



# ALASKA STATE LEGISLATURE

**HOUSE RULES COMMITTEE**  
**REP. GABRIELLE LEDOUX, CHAIR**  
State Capitol, Rm 216, Juneau, AK 99801-1182  
(907) 465-4998

**SENATE RULES COMMITTEE**  
**SEN. KEVIN MEYER, CHAIR**  
State Capitol, Rm 103, Juneau, AK 99801-1182  
(907) 465-4945

## *Joint House/Senate Capitol Press Rules*

### **Uniform Rule 11:**

Uniform Rule 11 allows the press admittance to the chambers. Each member of the press is required to have a press pass and is required to use the press tables at the back of the chambers.

“Admission to Floor.

1. Members of the press may be admitted to a chamber. However, members of the press, when admitted, may use only facilities provided at the rear of the chamber for press purposes, and they may use only the perimeter aisles of the chamber for photographic purposes.”

### **Press Pass:**

The LAA Executive Director’s Office will prepare a pass for each member of the press requesting access to the floor. Press members will be required to review the Capitol Press Rules and sign an application for the pass that verifies they have read the rules and agree to abide by the rules. If a person fails to abide by the press rules, he or she will lose press privileges.

The press pass application must be signed by both the Senate and House Rules Chair and both the Senate and House Sergeant-at-Arms. Once signatures are complete the application is sent to the Executive Director’s Office. The applicant must email the Executive Director’s Office their current photo or have one taken by LAA Media Services Staff (TMLOB Rm 229). The Executive Director’s Office will then issue a press pass and send two copies of the approved press pass application and press pass to each Rules Committee Chair.

Members of the press will not be admitted to the chambers or recognized at press conferences unless they are wearing a clearly visible and valid press pass issued by LAA.

### **Capitol Press Rules:**

Members of the press observing and broadcasting the floor session are guests on the chamber floor. Persons obtaining a press pass agree to abide by the following Capitol Press Rules:

1. When there is an emergency on the Capitol complex premises, members of the press must conduct themselves in an unobtrusive manner that does not create increased risk of pathway obstruction, injury, or confusion. During all emergencies members of the press will follow without question instructions given by security, medical, Rules Committee and Floor Staff, including instructions to vacate the area. The use of flash photography is not permitted during emergency situations. There will be no warning

given for a breach of this rule. Any violation of this rule may result in immediate revocation of the violating member's press pass at the discretion of the Rules Committee Chair.

2. Eavesdropping is prohibited and no audio recording or reporting of overheard private conversations is allowed.
3. The press is not allowed to move in or out of the entry doors to a chamber during invocation, the pledge of allegiance, or a floor vote.
4. There will be no movement during a floor vote because movement could cancel a roll call vote.
5. While the legislature is conducting business on the floor, inside the chambers members of the press are not allowed to talk to each other, to legislators, or to Floor Staff unless the body is "at ease."
6. Members of the press may not approach legislators on the chamber floor. If a legislator approaches a member of the press and initiates a conversation, the press member may respond if the body is "at ease" or not conducting business. Recorded interviews are not permitted inside the chambers. Press members may approach legislators only after they are beyond the outer door of the chamber. Do not block the hallway or the entrance to the chambers when conducting an interview. Conduct an interview on the side of the hall so as not to block the corridor to and from the House and/or Senate chambers and the chambers of the presiding officers.
7. Inside the chambers, the use of smart devices such as cell phones and tablets is permitted at the press tables for press related texting, social media communications and audio recording purposes only. Such devices must be placed in silent mode at all times. During "at eases," audio recording is prohibited. Laptops and cell phones may be used during "at eases" for written communications. Smart devices may not be used for video recording or voice communications at any time in a chamber. Smart devices also may not be used for voice communications in the galleries. No flash photography is allowed in the chambers or galleries. This rule will be strictly enforced by the Floor Staff and failure to adhere to this rule will result in immediate expulsion from the chambers. Repeated violations may result in revocation of the member's press pass.
8. Photographers are allowed to use the side aisles to take pictures; however, they are only allowed as far up the chambers as the front row of desks on either side of the chamber. Photographers are **never** allowed to use the middle aisle. Use of flash photography is prohibited in the chambers at all times.
9. The dress code for the press will be the same as the dress code for House and Senate members when they are in the chambers - business attire. For men, this means a suit jacket, dress shirt, dark trousers, and tie (bolo tie is acceptable). Women will wear a blazer, sweater set, pantsuit, skirt and blouse, or a dress. On weekends casual dress is permitted, but you are still required to wear a collared shirt and dark pants or dark jeans. Blue jeans are not acceptable at any time. You will not be allowed on the House or Senate floor while wearing blue jeans.

