



Georgia House of Representatives
2017 Intern Manual

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Welcome to the Georgia House of Representatives

Welcome and congratulations on being chosen to serve as an intern for the Georgia Legislative Internship Program for the Georgia House of Representatives. This is a unique opportunity for you to meet elected officials and witness the inner workings of the Georgia General Assembly. This handbook should serve as a guide during your time at the capitol. Please read it carefully and keep it handy for reference.

Personal Conduct

Conduct

The Georgia General Assembly expects the interns to maintain a high standard of personal conduct and professionalism while serving the Georgia House of Representatives. Every person and task is necessary for the General Assembly to run as efficiently as possible.

Intern Duties

Each House intern is assigned to an Administrative Assistant and House Committee Aide who serves the chairman of a standing House Committee. Senate interns are assigned to a Senate committee chairman or a leadership office. Your duty is to assist in the tasks that need to be done to keep the legislative process running smoothly. Below are some of tasks that may be required of you, but are not limited to only what is listed.

- Assist Administrative Assistant in office duties such as: answering phones, delivering notices, making copies and etc. Intern Manual 2016 4
- Visit Clerk of the House or Secretary of the Senate's office daily to pick up any new legislation assigned to your committees- First Readers, Composite Sheets and Rules Calendar.
- Pick up finished legislation in Legislative Counsel
- Put together folders for committee meetings
- Attend committee meetings and assist Committee Aide in tasks needed during meeting-note taking, handing out information, etc.

Hours

Daily work hours are from 8:00-5:00pm. You are required to arrive to work on time and not leave until all the duties you are required to do are completed. If you are late please notify your Committee Aide, Administrative Assistant and Intern Coordinator by 7:30a.m. This must be done by phone call- no text or email. If no one picks up the first time you call, leave a message and call back later to make sure everyone is notified of your absence. If you must leave early for any reason, please notify your Committee Aide, Administrative Assistant and Intern Coordinator as soon as possible.

Leave

This is a fulltime internship, but you do not receive leave time or sick time while serving the Georgia General Assembly. Session is from the second Monday in January usually till the end of March- if your school Spring Break falls between this time, please

know that you do not have this time off. Session is still in and you are required to be here.

Time off Request Form

It is understood that you are all full time students as well as interns. We understand that there may be times when you will need to visit your college campus to go over particular items. If you must visit your college, you will need to complete a *Time off Request Form* and have it signed by your direct supervisor and approved by the intern coordinator. This will need to be done at least 48 hours before the date requested off.

Classes

The Georgia General Assembly understands that you are all currently students in a college or university in Georgia, but we would like to request that you do not take classes that will interfere with your duties during the day as an intern. In the past many interns have taken night classes but any student that has scheduled classes during the day must know that it will affect your placement in an office.

Pay, Time Sheets

Interns receive a stipend pay of \$300.00 for 40 hours each week (this is before taxes). In order to receive a paycheck, you will be required to turn in a completed weekly time sheet. It must be signed by your Administrative Assistant.

Your paychecks will be direct deposited while you serve as an intern- though the first couple checks will be paper so the Fiscal Office and verify your banking information.

On rare occasion, there may be times when the General Assembly takes an extended break. At this time, it may be required that you take unpaid time off.

ID Badges and Name Tags

You will each receive an ID badge and a name tag. These must be worn at all time and if either is lost you will have to pay for them to be replaced.

Keycard Access

Interns are NOT provided with keycard access. To enter the Capitol building and C.L.O.B. (Coverdell Legislative Office Building), you must wear your ID badge and name tag at all times. If not, you will have to go through the metal detectors, and then sign in as a guest.

Dress Code

The Georgia General Assembly is a professional work environment and everyone should dress appropriately. As a minimum standard, dress should be clean, neat and professional. Women should wear suits, dresses, or dress shirts with skirts or pants. Men should wear a suit and tie.

The Speaker's office reserves the right to determine professional dress. If a professional dress code is not adhered to, an intern may be asked to leave the premises.

Inappropriate clothing: No tank tops, tight shirts or revealing shirts should be worn at any time. No short or tight skirts/dresses should be worn at any time. Jeans, shorts and flip flops should never be worn.

Email Policy

All Interns will receive a House email account (firstname.lastname@House.ga.gov) that is to be used for work use only. This is not to be used for personal email while serving the Georgia General Assembly. Excessive personal use and mass emailing (reply all) is not permitted. Keep group emails to a minimum and be appropriate with their nature.

Internet Policy

Internet access is available on all State computers. Visiting inappropriate sites or social media will not be permitted on State computers.

Cell Phone Policy

We understand that cell phones have become a life line for everyone these days but there is a time and a place to use them while at work. Please do not have your cell phone out texting, talking, searching internet, or using social media while sitting at your desk. Also, please do not use headphones or Bluetooth while at your desk.

FLOOR Access

Interns are not permitted on the House Floor. If it is an emergency, please come into the Speaker's Office and we will handle these issues on a case by case basis.

Professionalism in the Office

It is vital for each of you to remember that you will be interacting with elected officials on a daily basis. Each of these members has worked hard for their position and deserves the respect of being called Representative, Senator, or Chairman at all times. Even if the members state that you can call them by their first name, this is unacceptable.

You will also be working with other staffers, interacting with lobbyist, constituents and others that deserve the same respect. Please make sure to address them in the appropriate manner.

Performance Appraisals

During session, you will be evaluated using Performance Appraisals completed by your Administrative Assistant and/or Committee Aide. Evaluations will be placed in your file. Another Performance Appraisal will be completed at the end of session regarding your entire time as an intern for the Georgia General Assembly.

Internship Program Evaluation

You will be required to complete evaluations of your internship program experience midway during the legislative session, then again at the completion of session. These evaluations will be used to learn more about program strengths and weaknesses.

Intern Warning Notice

Failure to comply with any of the above standards will result in an Intern Warning Notice written and placed in your file. Once an Intern Warning Notice has been issued you will have a meeting with the Intern Coordinator and other staff (depending on the issue). If three violations have been placed in your file, your school will be notified and you will be removed from your current placement.

- Other areas that an Intern Warning Notice will be issued:
 - Receiving a three (3) or less for your overall ranking on your Performance Appraisal.
 - Leaving work without notifying your Committee Aide, Administrative Assistant and Intern Coordinator.
 - Excessive tardiness
 - Lack of respect for staff, constituents and others you may come in contact with.

After Hours Events

During session, many groups sponsor events for the elected officials both on and off the Capitol grounds. ***Do not attend any event unless you have been expressly invited by your Representative.*** As a legislative aide, please remember that you represent your elected official at all times.

Luncheons

Luncheons will be held both on and off campus throughout the legislative session. Do not attend any luncheon unless you have been expressly invited by your representative. If your representative invites you to a luncheon but does not accompany you, please make sure all elected officials in attendance receive their food first before you enter the line. Otherwise, you are welcome to stand in line with your representative. ***Again, do not attend a luncheon unless you have been invited by your representative.***

House Information

Press Releases

For a press release or media advisory about a non-campaign-related issue, please contact Betsy Lynch, Director of House Media Services, at betsy.lynch@house.ga.gov or Ashley Williams, House Media Services Specialist at Hannah.schachinger@house.ga.gov.

**** Form attached- located at the end of booklet****

<http://www.house.ga.gov/mediaServices/en-US/PressReleaseRequests.aspx>

Legislative Reports

At the end of each legislative day, the House Committee Services office sends out a Daily Report. This report includes all legislation that was brought up in Rules, on the House floor, in committee meetings and what is on the calendar for the following legislation day. It gives a summary of the bill, sponsor, and action taken on it. If you or your Representative would like to be added to distribution list please email Brent Cranfield at brent.cranfield@house.ga.gov.
<http://www.house.ga.gov/mediaServices/en-US/LegislativeReports.aspx>

Legislative Counsel

Legislative Counsel is located at 316 Capitol. You cannot retrieve anything from a Representative's folder until the Representative's administrative assistant has sent a letter to Legislative Counsel stating that you have been approved to collect items from their folder.

General Assembly Website

Many of your questions can be answered by visiting the Georgia General Assembly website at www.legis.ga.gov.

House Publications

These publications offer useful information to anyone looking to contact members of the House of Representatives. This includes: mailing labels, office locations, committee assignments and much more.

<http://www.house.ga.gov/Representatives/en-US/HouseMembersList.aspx>

There is also a staff directory on the House Website:

<http://www.house.ga.gov/en-US/Directory.aspx>

House Rules:

<http://www.house.ga.gov/Documents/Information/HouseRules2015.pdf>

PAGES

The Georgia House of Representatives PAGE Program offers students 12 years of age and older an opportunity to visit the Capitol and help their State Representative for the day. They will assist by delivering notes from constituents, lobbyists and other guests to Representatives on the House floor. Each Representative can have 10 Pages each session.

<http://www.house.ga.gov/en-US/HousePageProgram.aspx> **** Document attached- located at the end of booklet****

Room Requests

ALL room requests must come from a Representative's office. If your Representative asks you to reserve a room, please ask the administrative assistant in your office to assist you. Please note that committees take priority in room scheduling.

