use the names of individual legislators, or any other group or organization that is referenced in the legislator's request for an opinion, or the Attorney General's response.
4. Unless the disclosure is specifically authorized by the legislator, requests for opinions submitted to the Attorney General through the LSO shall be treated as confidential by the LSO staff.

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Management Council Policy 90-01

Subject: **Fax**

(Source Notes: MC Minutes 5/18/90; 5/17/92)

The LSO will operate the FAX under the following rules:

1.
 - a. As an alternative to mail service, LSO will FAX documents of reasonable length to a legislator upon his request.
 - b. As an alternative to mail service, LSO will FAX documents of reasonable length to another individual upon request of a legislator.
 - c. LSO will attempt to FAX requests for documents on the same day the request is received.
2. If a member of the public requests that LSO FAX, rather than mail, materials typically provided by mail, the requester will be billed at a rate established by LSO to recover costs.
3. The LSO FAX is for official government business only and cannot be used by the private sector.
4. Before the Session, the LSO shall issue a guide to legislators and all Session staff as to procedures for submitting items for Faxing during the Session.

In any case in which a FAX not directed to one or more individual legislators is received, it shall be submitted to the Presiding Officer who will make a decision on distribution. Exception: If a FAX is directed to all members of the Minority Party, the Leader of the Minority Party in the affected house shall receive the copy of the FAX and that individual will make a decision as to distribution to the members of that party.

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Management Council Policy 08-01

Subject: **Floor Ceremonies in the Senate and House**

(Source Notes: MC Minutes 1/24/08)

As a truly part-time citizen legislature, the Wyoming Legislature's annual sessions are among the shortest in the nation. The short duration of the session makes it imperative to address the business of the people of Wyoming in the most efficient manner. Accordingly, considering legislation that has come before the Wyoming Senate and Wyoming House of Representatives is the highest priority of floor activity for each body. Occasionally, the Senate and House may invite individuals to address the bodies in the chambers, may honor individuals or organizations on the floor, or may schedule special entertainment. Keeping in mind the Legislature's tight calendar, the following provisions provide guidance regarding approval of special events in the chambers while the bodies are in session, recognizing that the presiding officers have the ultimate discretion over the activities in their respective chambers.

A. Types of Special Floor Events in the Chambers During Session

1. Special floor events are defined as activities on the floor of the Senate or House that are not directly related to considering legislation. Such events include dignitaries addressing the bodies, ceremonies honoring individuals or groups, and entertainers who may be invited to perform. In order of priority, the following types of activities may be considered by the presiding officers for special events on the floor, as time allows, if there is a compelling reason to delay legislative business for such activities:
 - a. The President of the United States, the Vice President of the United States, and members of the Wyoming congressional delegation have a standing invitation to address members of the Senate and House in their respective chambers. Other dignitaries who would like to address the Wyoming Legislature will be approved on a case-by-case basis;
 - b. recognition of current or former members of the Wyoming Legislature will be scheduled as time allows;
 - c. ceremonies honoring individual or group accomplishments will be considered on a case-by-case basis;
 - d. special events to increase awareness of social causes or community activities will be considered on a case-by-case basis and only if the event does not create the appearance of influencing legislation on the floor;
 - e. entertainers may be invited to perform for the Senate and House on a case-by-case basis.

B. Approval of Ceremonies

1. Individuals or entities, including legislators, who wish to schedule a special event during the session need to submit their request in writing to the presiding officers no less than two months prior to the start of the upcoming legislative session.
2. The presiding officers will consider all of the requests that they receive one month before the session begins and approve events for the upcoming session, with an emphasis on approving only those requests that rise to the level of statewide recognition. The Speaker and President may approve additional requests, on a case-by-case basis for their respective chambers after that time.
3. Individual legislators should keep in mind that many worthwhile accomplishments of individuals and organizations can be most efficiently recognized through a brief acknowledgment of those individuals in the gallery, using the point of personal privilege procedure outlined in the Wyoming Manual of Legislative Procedures. Members should limit the number and duration of these types of recognition, but this approach to recognizing community achievements is more efficient than requesting a floor ceremony.
4. Individual legislators should not invite guests onto the floor for recognition or to address the bodies without prior approval from the presiding officers.

C. Protocols for Individuals Invited to Participate in Floor Ceremonies

5. Events that have been approved by the presiding officers that will take place in both chambers will be coordinated by the LSO Legislative Information Officer. Events that are approved in only one chamber will be coordinated by the session staff in that body, unless assistance from the Legislative Information Officer is requested by the presiding officers.
6. Individuals and organizations who will be participating in a special event on the floor should be notified that official legislative business takes precedence; and consequently, the event may be delayed or canceled based on legislative business to consider.
7. Individuals who have been invited to participate in special floor ceremonies shall abide by the following provisions as a condition of participation:
 - a. Unless approved by the Speaker or President in advance in each chamber, special floor events should take no longer than five minutes, in adherence to the speaking limitations placed on individual members through House and Senate Rules;
 - b. individuals or groups who address the House and Senate are not allowed to lobby the body on business before the Legislature in an attempt to influence the passage or defeat of legislation;

- c. individuals and groups participating in floor ceremonies must heed all protocols and decorum related to conduct in the chambers;
- d. no materials may be distributed in the chambers as part of an event without following the respective floor distribution policies for each chamber.

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Management Council Policy 89-02

Subject: **"Telephone" and "Online" Hotlines**

(Source Notes: MC Minutes 11/28/89; 12/11/01; 09/03/10; 12/17/10)

A. The following directives will apply to the "Telephone Hotline."

1. The Legislative Service Office and the Senate and House staffs will operate a Telephone Hotline service that may be used by the public to indicate support for or opposition to a particular bill. The service will not provide for public comment on pending bills.
2. The Legislative Service Office will provide necessary equipment for the service including a toll-free 800 number.
3. The Telephone hotline will be operated from 8:00 a.m. to 5:00 p.m. each day the legislature is in session.
4. The Legislative Service Office, working with media and public interest groups, will publicize the service as the "Telephone Hotline."
5. Conditions of the Telephone Hotline service are:
 - a. The Telephone Hotline is to be used by the public to call and indicate support for or opposition to a particular piece of legislation. Other comments regarding a bill will not be accepted via this service.
 - b. Callers who do not know the bill number of proposed legislation will be provided assistance in identifying the bill.
 - c. Callers to the Hotline will be asked to provide the following information:
 - Required information:
 - Bill number of the bill for which the caller wishes to recommend a position for or against
 - Caller's city and state
 - Whether the caller wishes to indicate support for or opposition to the bill.
 - Optional information:
 - Caller's name
 - Caller's telephone number

- Caller's mail and e-mail address
- Caller's House/Senate District
- Caller's organization

6. Callers to the Telephone Hotline:

- Will not be given interpretations of proposed bills.
- Cannot speak directly to a legislator via the Hotline.
- Will be given appropriate instructions for other services desired, e.g., how to get a message to a legislator, or how to obtain bill status or a copy of a bill.
- Will not be asked questions regarding whether they are a registered voter.

7. Telephone Hotline operators will record caller information to an electronic database accessible to all legislators via the Legislative Intranet which will include district and county aggregation of public recommendations received via the Hotline.

8. Callers to the Telephone Hotline will be advised that communications submitted to the Legislature using the Hotline are not confidential and that information collected at this site will be treated as a public record open to public inspection.

9. Communications received via the Telephone Hotline will be made available to the public upon request.

B. The following directives shall apply to the "Online Hotline ".

1. The hotline service operated under this pilot project shall be referred to and publicized as the "Online Hotline".

2. The Online hotline will provide a form on the Legislative website that may be used by the public both to indicate support for or opposition to a particular bill, and to provide public comment on pending bills.

3. Users of the Online hotline will be notified that their comments and recommendations will be treated as public records open to public inspection.

4. Users of the Online hotline will be asked to provide the following information:

- Required information:
 - Bill number
 - User's name
 - User's city and state
- Optional information:
 - User's telephone number

- User's mail and e-mail address
 - User's House/Senate District
 - User's organization
 - User's comments
 - Whether the User wishes to indicate support for or opposition to a particular bill
5. Information received via the Online hotline will be posted to an electronic database accessible to all legislators via the Legislative Intranet which will include district and county aggregation of comments and recommendations received via the Online hotline.
 6. Comments received via the Online hotline will not be verified or edited by the Legislative Service Office.
 7. Communications received via the Online hotline will be made available to the public upon request.
- C. Changes to the policies governing the Telephone Hotline and the Online Hotline shall be made only by the Management Council.

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Management Council Policy 97-02

Subject: **E-Mail/Internet Access for Legislators**

(Source Notes: MC Minutes 05/09/97; 09/21/98; 12/11/01; 02/10/06; 10/19/07)

A. General Provisions.

1. Legislators are free to use whatever Internet provider they wish. The provider selected is responsible for providing any services needed by the legislator to ensure that the access is operational.
2. Legislators who have e-mail/Internet access are entitled to reimbursement for that access under the following terms and conditions:
 - a. A link shall be placed on the website so that e-mail can be sent to the legislator's e-mail box by persons accessing the website. For reimbursement for a calendar month, the legislator must have an operational e-mail box and have made the request for the link before the 15th day of the calendar month.
 - b. The legislator will be entitled to reimbursement of not more than \$30 per month for Internet access fees from any provider of the legislator's choice as authorized by Management Council 10/19/07. (This \$30 per month limit, which reflects current charges of wyoming.com for unlimited access in some areas, will be adjusted by Management Council as necessary to reflect reasonable market cost for services.) The legislator will also be entitled to reimbursement for one set up fee per calendar year, not to exceed actual cost or \$30, whichever is less. (This defrays the cost of startup but does not reimburse a legislator who changes providers more than once per year.)
 - c. To receive reimbursement, a legislator must submit to LSO, not later than 45 days after the end of each calendar quarter, invoices, receipts or other evidence of charges for e-mail/Internet access services during the calendar quarter along with a voucher requesting payment. LSO will pay actual charges/costs or \$30, whichever is less, for each calendar month during the quarter.

Exception: Under the previous policy, legislators could elect to choose wyoming.com as their Internet provider. To the extent a legislator stays with wyoming.com, and to reduce paper work, LSO will pay wyoming.com directly for monthly charges not to exceed \$30 per month.

- d. If a legislator is required to make a long distance call to reach the provider for Internet/e-mail access, the cost of those calls is fully reimbursable. Reimbursement shall otherwise be made under the same terms and conditions of paragraph c. of this section.

3. LSO will provide the following assistance with respect to Internet/e-mail:
 - a. LSO will make reasonable efforts to keep apprised of Internet service providers operating in Wyoming so that legislators who do not have a service provider can at least be provided the names of a few vendors to contact should they desire to obtain access. LSO will not recommend a service provider or otherwise have any business relationship, directly or indirectly, with a service provider.
 - b. LSO, in conjunction with the Select Committee on Legislative Technology and Process, will develop written, general guidance for legislators in two basic areas:
 - i. A basic description of the kinds of hardware and software that an individual would likely need to access e-mail and the Internet for legislative purposes if a legislator chose to do so.
 - ii. A basic outline of Internet access and use, including the Legislative website and the State's website, geared to the first time/inexperienced Internet user.
 - c. LSO may also assist the Select Committee in facilitating electronic communication among legislators to share ideas and suggestions for using the Internet and e-mail to assist legislators with their duties.
 - d. LSO will ensure that if a legislator has an e-mail address, and is reimbursed for their internet service provider, a link from the website to the legislator's e-mail will be operational.
 - e. LSO will make reasonable efforts to update legislators regarding significant operational changes to the state's website or the legislative website.
 - f. LSO will attempt to establish guidance and make it available to legislators regarding standard procedures for sending and receiving e-mail to and from LSO staff and attaching documents thereto. Given staff and technical limitations, it is often easier to FAX or send documents by regular mail than to attempt to solve an e-mail transmission problem.
4. The e-mail address provided for every legislator through public funds will be posted on the legislative website to allow members of the public to contact legislators via e-mail. This e-mail address will be included with each legislator's biographical information posted on the website. Each legislator who has an email account that is paid for by the legislature, will be responsible for assuring the email account is accessible to other legislators, LSO staff and the public. This will require the legislator to monitor the account on a regular basis and delete old email messages so that the account remains accessible. LSO staff will periodically review the email accounts and if an account is full, they will attempt to notify the legislator. If they are unable to contact the legislator, or if the legislator takes no corrective action following notification, the

LSO staff will delete those items in the account that are clearly identified as spam, and will download other messages to a cd that then will be given to the legislator.

