

GEORGIA SENATE

DECORUM IN THE SENATE CHAMBER

A. PRESENTATIONS FROM THE WELL;

1. The Senate “Well” may be occupied by no more than one Senator at a time. No other person, including another Senator is permitted in the well while it is occupied by the Senator recognized to speak unless specifically authorized by the President to accommodate a special need.
2. Members may use appropriate charts, graphs posters etc. to help illustrate their comments from the well. When the member yields the well, all such visual aids shall be removed from the well and not displayed in other parts of the chamber.

B. PROCEDURES FOR SPECIAL PRESENTATIONS ON THE ROSTRUM

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. 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 session.
2. The maximum number of special presentations by any individual Senator is five (5) per session. A Senator may not assign one of his/her special presentation days to another Senator.
3. Special presentations are limited to five (5) minutes each. This includes the time the Senator uses to introduce the special guest and the remarks of guest.
4. No special presentations will be scheduled on the following legislative days: Day 1, the day of the State of the State Address (usually Day 3 or 4), the day of the State of the Judiciary Address, the day before Crossover Day and Crossover Day (usually Day 27 and Day 28), and the last three days of the session, Day 38, Day 39, and Day 40. The President of the Senate may reduce the number of presentations allowed on any day based on projected volume of legislative business.
5. 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. Senators may join the group on the Rostrum, however; members of the House of Representatives are not permitted unless specifically authorized in advance by the President.
6. 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.

7. 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.
8. 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.
9. The President may adjust the schedule to accommodate our guests and to provide for the orderly flow of business.
10. 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.
11. Guests will be escorted into the chamber through the south anteroom doors by Senate staff.
12. Photographs may be taken with the President following the recognition at the foot of the north end of the rostrum.
13. Guests will exit along the north aisle of the chamber and out the front door.

C. PHOTOGRAPHS WITH PAGES AND GUESTS

1. Members may bring no more than five (5) guests onto the floor for photographs with the President at the North end of the Rostrum. Two Senators may not combine to bring a larger group onto the Senate floor.
2. Members seeking photographs with the President should bring their guest(s) in after special presentations and before the start of the Third Reading and Considerations of Bills and Resolutions.
3. No signs, placards, campaign buttons, banners or items of a similar nature are permitted on the floor for the Senate except as approved for presentation from the well.
4. Items of clothing (such as t-shirts) that advocate for or against a particular policy position, or are of a campaign nature, are not permitted on the floor of the Senate.