House Photography

ALL photo requests must be done by completed the House Photography Photo Request. Once the form is completed you will send it to Holli Gibbs, photography coordinator at holli.gibbs@house.ga.gov.

<http://www.house.ga.gov/mediaServices/en-US/HousePhotoRequest.aspx>

If your member would like to request a photo to be printed make sure you complete the House Photography Print Request Form. Once the form is completed you will send it to Holli Gibbs, photography coordinator at holli.gibbs@house.ga.gov. **** Form attached- located at the end of booklet****

Invitation Resolutions

Please see form below title RESOLUTIONS- Document 1 for an explanation and the process to go through. **** Document attached- located at the end of booklet****

<http://www.house.ga.gov/mediaServices/en-US/InvitationResolutions.aspx>

Research Requests

If your representative has asked you to get information on a particular piece of legislation or needs research done on a specific topic, please feel free to contact the policy analyst that is responsible for tracking that particular topic for assistance. To learn who the policy analyst is:

- Visit the Georgia General Assembly website www.legis.ga.gov
- Click on House of Representatives
- Click on Committee
- Choose the committee that the research request falls under
 - Policy Analyst are listed on the right hand side under Staff

Capitol Tour Information

The Georgia Capitol offers visitors an opportunity to view first-hand the most important government building in the state. Interpretive tours provided by the Secretary of State's Capitol Tour Desk give visitors an overview of Georgia history and the Capitol building.

If a group would like a tour, please call the Capitol Tour Desk operated by the Secretary of State's office to make a reservation: **404-463-4536**.

<http://www.libs.uga.edu/capitolmuseum/>

IF THE TOUR DESK CANNOT ACCOMMODATE YOUR GROUP, please contact the House Media Services Office to schedule a tour with House Media Services staff: **404-656-3996**.

Other Information

Cafeteria

There are two cafeterias that are used by most staff.

Coverdell Café - Located in the C.L.O.B. on the 6th floor. One thing to remember- you will not have keycard access, so you will have to go back down to the second (lobby) floor to exit the building or get back to your office in C.L.O.B.

Capitol Commons - This cafeteria is located across the street from the Capitol in the Sloppy Floyd Building, also referred to as the Twin Towers building. You must show your *driver's license* to get into the building. Your Intern ID badge is *not* accepted as a means for entrance to the building. This cafeteria has a Chick-Fil-A, 2.Mato, Barberitos, salad bar, hot bar, plus a sandwich bar.

Coverdell Café-

http://gba.georgia.gov/oo/channel_title/0,2094,59377335_73888722,00.html

Capitol Commons-

http://gba.georgia.gov/oo/channel_modifieddate/0,2096,59377335_73902801,00.html

Menus for Cafeterias-

<http://eurestdining.compass-usa.com/gba/Pages/CafeHoursContacts.aspx?LocationID=2>

Snack Bars

Snack bars are located on the 1st floor of the Capitol and the first floor of the C.L.O.B. To get to the C.L.O.B. Snack Bar, you must have someone with you that has keycard access or go back to the lobby area to exit the building or get back to your office. The snack bars take CASH ONLY and are operated by the Business Enterprise Program- be aware that most operators of the snack bars are visually impaired.

<http://gba.georgia.gov/snack-bars>

Explanation of House Offices

Office of the Governor: This office provides many services to the citizens of Georgia.

Office of the Secretary of the State: This office deals primarily with the election process and public disclosure of that as well as other pertinent information. This Office is also responsible for overseeing many other vital areas.

Office of the Speaker of the House: The Speaker of the House has the privileged powers of recognizing Representatives' rights to the floor, suspending irrelevant debate, commanding silence in the Chamber and calling House Members to order upon rule violations. The Speaker's Chief of Staff serves as the head superior of all the State's House Staff members.

Clerk's Office: The Office of the Clerk of the House prints copies of bills for distribution to the members of the General Assembly and makes copies of bills available to the public. The office prepares other materials vital in following the legislative process, such as the daily and composite status sheets, the general calendar, and the first readers in the House.

House Media Services: The House Media Services Office is a non-partisan office which provides its services and its expertise to all Representatives on a first come, first serve basis. The goal of the House Media Services Office is to serve as an effective conduit between representatives and the public, primarily through the news media across the state.

Committee Services: The mission of Committee Services is to serve both individual legislators and House committees by providing them with comprehensive, objective, confidential research on matters of policy, so that they may make informed legislative decisions.

House Budget: The Legislative Budget Office works with the Office of Planning and Budget and legislative leaders during the formative stage of the budget, analyzes departmental budget requests as they are originally submitted and later as submitted by the Governor's office. This office, after each session, follows through by spot-checking and, in some cases, making in-depth studies, to determine that departments spend the funds as budgeted.

Reapportionment Office: Assists in drafting state legislative, congressional, and local government district boundaries. They also help in disseminating information about them to the public and provide technical assistance.

Office of Legislative Counsel: Upon request, this office will advise legislators on proposed legislation, prepare a draft bill, or review legislation prepared by the legislator.

Common Terms

CALL TO ORDER: A motion requiring all members of a house to remain in the legislative chamber during a voting session until the house concludes its business.

CAUCUS: a private meeting of a group of people that belong to the same political party or have the same goal that decide policy, choose candidates or promote certain causes.

CHAIRMAN: Representative who has been appointed by the Speaker of the House or the Senate Committee on Assignments to serve as the head of a committee.

CLERK OF THE HOUSE: A person, not a member of the Legislature, who is elected by the General Assembly to serve as its chief administrative officer. The Clerk's duties include reading all bills and resolutions on first, second and third reading; recording the vote on all bills and resolutions; and providing general supervision over certain employees of the house.

COMMITTEE: A group of legislators, appointed by the Speaker of the House, to which proposed legislation is referred or a specific task is assigned.

CONFERENCE COMMITTEE: Joint House and Senate committee made up of 3 members of each chamber in which a compromise is reached on a bill for final passage.

COVERDELL LEGISLATIVE OFFICE BUILDING: The building adjacent the State Capitol. It houses legislative offices and committee rooms. Most commonly referred to as the CLOB.

FLOOR: The area of the legislative chamber occupied by the members and staff of the house. A legislator "has the floor" when he or she has been granted permission by the presiding officer to address the house.

FIRST READING: A bill is read for the first time and referred to a committee by the Speaker of the House or by the Senate Committee on Assignments.

GENERAL ASSEMBLY: In Georgia, two houses comprise the state Legislature. The House has 180 members elected from each legislative district -and is presided over by the Speaker of the House. The Senate has 56 members.

GENERAL CALENDAR: A sequential listing of bills and resolutions for floor or committee consideration.

HOPPER: Box in which a bill or resolution is dropped into to be assigned a legislative number. The bill is first introduced the next legislative day by the Clerk of the House to law makers.

HOUSE: This term can refer to the room or chamber in which a legislative body meets, but most often refers to the body itself. The Senate is one house and the House of Representatives is the other

MINORITY LEADER: The floor leader of the minority party in each house, elected by the members of the minority party.

PAGE: A school-aged guest of a Representative or Senator who assists lawmakers during a specific legislative day of the session.

PREVIOUS QUESTION: A motion to close debate and proceed to an immediate vote.

PRIVILEGED RESOLUTION: A resolution drafted by a member of the General Assembly to honor or recognize an individual or group in their district.

SPEAKER PRO TEMPORE (PRO TEM): A member of the House who is elected to serve as that house's presiding officer in the absence of the Speaker.

RECESS: A temporary break during a floor session or a period when no legislative sessions are held.

RESOLUTION: An action of the Legislature that expresses the policies, sentiment, opinions or direction of one or both houses. Resolutions can be used to commemorate an occasion, show appreciation for a visitor or outstanding citizen, or provide constitutional provisions for a bill.

REVENUE: Income from taxes, fees, fines, federal grants and other sources.

ROSTRUM: The area on the House Floor where the Speaker of the House or presiding officer is located.

SPONSOR: A legislator who introduces a bill or resolution, usually the first name listed on the bill.

STATUTES: The laws created by acts of the Legislature.

STUDY COMMITTEE: A legislative committee established for a limited period that may be created by either house and may include members of one or both houses to study a specific subject area.

TABLE A BILL: To indefinitely postpone action on a bill or other matter.

WHIP: A legislator who assists the party floor leader in maintaining party discipline and ensuring attendance at legislative sessions and committee meetings.

RULES CALENDAR: The daily legislative agenda prepared from bills and resolutions on the general calendar by the rules committee in each house. The rules calendar is in effect in the House and Senate for the last 25 days of a regular session.

RULES COMMITTEE: Arranges and fixes the calendar for each day's business of each regular session of the General Assembly.

SEARGENT AT ARMS: Person selected by the House of Representatives or Senate to keep order in the House.

SECRETARY OF THE SENATE: provides information to the general public, special interest groups, staff members and legislators alike by producing a myriad of documents which are vital to the daily operation of the Senate.

SENATE: Georgia, one of the two houses that comprise the state Legislature. The Senate has 56 members -1 elected from each legislative district -and is presided over by the President of the Senate.