B. Special Provisions for Legislators Leaving Office and New Legislators.

1. Internet Services

- a. Current legislators who are not returning to the next legislature will be advised that they will be reimbursed for or receive direct Internet service through December 31.
- b. Those legislators who receive Internet service directly through wyoming.com (i.e., LSO pays wyoming.com directly) will be advised that if they wish to continue having Internet access through wyoming.com, they must work out their own arrangements with wyoming.com. Further, wyoming.com will be advised of this as well. Notice will be distributed as soon after the election as possible so that legislators desiring uninterrupted service can make arrangements on their own accordingly.
- c. New legislators who choose wyoming.com as their provider (or returning legislators obtaining wyoming.com access for the first time), will have accounts set up for them around the 1st of January. Software will be sent to them the week before the session so it can be loaded on their machines before coming to Cheyenne.

2. E-mail Link on Web Site

- a. Current legislators who are not returning to the legislature will be advised their e-mail link on the legislative website will be removed effective December 31. (This is regardless of who their Internet service provider is.)
- b. If a newly elected legislator already has e-mail, and wishes to be reimbursed for its cost, LSO will place an e-mail link on the legislative website for that legislator. That link will be in a specially designated section for newly elected legislators.

Rationale: Placing a link on the website to a newly elected legislator's existing e-mail is essentially cost free - just the staff time to put in the link. There is public interest in contacting new legislators; their addresses and phone numbers will be on the website as soon as election results are finalized. It seems reasonable to put existing e-mail addresses on the site. However, if a new legislator is waiting until January to receive direct Internet services (and thus an e-mail address), we will not put up a link until that time.

To clarify, newly elected legislators who want LSO to provide them Internet service through wyoming.com will not receive that service and thus will not have an e-mail box until early January, just before the session convenes.

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Management Council Policy 01-01

Subject: **Legislative Laptop Computers**

(Source Notes: MC Minutes 05/22/01; 12/02/02; 08/19/03; 11/19/04; 10/19/07; 10/27/08; MC Ballot 11/04/08; minutes 08/10/09, 9/27/16, and 12/5/16)

A. Purchase of Laptop Computers:

Each budget session, the legislature will appropriate enough money to a special fund to purchase laptop computers for legislator use.

B. Laptop Computer Specifications:

Laptops will meet minimum specifications established by the Select Committee on Legislative Technology and Process. Except for modifications directed by the Select Committee, laptops purchased by LSO will meet substantially the same specifications as those purchased in the previous replacement cycle.

C. Distribution of New Laptop Computers:

Laptops will be replaced on a cycle determined by the Select Committee on Legislative Technology and Process.

D. Disposition of Old Laptop Computers:

1. The Select Committee on Legislative Technology and Process will determine the value of laptop computers that are being replaced in the following manner:

Staff will obtain fair market value of the laptops to be disposed of by consulting two (2) independent sources. The fair market value will be the average of the two (2) sources using the same or substantially similar equipment and the prorated cost of any warranty remaining on the laptop. If sources are not available the Select Committee on Legislative Technology and Process will determine the fair market value on information best available to the Committee. Except as provided in paragraph D.9. below, that price will be the amount that the computers will be sold for plus an amount for any added software that will remain installed on the laptop prorated and discounted based upon the age of the software.

2. Laptops being replaced will be offered for sale for the price determined above. Laptops will be purchased with the understanding that the laptops are to be "sold as is" and that the IT staff will not be responsible for providing any maintenance or support for the computers.

3. Each legislator will be restricted to only have the option to purchase their own individual laptop at the established market price.

4. Legislators who are not returning to office will have the option of purchasing their individual laptop.

5. In the event not all of the computers scheduled to be replaced are sold, the LSO will determine how many of the remaining laptops should be retained for LSO staff, session staff and intern use.

6. Any laptops that are removed from service and sold will have any software to be used on the new replacement laptops removed from them and installed on the new computers by the IT staff.

7. All laptops will be sanitized by IT staff before transfer or disposal of the laptops so as to make the data inaccessible. The level of sanitization will depend on the final disposition of the laptop. If

the laptop will remain within the Legislature for legislator, staff, session staff or intern use, clearing may be sufficient. However, laptop transferred to surplus will be purged.

8. Any money received from the sale of laptop computers disposed of under this policy will be returned to the fund used to purchase new legislative laptops.

9. In the event any laptops remain unsold after being offered for sale under paragraph D.3. or D.4 at the price established under paragraph D.1. or not retained by LSO under paragraph D.5, the LSO will dispose of the remaining laptops by transferring the laptops to State of Wyoming Surplus.

E. Legislative Laptop Computer Usage

1. **Ownership.** Ownership of the laptop computers, software installed by the Legislative Service Office and related manuals and documentation remain the property of the Wyoming Legislature and are on loan to legislators during their term of office.

2. **Authorized Uses.** The laptop computers are provided for legislator use. The primary purposes for the legislator's laptop computer are communicating with other legislators, staff and the public; research; organization of a member's legislative office; coordination of bill sponsorship; review of bills and amendments; and any other use which furthers the member's effectiveness as a legislator. Authorized users are not restricted to where the laptop computers may be used. Laptop computers may be used for any use by the legislator as long as that use does not conflict with the intended operation of the laptop or software. No illegal copies of software may be loaded on the laptops. A legislator's laptop is not considered public equipment for purposes of W.S. 9-13-105. Information stored on a legislator's laptop shall not be considered a public record solely by the information's presence on the laptop.

3. **Authorized Users.** An authorized user is a member of the Wyoming legislature, any person authorized by that member to use that member's computer for legislative purposes for that member, and employees of the Legislative Service Office.

4. **Prohibited Use.** An authorized user may not sell or provide to any other person any state owned computer and associated hardware assigned to that authorized user; sell, copy, provide to, or download for any other person any software loaded on or provided with the assigned laptop computer; or sell or provide any access to legislative information systems to which that user has been authorized or granted access.

5. **Training.** The Legislative Service Office shall coordinate and provide training for legislators both in the interim and during legislative sessions on the care and use of the laptop computers which have been assigned to them and software installed by LSO.

6. **Backup.** Valuable data is sometimes lost by a computer malfunction, action of a virus, or improper operation of the equipment. The authorized user shall be responsible for the backing up of important personal files on the laptop computer assigned to him or her.

7. **Anti-Virus.** Legislators shall take appropriate measures to ensure that viruses are not introduced onto their assigned laptop computers and the legislature networks. This shall include exercising care in downloading programs and e-mail and using and frequently updating the anti-virus programs provided by LSO.

8. **Maintenance and Support.** The Legislative Service Office is responsible for providing maintenance and support of the laptop computers and of software installed by them. LSO may from time to time install hardware enhancements and software upgrades or additional software programs. Legislators should make the laptop computers which have been assigned to them reasonably available to LSO staff for such installation. Legislators may install software on the laptop that aids them in the conduct of their

legislative business, but shall not load software that will conflict with operation of the software loaded by the LSO or with the operation of the legislature network. Software installed by the legislator shall be maintained and supported by that legislator at his or her own expense.

9. **Electronic Mail.** E-mail is not a completely private means of communication. Care should be taken to use e-mail in an appropriate manner.

10. **Internet Access.** The LSO will arrange for an internet service provider to connect an authorized user to the internet. In the alternative, at the user's option, the LSO will allow a credit up to \$30 per month to be applied to the fees of an internet service provider of the user's choice.

10. **Liability.** Legislators shall be required to replace or pay for the repair of any laptop computer in his or her care or custody if the computer is stolen, lost or damaged and if the loss is caused by the negligence of the member or his or her agent. The determination of negligence shall be made by the applicable Rules Committee of the House or Senate.

11. **Return of Hardware, Software and Manuals.**

(a) Members of the legislature not returning at the end of their term shall either notify LSO that they intend to purchase their laptop or shall return the laptop computer assigned to them in good condition to the LSO not later than December 1 prior to the end of their term.

(b) In the event of the resignation, death or recall of any authorized user during their term of office, the laptop computer assigned shall be returned within 30 days of the resignation, death or recall. A member who resigns during their term, or a spouse, parent or child of a member who dies during their term may purchase the member's laptop at the established market price within 30 days of the member's resignation or death.

(c) The laptop also shall be returned promptly by the authorized user on request of LSO if the laptop computer is to be replaced.

(d) Prior to the return of any laptop computer, any personal or non-supported software and any personal files shall be deleted by the legislator. In the event that there are legislative related files on the laptop that the legislator wishes to retain, the legislator can remove them from the computer or can ask LSO staff to copy them to a CD when the laptop is returned to the LSO. If the legislator wishes staff to copy data to a CD for them, they will need to specifically list which folders on the laptop should be copied.

12. **Use of Legislative Wireless Network.** Only laptops purchased and maintained by the Legislative Service Office will be allowed to access the legislative Secure Wireless Network.

All legislators who are issued a laptop computer will be required to sign the attached form:

Receipt
and
Acceptance of Policies and Procedures
Wyoming State Legislature

I have received a laptop computer with case Serial Number _____ and the following software:

[List of Software Included]

Computer condition and/or any known problems:

I have read and do hereby agree to the policies and procedures and any subsequent amendments governing the use of the laptop computer and have received the above described equipment, software and related manuals and documentation.

Signature: _____ Date: _____

Printed Name: _____

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Management Council Policy 96-01

Subject: Legislator Guests, Legislator Aides, High School Interns, and College Interns

(Source Notes: MC Minutes 09/06/96; 10/08/02; 11/17/06; 12/16/06; 9/3/10)

A. Guest, Aide, and Intern Supervision and Services

1. Each year an intern coordinator will be hired by Wyoming Legislative Service Office (LSO) on a contract basis to serve as an on-site coordinator throughout the legislative session to oversee the Wyoming Legislative Internship Program for secondary students and college students.
2. Services provided by the Intern Coordinator and resources provided by LSO, including a designated Intern Office, are intended for use by secondary school and college interns although some limited support may be provided to legislator aides. College interns have the highest priority for use of intern resources. Secondary school interns have the next highest priority for use of intern resources.
3. The Intern Coordinator will supervise college and secondary school students participating in the Wyoming Legislative Internship Program, while they are working in the Capitol during the normal course of legislative business, but will not supervise legislator aides or legislator guests. These individuals are the sole responsibility of the sponsoring legislator.
4. The Wyoming Legislature through the Wyoming Legislative Service Office is not responsible for supervising students participating in the college and secondary school internship program after hours outside of the Capitol.
5. The legislator guest, aide, and intern badging programs will be overseen by Management Council, in consultation with participating institutions regarding the internship programs. Issues that arise regarding this policy during the legislative session for guests and aides shall be brought to the attention of the presiding officer by the Chief Clerk in each respective chamber. Issues that arise regarding this policy during the legislative session for interns shall be brought to the attention of the Legislative Information Officer and LSO Director by the Intern Coordinator.
6. The Intern Coordinator may assign projects to secondary school and college interns during the course of the day in the Capitol, in addition to the projects assigned by sponsoring legislators and the academic institutions, if the student has time available.
7. Each institution that provides secondary school and college interns is responsible for administering the academic components of the internship program, while the LSO oversees the on-site portion of the program.

8. Each institution that participates in the internship program determines its academic policies for the course, including the requirements and standards for the number of credit hours it awards to students. The participating institution may have additional supervisory requirements and assignments as a condition of participating in both the secondary school internship program and the college internship program.
9. Guests, aides, and interns are responsible for making their own travel and living arrangements to participate in the program. The Wyoming Legislature and Legislative Service Office are not responsible for these arrangements.
10. All guests, aides, and interns are required to abide by applicable Rules of the House and Senate and applicable Management Council policies, including the anti-discrimination policy.