10. The only exception to this dress code applies to video camera operators. These professionals are expected to dress in a collared shirt and dark pants or dark jeans; blazer and tie is not required. Blue jeans are not acceptable at any time. You will not be allowed on the House or Senate Floor with blue jeans.
11. Press members with passes will be allowed on the House or the Senate floor 10 minutes before session until the day's floor session is adjourned. When the House or Senate goes into recess, the press should vacate the floor until the bells notifying the body to reconvene are rung.
12. Amendments offered on the floor will be provided to the press after they have been moved by the maker. Floor Staff will place a stack of amendments on each press table. Technical amendments do not require duplication and distribution. Technical amendments may be read aloud on the floor without the need to be in writing because they are simple technical adjustments or deletions.
13. Floor votes on motions are available from the Chief Clerk's office or the Senate Secretary's office within minutes of the vote. The Floor Staff do not have immediate access to these. Press members may get them directly from the office of the Clerk or Secretary.
14. Do not occupy seats that are reserved for House or Senate Pages.
15. There is limited space for the press on the floor of each chamber. If there is higher demand for press space on the floor this year, a process of dealing with the issue will be developed. If space is exceeded, those who obtained passes consistently over several years will be granted passes while other processes defining eligibility, verification, and scoring eligibility for a press pass are developed.
16. No food is allowed in the chambers. No drinks with labels are allowed in the chambers.
17. Inside the chambers, the Floor Staff is responsible for enforcing these rules at the direction of the Sergeant-at-Arms. Please be respectful of their responsibilities.



# LEGISLATIVE AFFAIRS AGENCY

## PRESS PASS

### APPLICATION

**APPLICATION PROCESS:**

1. Applicant obtains this form online ([http://akleg.gov/docs/pdf/press\\_application.pdf](http://akleg.gov/docs/pdf/press_application.pdf)) or from House or Senate Sergeant-at-Arms, completes and submits to House or Senate Sergeant-at-Arms;
2. The form must be reviewed and signed by both the Senate and House Rules Committee Chairs;
3. Both the House and Senate Sergeant-at-Arms will also sign acknowledging approval for applicant to have a Press Pass and to be present on the floor;
4. The form must then be forwarded to LAA Executive Director's Office;
5. Applicant must email LAA Executive Director's Office a current photo, or have one taken by LAA Media Services staff (TMLOB Rm 229);
6. LAA Executive Director's Office staff prints Press Pass and sends to House Sergeant-at-Arms for issuance and sends two copies of this completed form as well as two copies of the Press Pass to each Rules Committee Chair Office for their files;
7. Please note that Press Passes are only good for the period of an individual legislative session or special session.

**APPLICANT:**

Name:			
Organization:			
Work Phone:		Cell Phone:	
Work Address:			
Email:			
Legislature:	30 <sup>th</sup> Legislature; First Regular Session		
Signature*:			
<i>*By signing this form, you certify that you have read and agree to comply with the Capitol Press Rules. (A copy of the Capitol Press Rules should accompany this form.)</i>			

**APPROVALS – MUST BE APPROVED BY BOTH RULES COMMITTEE CHAIRS:**

HOUSE		SENATE	
House Rules Committee Chair	Date	Senate Rules Committee Chair	Date
House Sergeant-at-Arms	Date	Senate Sergeant-at-Arms	Date
<b>For LAA Office Use Only</b>			
<input type="checkbox"/> Press pass created by LAA Executive Director's Office staff on _____			