



Montana Legislative Services Division
Legislative Information Office

PO BOX 201706
Helena, MT 59620-1706
(406) 444-2957
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Media Registration for Capitol Access Pass

Instructions: 1. Apply for registration as member of the news media for the 2011 Legislative Session with the Legislative Information Officer in the Capitol Building, Room 10 (lower level), east end in Legislative Information Resources Center. Please fill out the information below and receive information regarding the standards and rules, a Media Guide, and a referral to the Department of Administration General Services Division.

2. Present this form to the General Services Division, Old Livestock Building, Room 208, 1310 East Lockey, Helena. For a \$5 fee, GSD will take your ID photo and supply you with your completed access pass.

3. Please wear this pass at all times in the Capitol during legislative sessions. Access to the chamber floors is controlled by the respective Sergeant-at-Arms and leadership. Should you have any questions, please go to the appropriate sergeant.

Please Print

Applicant's Name: _____

Title: _____

Employer: _____

Name of Immediate Supervisor: _____

Name of publication, Website, etc. _____

Applicant Contact Information:

Office Address: _____

Office Phone: _____ Cell Phone: _____

Email Address: _____

I acknowledge that access to the House and Senate chambers is a privilege accorded to the media by legislative leadership. I agree to abide by the Legislative Rules and the standards of behavior established by the presiding officers of the House and Senate, see attached. I understand that failure to abide by these rules and standards may result in the suspension or revocation of my access pass at the discretion of the presiding officer or the sergeants-at-arms.

Applicant's Signature

Date

Approval of LIO

Date

STANDARDS FOR ACCESS TO THE HOUSE AND SENATE CHAMBERS

Access to the House or Senate Floor is a privilege that is governed by the Joint, House, and Senate Rules. The Presiding Officers may delegate authority to the Chief Clerk, Secretary of the Senate, or the Sergeants-at-arms to determine the amount of media space, the placement of the media representatives, access to a chamber floor, and the expectations for decorum.

Access may be limited to specified areas and when the limited space is occupied, access to the floor may be denied. The galleries are always open and accommodations have been made in the Senate gallery for audio feeds. Photographers may need to make alternative arrangements with the sergeant-at-arms if the photographs that they wish to take involve moving about the chamber outside of the designated media space.

Decorum is defined as behavior or activities on the chamber floor which demonstrate respect for the institution, the legislative process, and legislators' attention to the activities of the floor session. Inappropriate behavior may be cause for removal from the chamber floor and potential loss of privileges. Inappropriate behavior includes interrupting a legislator or proceeding, loud use of communication devices. Appropriate dress is business attire that conforms with legislative attire. Content of a media representative's coverage is not considered to be an issue of decorum.

A member of the news media may not lobby legislators on the floor of the chamber. A distinction is made regarding lobbying, which is not permitted, and testifying on a bill. Testifying on a bill in front of a committee is considered an individual's right to free speech, but different from lobbying a legislator on the chamber floor.

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