B. Guest, Aide, and Intern Badging

1. The LSO will provide an official legislative badge to registered legislator guests, legislator aides, secondary school interns, and college interns. The badge will display what type of program the individual is participating in (i.e. legislator guest, legislator aide, high school intern, or college intern); the name of the individual; and the name of the sponsoring legislator, committee, or caucus.
2. To register to receive a legislative badge, the sponsoring legislator and individual must sign a form acknowledging the conditions of use of the badge. In addition, parents of minors and the school principal of the students participating in the secondary school internship program will be required to sign a form granting permission for the student to participate in the program.
3. Individuals badged as guests, aides, or interns may not be serving in any other capacity at the Capitol, including members of the media, lobbyists, and federal, state, or local agency officials.
4. The badge should be worn at all times while the individual is in the Capitol. The badge allows admission to designated areas in both the Senate and House Chambers and the Senate and House break rooms. The identification badge must be worn and visible to access the chambers and break rooms. Access to the Senate and House Chambers is limited to the designated purpose for which the individual needs to enter the chambers (e.g. the individual may need to meet briefly with a member behind the bar of the floor while the body is in session.)
5. Guests, aides, and interns are not allowed on the floor of the House and Senate while the bodies are in session. When the House and Senate are at ease, guests, aides, and interns are only allowed on the floor if invited by a member.
6. All individuals admitted to the chambers are required to wear professional attire. Men are not allowed to enter the legislative chamber without a coat and tie.

Comparable dress is required for women. Minors must also be dressed in an appropriate manner that respects the decorum of the chambers. The Sergeant-at-Arms and Doormen of each Chamber are responsible for ensuring individuals are dressed in a professional manner.

7. Legislator guests who are minors are only allowed to enter the chamber hallways and chamber floor, if escorted by their sponsoring legislator or another designated, badged adult.
8. Aides and guests who would like to observe legislative proceedings are required to observe from the third-floor galleries. If the sponsoring legislator requests, high school interns and college interns may observe proceedings on occasion from behind the bar in the House or on the benches in the Senate, provided seating is available. Interns should primarily observe the proceedings from the Gallery.
9. At the direction of the Chief Clerk or the Sergeant-at-Arms, aides, guests, and interns may be requested to clear the break room or the chamber hallways at any time if the individuals are being disruptive or the areas are getting crowded.

C. Use of House and Senate Break Rooms

1. The House and Senate break rooms are available primarily to legislators and legislative staff who may not be able to leave the Capitol during the day. Legislator guests, aides, and interns should not congregate or loiter in the break rooms.
2. All legislators share the costs for students participating in the college intern program to use the break room. Sponsoring legislators are responsible for paying a pro-rated fee for their high school interns, aides, and guests to use the break room.
3. Paid guests, aides, and interns are allowed to go into the break room briefly for food and beverages and may stay in the break room only while consuming the items.

D. College Intern Requirements

1. To participate in the college internship program, individuals must be either enrolled at an institution of higher education in Wyoming or be a state resident attending an out-of-state institution that agrees to sponsor the student.
2. Students must be receiving academic credit for the internship to be designated as legislative interns.
3. Participants do not need to major in political science to participate in the program, but are encouraged to work with designated intern coordinators from of the sponsoring institutions, which are located in political science departments.

4. On a case-by-case basis, the Intern Coordinator may allow individuals who have structured an internship through another department to participate in the college internship program, if the internship meets similar requirements to that of the existing program. The student will be required to follow all of the rules of the Wyoming Legislative Internship Program, as a condition of participation.
5. All participating college interns are assigned to an intern “pool” allowing any legislator to request intern assistance through the Intern Office. The intern coordinator will coordinate with a student who can most readily assist individual legislators according to abilities and availability.
6. In addition to using the intern pool, legislators may request that a college intern be assigned to them, but legislators may not choose individual interns. Relatives of legislators participating in the college internship program will not be assigned to that legislator.
7. All college interns are required to attend a mandatory orientation session provided by the LSO in advance of the legislative session, unless other arrangements have been made in advance with the LSO Intern Coordinator.
8. Since interns are working for academic credit, they must satisfy a variety of other academic requirements to receive credit for participation in the legislative intern program. Interns should not be used for purely clerical duties or to run errands of a personal nature. College interns are not allowed to use their personal vehicles to run official or private errands for legislators.
9. Interns are non-partisan and are not allowed to lobby or advocate for issues on their own behalf while participating in the program. Rather, interns work on behalf of the legislators or committees to whom they are assigned. The purpose of the internship program is to learn first-hand about the legislative process by assisting legislators and committees with their workload, not to influence public policy. Students assigned to individual legislators, at the request of the sponsoring legislator, may testify on behalf of that legislator regarding legislation and should indicate when they testify that they are doing so on behalf of their sponsoring legislator.
10. College interns are required to wear professional attire while in the Capitol during session.

E. High School Intern Requirements

1. Legislators may sponsor local high school students to serve as a high school intern during the legislative session. Only high school students of junior or senior standing who are at least 16 years old will be allowed to participate in the Wyoming Legislative Internship Program. Relatives of legislators participating in the high school internship program will not be assigned to that legislator.

2. Participating high school students are required to serve for a minimum of two (2) weeks during the session.
3. Participating students must obtain permission to participate in the program from their school principal and from their parents or legal guardians. The sponsoring school must provide an academic component for the student to participate in the program.
4. Students are supervised by both their sponsoring legislator and by the LSO Intern Coordinator.
5. High school interns are strongly encouraged to attend the intern orientation training provided by the LSO in advance of the legislative session.
6. Since high school interns are participating in an academic program, interns should not be used for purely clerical duties or to run errands of a personal nature. High school interns are not allowed to use their personal vehicles to run official or private errands for legislators.
7. High school interns are non-partisan and are not allowed to lobby or advocate for issues on their own behalf while participating in the program. The purpose of the internship program is to learn first-hand about the legislative process by assisting legislators and committees with their workload, not to influence public policy. At the request of the sponsoring legislator, students may testify on behalf of that legislator regarding legislation and should indicate when they testify that they are doing so on behalf of their sponsoring legislator.
8. High school interns are required to wear professional attire while in the Capitol during session.

F. Legislator Aide Badge Requirements

1. Individuals who are providing research and other assistance to legislators, who are not enrolled in an academic institution participating through the Wyoming Legislative Internship Program, will be badged as Legislator Aides. Legislator aides must be at least 18 years old and no longer in secondary school to participate in this program.
2. Individuals who provide services to a caucus, will be badged under the legislator aide program and a member within the caucus must sponsor the aide. The name of the caucus for which the individual is working will also be printed on the badge.
3. The sponsoring legislator is solely responsible for supervision of their legislative aide. The LSO, Intern Coordinator, House and Senate staff are not responsible for supervising legislative aides. However, aides are required to abide by all rules and established decorum of the House and Senate and the House and Senate Chief Clerks have the authority to direct these individuals regarding chamber rules.

4. Legislator aides may only testify in a committee meeting on their own behalf, if they remove their aide badge.

G. Legislator Guest Badge Requirements

1. Individuals who are not providing research or other assistance to legislators, but are visiting members for a time-limited basis, may be badged as Legislator Guests. These individuals may include adults, as well as children who are relatives of legislators.
2. The purpose of the legislator guest badge is to provide very limited access to the chambers and the break rooms. The badge is provided as a convenience to members who may not be available, while on the floor, to escort guests to restricted areas. However, this badge does not provide unrestricted access to the chamber hallways and the House and Senate break rooms. Legislators are welcome to invite guests at any time to observe legislative proceedings from the galleries and may invite unbadged guests onto the floor when the body is at ease.
3. The sponsoring legislator is solely responsible for supervision of their legislative guests. The LSO, Intern Coordinator, House and Senate staff are not responsible for supervising legislative guests. However, guests are required to abide by all rules and established decorum of the House and Senate and the House and Senate Chief Clerks have the authority to direct these individuals regarding chamber rules.
4. Badged legislator guests may only testify in a committee meeting on their own behalf, if they remove their guest badge.

H. Sponsorship of Guests, Aides, and Interns

1. Space is very limited during the legislative session. Literally, dozens of guests, aides, and interns, particularly when they are minors, can present a challenge for legislative staff to monitor, guide, and assist. Because of space limitations, legislators may sponsor no more than a combined total of two (2) individuals at any time to serve as legislator aides, legislator guests, or high school interns during the session.
2. Legislators may register to sponsor a legislator aide or legislator guest at any time leading up to or during the legislative session. Legislators must register high school interns in advance of the session.
3. To clarify, the policy relating to badging of guests, aides, and interns does not prevent legislators from having individuals assist them during session or having guests and relatives visit. Nor does it regulate the daily visitors who may be invited by members of the Senate to sit on the benches on the floor of the Senate Chamber. Rather, it limits the number of individuals that can be registered to receive a badge, which permits access to a variety of restricted areas and services not otherwise available to the general public.

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Management Council Policy 12-01

Subject: **Use of Legislative Facilities by the Public**

(Source Notes: MC Minutes 09/16/88; 12/08/95; 02/08/07; 10/27/08; 09/03/10; 01/20/12; 08/31/15; 01/04/2016; 02/05/2016)

A. Use of House and Senate Chambers

1. Except for use by the Legislature, its members and staff, no public or governmental meetings or activities will be allowed in the Senate or House chambers without the consent of the Senate President or the House Speaker, respectively.
 - a. If use of the chambers by outside groups is authorized, the furniture should not be moved.

B. Use of Legislative Committee Rooms

1. Except for use by the Legislature, its members and staff, no public or governmental meetings or activities will be allowed in Room 302 (Room L54 at the Jonah building, Room 204 (Room L55 at the Jonah building), the Basement Conference Room or any committee meeting room without the consent of the Management Council Chairman, or if unavailable, the Vice Chairman.
 - a. These rooms are only available for public use during committee meetings or for a meeting with a legislator at the member's invitation.
 - b. Use of the House and Senate Committee rooms (Rooms L51, H36, H37, H38, S18, S19 and S27) may be scheduled through the LSO for use by other Jonah tenants during the interim when not in use by the Legislature. The recited consideration for such use shall be the requesting tenant's acceptance of reasonable inconvenience of sharing a private facility with a governmental entity providing for accommodations for public access to elected officials. The use of the requested facilities shall be subject to that consideration and any additional consideration that might be provided.
 - c. Room L51 may be made available for events permitted in accordance with State Building Commission rules and policy and Management Council policies. In determining the availability of room L51 legislative staff shall consult with and be subject to direction of the President of the Senate and Speaker of the House.
2. If Room 302 (L54 at the Jonah building) has been authorized, the audio-visual capabilities within Room 302 (L54 at the Jonah building) will not be available, because the LSO does not have the staff to support this functionality for non-legislative entities, except under special circumstances approved by the Chairman of Management Council.

3. Legislative rooms are not available for scheduling state agency meetings or videoconferences. Agencies should explore other options for meeting space within the Capitol Complex.

C. Criteria for Granting Use of Legislative Facilities

1. The following criteria will guide the presiding officers when considering requests for use of legislative facilities by the public:
 - a. No demonstrations, advocacy or partisan activities will be authorized, except for use of L51 for a permitted event held in accordance with and at all times subject to state building commission rules and policy and management council policies.
 - b. The activity should provide civic education about the legislative branch and should include representation from the legislative branch. Use authorized under (B)(1)(b) and (c) of this policy shall not be subject to this subparagraph.

D. Unless otherwise directed by the presiding officers, LSO may schedule legislative space for use by Boys' State, Girls' State, the Silver-Haired Legislature, other civic education activities, or meetings of the offices of the five statewide elected officials without prior approval, as long as the request does not conflict with legislative use of the space.

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Management Council Policy 16-01

Subject: **Temporary Facility Use Policy**

(Source Notes: MC Minutes 2/5/16)

(a) The Management Council of the Wyoming Legislature hereby adopts all rules and policies of the State Building Commission which apply to temporary leased facilities, to areas of the Jonah Business Center which are under the control of the Legislature while the Legislature is housed or holds legislative sessions in the Jonah Business Center, except as specifically provided in subsection (b) of this section.

(b) 1. Nothing in this policy shall supersede the authority of the Senate President or the Speaker of the House to regulate their respective chambers and rooms and passages set aside for the use of the Senate and the House, whether by rule, statute, Constitution or inherent authority of the Wyoming Legislature.

2. Provisions of State Building Commission rules and policies which specifically apply to locations other than the Jonah Business Center shall not be applicable to legislative facilities.