SPEAKER OF THE HOUSE:A member of the House who is elected by the members of the house to serve as the chief presiding officer during sessions, who appoints committee chairs and members of committees and commissions, refers bills and resolutions to committees, sets the agenda for session days, and supervises the administration of the day-to-day business of the House.

Good Advice from Previous Interns

- The administrative support personnel are the gatekeepers to legislators and can get things done for you. If you find yourself in a bind, they can help you immensely—if they know who you are. Make it a point to stop by, and introduce yourself in your free time.
- Smile, and always ask how you can help.
- Whether you are in your office or around the capitol, take time to greet everyone and help out. The person you help up the stairs with their overflowing bags may be a future employer (or may be hosting a lunch later).
- Be Proactive! Always! If they give you something and say you have till the end of the week, get it done right then.
- Interrupting members is a no-no, but a conversation when things are slow is a great way to get to know them and get used to working with folks in power. Start with the legislators that represent you at home.
- No one likes the person who comes to the table uninvited, and there is no faster way to have your name circulated on the capitol black list. If you are invited, by all means, go and eat. Let the legislators and sponsors go first, and then follow behind graciously. “Thank You” is always a welcome sentiment.
- Get to know the administrative support personnel, including the administrative assistants, House staff, Clerk’s Office, Representatives, Postmaster, and Doorkeepers.
- Even if you are the last intern in the capitol and have to lengthen your day, do what it takes to finish the job. Your peers and the higher-ups will notice.
- Stay updated with the current political news and the legislation being considered by the General Assembly.
- Make it your goal to read the newspaper and review the First Readers each day. Knowing what is going on in and around the capitol will allow you to interact knowledgeably with the people around you (and prevent you from interacting with those in sticky situations).

- If things get slow and you cannot conjure up some work, with your supervisor's permission, go to the gallery and observe the legislature in action or sit in on a committee meeting.
- Your fellow interns can be a great source of camaraderie while you work downtown. Go to lunch with them, help them with their work when you can, and consider interacting after work. These could be your future colleagues one day.
- You will have significant access to legislators, but you should not use that access to promote a personal agenda. If your opinion is requested, take care to present your position with respect; requesting information from the opposing viewpoint to allow you to make a better informed statement. Being viewed as someone willing to consider varying viewpoints will label you as thoughtful and eager to learn.
- You will walk. You will stand. You may or may not have a chair. Prepare yourself with comfortable shoes.
- Don't let once-in-a-lifetime opportunities pass you by.

Rules Committee Information

Rules Committee Office
HM-1 State Capitol
404-656-5141
404-463-2600 (Fax)

COMMITTEE OFFICERS



Rep. John Meadows
Chairman

STAFF



Kathy Little
Administrative Assistant
kathy.little@house.ga.gov
404-656-5141



Keith Williams
Committee Counsel
keith.williams@house.ga.gov
404-463-2763

- ◆ The Rules Committee will convene, recess, and adjourn upon the order of the Rules Chairman.
 - The Rules Committee generally will meet each morning an hour before session convenes unless otherwise noted.
- ◆ The Rules Committee will meet in Room 341 on the third floor of the Capitol.

RULES COMMITTEE PROTOCOL & PROCEDURES

The Rules Calendar Process will be in place from day one, setting the legislative calendar for each legislative day.

Once a bill passes the standing committee and is placed on the General Calendar it is then eligible for the Rules Committee Consideration Calendar. The Consideration Calendar will list the legislation from the General Calendar eligible for consideration by the Committee at the next meeting. Generally, all legislation will be placed on the Consideration Calendar before it can be presented to the committee.

To be placed on the Consideration Calendar, legislation must first be requested in writing by the author/sponsor to the Committee on Rules. A request form will be provided and must be submitted to the Rules Committee Office. In order for an executive branch or department bill to be placed on the Consideration Calendar, the appropriate department head must also sign the Consideration Calendar Request Form.

If a bill substitution is necessary, then the legislator must meet with the Rules Chairman before proceeding with a substitute in a Committee on Rules meeting.

Generally, the Consideration Calendar for the next scheduled meeting of the Rules Committee will be posted by 5pm the previous day. However, legislation may be added from the General Calendar at any time at the discretion of the Chairman. In addition to listing all the legislation eligible to be considered at the next scheduled meeting, the Consideration Calendar will indicate, by category, the special rule assigned by the Chairman.

Rule 33.2 - Special Rules

33.2 In arranging and fixing the calendar for each day's business, the Committee on Rules is authorized to place on each measure to come before the House any of the following special rules:

- (a) Open Rule-** Germane amendments may be offered in accordance with the provisions of these Rules.
- (b) Modified Open Rule-** Germane amendments may be offered subject only to an overall time limit on the amendment process, and a requirement that the amendments be pre-printed and placed upon the desk one hour prior to debate.
- (c) Modified Structured Rule-** Germane amendments may be offered after being approved by the Committee on Rules. This rule may preclude

amendments to a particular portion of the bill, although other parts of the bill may be open to amendment.

- (d) Structured Rule-** No amendments may be offered. There is a strong presumption against Structured Rules. If any measure passed by the House pursuant to a Structured Rule is amended in the Senate it shall be considered disagreed to when it returns from the Senate, except that the author of the House measure, with the concurrence of the Speaker, may move to accept the House measure as amended by the Senate, or as otherwise allowed in Rules 118 and 119.

The above are subject to the provisions of Rule 33.4.

During the Rules Committee Meeting, the principal author or designated legislator will have the opportunity to briefly present their legislation to the Committee, in the order designated by the Chairman.

Once all the requests from the Consideration Calendar have been made, and the members of the Rules committee have made their recommendation, the Committee on Rules will place bills favorably reported on the House Rules Calendar for the next day.

The Rules Committee also has the ability to recommit or amend. **Rule 33.7**

If a bill on the Consideration Calendar is not placed on the Rules Calendar within three days, it may lapse from the Consideration Calendar, after which a further request will be required.

Once a bill passes the Committee on Rules it will then be placed on the House Rules Calendar subject to the attached rule. In listing the legislation, the House Rules Calendar will also indicate the special rule assigned to the bill.

The Rules Committee has the ability to set a day certain for the hearing of a bill on the House Floor. **Rule 33.3**

Senate bills are subject to the same process as House bills.

How a Bill Becomes a Law In Georgia:

<http://georgiainfo.galileo.usg.edu/documents/legchart.pdf>

<http://www.legis.ga.gov/Legislation/en-US/default.aspx>

Documents

How to Answer the Phone

- 1- Pick up the phone
- 2- Smile (people can tell when you do) and say “Hello, _____ (office you are in) this is _____ (name). How can I help you?”

The answers to most of the questions people ask can be found on the website.

- **Where can I find out who my Representative/Senator is?**
 - Log on to <http://openstates.org/>
 - You will then enter the ZIP code for the area the constituent residence and press enter.
 - Then a list of all the elected officials for that area will come up.
- **Where can I find the number for my Representative?**
 - You can give the constituent the number out in the House Directory, but all the numbers are posted on the webpage.
 - Log on to www.house.ga.gov
 - Click on “Representatives”
 - Find the member you are looking for and click on their name. Below if the information provided:
 - Office and staff information
 - Committee assignments
 - Press Releases
 - Legislation
- **I need information on House Bill _____. Can you help me?**
 - You can find where a bill is by looking on the Daily Composite.
 - Or log on to www.legis.ga.gov
 - There is a blank box where one can enter the number of the bill they wish to retrieve.
 - The drop down menu will let you choose HB, HR, SB or SR
 - After they do this all the bills information will show up: author, first reader, and tracking information.
- **Is the _____ committee meeting today?**

HOUSE OF REPRESENTAIVES

 - Log onto www.house.ga.gov
 - Click on “Meetings Calendar”

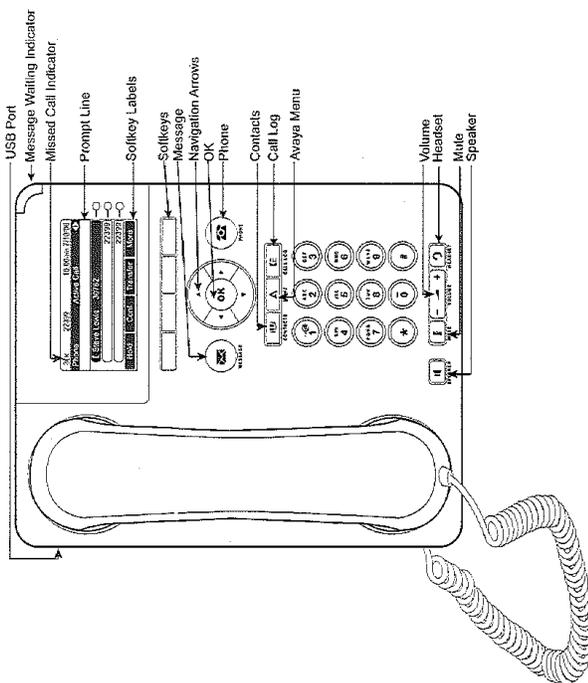
SENATE

 - Log onto www.senate.ga.gov
 - Click on “Committees”
 - Click on “Committee Meeting Schedule”

- If you do not know the answer or it might take a couple minutes to answer their question, put them on hold by pressing the HOLD button. To get them off hold, press on the line they are on.
- If you do not know the answer, ask someone in the office or you can transfer them to another office. We try not to transfer people around the Capitol. But if you need to this is how you do it:
 - a. Press the TRANSFER button
 - b. Dial the number
 - a. Press COMPLETE and then hang up.

