



Georgia House of Representatives CHAMBER INVITATION PROCEDURE

Please See House Rules: 54.3, 7.12, 7.13, 161, & 162

- Invitations to the Chamber allow members to recognize a special person or group by inviting guests to appear on the floor of the House of Representatives to be formally recognized before the House.
- **Office of Legislative Counsel** - responsible for drafting requested resolutions to recognize those special individuals. Please see attached: *Office of Legislative Counsel Resolution Policy and Procedures*.
- **Clerk's Office** - responsible for processing resolutions and providing an official copy for presentation.
- **Chamber Invitation Coordinator** - staff in the office of the Chair of the Special Sub-Committee of the Committee on Rules, responsible for submitting invite requests and maintaining the invite calendar.

Procedures and Policies for Chamber Invitations:

1. Consult with Legislative Counsel to draft a privileged resolution. Once received from Legislative Counsel, the resolution should be filed with the Clerk of the House to issue a resolution number and to allow time to prepare an official copy of the resolution for presentation.
2. Representatives should submit a completed "Chamber Invitation Request Form" to the Chamber Invitation Coordinator. Forms are available online and must be submitted at least 7 days prior to the requested presentation date, unless your requested date falls during the first 2 weeks of session, in which case you should submit the online form 10 days prior. The request form can be found on the House website: www.house.ga.gov → Media Services → Chamber Invitations
Or by using the following link: <http://www.house.ga.gov/mediaServices/en-US/InvitationResolutions.aspx>

Please note that due to the limited number of Invitation Resolution spaces available for each Legislative Session a Representative will be allowed no more than TWO Invitation Resolutions per Legislative Session.

NOTE: You must first draft the resolution with Legislative Counsel, as a resolution or LC number is required in order to successfully submit your online form. You may then email or deliver the drafted resolution with the LC number to the Invitation Coordinator.

3. Staff in Representative Tommy Benton's office will coordinate the invitation schedule to determine the date and time of the special presentation with the Representative or his/her staff. Preference is determined by the Chair and based on availability at the time of the request. Representatives/administrative assistants will not receive confirmation about their special presentation until a resolution number has been assigned.
4. During the first ten (10) legislative days of the session, the schedule may include more than the usual 3 groups per day. As the legislative session progresses, the number of groups allowed each day on the Chamber invitation calendar will greatly decrease to allow more time to conduct legislative business. The Speaker may adjust the schedule at any time to accommodate guests and to provide for the orderly flow of business.
5. No Chamber invitations will be scheduled on the following legislative days: Day 27, Day 28, Day 39, and Day 40.
6. The maximum number of guests permitted on the House floor for a Chamber invitation is five (5) per group to ensure adequate seating on the floor for all guests. In the event that 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.
7. On the date of the presentation, guests should report to the Office of the Speaker (Suite 332 CAP) at least 30 minutes prior to the start of session. Staging will occur outside the south anteroom door, and guests will be given temporary Chamber invitation badges and then escorted into the Chamber through the south anteroom doors by House staff.
8. Once called upon, bring your guest(s) up to the Speaker's rostrum where you will say a few words about the guest(s) and introduce them. Then let your guest (or pre-determined spokesperson) speak briefly. **Only one guest will be permitted to speak during the presentation and remarks must be limited to 1 minute or less unless permission for extended remarks has been granted by the Speaker before the House convenes.**
9. House photographers will take photos of the guests with the Speaker following the presentation at the Rostrum.
10. Guests will exit through the south anteroom.
11. During morning orders, Representatives can recognize visiting guests seated in the gallery. No resolution or form is required, and members must sign up for a morning order with the House Messenger each morning an hour before Session convenes.