3. Provisions of the State Building Commission rules and policies regarding the procedures for scheduling of events shall not be applicable to exclusively legislative facilities within the Jonah Business Center, except that Room L51 may be made available for events permitted in accordance with State Building Commission rules and policies. Alternative legislative facilities, if available, may be used if it is necessary to relocate a permitted event from Room L51. Legislative staff determinations of availability of any legislative facility shall at all times be subject to direction of the President of the Senate and Speaker of the House.

Management Council Policy 04-02

Subject: **Authorized Use of Legislative Logo**

(Source Notes: MC Minutes 06/04/04)

In 2002, the Wyoming Legislature authorized the development of an official logo as part of ongoing efforts to promote the legislative branch of government and to help identify the legislative branch as a unique entity within state government. On January 28, 2003, the Management Council adopted the following symbol as the official Logo (Logo) of the Wyoming Legislature:



Description: Design of the Wyoming State Capitol Building in round enclosure with the words "State of Wyoming Legislature" and also incorporating an Indian Paintbrush placed on both sides of the building, a rope filigree in a blue, gold, and red background, with a gold banner across the bottom of the design. The Trademark symbol is displayed in the lower right-hand section of the logo above the banner.

On April 10, 2003, the Wyoming Legislative Service Office filed an application for Registration of Trademark or Service Mark for the Logo with the Wyoming Secretary of State.

The following policy shall control the authorized use of the Logo:

1. The Legislative Service Office may use the Logo on all legislative documents and materials or products produced or procured by the Legislative branch of state government.
2. Temporary session staff hired by the Senate and the House may use the Logo on all legislative documents and materials or products produced or procured by the Legislative branch of state government. The Legislative Service Office will provide session staff with an official print or electronic copy of the Logo to ensure the integrity of the Logo design.
3. Individual Legislators, during their term of office, may use the Logo on personalized legislative stationery and business cards and on other documents used for legislative business including, but not limited to, the use of an electronic copy of the Logo on letterhead, memoranda, FAX cover sheets, news releases, and other materials, provided:
 - (a) The Logo shall not be authorized for use on any political campaign materials;

(b) The Legislative Service Office will provide legislators who want to use the Logo on materials for official legislative business with an official print or electronic copy of the Logo to ensure the integrity of the Logo design.

4. The Legislative Service Office may, upon request, grant written continuing authorization to media organizations to use the Logo when reporting on the Wyoming Legislature or Wyoming Legislative Service Office activities, provided:

- (a) The authorization shall not be transferable;
- (b) The Legislative Service Office will provide members of the media with an official print or electronic copy of the Logo to ensure the integrity of the Logo design;
- (c) The Logo shall be displayed only with the trademark letters "TM" prominently displayed.

5. The Legislative Service Office may, upon request, on a case by case basis, grant written authorization for a one-time use of the Logo to a private individual or group, provided:

- (a) The use is for a scholastic, educational, memorial or ceremonial purpose;
- (b) The use is non-commercial and non-political;
- (c) The authorization shall not be transferable;
- (d) The Legislative Service Office will provide an official print or electronic copy of the Logo to ensure the integrity of the Logo design; and
- (e) The Logo shall be displayed only with the trademark letters "TM" prominently displayed.

6. Requests for the commercial use of the Logo shall require specific written approval by the Management Council.

7. The Legislative Service Office shall monitor the marketplace as well as the media and other publications to guard against the unauthorized use of the Logo and shall report violations to the Management Council. In carrying out these duties:

- (a) The Legislative Service Office's legislative information officer will monitor the market place by reading newspapers, watching television broadcasts, reviewing Web sites, and reviewing written materials to ensure against unauthorized use of the Logo;
- (b) The legislative information officer is responsible for notifying entities of inappropriate usage of the Logo and will explain how to obtain permission to use the Logo;
- (c) The legislative information officer is responsible for managing inquiries regarding sanctioned use of the Logo;
- (d) Legislators and legislative staff shall report any inappropriate use of the Logo to the legislative information officer as soon as possible.

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Management Council Policy 05-01

Subject: Speech and debate privilege policy

(Source Notes: MC Minutes 05/19/05; 06/02/06)

Pursuant to the speech and debate clause contained in Article 3, section 16 of the Wyoming Constitution, W.S. 28-8-116 and the deliberative process privilege, the Management Council directs that should legislative staff be questioned in any judicial proceeding, staff shall assert the privilege available as to interactions between staff and individual legislators, absent a waiver of the privilege by the individual legislator involved. Staff shall assert the privilege available regarding staff interactions with standing or interim committees of the legislature in so far as information being requested relates to why staff took questioned actions, unless the action was taken in response to a committee request made publicly in a public meeting. Further, in regards to legislative deliberations ongoing at the time legislative staff is questioned in a legal proceeding, staff shall assert the privilege for those interactions involving the committees' deliberative process including interactions between legislators and staff and interactions among staff regarding actions taken in support of the committee's deliberative process, unless the committee or each chairman of the committee has specifically waived the privilege. Subject to other provisions of this policy, staff may respond to the best of their knowledge concerning actions taken by staff in response to requests publicly made by committees in a public meeting.

Staff shall contact the Senate President and the Speaker of the House in any situation which calls for or appears reasonably likely to call for assertion of the privilege under this policy. If a response is required before a meeting of the Management Council is feasible, the Senate President and the Speaker of the House may direct that staff waive any privilege that may be asserted other than a privilege that may be asserted by an individual legislator.

For purposes of this policy, "legislative staff" shall be interpreted broadly to include any agent, contractor, consultant or other person to whom the privilege may extend. The "deliberative process" shall be interpreted to include communications, discussions, motives, rationales, mental impressions, deliberations and consultations undertaken in connection with legislative business.

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Management Council Policy 08-02

Subject: Legislators - Additional Salary and Travel Reimbursement

(Source Notes: MC Minutes 01/24/08; 1/20/12; 1/4/16)

(a) Mileage reimbursement for weekly round trip session travel authorized by W.S. 28-5-101 (d) shall be paid subject to the following:

(i) Verified claims may be submitted weekly to the LSO during the session, but in no event later than 30 days following adjournment of the session for which travel reimbursement is claimed;

(ii) The verified claim shall identify the week during the session in which the travel occurred and shall state that the travel expense was incurred by the legislator submitting the claim;

(iii) Mileage shall not be paid to the extent a state aircraft or state vehicle is used for transportation;

(iv) When two (2) or more members travel together in the same vehicle, only the member whose vehicle is actually used for the trip is entitled to submit a claim for reimbursement.

(b) Interim monthly salaries authorized by W.S. 28-5-101 (e)(i) shall be paid subject to the following:

(i) Salaries shall not be paid for any month in which the Legislature convenes in session for one (1) or more days;

(ii) "Committee chairmen" shall mean the chairman or co-chairman of each joint interim committee and of each of the following statutory committees: Management Council; Management Audit Committee; Select Water Committee; Select Committee on Capital Financing and Investments; Select Committee on School Facilities; Select Natural Resource Funding Committee;

(iii) No member shall receive salary during any month for more than one (1) of the salary categories identified in W.S. 28-5-101(e)(i);

(iv) Interim salaries shall be paid monthly on payroll;

(v) Unless the chairman chooses to "opt out" of the provisions of this paragraph by notifying the LSO fiscal officer, the chairman or co-chairman of the Select Committee on Capital Financing and Investments and the Select Natural Resource Funding Committee shall receive a monthly salary under W.S. 28-5-101(e)(i) only for each month in which the Select Committee meets.

(c) Salary authorized by W.S. 28-5-101 (e)(iii) to compensate members for interim meeting preparation shall be paid subject to the following:

(i) Salary for preparation shall be limited to: (A) Preparation for meetings of a legislative committee of which the legislator is a member and is entitled to receive salary for attendance under W.S. 28-5101(e)(ii);

(B) Preparation for meetings attended as a legislative liaison pursuant to appointment at the direction of the management council or the presiding officer of either house pursuant to law and for which he is entitled to receive salary for attendance under W.S. 28-5-101(e)(ii) or other law providing for a legislative liaison. In requesting preparation salary under this subparagraph, the member shall provide the LSO fiscal officer with the agenda for the meeting.

(ii) In calculating salary for preparation days, a day that the member is "engaged in work" shall mean each day in which the member is in attendance at a meeting of a committee of which he is a member or attendance at the meeting as a legislative liaison under (c)(i)(B) of this section. For any meeting under three (3) hours in length preparation salary shall not be paid unless:

(A) The member notifies the LSO fiscal officer that he elects to be paid preparation salary for that meeting;

(B) The chairman of the committee notifies the LSO fiscal officer that all members of the committee should be paid preparation salary for that meeting. Chairmen should make that determination only if the meeting required significant preparation based upon materials provided before the meeting or other preparatory work for the meeting.

(iii) Salary for preparation shall not be paid for the JAC pre-session budget hearings;

(iv) Salary for preparation days shall be paid at the same time salary is paid for the member's attendance at the committee meeting.

(d) Salary authorized by W.S. 28-5-101 (e)(iv) to compensate members for travel to engage in an interim activity shall be paid subject to the following:

(i) Salary for travel days shall apply only when the member is traveling to engage in a committee meeting or an interim activity for which he is entitled to receive salary for attendance under W.S. 28-5-101(e)(ii);

(ii) Salary for travel shall not be paid for travel occurring on a day the member receives salary for attending the committee meeting or interim activity under W.S. 28-5-101(e)(ii);

(iii) Salary for travel on the day before a meeting commences or the day after a meeting ends shall be subject to this paragraph. Unless a member notifies the LSO fiscal officer of his election to “opt out” of this paragraph, if the member would not be required to depart his residence prior to 8:00 a.m. to arrive at a reasonable time before the meeting is scheduled to commence or would arrive at his residence not later than 5:00 p.m. after the meeting actually adjourns, salary will not be paid for travel on the day before or the day after the meeting. The Legislative Service Office shall consider reasonable meal and travel break times, map mileage, geography and prudent speed, weather, road and other driving conditions faced by the member in determining expected arrival times under this paragraph. Addressing legislative matters other than committee matters shall not be considered in calculating arrival times under this subparagraph.

(iv) Salary for travel days shall be paid at the same time salary is paid for the member's attendance at the committee meeting or interim activity.

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Management Council Policy 08-03

Subject: Legislators - Actual Expenses in Lieu of Per diem

(Source Notes: MC Minutes 05/13/08)

(a) At a member's request, actual expenses in lieu of statutory per diem may be paid to the member pursuant to W.S. 28-5-101(e) subject to the following:

(i) A member may, without further authorization, elect to receive actual expenses in lieu of statutory per diem for any in-state meeting or interim activity for which per diem is allowed, that is held in a location where the published federal travel regulation rate exceeds the "Standard CONUS rate";

(ii) Except as provided in subsection (b) of this policy, the maximum amount reimbursed for actual daily expenses shall not exceed the published federal travel regulation rate for combined lodging and meals and incidental expenses (M&IE) in effect for the travel destination at the time of travel;

(iii) The member will submit his claim together with all required receipts for actual expenses to the LSO within five (5) calendar days after the expense is incurred or will notify the LSO fiscal officer within that five (5) day period that he intends to submit a claim for actual expense reimbursement in lieu of per diem;

(iv) Except in cases where Council approval is pending under subsection (b) of this policy, no claim for actual expenses will be accepted by the LSO later than thirty (30) calendar days after the expense is incurred;

(v) The claim for actual expenses shall be accompanied by the original itemized vendor receipt for any expense exceeding fifteen dollars (\$15.00);

(vi) A member who fails to notify the LSO of his intent to claim actual expenses or to submit a claim accompanied by all required receipts for actual expenses within the time periods prescribed in this subsection, shall be paid the regular statutory per diem.

(b) In unique circumstances involving extraordinary justifiable expenses, the Management Council may, on a case-by-case basis, authorize the payment of actual expenses for locations other than those set out in paragraph (a)(i) of this policy, or authorize payment of expenses in an amount exceeding the limitations contained in paragraph (a)(ii) of this policy.

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Management Council Policy 12-02

Subject: **Distribution of Digital Photographs of Legislators to the Public**

(Source Notes: MC Minutes 01/20/12)

Under the contract to provide legislative composite photographs to the Legislature, the contractor provides the Legislative Service Office (LSO) with digital files of the photographs, but retains the right of reproduction of images for sale. The following policy provides guidance to the LSO regarding distribution of digital photographs of legislators to the public.