AVAYA

Avaya one-X™ Deskphone Edition for 9620 IP Telephone Quick Reference



For more information

Go to www.avaya.com/support for latest support information, including user guide, administrator guide, installation and maintenance guide, interactive document, and software downloads.

Call Log

Calling a person from the call log

1. Press **Call Log**.
2. Scroll to the person or number you want to call.
3. Press **Call**.

Adding a number from the call log to your contacts

1. Press **Call Log**.
2. Scroll to the number you want to add to your Contacts list.
3. Press **+Contact**.
4. Edit name and telephone number, if necessary.
5. Press **Save**.

Avaya Menu

The Avaya Menu has four choices:

- Options & Settings
- Browser
- Network Information
- Log Out

The Options & Settings menu includes choices that allow you to change your call settings, personalize button labels, adjust brightness and contrast, select your ringing patterns, and more. The Options & Settings menu choices are:

- Call Settings
- Application Settings
- Screen & Sound Options
- Advanced Options

For more detailed information about options and settings, see *About Setting Your Telephone Options*. For more information about the browser or logging out of your phone, see *About the Browser and Logging out of your telephone in the Avaya one-X™ Deskphone Edition for 9620 IP Telephone User Guide*.

Options & Settings

Adjusting the brightness or contrast of the display

1. Press **Avaya Menu**.
2. Scroll to **Options & Settings**.
3. Press **OK** or **Details**.
4. Scroll to **Screen & Sound Options**.
5. Press **OK** or **Details**.
6. Scroll to **Brightness or Contrast**.
7. Press **OK**.
8. Scroll to **Phone**.
9. Scroll to the right or left to adjust the brightness or contrast.
10. Press **Save**.



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Issue 1
July 2006
Comcode
700411143

Scrolling and navigation

Use the up and down navigation arrows to scroll up or down through lists. Use the right and left navigation arrows to navigate (horizontally scroll) to other screens when indicated by the Prompt Line or to move the cursor right or left when entering text.

When you scroll to a line on the display, that line will be highlighted in black with white letters. The softkey labels will change according to the options available for the highlighted line. Press OK to choose the highlighted line.

Answering and Making a Call

Answering a Call

1. Lift the handset, or scroll to the incoming line and press **OK** or **Answer** or **Speaker**.

Making a Call

1. Lift the handset, press **Speaker**, or scroll to an available line and press **OK**.
2. Dial the number you want to call.

Putting a Call on Hold

1. Press **Phone** to view the main Phone screen, if necessary.
2. Scroll to the line you want to put on hold.
3. Press **Hold**.
4. Press **Resume** to retrieve the call.

Transferring a Call

1. Press **Phone** to view the main Phone screen, if necessary.
2. Scroll to the line you want to transfer.
3. Press **Transfer**.
4. Dial the telephone number, or call the person from the Contacts or Call Log lists.
5. Press **Complete** to transfer the call.

Conference Calls

Setting up a conference call

1. Press **Phone** to view the main Phone screen, if necessary.
2. Scroll to your active call.
3. Press **Conf**.
4. Dial the telephone number, or call the person from the Contacts or Call Log list.
5. Press **Join** to add the person to the existing call.

Adding a person on hold to a conference call

1. Press **Phone** to view the main Phone screen, if necessary.
2. Scroll to your active call.
3. Press **Conf**.
4. Scroll to the person you want to add.
5. Press **Resume**.
6. Press **Join** to add the person to the conference call.

Dropping a person from a conference call

1. Press **Phone** to view the main Phone screen, if necessary.
2. Scroll to your active call.
3. Press **Details**.
4. Scroll to the person you want to drop.
5. Press **Drop**.

Features

Accessing the Features menu

1. Press **Phone** to view the main Phone screen, if necessary.
2. Scroll right to view the Features menu.

Sending all incoming calls directly to coverage

1. Press **Phone** to access the main Phone screen, if necessary.
2. Scroll right to access the Features menu.
3. Scroll to **SENDALL**.
4. Press **OK** to turn **SENDALL** on or off.

Contacts

Calling a person from the Contacts list

1. Press **Contacts**.
2. Scroll to the person or number you want to call.
3. Press **Call**.

Adding a new contact

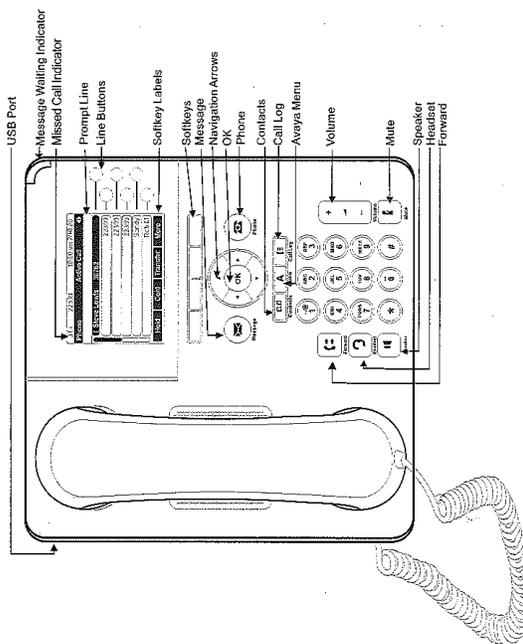
1. Press **Contacts**.
2. Press **New**.
3. Enter the name.
 - a. Press **More > Abc** to change between upper and lower case letters or to enter numbers.
 - b. Press **ABC** again to cycle through the options (Abc/123/abc/ABC) until the type you want to use is displayed.
 - c. Press the number key that corresponds to the letter or number you want to enter until the letter or number is displayed.
 - d. Pause before entering the next character if the characters are on the same key.
 - e. Enter remaining letters or numbers.
 - f. Press **More > Symbols** to enter characters that are not on your keypad.
 - g. Scroll to the symbol you want to use.
 - h. Press **OK** to select the symbol.
 - i. Press **Bksp** to delete the last character.
 - j. Press **Clear** to delete all text and start over.
4. Scroll to the next field.
5. Enter the telephone number.
6. Press **Save**.

Editing a contact

1. Press **Contacts**.
2. Scroll to the contact you want to edit.
3. Press **More > Edit**.
4. Choose the field you want to edit.
5. Make changes to the contact information.
6. Press **Save**.

AWAYA

Avaya one-X™ Deskphone Edition for 9630/9630G IP Telephone Quick Reference



Features

For more information about what features and options are available for your extension, contact your system administrator.

Accessing the Features menu

1. From the Phone screen, scroll right to access the Features menu.
1. Press **Forward** to access the main Forwarding menu.
2. Select SendAllCalls.
3. Press **OK** to turn Send All Calls on or off.

Send all calls

Contacts

Calling a person from the Contacts list

1. Press **Contacts**.
2. Select the person or number you want to call.
3. Press **Call** or **OK**.

Adding a new contact

1. Press **Contacts**.
2. Press **New**.
3. Enter the name using the dialpad.
 - a. Press the number key that corresponds to the letter or number you want to enter until the letter or number is displayed.
 - b. Pause before entering the next character if the characters are on the same key.
 - c. Enter remaining letters or numbers.
 - d. Press **Bksp** to delete the last character.
 - e. Press **More** → **Abc** to change between upper and lower case letters or to enter numbers.
 - f. Press **ABC** again to cycle through the options (Abc/123/abc/ABC) until the type you want to use is displayed.
 - g. Press **More** → **Symbols** to enter characters that are not on your dialpad.
 - h. Select the symbol you want to use.
 - i. Press **OK** to select the symbol.
 - j. Press **Clear** to delete all text and start over.
4. Select the next field.
5. Enter the telephone number.
6. Press **Save**.

Editing a contact

1. Press **Contacts**.
2. Select the contact you want to edit.
3. Press **More** → **Edit**.
4. Choose the field you want to edit.
5. Use the dialpad and softkeys to make changes to the contact information.
6. Press **Save**.

Call Log

Calling a person from the call log

1. Press **Call Log**.
2. Select the person or number you want to call.
3. Press **Call** or **OK**.

Adding an entry from the call log to your Contacts list

1. Press **Call Log**.
2. Select the number you want to add to your Contacts list.
3. Press **+Contact**.
4. Edit name and telephone number, if necessary.
5. Press **Save**.

For More Information

Go to www.avaya.com/support for latest support information, including user guide, administrator guide, installation and maintenance guide, interactive document, and software downloads.

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January 2007
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700420441

Scrolling and Navigation

Use the up and down navigation arrows to scroll up or down through lists. Use the right and left navigation arrows to go to other screens when indicated by the Prompt Line or to move the cursor right or left when entering text.

When you scroll to a line on the display, that line is selected. The selected line is highlighted in black and white letters. The softkey labels will change according to the options available for the highlighted line. The OK button is a shortcut for the default action. For example, when you select an entry in your Contacts list, pressing OK places a call to that person.

