

RULES OF STATE LEGISLATIVE BUILDING AND LEGISLATIVE OFFICE BUILDING
ADOPTED BY THE LEGISLATIVE SERVICES COMMISSION

Adopted December 19, 1984
Amended November 18, 1987
Restated May 15, 2014

- I. The primary function of the State Legislative Building and Legislative Office Building is to house the legislative branch of state government. The State Legislative Building is also a center of interest to visitors to the State government headquarters in Raleigh. To make visitors feel welcome and at the same time to make it possible for the General Assembly to function effectively, the Legislative Services Commission adopts these rules and regulations.

- II. DEFINITIONS. - As used in these rules and except where specifically otherwise provided, the term "Legislative Complex" means the State Legislative Building and its grounds and the State Legislative Office Building and its grounds consistent with G.S. 120-32.1. Any reference to the Legislative Services Officer includes the Legislative Services Officer's designee.

- III. VISITORS TO LEGISLATIVE COMPLEX.
 - A. Public Hours.
 1. General hours. - The Legislative Complex is open to the general public any day when there is a daily session of the General Assembly or of either house, when a legislative committee meets pursuant to notice, and Monday through Friday from 8:00 a.m. to 5:00 p.m. The Legislative Complex is not open to the general public on New Year's Day, Easter Sunday, and the days designated by the Office of State Human Resources as the Thanksgiving and Christmas holidays. The State Legislative Building is open to the general public on Saturdays from 9:00 a.m. to 5:00 p.m., on Sundays from 1:00 p.m. to 5:00 p.m., and from 9:00 a.m. to 5:00 p.m. on the following State holidays: Martin Luther King, Jr. Day, Good Friday, Memorial Day, Independence Day, Labor Day, and Veterans Day.
 2. Extended hours. - When a daily session of the General Assembly or of either house, or a meeting of a legislative committee, extends beyond 5:00 p.m. or convenes after 5:00 p.m., the Legislative Complex remains open to the general public until 30 minutes after the last house adjourns or the last committee meeting adjourns.
 - B. Unaccompanied Children in Legislative Complex. - Unaccompanied children are not permitted in the Legislative Complex. Parents or other adults shall accompany children at

all times while in the Legislative Complex and shall supervise the children's activities. Running, horseplay, entrance into or presence in non-public areas are strictly prohibited. The State assumes no liability for unaccompanied children.

C. General Rules Governing Visitors.

1. Visitors may enter the Legislative Complex at any time the buildings are open to the general public and may move freely about the Legislative Complex. No person or group of persons may congregate on, assemble on, camp on, park on, or otherwise use the grassy areas surrounding the State Legislative Building except either as permitted under Rule V.D.4. of these Rules or for the purposes of maintenance, repair, and servicing of the building.
2. Visitors to the Complex may not disturb or act in a manner that will imminently disturb the General Assembly, one of its houses, or its committees, members, or staff in the performance of their duties. Visitors who disturb or act in a manner that will imminently disturb the General Assembly, one of its houses, or its committees, members, or staff in the performance of their duties will be asked to stop the behavior for the remainder of their visit to the Complex. Visitors who do not stop the behavior for the remainder of their visit to the Complex will be asked to leave immediately. Knowing failure to comply with these requests is a violation of these Rules. The following are nonexclusive examples of behaviors that may disturb the General Assembly, one of its houses, or its committees, members, or staff in the performance of their duties:
 - a. Making noise that is loud enough to impair others' ability to conduct a conversation in a normal tone of voice while in the general vicinity and may include singing, clapping, shouting, playing instruments, or using sound amplification equipment while inside either the State Legislative Building or the Legislative Office Building.
 - b. Creating any impediment to others' free movement around the grounds, impeding access to and from offices, committee rooms, elevators, stairwells, hallways, public areas, the chambers, or creating an impediment to others' ability to observe the proceedings in either house or in a committee meeting.
3. The following acts are prohibited:
 - a. Littering - Placing or throwing trash, debris, waste matter or any other material on the floors, furnishings, or equipment, or in the pools in the Legislative Complex.
 - b. Damaging or Defacing - Marking, scarring, tearing, breaking, removing, or otherwise damaging walls, floors, ceilings, windows, signs, or any structure, plants, or equipment of the Legislative Complex.
4. Signs. - Signs on handsticks are prohibited. Signs may not be affixed to any structure or any equipment in the Legislative Complex. A sign that is used to disturb or used in a manner that will imminently disturb the General Assembly, one of its houses, or its committees, members, or staff in the performance of their duties will be confiscated.