1. The LSO may use these files in electronic and print publications produced, or procured, by the legislative branch for non-commercial use.
2. The LSO may grant continuing authorization to media organization to use a file or files when reporting on Wyoming legislative branch activities, provided use of the files is for non-commercial use only and the authorization shall not be transferable.
 - a. The LSO will provide a disclaimer notifying members of the media of the conditions of use and copyright restrictions.
3. The LSO may grant authorization for one-time use of a file or files to an individual or organization, provided the use is for non-commercial use only and the authorization shall not be transferable.
 - a. The use must be related to Wyoming legislative branch activities and is for scholastic, educational, memorial or ceremonial purpose.
 - b. The photographs shall not be distributed for use in political campaign materials.
 - c. The requestor must obtain written permission from each individual legislator to release his or her legislative photograph and provide that permission to the LSO prior to release of the photograph.
 - d. The LSO will provide a disclaimer notifying the requestor of the conditions of use and copyright restrictions.
4. LSO will direct requests for the commercial use of photographs to the photography contractor regarding purchase of the images.
 - a. The requestor must obtain written permission from each individual legislator to release his or her legislative photograph and provide that

permission to the photography contractor prior to release of the photograph.

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Management Council Policy 99-05

Subject: Distribution of Mail to Legislators During Interim

(Source Notes: MC Update 12/16/99; MC Minutes 01/10/00)

LSO will forward mail to legislators during the interim in accordance with the following policy:

1. All first class mail will be forwarded to the legislator's mailing address – home or business as they direct.
2. The postal service will not forward second and third class mail. Rather than pay the postage for forwarding, LSO will discard second and third class mail addressed to legislators and will not save it for distribution at the beginning of the next session as was the previous policy.

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Management Council Policy 86-01

Subject: Mailings Requested by Individual Legislators

(Source Notes: MC Minutes 09/19/86)

1. LSO staff will not, at the request of an individual legislator, send out a special mailing of documents to the entire legislature.
2. At the request of a legislator, LSO staff may include in a general mailing already scheduled to go to the entire legislature, a brief document of general interest to all members of the legislature, e.g., notice of an upcoming event, provided the document is of a non-partisan nature and does not advocate regarding a legislative issue.

F:\aa\mcpolicy\mailings

Management Council Policy 06-03

Subject: **LSO Media Assistance**

(Source Notes: MC Minutes 11/17/06)

At the request of the Wyoming Legislature, the LSO provides basic media services for the Legislature and members of the media. These efforts are intended to increase media coverage of legislative activities and events. Media services may include assistance with logistics, news releases, letters to the editor, and op-ed pieces. The LSO applies three levels of review for media assistance to individual members, committee chairs, committees, and leadership:

8. The LSO will not engage in any political media work, other than to distribute caucus announcements regarding committee assignments and leadership assignments, and some limited logistical services during the legislative session to set up news conferences.
9. The LSO provides very limited policy and position assistance related to media work depending on workload, including some limited assistance with research, crafting language, and providing advice for distribution of media materials. The LSO cannot distribute policy and position releases to the media, but can assist with identifying contact information for members of the media.
10. The LSO will provide media services related to institutional promotion and participation in the legislative process. The LSO will distribute these types of materials directly to the media.

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Management Council Policy 10-01

Subject: **Media Credentialing Criteria and Conditions**

(Source Notes: MC E-mail Ballot 1/20/2010, MC Minutes 11/16/11, MC Minutes 01/08/13; 08/31/15)

The purpose of this policy is to accommodate the requirements of the media in reporting daily legislative action while minimizing any potential disruption to daily legislative proceedings. The following policy applies to media, as specified, while covering the proceedings of the Wyoming Senate and House of Representatives at any General, Budget or Special Session of the Wyoming Legislature.

A. Credentialing Criteria

1. For the purposes of this policy, members of the media will be defined as individuals who are employed by a commercial or non-profit news outlet providing print journalism (newspapers and magazines), broadcast journalism (radio or television), wire and news services for redistribution to other news organizations, or online news services (electronic dissemination rather than conventional print and broadcast distribution).
2. Credentials will be issued only to authorized representatives of the entities noted above and are not transferable.
3. Credentials will not be issued to individuals for the purpose of writing a personal online blog.
4. Credentials will not be issued to organizations or associations that register as lobbyists.

B. Process to Obtain Credentials

1. The Wyoming Legislative Service Office (LSO) will credential any individual who submits an application certifying the conditions of Subsection A. 1 through 4 have been met, along with a letter of introduction on official letterhead from the sponsoring news outlet.
2. LSO will provide each registered member of the media with an identification badge.
3. Credentialed individuals may reuse their badge from year to year, but should annually complete a registration form to ensure the LSO maintains up-to-date contact information.

C. Provisions for Use of Credentials

- (a) While in the Capitol, credentialed members of the media must adhere to the following provisions:
1. Access to the Senate and House chambers is allowed only when the House and Senate are in session and is limited to still photographers and television camera crews to obtain photographs and video feed from the side corridors of the House and Senate

chambers. Access to photographers and televisions camera crews is at the discretion of the presiding officers in each house.

2. Photographers and television camera crews are required to wear business attire to enter the chamber. Men are not allowed to enter the legislative chamber without a coat and tie and dress slacks. Comparable dress is required for women.
3. Television camera crews who wish to obtain video footage may use handheld or tri-pod cameras, as long as equipment does not block the exits or obstruct views from the galleries or chambers. When filming, camera operators need to ensure that camera lights do not shine in the chambers when the bodies are in session.
4. Audio outlets are provided for media in the northwest and southwest corners of the House gallery on the third floor and the northeast corner of the Senate gallery on the third floor.

(b) While in the Jonah building, serving as Legislative Chambers, credentialed members of the media must adhere to the following provisions:

1. Access to the Senate and House chambers is allowed only when the House and Senate are in session and is limited to still photographers and television camera crews to obtain photographs and video feed as provided in (D) and (E) below. Access to photographers and televisions camera crews is at the discretion of the presiding officers in each house.
2. Photographers and television camera crews are required to wear business attire to enter the chamber. Men are not allowed to enter the legislative chamber without a coat and tie and dress slacks. Comparable dress is required for women.
3. Television camera crews who wish to obtain video footage may use handheld or tri-pod cameras, as long as equipment does not block the exits or obstruct views from the galleries or chambers. When filming, camera operators need to ensure that camera lights do not shine in the chambers when the bodies are in session.
4. Audio outlets are provided for media in the House gallery and the Senate gallery.

D. House Conditions

1.(a) When the House is in session, video crews and still photographers may shoot from the third floor gallery and from the two center doors on the north and south corridors of the House chamber, providing the individual and equipment is not actually within the chamber floor. No video feed or still photographs may be taken from the double doors into the chamber or behind the glass at the west end of the chamber.

(b) While the Legislature is conducting sessions in the Jonah building, this subparagraph is applicable and supersedes subparagraph (a). When the House is in

session, video crews and still photographers may shoot from the gallery and from the center door on the east corridor of the House chamber, providing the individual and equipment is not within the chamber floor.

2. Placement of video cameras on the floor of the House chamber is generally only allowed during special events, such as the Joint Session of the Legislature and must be authorized by the Speaker of the House.

E. Senate Conditions

1.(a) When the Senate is in session, video crews and still photographers may shoot from the third floor gallery and from the two center doors on the north and south corridors of the Senate chamber, providing the individual and equipment is not actually within the chamber floor. No video feed or still photographs may be taken from the double doors into the chamber or behind the glass at the east end of the chamber, unless approved by the Sergeant-at-Arms.

(b) While the Legislature is conducting sessions in the Jonah building this subparagraph is applicable and supersedes subparagraph (a). When the Senate is in session, video crews and still photographers may shoot from the gallery and from the designated area in the northwest corner of the Senate chamber.

F. Television and Radio Equipment in Committee Rooms

Members of the media need to obtain advance approval from the committee chairman to place large television or radio equipment in committee rooms to ensure that it does not impede public access to the meeting. Members of the media with compact, handheld recording equipment do not need to obtain the chairman's permission to record committee meetings.

G. Role of Legislative Service Office and House and Senate Chief Clerks

In order to provide a convenient, full-time contact for the media, the LSO information officers will serve as liaisons between the media and the House and Senate chief clerks. However, the Senate and the House of Representatives each govern their own chambers and concerns regarding the policies and procedures of each body should be brought to the attention of the Senate and House chief clerks for resolution.

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Management Council Policy 99-03

Subject: **New Programs and Major Program Modifications Database**

(Source Notes: MC Policies Handbook 09/14/99 Revision)

1. W.S. 28-1-115(e) requires the legislature and the LSO to annually identify and report on newly created government programs. That process shall be accomplished under the following policy:
 - a. **Purpose of Database:** In conjunction with the state agency planning process enacted in 1993, W.S. 28-1-115(e) requires that bills enacted during each legislative session will be reviewed to identify legislation creating new "major programs" and "major modifications" to existing programs. The list of new programs and program changes is then provided to the Management Audit committee and becomes part of the data base used to track agency programs and to identify possible audit subjects.
 - b. **Statutory Reference:** W.S. 28-1-115(e)
 - c. **Outline of General Procedures:** Within 45 days after the close of each legislative session LSO staff prepares a list of each new major program and major modifications to existing programs resulting from legislation enacted during that session. The list is sent to the chairman of each House and Senate standing committee for comment and the final list, in the form of an end of session report, is then sent to the Management Audit Committee.

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Management Council Policy 10-02

Subject: **Public Comment System – Comments on Committee Studies**

(Source Notes: MC Minutes 08/10/09; MC E-mail Ballot, April 2010)

At the request of the Chairman of a Legislative Joint Interim Committee, Select Committee or Task Force, the Legislative Service Office (LSO) will provide a link to a location on the legislative website where the public may submit comments on designated interim studies, subject to the following:

1. The Chairman will designate the study topic(s) for which public comment will be requested.
2. Comments and other information submitted on the site will be considered a public record.
3. The LSO will not verify or edit public comments submitted on the site, however, anonymous comments will not be forwarded to the committee.
4. Comments will be limited to 4,000 characters (approximately 1 typed page).
5. Comments will not be displayed on the legislative website. However, comments will be made available to any individual upon request to the LSO.
6. Comments will be forwarded to members of the committee electronically via the Legisweb.
7. Comments will not be included as part of the committee record unless specifically offered for inclusion by a member of the committee.

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Management Council Policy 12-04

Subject: **Public Decorum in Galleries, Lobbies and Committee Rooms**

(Source Notes: MC Minutes 01/20/12; 8/31/2015)

The presiding officers are responsible for preserving order and decorum in the chambers, galleries, lobbies, meeting rooms and offices together with the rooms, corridors and passages in the legislative areas of the Capitol and elsewhere as may be used by the Legislature, its committees, members and employees.

The purpose of this policy is to accommodate the public's ability to follow legislative action while preserving order and decorum and minimizing any potential disruption to legislative proceedings. The following policy applies to visitors in the galleries, lobbies and committee meetings of the Wyoming Senate and House of Representatives.

A. Conduct of Individuals in the House and Senate Galleries

1. Visitors are allowed in the House and Senate galleries to observe legislative floor proceedings, in accordance with legislative rules, and as long as their presence does not disrupt the proceedings.
2. The sergeants-at-arms shall maintain order in the galleries with direction from the presiding officers or the chief clerks of their respective bodies.
3. Unless otherwise provided by the presiding officer, visitors shall remain quiet and seated at all times. If seating is not available, individuals should stand quietly in the back of the gallery.
 - a. Individuals in the gallery should not attempt to visually or audibly communicate with anyone on the floor during the session, including reacting to debate or voting on the floor in any way to signal approval or disapproval of floor action.
4. Signs, banners, placards and other display materials are prohibited in the galleries.
5. Legislative staff will not store any belongings or materials for the public.
6. No demonstrations will be allowed in the galleries.
7. Individuals may not lean over or put any object over the glass in the gallery.
8. Individuals may not consume food or beverages in the galleries.
9. Individuals may not block doorways and stairways or impede the ability to move through the galleries.
10. Laptop computers and hand-held electronic devices used as a computer may be used by individuals, as long as the device's volume is turned off and its use does not disrupt the body.
11. Individuals may not conduct a verbal conversation on a cellular telephone or similar device in the galleries.