You can also select a line without scrolling by pressing the corresponding line button.

Avaya Menu

You can use the Avaya Menu to adjust and customize options and settings for your telephone, access additional web-based applications, get information about your phone and network settings, and log out. The menu choices you see depend on whether or not your administrator has set up Web (WML) applications for your phone.

When no Web applications are set up and the administrator has not customized the menu options, the Avaya Menu has five sub-menus:

- Options & Settings
- Browser
- Network Information
- Log Out
- About Avaya one-X

When Web applications are set up and the administrator has customized the menu options, the Avaya Menu has:

- at least one WML application
- a Phone Settings option containing a sub-menu of the same options and settings available on the regular (non-WML) Avaya Menu

The WML-based Avaya Menu may also have:

- a Browser option
- a Network Information option
- Log Out
- About Avaya one-X

Options & Settings lets you change your call settings, personalize button labels, adjust brightness and contrast, select your ringing pattern, and more.

The Browser menu contains additional web-based applications. (If no web applications are available for your phone, the Browser menu is not shown.)

Network Information shows a summary of network-related parameters for your phone.

About Avaya one-X provides the release number of your telephone software.

Options & Settings

The Options & Settings menu contains choices for:

- Call Settings
- Application Settings
- Screen & Sound Options
- Advanced Options

Call Settings includes choices for automatically displaying the Phone screen when you get an incoming call or when you place a call, turning call timers on or off, controlling how Redial works, turning Visual Alerting on or off, and more.

Application Settings includes choices for turning call logging on or off and for personalizing your button labels.

Screen & Sound Options includes choices for adjusting your phone's brightness and contrast, ring pattern, and button clicks and tones.

Advanced Options includes choices for backing up and restoring your settings, options, and button labels. You can also set AGC for your handset, headset, and/or speaker audio.

Answering and Making a Call

Answering a Call

1. Answer an incoming call in one of the following ways:

Option	Description
If you are not on another call	Lift the handset, or press the line button next to the incoming call, or press Speaker to answer using the speakerphone, or press Headset to answer using the headset.
If you are on another call	From the Phone screen, scroll to the line with the incoming call and press Answer or OK , or press the line button next to the incoming call.

Making a Call

1. Lift the handset, or press **Speaker** or a line button for an available line.
2. Dial the number you want to call.

Putting a Call on Hold

1. Press **Phone** to view the main Phone screen, if necessary.
2. Select the line you want to put on hold.
3. Press **Hold**.
4. Press **Resume** to retrieve the call.

Transferring a Call

1. From the Phone screen, select the line you want to transfer.
2. Press **Transfer**.
3. Dial the telephone number, or call the person from the Contacts list, or call the person from the Call Log list.
4. Press **Complete** to transfer the call.

Conference Calls

Setting up a conference call

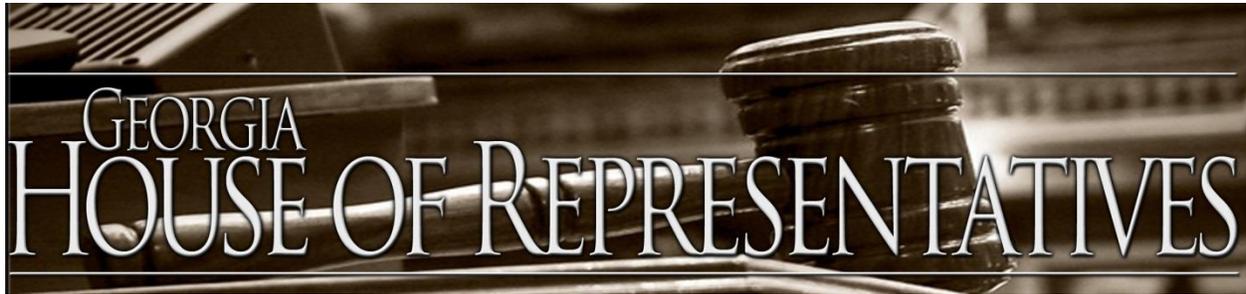
1. From the Phone screen, select your active call.
2. Press **Conf**.
3. Dial the telephone number, or call the person from the Contacts list, or call the person from the Call Log list.
4. Press **Join** to add the person to the existing call.

Adding a person on hold to a conference call

1. From the Phone screen, select your active call.
2. Press **Conf**.
3. Select the call on hold that you want to add to the conference.
4. Press **Resume** to take the call off hold.
5. Press **Join** to add the person to the conference call.

Dropping a person from a conference call

1. From the Phone screen, select your active call.
2. Press **Details**.
3. Select the person you want to drop.
4. Press **Drop**.



MEMBER PRESS RELEASE REQUEST FORM

***Representative's Name:** _____

Representative's City: _____

Type of Press Release: Legislation, Upcoming Event, Editorial, or other.

If other:

***Deadline:** _____

***Summary of Information for Release:** _____

Quote from Representative: _____

Contact Email: _____

Contact Phone: _____

Comments: _____

***Required Field**

Note: All press releases are non-partisan and will be completed on a first-come, first-serve basis. If there are any questions or concerns, please contact Betsy Lynch at betsy.lynch@house.ga.gov

**This form can be found online as a link from the House Media Services website.*



HOUSE PHOTOGRAPHY PRINT REQUEST FORM

Chaplain of the Day, Invitation Resolution and Page photos are AUTOMATICALLY printed and delivered to the Representative's Capitol office via campus mail.

Representative:

Administrative Assistant:

Date of Photograph:

Name of Group, number of people, location of photograph:

Number of prints requested(maximum 5):

Size of print requested (highlight size)

4x6

5x7

8x10

House photo gallery:

Page in gallery:

Photo number:

Please submit this form via email:

Holli Gibbs

Photography Coordinator/ House Photographer

(404) 656-5020

holli.gibbs@house.ga.gov

**This form can be found online as a link from the House Media Services website.*



2016 GEORGIA HOUSE OF REPRESENTATIVES PAGE PROGRAM

INTEREST FORM

If you are interested in being a Page for the Georgia House of Representatives, please complete this form and email or fax it to your state representative (directions below). All pages must be scheduled at least *1 week* in advance of their requested dates; this is due to special events and coordinating with the representative. Pages must be 12 years or older at the time of application to serve.

Student Information

First Name: First Name Last Name: Last Name

Name as to be displayed on certificate: Enter Name

Address: Street

Street

City State Zip

City State Zip

School: Enter School

Grade: Enter Grade

Date of Birth/Age: Enter Date of Birth or Age

Please list three dates that will best fit your schedule to serve as a page.

1. Choose a date 2. Choose a date 3. Choose a date

Parent/Guardian Contact Information

Name: Enter Name

Primary Phone: Enter Phone Number

Alternate Phone: Enter Alternate Phone Number

Email Address: Enter Email Address

On long legislative days with a lunch break, a Chick-fil-A lunch is provided to each page by the House of Representatives. If you have dietary needs that restrict you from eating the provided lunch, please bring your own lunch. Alternate/vegetarian lunches are not provided. If needed, there is a snack bar located on the first floor of the Capitol.
Please contact the Chick-fil-A website for more information on the Chick-fil-A lunch.

<http://www.chick-fil-a.com/Food/Allergen-Gluten-Diabetic>

On legislative days with a dinner break, pages are *not* provided dinner. Pages serving on long days with a dinner break should communicate with their sponsoring representative's office for meal arrangements.

I consent to the above named student to serve as a page for the Georgia House of Representatives.