Nothing in this Rule limits the authority of the presiding officer or the chair of a committee from maintaining order in the chamber, the galleries, or a committee meeting.

IV. POSSESSION OF WEAPONS IN LEGISLATIVE COMPLEX. Except as provided by State or federal law, possession of deadly weapons is prohibited in the Legislative Complex. This rule shall not apply to:

- A. Officers and enlisted personnel of the Armed Forces of the United States when in the discharge of their official duties as such and acting under orders requiring them to carry arms and weapons.
- B. Civil officers of the United States while in the discharge of their official duties.
- C. Officers and soldiers of the North Carolina National Guard when on duty or called into service.
- D. Officers or employees of the State, or any county, city, or town charged with the execution of the laws of the State, when acting in the discharge of their official duties if authorized by law to carry weapons.

V. USE OF LEGISLATIVE COMPLEX.

A. General. – The following shall apply to any use of the Legislative Complex:

- 1. Individuals, agencies, or groups using any part of the Legislative Complex may not disturb, or create an imminent disturbance of, the General Assembly, one of its houses, or its committees, members, or staff in the performance of their duties. Nonexclusive examples of behaviors that may disturb the General Assembly, one of its houses, or its committees, members, or staff in the performance of their duties are set out in Rule III.C.2. of these Rules.
- 2. No request to use the Legislative Complex may be denied based on the content of the speech that is or may be expressed during the proposed use.
- 3. Persons authorized to use the Legislative Complex must remove any materials and must return the area to its original state. The Legislative Services Officer may deny any future use of the Legislative Complex to individuals, agencies, or groups who do not comply with these Rules or any additional restrictions adopted under these Rules.
- 4. Consistent with the provisions of these Rules, the Legislative Services Officer may adopt reasonable time, place, and manner restrictions regarding the use of the Legislative Complex, including a process for equitable allocation and timely approval of requests for space made under Rule V.D. of these Rules. The additional restrictions shall be published on the General Assembly Web site.

B. Legislative Business. - The following officers, individuals, groups or public bodies, and no others, are authorized to meet in and use the Legislative Complex for legislative business or the coverage of legislative business:

1. The General Assembly; its two houses, members, and staffs.
 2. Committees and subcommittees of the General Assembly or either of its houses, and their staffs.
 3. The Legislative Services Commission, its committees, subcommittees, and staff.
 4. The Legislative Research Commission, its committees, subcommittees, and staff.
 5. Special study commissions or committees authorized by law or resolution to meet in and use the Complex and, between legislative sessions and as determined by the Legislative Services Officer, all commissions and committees established by the General Assembly and whose membership, whether public or legislative, is composed in some portion of members of the General Assembly appointed by the Speaker of the House of Representatives and the President Pro Tempore of the Senate.
 6. Party and other recognized caucuses and committees of legislators.
 7. The President of the Senate and the President's legislative staff.
 8. The School of Government's Legislative Reporting Staff.
- C. Press or News Conferences. - No person, other than officers and members of the General Assembly, may have a press or news conference in the State Legislative Building or the Legislative Office Building. An interview among two individuals shall not be considered a press conference.
- During the legislative session, the rules committee chairmen of each house shall jointly schedule the use of the Press Room. Between legislative sessions, the Legislative Services Officer shall schedule the use of the Press Room.
- D. Use of Legislative Complex by Non-Legislative Groups and Individuals. - The Commission recognizes that the design and functions of the Legislative Complex limit the extent to which non-legislative groups and individuals may use the Complex without disturbing, or creating an imminent disturbance of, the General Assembly, one of its houses, or its committees, members, or staff in the performance of their duties. The purpose of the following restrictions is to ensure that the use of the Legislative Complex by non-legislative groups and individuals occurs in an orderly and equitable manner, that provisions can be made for the safety of participants and others, and that the use does not interfere with the primary function of the Complex.
1. Groups of students who wish to study the General Assembly as a part of a continuing program or special project or groups of students who wish to exhibit their academic or extracurricular achievements or activities may be sponsored by one or more members of the General Assembly. The Legislative Services Officer may assign space in the Legislative Complex where a student group may assemble for briefings, critiques, or presentations.