12. Visitors in the gallery are permitted to take flash photographs as long as the use does not detract from the decorum of the body or disrupt the proceedings.
13. Individuals are allowed to record audio or video of the proceedings, as long as the equipment does not obstruct views of other observers, impede ingress and egress through the galleries, disrupt the proceedings of the body or detract from the decorum of the body.
 - a. Individuals should not hold recording equipment over the glass in the gallery.

B. Conduct of Individuals in the House and Senate Lobbies

1. Visitors are allowed in the House and Senate lobbies to speak with legislators.
2. The sergeants-at-arms shall maintain order in the lobbies with direction from the presiding officers or the chief clerks of their respective bodies.
3. Individuals in the lobby may not react to debate or voting on the floor in any way to signal approval or disapproval of floor action.
4. Signs, banners, placards and other display materials are prohibited in the lobbies.
5. No demonstrations will be allowed in the lobbies.
6. Individuals should keep doorways and the route to the chamber clear to allow ingress and egress through the lobbies.
7. Materials may only be distributed to legislators in accordance with each chamber's floor distribution policy.
8. Legislative staff will not store any belongings or materials for the public.
9. Laptop computers and hand-held electronic devices may be used by individuals, as long as the device's volume is turned off.

C. Public Conduct in Legislative Committee Meetings

1. The public is welcome to attend legislative committee meetings to observe or provide testimony on legislation under consideration by committees.
2. The chairman or, in the chairman's absence, the vice or acting chairman shall preserve order and decorum and shall have control of the committee room.
3. Unless called upon to testify by the chairman, individuals shall remain quiet and seated at all times. If seating is not available, individuals should stand quietly if space is available in the room.
4. No demonstrations will be allowed during committee meetings.
5. Individuals may not block doorways or impede the ability to move through the committee room.
6. Individuals attending a committee meeting should silence all audible electronic equipment.

7. Laptop computers and hand-held electronic devices used as a computer may be used by individuals, as long as the device's volume is turned off and its use is not disruptive.
8. Individuals may not conduct a verbal conversation on a cellular telephone or similar device in the committee room.
9. Individuals who wish to video record, audio record, or take photographs during the committee meeting should advise the chairman in advance of the meeting.
 - a. Individuals with large video or audio recording equipment need to obtain advance approval from the committee chairman regarding location of equipment in committee rooms to ensure that the equipment does not obstruct views of other observers, impede ingress and egress through the committee room, or disrupt committee proceedings.
 - b. The chairman may request individuals to relocate or discontinue the use of any equipment, that is situated, or used, in a manner that is deemed by the chairman to be disruptive.

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Management Council Policy 06-02

Subject: **Access to Legislative Records**

(Source Notes: MC Minutes 06/02/06; 12/12/12; 7/12/13)

Pursuant to W.S. 16-4-201 through 16-4-204, the Director of the LSO shall establish procedures for providing access to public legislative records, including a fee schedule for copying, printouts or other costs associated with furnishing copies of public records, and may assess a reasonable fee when other facilities or extraordinary staff time is required to provide records in disclosable form.

Access to Legislative Records - Procedures

Section 1. Introduction

This policy is established pursuant to authority of the Management Council of the Wyoming Legislature. The following procedures govern the process for accessing public records maintained by the Legislative Service Office (LSO). [MC 07/12/13] This policy is intended to ensure that public records maintained by the LSO are made available for inspection; to provide for mechanics of access, classification and security of all records; and to prevent unnecessary interference with the regular discharge of the duties of the LSO.

Section 2. Inspection Times

Public records will be available for inspection during normal business hours of 8 a.m. to 5 p.m., Monday through Friday, except holidays.

Section 3. Procedure for Access

(a) Requests for access to public records shall be addressed to the Director of the Legislative Service Office. Subject to Section 3(d), the Director or his designee will determine whether the records requested are maintained by the LSO and whether the records contain information subject to public disclosure. Requests to the Legislative Service Office or Session staff for the production of email correspondence of a legislator shall be referred to the individual legislator. [MC 07/12/13]

(b) The LSO will provide an initial response to a request for access to records within seven (7) business days of receipt of the request unless good cause exists preventing a response within that time period. [MC 12/12/12]

(i) The initial response will specify whether the records are subject to public disclosure under W.S. 16-4-201 through 16-4-205 and 28-8-116 and, if so, whether the records are available through routine search or whether a significant amount of staff time will be required to search for and copy the records or to edit from the records information not available for public disclosure.

(ii) If the records requested are not in control of the LSO, or if they are in storage, or if the LSO is not the primary custodian of the records, the requesting party will be so notified within seven (7) business days from the date of acknowledged receipt of the request, unless good cause exists preventing a response within that time period. [MC 12/12/12]

(iii) For purposes of W.S. 16-4-201 (a)(i) and (ii), no member of the Legislative Service Office or Session staff is an authorized or official "custodian" of a legislator's email correspondence, nor are they authorized to have personal custody and control of a legislator's email correspondence that is not addressed to the staff member or the Legislative Service Office as the primary recipient. [MC 07/12/13]

(c) When responding to a public record request, the LSO will not extract or compile data, e.g., voting records of individual legislators, or provide the data in a format different from that in which the data currently appears.

(d) If a record within the LSO's control is generally available for public disclosure, but a portion of the information contained in the record is not available for such disclosure, the portion that is not available for disclosure will be redacted before the record is disclosed. The Legislative Service Office shall not provide records maintained by the office which are privileged or confidential pursuant to W.S. 28-8-116, or for which a legislative deliberative process privilege may be asserted, unless the privilege is expressly waived by a legislator holding the privilege. Issues relating to the existence or waiver of a privilege or confidentiality shall be referred to the individual legislator for determination. [MC 07/12/13]

(e) If a public record is fully and readily available for public disclosure it will be released immediately to the requester so long as the release does not impair or impede the LSO's ability to discharge its other duties. [MC 12/12/12] The LSO will make every reasonable effort to comply fully with all requests for disclosure of public records in a timely manner. Nonspecific requests or requests for a large number of documents that require the deployment of a substantial amount of LSO staff-hours to locate or copy will be processed as quickly as possible taking into account the man-hours required, the tasks from which staff resources must be diverted, and the impact that this diversion will have upon the LSO's primary duties in support of Legislative activities. If a request is so nonspecific or for such a large number of documents that a response will divert LSO personnel from their other duties for a substantial period of time, the Director may discuss alternatives with the requester including whether a more specific or less time consuming request can be made, or whether response to the request can be delayed until a less critical time, e.g., until after adjournment of the Legislative session. If a reasonable

accommodation cannot be agreed upon, the Director may request direction from the Management Council as to the priority to be given to the records request.

(f) W.S. 16-4-202(d) shall apply to requests for electronic record inspection and copying.

(g) Costs incurred by the LSO in providing records in disclosable form will be assessed to the requesting party as follows:

(i) Reproduction, duplication, or copying of records, including the copying costs of transforming electronic records to paper: one dollar for the first printed page and ten cents per printed page thereafter;

(ii) Reproduction, duplication, or copying of microfilm: one dollar per microfilm frame and one dollar per microfiche;

(iii) Forwarding material to destination: postage, insurance, and other related costs will be charged on an actual cost basis. Facsimile transmission shall be fifty cents per page;

(iv) If fees other than those stated above are specifically provided by law, those other fees shall apply;

(v) A routine search for records by LSO staff shall be provided at no charge other than applicable copying charges if the search requires less than one man-hour time;

(vi) Pursuant to W.S. 16-4-204(b), the LSO may assess a reasonable fee for providing special facilities or extraordinary staff services in connection with furnishing copies of public records;

(vii) The payment of fees may be waived by the Director if the total fee is less than one dollar.

(h) In the event that a request for record copying is deemed to interfere with the efficient operation of the LSO, the records may be furnished to another entity for copying. If this occurs, the actual costs to the LSO will be assessed to the requesting party.

(i) Unless other billing arrangements have been mutually agreed upon by the LSO and the requesting party, charges for copies shall be paid by the requesting party before copies of records are provided. Notwithstanding this requirement, the LSO will make the public records available for inspection on premises.

Section 4. Denial of Access

(a) The provisions of W.S. 16-4-203 shall apply.

(b) For purposes of W.S. 16-4-201 (a)(i) and (ii), no internet service provider or Email hosting service is an authorized or official "custodian" of a legislator's email correspondence, nor are they authorized to have personal custody and control of a legislator's email correspondence. [MC 07/12/13]

(c) No member of the Legislative Service Office, Session staff, internet service provider or Email hosting service is authorized to access a legislator's email account without the express consent of the legislator. [MC 07/12/13]

Management Council Policy 15-01

Subject: **Reimbursement for gratuities for meals**

(Source Notes: MC email vote finalized as of May 18, 2105)

A maximum of twenty percent (20%) of meal expenses (including taxes, and excluding alcohol and other non-reimbursable meal related expenses) shall be eligible for reimbursement. This limitation shall apply to LSO staff and Legislators claiming actual expense reimbursement for meals. A claim for reimbursement of a gratuity shall be submitted in the same manner as the claim for the meal expense, except that no receipt shall be required.

F:aa/mcpolicy/Supplement 15-1 for meal gratuities

Management Council Policy 00-02

Subject: **Reports from Agencies**

(Source Notes: MC Minutes 01/10/00)

Background: There are 3 types of reports from the Executive and judicial branch agencies to the Legislature required by statute:

- One—time (usually only in non—codified law)
- Periodic/time limited (These are reports that may be required during different periods, e.g. annual, quarterly, monthly, etc. However, they are required only over a specified time period, e.g. 4 years. These are usually only in codified law.)
- Annual (usually in codified law)

Policies:

1. After each general session, the Council will review the statutes requiring all annual and periodic/time limited reports. The Council will consult with Committees to which the reports are to be made and the agencies from which the reports are required, as necessary. Based on that review, the Council will consider whether to sponsor a bill in the budget session to modify the statutes requiring these reports.
2. LSO shall implement a legislation drafting policy as follows with regard to new statutes requiring reports from the Executive and Judicial branches:
 - a. Reports should be submitted to one Committee of the legislature.
 - b. Reports should be required to be submitted no later than October 1 to provide the designated Committee time to consider it.
 - c. The description of the report should include a statement of intent indicating the purpose of the report.
 - d. The foregoing are not required if circumstances require otherwise.
3. Action relating to legislation requiring reports:
 - a. After adjournment of the legislature, the Chairman/Vice-Chairman or Cochairmen of the Committee, with the assistance of LSO and in consultation with the reporting agency, will prepare a draft memo to the reporting agency indicating the purpose of the report and outlining the committee's expectations for the contents of the report.
 - b. The draft memo will also contain an outline of the tentative schedule under

which the report will be submitted and reviewed by the Committee during the interim. It will also advise the committee of the Management Council policy on format of agency reports to the Legislature.

- c. The draft memo will be circulated among Committee members for comment.
- d. Absent objection by a majority of the Committee as to the contents of the memo, the memo shall be transmitted to the reporting agency. If a majority objects, the objections will be resolved by action of the committee.
- e. To the extent possible, the memo will be sent in final form to the reporting agency not later than 45 days after adjournment of the legislative session in which the new requirement for a report was enacted.

4. LSO will:

- a. Maintain and circulate to all legislators a list of all reports required under law.
- b. Remind all legislators that LSO will provide a copy of any required report to any legislator upon request. (This reduces the need for statutes requiring agencies to report to the entire Legislature.)

5. Format policy:

- a. The format and size of the report is to be as inexpensive as possible, consistent with complying with the statute requiring the report.
- b. Sufficient copies of the report shall be provided so that each member of the Committee receives 1, plus 3 for LSO. Reports shall be submitted to LSO.
- c. In addition to hard copies, reports shall be submitted to LSO electronically on diskette. If feasible, the report shall be placed on the agency's website so that a link can be provided to it from the legislative website.
- d. LSO will maintain an index (not text) of required reports on the legislative website. LSO will work toward providing the text of reports on the website through links to the reporting agency's website.

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Management Council Policy 01-02

Subject: **Distribution of LSO Research Documents**

(Source Notes: MC Minutes 12/11/01)

LSO will post all internally developed research products that have been prepared for all members in the information retrieval system when research is complete, rather than mailing the documents to legislators. LSO will notify the Legislature when the document is available electronically. If legislators want a print copy of the information, they may print the document from their computer or may request a copy of the document to be mailed to them.