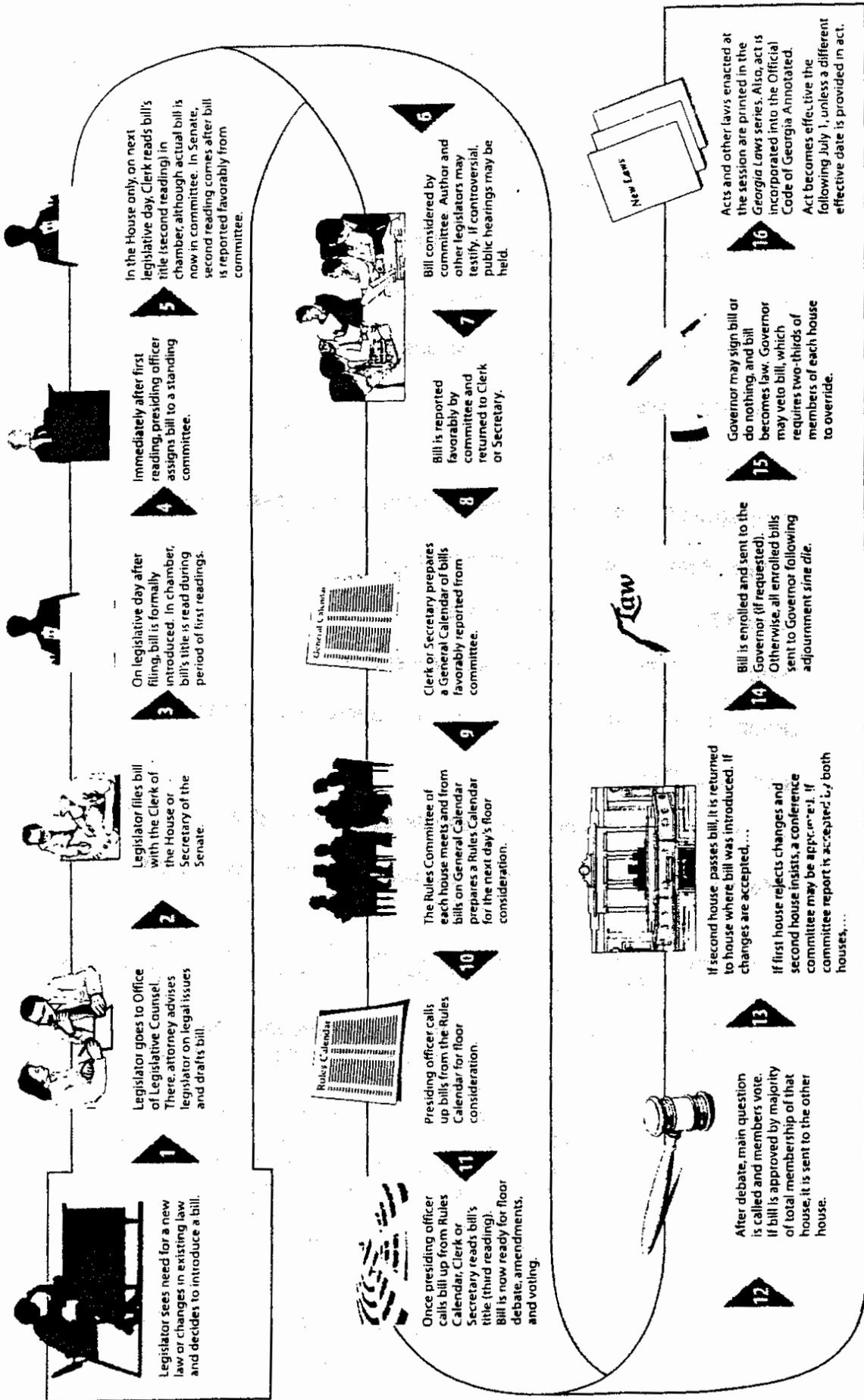
Parent/Guardian signature Choose a date
Date

How to apply:

- By visiting www.openstates.org and entering your address into the search bar you will be able to find your state representative.
- Once you know your representative's name, visit www.house.ga.gov and click on the **Representative** tab to locate your representative's State Capitol office information.
- Complete the [2016 Page Interest Form](#) and fax OR scan *and* email it to your representative's administrative assistant to the number listed for the State Capitol office.
- After your interest form has been reviewed and approved by your sponsoring representative, you will be contacted by your representative's administrative assistant confirming which of your three requested dates has been selected for you to page.

List your representative's name and office number: Representative Name and Office Number

How a Bill is Passed in the Georgia Legislature





Georgia Fast Facts

Georgia Population (2000): 8,186,453

Land Area (square miles): 57,906

Persons per square mile (2000): 141.4

Admission to Statehood: January 2, 1788

Statehood: 4th of the original 13 colonies

Capital City: Atlanta

Number of Counties: 159

Geographic Center: Twiggs County, 18 miles southeast of Macon

Highest Point: 4,784 feet, Brasstown Bald

Lowest Point: Atlantic coast, sea level

State Motto: Wisdom, Justice, and Moderation

Origin of State's Name: Named for King George II of England

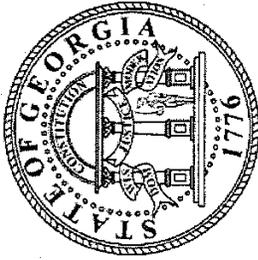
Nickname: Peach State

Agriculture: Poultry and eggs, peanuts, cattle, hogs, dairy products, vegetables

Industry: Textiles and apparel, transportation equipment, food processing, paper products, chemical products, electric equipment, tourism

Government: U.S. Congressional Districts – 13, U.S. Senators – 2
State Senators – 56, State House of Representatives - 180

Famous Georgians: James E. Carter, U.S. President, *Plains*
Rebecca Latimer Felton, first appointed woman U.S. Senator, *Decatur*
Bobby Jones, golfer, *Atlanta*
Martin Luther King, Jr., civil rights leader, *Atlanta*
Gladys Knight, singer, *Atlanta*
Juliette Gordon Low, U.S. Girl Scouts founder, *Savannah*
Margaret Mitchell, author, *Atlanta*
Jackie Robinson, baseball player, *Cairo*
Clarence Thomas, Supreme Court associate justice, *Savannah*
Alice Walker, author, *Eatonton*



Georgia House of Representatives

HOW A BILL BECOMES A LAW

I. INTRODUCTION OF LEGISLATION

- A. Bills and Resolutions are filed with Clerk of the House of Representatives.
- B. Read for the first time (by title) to entire House by the Clerk.
- C. The Speaker assigns the legislation to a standing committee.
- D. Legislation is automatically second read on the next legislative day.

II. STANDING COMMITTEE ACTION

- A. The Chairman sets up Committee meetings to act on specific legislation.
- B. Interested parties testify for or against particular legislation.
- C. The committee votes on the legislation with several options available:
 1. Recommend a "do pass." (in the original form)
 2. Recommend a "do pass by substitute." (Committee Substitute)
 3. Recommend a "do not pass." (in any form)
 4. Pass with no recommendation.
 5. Hold legislation in the committee. (No action)

III. LEGISLATION FAVORABLY REPORTED OUT OF COMMITTEE

- A. Legislation is placed on the calendar. (Eligible for third reading and vote)
- B. The Speaker, in his discretion, may call legislation on the calendar in any order.
- C. Legislation is debated on the House floor.
(It may be amended or substituted on the floor by vote)
- D. Legislation is passed by a majority vote or defeated.
(If it is a tax measure or if it is an amendment to the constitution, a 2/3 vote is required for passage)

IV. TO THE SENATE

- A. Legislation passing the House, in whatever form, is transmitted to the Senate where a similar process takes place. *

V. RETURN TO THE HOUSE

- A. Any legislation with Senate changes requires House approval. The House can either agree, agree as amended, disagree, recede, or insist. If no agreement is made, a Conference Committee is appointed. (Consisting of three House and three Senate members)
- B. Conference Committees work out the differences on the conflicting issues and language of the particular legislation. They also perfect the language of the legislation.
- C. The Report of the Conference Committee is read to the full House and it is either adopted or rejected. (likewise in the Senate)

VI. TO THE GOVERNOR

- A. The Governor may veto or sign into law the legislation passed by the General Assembly. He has 40 days after the session to act. Legislation not acted upon becomes law automatically.

* Note: All legislation must pass both the House and Senate to become law.

A Scene From the Gallery

ORDER OF BUSINESS WHEN THE HOUSE OF REPRESENTATIVES IS IN SESSION

1. Call of the roll.
2. Scripture reading and prayer by Chaplain.
3. Pledge of Allegiance to the Flag of the United States of America.
4. Report of the Committee on Information and Audits.
5. Confirmation of the Journal.
6. Unanimous consents.
7. Introduction of bills and resolutions.
8. First & second readings and reference of House bills and resolutions.
9. Reports of Standing Committees.
10. Third reading and passage of uncontested local bills and resolutions.
11. First and second readings and reference of Senate bills and resolutions.
12. Unfinished business of previous session.
13. Orders of the day.
14. Senate amendments to House bills and resolutions and reports of Conference Committees.
15. Motions to reconsider.
16. Morning orders.
17. (a) When applicable, third reading of resolutions on the uncontested resolutions calendar; and
(b) Other bills and resolutions for third reading.
18. Evening orders.

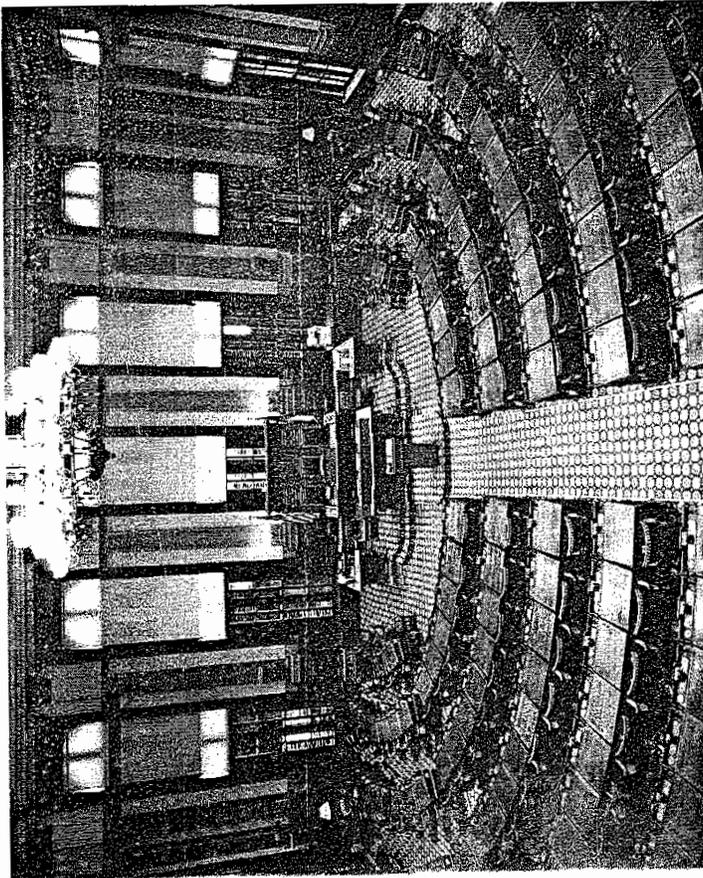
*The first 30 minutes (approximate) of each legislative day is known as the "period of unanimous consents." During this period the call of the roll is conducted, followed by scripture and prayer by the visiting Chaplain of the day and then the Pledge of Allegiance to the Flag. The confirmation of the Journal, which includes the minutes of the previous legislative day, is read and adopted. Introduction, first reading and reference, and second reading of legislation are also done during this time.

