

GEORGIA SENATE

DECORUM PROCEDURES FOR SPECIAL PRESENTATIONS IN THE SENATE CHAMBER

The following procedures are for members who wish to introduce and recognize guests from the rostrum.

1. The total number of special presentations is limited to five (5) per day.
2. No special presentations will be scheduled on the following legislative days: Day 1, Day 29, Day 30, Day 38, Day 39, and Day 40.
3. The maximum number of guests permitted onto the Senate floor for a rostrum presentation is five (5). In the event more than five (5) guests plan to attend the special presentation, they should be seated in the gallery where they can stand and be recognized by the Senate.
4. Should the number of special presentations requested for any particular day exceed five (5), preference usually will be given to those Senators who have made the fewest special presentations during the term.
5. Senators should submit a completed "*Decorum Form*" to the Secretary of the Senate at least 3 days prior to the day of the scheduled presentation. Forms are available at the Rostrum, in the Secretary of the Senate's office and on line at www.senate.ga.gov/sos/en-us/Forms.aspx.
6. A resolution to accompany the requested special presentation should be filed with the Secretary at the time a Decorum Form is submitted to allow time to prepare a "pretty" copy of the resolution for presentation.
7. Staff in the Office of the Secretary of the Senate will coordinate the scheduling of the date and time of the special presentation with the Senator or his staff.
8. The President may adjust the schedule to accommodate our guests and to provide for the orderly flow of business.
9. Guests should report to Ms. Stacy Peery (Director of Senate Staffing) in the Senate Reception Room, Suite 330 CAP at least 15 minutes prior to the start of session. Staging will occur outside the south anteroom door in a space designated by the Secretary.
10. Guests will be escorted into the chamber through the south anteroom doors by Senate staff.
11. Photographs may be taken with the President following the recognition at the foot of the north end of the rostrum.
12. Guests will exit along the north aisle of the chamber and out the front door.