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Management Council Policy 03-01

Subject: **Policies for Research and Policy Analysis Staff**

(Source Notes: MC Minutes 08/19/03; 06/02/06; 11/16/11)

Requests to the research staff will be handled similarly to the system for bill draft requests. Members are encouraged to use these services for requests including quick reference, comparisons with other states, programmatic and budget analysis, policy analysis, and identification of trends in Wyoming and in state government.

This general research is intended to compliment the current services offered by LSO's Legal Services, Budget and Fiscal, and Program Evaluation divisions as well as offer new services.

To avoid overwhelming the research staff, Management Council established priorities as well as informal limitations on the type and size of individual member requests. Members are also encouraged to use other resources available for independent research including the National Conference of State Legislatures (NCSL) and the Council of State Governments (CSG) or by working with LSO's Legislative Information Officer to identify other appropriate external research outlets. Finally, the Management Council recognizes the development of these research services and associated policies will be an evolving process and welcomes suggestions. The following is a brief introduction to the new research service policies.

Making a Request: Committees or individual members may make requests by phone, e-mail, fax, or in person. The research analysts can be reached by phone at the LSO main number, (307) 777-7881, and will be happy to work with you in framing your request. In addition, if a request made to other LSO staff is appropriate for the research staff, they will forward it internally.

Types of Research Available: Research staff can provide a variety of quantitative and qualitative policy, programmatic, comparative, and budget analysis. Research staff do not provide legal advice, draft bills, or prepare program evaluations. If the request is more appropriately assigned to the Budget & Fiscal division or the Legal Services division, research staff will forward it to the appropriate LSO staff. Research staff will provide non-partisan, independent, objective analysis, consistent with the services and reputation of other LSO activities. As staff to the Legislature, research staff will not accept requests directly from constituents nor will they conduct research on one member for another member, e.g. voting records.

Prioritization of Requests: Similar to other work performed by LSO staff, work that broadly benefits the Legislature will take precedence over individual requests. As a result, assignments directed by Management Council are given top priority. Committee

requests are next, followed by requests made from individual members. Committee and individual requests are prioritized on a first-come, first-served basis, similar to bill drafting requests. Up to twenty-five percent of research staff time will be devoted to individual requests.

Limits on Requests: Research staff will remain as flexible as possible to address every reasonable request. However, Management Council reserves the right to work with members in order to narrow overly broad or limit numerous requests that could monopolize staff resources. To the extent possible, Management Council desires all members to benefit from this resource.

Confidentiality of Requests: Except as otherwise provided in the Management Council's policy on disclosure of duplicate requests, the identity of the requestor, the specific nature of the request, and the product prepared by LSO research staff will remain confidential, unless the requesting member authorizes LSO to make the information available to other members.

A release form will accompany all final research products. The research release will offer members two means of sharing the research product with their legislative colleagues. First, members may elect to release the entire product along with the requesting member's identity to other members through the Legislature's Intranet. Alternatively, members may elect to share a generic, or "sanitized," research product that provides background issue information and facts, with no individually identifiable information from the member or the specific circumstances surrounding the inquiry. While the disclosure decision lies with the requesting member, a consideration of how the product may help inform other members, if shared, might be worthwhile. If the research product is allowed to be shared with other members, it will be available electronically to all members through LSO's document management system on the LSO Intranet. Of course, this policy only relates to how LSO handles the research request. Individual members are free to personally distribute the product as they deem appropriate.

Staff may use resources and information previously developed for one legislator to assist in developing a response for a similar request received at a later date.

Research Products: Research staff will prepare fact sheets (tables, graphs, and figures), research memoranda or issue briefs (relatively short analysis framed in a question/answer format), and research reports (somewhat more lengthy reports including policy alternatives, potentially including practical and administrative considerations).

Research staff are likely to work closely with executive branch staff and other external entities in developing information and even language. However, research staff do not operate under the statutes governing LSO's program evaluation process. As a result, executive branch agencies will likely not have had the opportunity to review and comment on the research product.

Information Requests Directed To State Agencies and Institutions:

When considering submitting information or research requests directly to state agencies, the University or other state institutions, please note the following:

1. LSO staff may be able to handle the request in-house and if not they are always available to help frame your request and to identify appropriate contacts within the agency or institution.
2. Be aware that some agencies have established procedures for handling legislator requests, e.g., an established clearing house or a single point of contact for all requests. LSO staff can assist you in following the proper protocol.
3. When a request may require an extensive amount of staff time or substantial expense, the agency or institution may find it necessary to respond with a preliminary estimate of time and expense.

LSO staff can work with executive agencies and other external entities in developing information and can help frame requests in order to reduce the effort or time necessary for an agency to respond. However, LSO staff should not be expected to "negotiate" whether the anticipated workload generated by the request is a reasonable expectation of the agency.

If efforts to reach accommodation still result in the agency claiming the request involves substantial expense or unreasonable agency staff time, the member should then consider narrowing the request or presenting the request to Management Council for discussion of possible alternatives.

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Management Council Policy 98-02

Subject: **Informal Resolutions**

(Source Notes: MC Minutes 09/21/98)

1. LSO shall continue the practice of preparing appropriate memorials for the families of deceased legislators, staff retirements, etc., using the same general format that has been followed through the 1990's. These memorials will be signed by the presiding officers.
2. LSO shall also prepare "informal resolutions" upon request of legislators subject to the following:
 - a. "Informal resolutions" are only those which do not involve issues of public policy. Specifically, any informal resolution which makes recommendations about official government action to government officials, officers or entities would be deemed to not qualify for this "informal" resolution process.
 - b. If LSO believes that there is an issue as to whether the request qualifies for the "informal" process, the legislator will be advised that an issue exists. If the legislator still wishes to proceed, the LSO director will submit the matter to the majority and minority floor leader of the legislator's house. Those two will jointly make the final decision as to whether the "informal" process is to be followed.
 - c. Informal resolutions will be drafted on the bill drafting system and will have an LSO number. They will also be numbered in order for each session as follows: 1998A, 1998B, etc. They will not appear on the public bill index or on the website. (This is to avoid confusion. Informal resolutions are not distributed as bills are and there is no digest/journal record for them. They will appear on internal staff indexes so that LSO staff can keep track of them.)
 - d. Informal resolutions will be processed in a manner similar to bill drafts:
 - (i) The sponsor will receive a copy of the resolution and a form authorizing further processing of the resolution.
 - (ii) Each legislator will receive a copy of the resolution and a form to sign indicating support for the resolution. Legislators will be advised to submit those forms to the sponsor. No follow-up reminders will be sent. The sponsor can remind legislators on the floor to turn their forms in to him.

- (iii) When the sponsor has received enough signatures in his discretion, the sponsor turns them all in to LSO.
- e. LSO will generate a new resolution with the names of legislators printed on it and forward it as specified.
- f. LSO will keep a master list of all informal resolutions each year which are drafted and forwarded, including the dates on which they were forwarded. This list will be available to the public.

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Management Council Policy 97-01

Subject: **Management Council Review of Policies**

(Source Notes: MC Minutes 02/12/97)

Following the General Session, Management Council will review all Handbooks and policies previously adopted. This will allow each new Council the opportunity to become familiar with, and adjust as necessary, ongoing policies and to approve them for the remainder of the biennium.

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Management Council Policy 08-04

Subject: **LSO Salary Adjustments**
(Source Notes: MC Minutes 12/16/08)

I. The following salary actions are authorized without specific prior approval by the Council but will be reported to Council in advance and are subject to Council objection:

1. The Director is authorized to hire new employees within the salary ranges established for the vacant position.
2. The Director, in consultation with the Section Manager, is authorized to grant a 1st anniversary salary adjustment to an employee not to exceed 10%.
3. The Director is authorized to grant annual office-wide COLA increases and to adjust the salary ranges for LSO positions by the COLA amount.
4. For employees below the level of Section Manager, the Director, in consultation with the Section Managers, is authorized to approve merit increases, not to exceed 5%, provided the employee's salary after the adjustment still remains within the established salary range for the position classification.
5. The Director may authorize payment of bar fees for attorneys employed by the LSO.

II. The following salary actions require advance Council Approval:

1. Extraordinary merit increase [i.e., those exceeding 5%] for an employee even if the employee's salary after the adjustment would remain within his current position classification and salary range.
2. Promotion of an employee to a higher position classification with a commensurate salary adjustment.
3. Merit increases for the Director, Assistant Directors, and Section Managers.
4. Modification of salary ranges for LSO positions other than COLA adjustments to the ranges.

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Management Council Policy 07-03

Subject: **STATE CEREMONY FOR DECEASED MEMBER**

(Source Notes: MC Minutes 7/12/07)

(a) **Official Legislative Request.** Only a request submitted to the Governor in accordance with this policy shall be deemed to be an official request by the legislature for a deceased member to lie in state in the Capitol rotunda.

(b) **Member Dying During Session.** If requested by a member's immediate family, the presiding officer of the house to which a deceased member belonged may submit a formal request to the Governor to authorize the member to lie in state in the Capitol rotunda, provided:

(i) The member died during the legislative session and the ceremony will be conducted while the legislature is still in session;

(ii) The presiding officer will appoint a select committee of legislative members to coordinate all arrangements for the ceremony and any associated memorial service with minimal involvement of legislative staff or the staff of the Governor's office;

(iii) Any expenses relating to the ceremony that are not covered as a normal operating expense by the Governor's office will be paid from private funds.

(c) **Previous Members.** No request shall be submitted to the Governor to allow a deceased prior-member of the legislature to lie in state in the Capitol rotunda.

(d) **Death Occurring During Interim.** No request shall be submitted to the Governor to authorize a sitting member of the legislature who dies during the interim between legislative sessions to lie in state in the Capitol.

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Management Council Policy 03-02

Subject: Legislator Stationery and Business Cards and Other Correspondence

(Source Notes: MC Minutes 10-10-2003 and 11-17-2004)

1. Each legislator will be provided with a complimentary set of personalized, full-color stationery (250 sheets and envelopes), folded correspondence cards (250 generic cards and personalized envelopes), and business cards (250) during the General Session. Legislators may choose to order 500 business cards at a time, rather than 250. Legislators will be provided an opportunity to order three (3) additional complimentary sets of full-color stationery and business cards during the biennium. Due to additional responsibilities, members of leadership can order unlimited complimentary sets of personalized full-color stationery and business cards during the biennium.
2. If legislators need additional stationery, folded correspondence cards, or business cards in addition to the complimentary sets available to order each biennium, legislators can order additional sets of personalized full-color stationery, correspondence cards, and business cards between sessions at their own expense and will be billed directly by the printer. Alternatively, if members run out of personalized stationery during the year, LSO will furnish generic full-color stationery (not personalized with legislator's name) in unlimited quantities.
3. LSO will not submit the order for personalized legislative stationery and business cards to the printer until committee assignments have been finalized at the beginning of each General Session for members who want this information included. The stationery, correspondence cards, and business cards will be delivered during the General Session.
4. Personalized legislative stationery and business cards for each legislator will include the legislator's preferred name, leadership position title (if applicable), preferred district mailing address, preferred telephone number, e-mail address (optional), fax number (optional), committee assignments (optional) and the legislative website address.
5. LSO will provide legislators with a form to indicate what personalized information they want included on their stationery and business cards. If legislators wish to change the approved information on their personalized stationery and business cards between sessions, they can do so at their own expense and will be billed directly by the printer.
6. Only standing committee assignments, permanent statutory committees, and Management Council will be listed on the stationery and business cards and that information is optional. Time-limited select committee assignments, subcommittees, and other appointments are not included on the stationery and business cards.

7. Due to the expense of personalized full-color stationery, legislators are encouraged to use it only for formal communications (e.g., correspondence to constituents.) Correspondence to LSO (e.g., bill drafting requests) should not be sent on personalized full-color stationery. Legislators are encouraged to use their laptop computer templates (letterhead, memorandum, fax cover sheet, and news release) for informal and bulk correspondence.

8. Legislators will be provided an opportunity to order complimentary personalized cardstock postcards. Legislators may reorder complimentary sets of postcards in unlimited quantities.