* Under the Constitution of the State of Georgia, every Bill and Resolution intended to have the effect of general law is required to be read three times and on three separate days in the House of Representatives before such Bill or Resolution shall be voted upon.

After the "period of unanimous consents," the House addresses the General Calendar for that day. Bills and Resolutions given a "DO PASS" recommendation by a committee may be called for consideration at this time and given a third reading. (Note: As many members have already had the opportunity to read the proposed legislation, are familiar with the contents through committee work, and/or have possibly reached a decision on the measure, Representatives may use this time to discuss legislation with their seat mates. Also, members may be absent from the chamber during the third reading to meet with a constituent in the hall, to return a phone call or possibly attend a committee meeting. However, members must be present to vote on legislation and to make any motions.)

When any subject is before the House for consideration or debate, the following motions shall have precedence in order named:

- (1) A motion to adjourn.
- (2) A motion to lay on the table.
- (3) A motion for the previous question.
- (4) A motion to adjourn to a time definite.
- (5) A motion to indefinitely postpone.
- (6) A motion to postpone to a certain day or to a time certain if postponed to a later time on the same legislative day.
- (7) A motion to commit.
- (8) A motion to amend.
- (9) A motion to print.



ROSTRUM - The Speaker of the House presides from the upper podium.

CLERK'S PODIUM - Located just below the rostrum; the House Clerk and the staff maintain records of daily floor proceedings.

WELL - The podium on the floor level is known as the "well" of the House. From the "well," members address the House. A member can speak for or against proposed legislation, make a morning order, or make an announcement.

SEATING OF MEMBERS - Each Member is assigned a desk on the floor. From their desks, members have the opportunity to use a microphone to question a member that is in the "well" or to ask the presiding officer about parliamentary procedure.

VOTING BOARD - Members vote red (nay/no) or green (yea/yes) with push buttons located on their desks. Roll call votes are tabulated electronically. Voting results are shown on the voting boards on each side of the chamber. Sometimes votes are taken by a show of hands.

PHOTOGRAPHY AREA - Members of the media are allowed to move about on the floor to make photographs but are not allowed to conduct interviews while the House is in session. Located in adjacent anterooms is space for news interviews.

**GEORGIA HOUSE OF REPRESENTATIVES TEMPORARY EMPLOYEE
CONFIDENTIALITY AND SOCIAL MEDIA AGREEMENT**

I, (print name) _____, of
(print address) _____,
_____, as a
temporary employee (“Employee”) of the Georgia House of Representatives (“Employer”), do
understand, acknowledge, and agree that my employment by Employer shall be subject to the
following policies, terms, and conditions, among others:

I. Definitions

As used in this agreement, the term:

- (1) “Executive branch staff” means staff employed by any executive branch office, department, or agency of the State of Georgia.
- (2) “Legislative branch staff” means staff employed by the Georgia Senate, Georgia House of Representatives, or any joint office of the Georgia General Assembly (specifically including but not limited to the Office of Legislative Counsel).
- (3) “Use of social media” means publishing or broadcasting written content, images, or audio or video signals or recordings to internet websites used for social networking or sharing of information among a community of users, such as, but not limited to, Facebook™, Twitter™, Youtube™, web-based bulletin boards or comments sections, and web-based journals or logs (“blogs”).

II. Confidentiality

(a) Unless and until disclosure is authorized by a Representative who is a party to the communication, the following shall be kept confidential by Employee:

- (1) Communications between a Representative and legislative branch staff, another member of the General Assembly, an elected state or local government official, executive branch staff, or registered lobbyist relating to:
 - (A) A request by a Representative for research or advice on a legislative issue;
 - (B) A request by a Representative for the drafting of legislation or amendments to legislation;
 - (C) Any matter under consideration by a legislative committee of the General Assembly other than communications made publicly in a public meeting of the committee; and
 - (D) Development of a Representative's position on legislation or discussion of any matter arising out of or relating to the deliberative process of the General Assembly.

(2) All documents and electronic records, including but not limited to correspondence, e-mail, notes, memoranda, and preliminary or final drafts of legislation received by a Representative or legislative branch staff or prepared or assembled by a Representative or legislative branch staff in regard to a communication under paragraph (1) of this subsection, other than a version of a bill or resolution which has been introduced in either chamber of the General Assembly or an amendment or substitute which has been publicly offered for adoption in a legislative committee or subcommittee or on the floor of either chamber; and

(3) Communications between a Representative and a contractor or consultant retained by the Senate or General Assembly, other than communications made publicly in a public meeting.

(b) Other private communications of or to a Representative in his or her official capacity (including but not limited to communications with constituents), if directed by the Representative to be kept confidential, shall be kept confidential by Employee unless and until otherwise disclosed or authorized by the Representative.

(c) Nothing in this section shall affect:

(1) Any obligation to make any disclosure required by law, judicial process, or rule of the House of Representatives; or

(2) Any right to file a complaint and make disclosures in connection therewith to the extent authorized by law or by rule of the House of Representatives.

III. Social Media

(a) Employee's personal or private use of social media during his or her work hours for Employer is prohibited, regardless of ownership of equipment used.

(b) Employee's personal or private use of social media via state government computer equipment at any time is prohibited.

(c) If and when making use of social media at work on behalf of a Representative or House of Representatives office in connection with official duties, Employee shall adhere to the following policies:

- (1) Employee shall not make use of social media on behalf of a Representative or House of Representative office without express authorization from the Senator or office supervisor.
- (2) Statements that are defamatory or which invade another person's privacy shall not be published.
- (3) Confidential information shall not be disclosed.
- (4) Photographs, video clips, pictures, or other images of any person shall only be used with such person's permission, unless such images were originally obtained and used for public dissemination (e.g., media clips, official proceedings in public meetings, etc.).

CAPITOL OFFICES

ROOM	STAFF	CHAIRMAN	COMMITTEE	PHONE
131	Michelle McKelly	Tom Weldon	Juvenile Justice	404.656.5116
		Gerald Greene	Code Revision	404.656.5105
132	Jerrie Baughman	Wendell Willard	Judiciary	404.656.5125
133	Laura Hurd	Jay Powell	Ways & Means	404.656.5103
217	Delane Roberts	John Yates	Defense & Veterans Affairs	404.656.5126
218	Michelle Spearman	D Ed Rynders	Governmental Affairs	404.656.6801
		C Allen Peake	Governor's Floor Leader	404.656.5132
218	Andrea Postell	A Rich Golick	Judiciary Non-Civil	404.656.5943
		B Christian Coomer	Transportation	404.656.7153
220	Pamela Lewis	Richard Smith	Insurance	404.656.6831
		Tom Rice	Motor Vehicles	404.656.5912
226	Gail Morgart	A Ron Stephens	Economic Dev & Tourism	404.656.5115
		B Greg Morris	Banks & Banking	404.656.5115
228	Leigh Goff	A David Knight	Game, Fish & Parks	404.656.5099
		B Tom McCall	Agriculture & Cons. Affairs	404.656.5099
228	Michelle Sloan	C Lynn Smith	Nat'l Resources & Environment	404.656.7149
245	Emily Pattillo	Terry England	Appropriations (Chairman)	404.463.2245
	Samantha Marx	Penny Houston	Appropriations (Econ Dev)	404.463.2248
	Samantha Marx	Amy Carter	Appropriation (Gen Gov)	404.463.2248
	Samantha Marx	Katie Dempsey	Appropriations (Hum Res)	404.463.2248
	Sheila Raney	Tom Dickson	Appropriations (Education)	404.463.2246
	Sheila Raney	Earl Ehrhart	Appropriations (Higher Ed)	404.463.2246
	Sheila Raney	Butch Parrish	Appropriations (Health)	404.463.2246
401	Kristi Tipton	B Jan Tankersley	Intragovernmental Coord.	404.656.7855
	Kristi Tipton	C Carl Rogers	Higher Education	404.656.7855
	Kristi Tipton	D Jimmy Pruett	State Planning & Comm Affairs	404.656.7855
	Kristi Tipton	E Barbara Sims	State Properties	404.656.7855
***	Diana Lynn	F Don Parsons	Energy Utilities & Telecomm.	404.463.7853
***	Diana Lynn	G Matt Dollar	Interstate Cooperation	404.463.7853
***	Rebecca Hammock	H Mike Cheokas	Information & Audits	404.656.7857
***	Rebecca Hammock	I Ed Setzler	Science & Technology	404.656.7857
***	Rebecca Hammock	J Rick Jasperse	Special Rules	404.656.7857
***	Diana Lynn	K Paul Battles	Retirement	404.463.7853