2. In individual cases, and upon a showing of compelling need, the Legislative Services Officer may grant special permission to any of the non-legislative agencies of State government to make temporary use of the facilities of the Legislative Complex. Requests for this permission shall be made to the Legislative Services Officer.
3. A person or group who wishes to reserve space for exhibits, booths, informational displays, conferences, festivities, contests, or other activities used to educate or engage participants or attract onlookers may apply to the Legislative Services Officer to use one or more of the first floor quadrants of the State Legislative Building, the Auditorium of the State Legislative Building, or the area between the North entrance to the State Legislative Building and the end of the bridge that joins the State Legislative Building and the Halifax Mall. No other locations in the Legislative Complex may be used or reserved for these purposes.
4. A person or group who wishes to reserve space for coordinated activities that the person or group reasonably expects will involve more than 25 but less than 200 participants to engage in making a speech, or holding a rally, protest, vigil, or press conference may apply to the Legislative Services Officer to use the area between Jones Street and the South entrance to the State Legislative Building. No other location in the Legislative Complex may be used or reserved for this purpose. Only one reservation may be issued for this location on a given day at a given time. This location may not be reserved for coordinated activities the person or group reasonably expects will involve 200 or more participants.
5. It is not a violation of these Rules for a person or group to use the areas designated in Rules V.D.3. and 4. of these Rules without requesting a reservation in advance. However, the use may not interfere with a previously reserved use and may not disturb, or create an imminent disturbance of, the General Assembly, one of its houses, or its committees, members, or staff in the performance of their duties. The Legislative Services Officer may impose reasonable time, place, and manner restrictions on the use.

E. Parking.

1. General. - Except as otherwise provided in these Rules, the following persons, and no others, are authorized to park on the grounds of the State Legislative Complex:
 - a. Members of the General Assembly.
 - b. The President of the Senate.
 - c. Elected officers of each house of the General Assembly.
 - d. The Legislative Services Officer.
 - e. Authorized legislative employees.
2. Driveway and Grounds. - As UNC Center for Public Television is a non-commercial telecast service of the University of North Carolina, the Legislative Services Officer

- may designate a space in the driveway or on the grounds of the State Legislative Building where the control vehicle for the Center for Public Television station may be parked during sessions of the General Assembly. The Legislative Services Officer may designate a space in the driveway or on the grounds of the State Legislative Building where a nonprofit organization may park a mobile blood donation vehicle and where emergency or law enforcement vehicles may park.
3. Loading Docks. - Only persons making deliveries or persons engaged in maintenance, repair, or servicing to the Legislative Complex, while making the deliveries or providing the services, may park at the loading docks or at any other place that the Legislative Services Officer or the Legislative Services Officer's designee may direct.
 4. Chaplain Parking. - The Chaplain of each house, or the Chaplain's officially designated substitute for any daily session, may park on the grounds at the State Legislative Building during the time necessary to perform the Chaplain's duties in opening the sessions only.
 5. Parking at Special Times. - On Mondays when sessions are not being held during the day, and on nights when sessions are not scheduled, and when the General Assembly is in recess or has adjourned sine die, the Legislative Services Officer, the President Pro Tempore of the Senate, and the Speaker of the House of Representatives may authorize legislative employees to park on the grounds of the State Legislative Building, so long as this parking does not inconvenience members of the General Assembly.
 6. Removal of Unauthorized Vehicles. - In addition to the authority of the Legislative Services Commission under G.S. 120-32.1(c), the Legislative Services Officer is directed to tow any vehicle parked without authority on the grounds of the State Legislative Building.

VI. VIOLATION OF RULES.

Unless otherwise provided by law, a knowing violation of these rules is a Class 1 misdemeanor under G.S. 120-32.1(b). Nothing in these Rules limit the authority of the General Assembly Police to maintain order and provide adequate security in the Legislative Complex.

CERTIFICATION

The above Rules governing the use of the Legislative Complex were adopted pursuant to North Carolina General Statute 120-32.1(a) by the Legislative Services Commission on the 19th Day of December, 1984, amended on the 18th day of November, 1987, and restated on the 15th day of May, 2014. The restated Rules were ordered to be filed in the office of the Secretary of State and in the office of the Clerk of the Superior Court of Wake County and to be posted in a conspicuous place in the State Legislative Building and the Legislative Office Building.



Representative Tim Moore
Chairman and Designee for the
Speaker of the House of Representatives



Senator Phil Berger
President Pro Tempore of the Senate

Legislative Services Commission