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Management Council Policy 93-01

Subject: **Telephone Credit Cards**

(Source Notes: MC Minutes 03/02/93; 08/20/97; 05/20/99)

1. Legislators are provided state telephone credit cards. Only calls which are official legislative business shall be charged to a state telephone credit card.
2. Legislators are authorized use of the state telephone credit card for a total of not more than \$2,000 for the entire term of a numbered Legislature, i.e. the two calendar years during which each legislature is seated.
3. The Legislative Service Office shall implement procedures to ensure legislators are aware of their total telephone credit card billing during the biennium.

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Management Council Policy 10-03

Subject: **Video Conferencing - Interim**

(Source Notes: MC Minutes 09/03/10; 01/04/2016)

1. The policies below outline the use of video or internet based conferencing in legislative facilities and for legislative meetings_during the interim. As used in this policy, “video” conferencing includes Internet based, compressed video or other video conferencing through electronic means.

A. Types of Hearings

Video conferencing may be used for the following types of activities during the interim by legislative committees:

1. With prior consent of the committee chair the video conferencing may be used to obtain testimony from designated presenters at specific site(s) on a topic assigned to the committee.
 - a. Video conference expenses will be charged to the requesting committee’s interim committee budget.
 - b. Special notice about the video conference will not be required to be included in meeting notice.
2. With prior consent of the committee chair, a public hearing may be held to gather public input on a topic assigned to the committee.
 - a. Video conference expenses will be charged to the requesting committee’s interim committee budget.
 - b. An official meeting location will be designated by the committee chair_and remote sites or access is provided merely as a courtesy to the public, with the understanding that the sites or access may not be operational if there are technical difficulties.
 - c. Information about the video conference will be included in the committee meeting notice and the LSO will make additional sites or remote access known on the legislative website and may also provide notice by other appropriate means.
3. With prior consent of the committee chair, a video conference may be held for legislators unable to attend a meeting at the official meeting location.
 - a. If a legislator cannot attend a meeting at the official meeting location, the LSO will schedule a remote site or access as directed by the committee chairman.
 - b. Video conference expenses will be charged to the requesting committee’s interim committee budget.

- c. Notice shall be provided as specified in paragraph 2.
 - d. For purposes of salary, per diem and travel expenses the meeting will be treated as an in-town meeting for legislators attending remotely.
4. An entire committee can meet via video conference at the direction of the chairman.
 - a. Video conference expenses will be charged to the requesting committee's interim committee budget.
 - b. Per diem, salary and travel expenses will be treated as an in-town meeting for each legislator attending remotely.
 - c. Notice shall be provided as specified in paragraph 2.
 - d. The official meeting location will be designated by the chair.
5. The Committee chair may also schedule a video conference for special events to be held in accordance with paragraph 4.

B. Approval for Video Conferencing

1. Individual members cannot schedule video conferencing in legislative facilities or requiring staffing by the Legislative Service Office, without approval of the Chairman of the Management Council, or if unavailable, the Vice-Chairman.
2. If an individual committee member would like to have a video conference as part of a committee hearing, including attendance via video conferencing, they must work through the committee chairman for approval.
3. Except for use by the Legislature, its members and staff any, other use of legislative facilities for videoconferencing by state agencies during the interim shall require the specific approval of the Chairman of the Management Council, or if unavailable, the Vice-Chairman.

C. Scheduling Video Conferences

1. Committee chairmen must work through LSO staff to request a video conference.
2. Necessary legislative or other facilities must be reserved by the LSO through the normal interim committee scheduling process prior to LSO making video conferencing arrangements.

D. Disclaimers Regarding Video Conferencing

1. In coordinating video conferences, the LSO must work within the parameters of the system operators and any sites and their respective policies and limitations.
2. The LSO cannot guarantee connectivity between participants.

3. Users must recognize problems with equipment, connectivity, and scheduling with the participating systems may arise when using video conferencing.

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Management Council Policy 09-01

Subject: **Video Conferencing** - Session

(Source Notes: MC Minutes 02/05/09, 09/30/10; 01/04/2016)

1. The policies below outline the use of video or internet based conferencing in legislative facilities and for legislative meetings_during the legislative session. As used in this policy, “video” conferencing includes Internet based, compressed video or other video conferencing through electronic means.

A. Types of Hearings

Video conferencing may be used for four types of activities during Session based on availability on a first-come, first-served basis:

1. A committee chairman may schedule a video conference to obtain testimony from designated presenters approved by the committee chairman on a bill assigned to the committee. Special notice about the video conference will not be required to be included in meeting notice.
2. A committee chairman may schedule a public hearing on a bill assigned to the committee.
 - a. An official meeting location will be designated by the committee chairman_and remote sites or access is provided merely as a courtesy to the public, with the understanding that the sites or access may not be operational if there are technical difficulties.
 - b. Information about the video conference will be included in the committee meeting notice and the LSO will make additional sites or remote access known on the legislative website and may also provide notice by other appropriate means.
3. Video conferencing may be used for Senate confirmation conferences with prospective appointees.
 - a. The official meeting location shall be designated by the committee chairman.
 - b. Special notice about the video conference will not be required to be included in meeting notice.

B. Approval for Video Conferencing

1. Individual members cannot schedule video conferencing in legislative facilities or requiring staffing by the Legislative Service Office, without approval of the presiding officer of the member’s chamber.
2. If an individual committee member would like to have a video conference as part of a committee hearing, they must work through the committee chairman for approval and the chairman must approve presenters identified in Section A-1 above.

C. Disclaimers Regarding Use of the System

1. In coordinating video conferences, the LSO must work within the parameters of the system operators, and any sites and their respective policies and limitations.
2. The LSO cannot guarantee connectivity between participants.
3. Users must recognize that problems with equipment, connectivity, and scheduling with the participating systems are possible when holding video conferences.

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Management Council Policy 11-01

Subject: **Severe Weather During Interim Committee Meetings**

(Source Notes: MC Minutes 11/16/11)

The following policy applies to severe weather situations which may affect legislative committee meetings during the interim.

Under regular Wyoming Office of Homeland Security Emergency Management Division (WOHS) procedures, WOHS consults the Governor or designee, who makes a decision as to what course of action will be taken by the executive branch. (Actions are usually either closure of all offices for the day or a delay in opening.) The decision is made shortly after 5:30 a.m. The decision is relayed to major media to publicize it beginning with 6:00 a.m. newscasts.

1. If the executive branch elects to close state offices for the day or delay opening:
 - a. The LSO committee staff will contact the committee chairman or co-chairmen regarding the executive branch's decision.
 - i. For meetings outside of Cheyenne, LSO staff will determine the action being taken by state or local government at the meeting location.
 - b. The chairman or co-chairmen will make a decision as to how to proceed regarding the scheduled committee meeting.
 - c. The LSO committee staff will call committee members who have provided LSO with an emergency contact number to inform them of the chair's decision.
 - i. Committee members should also listen to local newscasts in the event of severe weather to determine the status of the committee meeting.
 - d. The LSO committee staff will contact the LSO information officers to post an announcement on the Website and to notify the media regarding the status of the meeting.
2. If the executive branch delays the opening of state offices, the committee meeting will begin at the same time the executive branch has announced state offices will open for business the day of the committee meeting.
3. If state offices will be closed, and the chairmen elect to hold the meeting, the scheduled start of the meeting will be delayed by two hours to provide LSO staff adequate time to contact committee members, ensure the building is open to the public and publicize the meeting.

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Management Council Policy 00-01

Subject: Severe Weather During Session

(Source Notes: MC Minutes 01/10/00)

The following policy applies to severe weather situations which may affect the legislative session schedule. The Wyoming Office of Homeland Security (WOHS) is responsible for coordination of how the state responds to severe weather situations. This policy applies generally where the reason for possible disruption to the legislative session schedule is other than weather.

1. Policy when severe weather may affect normal convening.

a. Under regular WOHS procedures, WOHS consults the Governor or his designee, who makes a decision as to what course of action will be taken by the executive branch. (Actions are usually either closure of all offices for the day or a delay in opening.) The decision is made shortly after 5:30 a.m. The decision is relayed to major media to publicize it beginning with 6:00 a.m. newscasts.

b. WOHS duty officer will contact the LSO director (or the assistant director if the director can't be reached) immediately after the executive branch decision has been made.

c. The LSO director will contact the presiding officers individually to advise of the situation. Presiding officers will jointly make a decision as to how legislative activities will be affected.

d. LSO director will relay that decision to WOHS duty officer so that it can be publicized [beginning with 6:00 a.m. newscasts if possible].

e. LSO director will contact the Chief Clerks and advise them of presiding officers' decision.

2. Policy when severe weather occurs while the Legislature is actually in the Capitol in session, e.g. early closure of state offices.

a. WOHS contacts the LSO director regarding any decisions made by the executive branch.

b. LSO director personally advises presiding officers who make any decision, as necessary.

c. LSO director advises Chief Clerks; staff in building (and those who may be coming to work) are contacted by designee of Chief Clerks as necessary.

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Management Council Policy 99-02

Subject: **Website Operations**

(Source Notes: MC Policies Handbook 09/14/99 Revision; MC Minutes 05/05/00; 12/11/01; 04/30/03; 12/12/12)

I. Purpose.

The Legislative website (Legisweb) is intended to be a repository of timely and accurate legislative information for use by legislators, government officers and agencies, legislative staff and the general public.

II. General Authority and Responsibilities.

(a) General policies and guidelines for operation of the Legisweb will be established by the Management Council. Significant changes to the structure and content of the site will be made only with Management Council approval.

(b) Consistent with Management Council policies, the LSO staff will be responsible for the day-to-day operation and maintenance of the site. On-going modifications and enhancements to the structure and content of the site will be made by the LSO staff in consultation with the Select Committee on Legislative Technology and process.

III. The following guidelines are to be followed by LSO staff in administering the Legisweb:

A. Recommendations for significant changes to the Legisweb submitted by individual legislators or members of the public will be referred to the Management Council or the Select Committee on Legislative Technology and Process as appropriate.

B. LSO staff will continually review developments made to websites of other state legislatures, and will attempt to keep the Wyoming site reasonably comparable to those in other states keeping in mind the nature of our Legislature and the resources available to operate the site.

C. The Legisweb will include at a minimum the following:

1. State Statutes and Constitution
2. Legislative Session Information
3. Legislator Information
4. Interim Committee Activities
5. Budget/Fiscal Section
6. Program Evaluation Section
7. School Finance Section
8. A common calendar to be used by Committee Chairmen to coordinate the scheduling of committee meeting dates.

9. A draft schedule for each upcoming session (containing introduction deadlines, crossover dates, etc.). This draft schedule is assembled by staff as a planning tool for leadership. The schedule is subject to change without notice.

D. Archiving Data

1. Session data and interim committee data for the current year and [at least] 4 previous years will be retained on the website if disk space is available. When data is moved from the "current" category to "previous category", the LSO staff will delete some of the data and not move it to the "previous" category. Items to be deleted include committee meeting notices / press releases, compressed statutes, and adopted amendment reports. Data that is moved will be checked by LSO staff to ensure it is complete and that all links to the data are established properly.
2. When data is removed from the website, the LSO staff will move it to CD disks for permanent storage.

E. E-Mail Responses to Public Comments

LSO staff will maintain a record of all e-mail messages sent to the website. Replies will be sent out in a timely manner making use of a standard set of responses as appropriate.

F. Legisweb Link for Comments to Interim Committees

At the request of an Interim Committee, LSO staff will provide on the Legisweb a method to facilitate public comment on interim study topics assigned to the Committee.

G. Website Information Relating to Legislators:

1. The e-mail address provided for every legislator through public funds will be posted on the legislative website to allow members of the public to contact legislators via e-mail. This e-mail address will be included with each legislator's biographical information posted on the website.
2. The following biographical information on legislators will be posted on the website: name, district, community, party, committee assignments, phone (choice of office and/or home), and e-mail address. Other biographical information, in a uniform format, including a photograph may be included at the option of the legislator.
3. No links to, or addresses of, individual legislator's personal homepages will be provided on the legislative website.

H. Pursuant to the Transparency in Government Act, W.S. 9-2-1035 through 9-2-1037, the Legisweb will include the following Legislative branch financial information: [MC 12/12/2012]

1. Appropriations for the Legislative branch
2. A quarterly summary of expenditures
3. Access to Vendor payments
4. Outstanding RFP's and Invitations for Bids
5. Current Consultant & Service Provider Contracts
6. References to Management Council financial policies
7. Summary of LSO fiscal procedures
8. Biennial audit of legislative financial records
9. Annual Reports

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