CAPITOL OFFICES

402	Julie Jordan	Howard Maxwell	Regulated Industries	404.656.5143
416	Sheena Wright	Brooks Coleman	Education	404.656.9210
417	Fallon Brink	A Chuck Martin B Sam Teasley	Budget & Fiscal Affairs Oversight Majority Caucus Vice Chair	404.656.5064 404.656.5146
436	Lynn McKenzie	Sharon Cooper	Health & Human Services	404.656.5069
HM-1	Kathy Little	John Meadows	Rules Chairman	404.656.5141

LEADERSHIP OFFICES

115	Talmadge James	Terry Rogers Robert Dickey Chad Nimmer	Governor's Floor Leaders	404.651.7737
338	Pat Harris	Jon Burns	Majority Leader	404.656.5052
340	Beth Green	Jan Jones	Speaker Pro Tem	404.656.5072
415	Debra Stokes	Matt Hatchett Bruce Williamson	Majority Caucus Chair Majority Caucus Secretary and Treasurer	404.656.5025
**	Candice Blackwell			
415	Jan Brown	Matt Ramsey Joe Wilkinson	Majority Caucus Whip Ethics	404.656.5024 404.463.8143
**	Debbie Lynn			
**	Retiring Nov 30, 2015			
***	Retiring Dec 30, 2015			

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ROOM	STAFF	REPRESENTATIVES		PHONE
401	Donna Harley	A Alex Atwood	E Kevin Tanner	404.656.0152
		B Dave Belton	F Michael Caldwell	
		C Micah Gravley	G Scot Turner	
		D Emory Dunahoo	H Barry Fleming	
402	REAPPORTIONMENT Debra Miller	Randy Nix, Chairman		404.656.5087
404	Jackie Hicks Rowe	A Nikki Randall	E Dar'shun Kendrick	404.656.0109
		B Dale Rutledge	F Steve Tarvin	
		C Heath Clark	G Brian Strickland	
		D Jesse Petrea		
405	COPY CENTER	Shirley Nixon	404.463.5081 (office)	404.656.0250 (fax)
407	LEGISLATIVE & CONGRESSIONAL REAPPORTIONMENT (JOINT OFFICE)	Gina Wright, Executive Director Tonya Cooper, Administrative Assistant		404.656.5063
408	Wanda Scull	A Dusty Hightower	C Bill Hitchens	404.657.1803
		B Trey Kelley	D Mike Glanton	
409	Cheryl Jackson Josephine Lamar	A Virgil Fludd	E Darryl Jordan	404.656.0116
		B Darrel Ealum	F David Wilkerson	
		C Debbie Buckner	G Calvin Smyre	
		D Brian Prince		
411	Rahmana Evans	A Billy Mitchell	E Bill Werkheiser	404.656.0126
		B Dexter Sharper	F Jeff Jones	
		C <i>HBRO ANALYST</i>	G Pam Stephenson	
		D Sheila Jones	H Winfred Dukes	
412	HOUSE BUDGET & RESEARCH	Martha Wigton - Director Alicia Hautala - Administrative Assistant		404.656.5050
501	Lucia Hames Paula Golden	A	E Shaw Blackmon	404.656.0178
		B David Stover	F Susan Holmes	404.656.0177
		C Tom Kirby	G Darlene Taylor	
		D Jason Spencer	H Paulette Rakestraw	
504	Dianna Brooks	A Stephen Allison	E John Pezold	404.656.0188
		B Buzz Brockway	F Geoff Duncan	404.656.0189
		C Clay Pirkle	G Buddy Harden	
		D Kevin Cooke		

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507	Tammy Warren	A Rusty Kidd B Coach Williams C John Deffenbaugh D Valerie Clark	E Wes Cantrell F Betty Price G Karen Bennett H Karla Drenner	404.656.0202
508	Jamie Baculi	A Jason Shaw ** B Sam Watson	C Andy Welch ** D Lee Hawkins	404.656.0213
509	Nicole Chappelle	A Sharon Beasley Teague B Dewey McClain C Regina Quick	D Doreen Carter E Keisha Waites F Taylor Bennett G James Beverly	404.656.0220 404.656.0221
511	JC Bryant	A Al Williams B Able Mable Thomas C Stacey Evans D Rahn Mayo	E Scott Holcomb F Earnest Smith G Marie Metze H Wayne Howard	404.656.6372 404.656.6373
512	Cynthia Danzey	A Roger Bruce B LaDawn Jones C Erica Thomas D Kimberly Alexander	E Demetrius Douglas F Tonya Anderson G Ronnie Mabra I Michele Henson	404.656.7859
601	Kathy Hutcherson	A Mandi Ballinger B BJ Pak C Chuck Efstrotation D Brett Harrell	E Chuck Williams F Beth Beskin G Joyce Chandler H David Casas	404.656.0254
604	Olivia Sims	A Mickey Stephens B Spencer Frye C Gloria Frazier D Margaret Kaiser	E Mary Margaret Oliver F Michael Smith G Pat Gardner	404.656.0265
607	Doris Littlejohn	A John Carson B Dee Dawkins-Haigler C Patty Bentley D Howard Mosby	E John Corbett F Dominic LaRiccia G Bert Reeves H J. Craig Gordon	404.656.0287
608	Monique Martel	A B Bruce Broadrick	C Mike Dudgeon D Bob Bryant	404.656.0298
609	HOUSE MINORITY OFFICE Falak Hindash Stacy Williams	Stacey Abrams, Minority Leader Carolyn Hugley, Minority Whip		404.656.5058

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611	Kimberli Wideman	A	Pedro Marin	E	Pam Dickerson	404.656.0314
				F	Mack Jackson	
		C	Valencia Stovall	G	Bob Trammell	
		D	Sandra Scott	H	Hugh Floyd	
612	Rejenia Ballard	A	Eddie Lumsden	E	David Clark	404.656.0325
		B	Trey Rhodes	F	Sheri Gilligan	404.656.0326
		C	Bradford Raffensperger	G	Dan Gasaway	
		D	Johnnie Caldwell	H	Tim Barr	
613	Dezzie Riley	D	Tommy Benton **	B	Alan Powell **	404.463.3793
614	Zinaida Vugdalic	A	Bubber Epps**	B	Tom Taylor**	404.656.3947 404.656.3949
205	HOUSE COMMUNICATIONS OFFICE					
			Betsy Lynch, Interim Deputy Director			404.656.3996

** Denotes Chairmanship



Georgia General Assembly TIME SHEET

Intern Name: _____

Placement: _____

Supervisor: _____

Date	Start Time	End Time	Total Hrs.
WEEKLY TOTALS:			

Intern Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____



Georgia General Assembly

Time-Off Request Form

Intern Information

Intern Name: _____

Phone Number: _____ Placement: _____

Supervisor: _____

Type of Time-Off Requested:

- Sick

 Vacation

 School

 Other

Dates of Absence: From: _____ To: _____

Reason for Absence:

You must submit requests for absences, other than sick leave, two days prior to the first day you will be absent.

Intern Signature

Date

Supervisor Signature

Date

Intern Coordinator Approval

Approved

Rejected

Comments:

Intern Coordinator Signature

Date



**GEORGIA GENERAL ASSEMBLY
Legislative Intern Performance Appraisal
2017 General Assembly**

(Evaluator) Name: Click here to enter text.

(Intern) Last: Click here to enter text. **First:** Click here to enter text.

I. PUNCTUALITY	II. ATTENDANCE	III. NOTIFICATION
<input type="checkbox"/> Always on time	<input type="checkbox"/> Perfect record	<input type="checkbox"/> Always notifies in time
<input type="checkbox"/> Occasionally late	<input type="checkbox"/> Rarely absent	<input type="checkbox"/> Notifies, but too late to plan ahead
<input type="checkbox"/> Requires occasional reminding	<input type="checkbox"/> Frequent absent with cause	<input type="checkbox"/> Occasionally late or absent without notification
<input type="checkbox"/> Often tardy	<input type="checkbox"/> Poor record	<input type="checkbox"/> Requires inquiry into why late or absent
<input type="checkbox"/> Always tardy	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Often fails to notify

Rate the intern from 1 to 5 (1=poor/5=excellent) based on his/her qualifications, potential, and/or experience in each area. Please add comments to support numerical score.

Intern's ability to complete tasks assigned to them in a timely and accurate manner. Comments: Click here to enter text.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Organizational skills Comments: Click here to enter text.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Professionalism within the office Comments: Click here to enter text.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Attitude toward job Comments: Click here to enter text.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Ability to get along with co-workers and other people who they may come in contact with Comments: Click here to enter text.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Overall performance Comments: Click here to enter text.	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5

Do you feel that this intern would be an asset to the Georgia House of Representatives staff?

Yes No

If you answered yes, why?

[Click here to enter text.](#)

Other comments regarding the performance of the intern.

[Click here to enter text.](#)

Evaluator Signature

[Click here to enter a date.](#)

Date