

# **ADMINISTRATIVE REGULATIONS**

## **REGULATIONS CONCERNING STATE CAPITOL BUILDING, LEGISLATIVE OFFICE BUILDING AND SURROUNDING GROUNDS**

### **1. Statutory Authority**

1.1 Under Section 2-71h of the *Connecticut General Statutes*, the supervision, utilization and control of the State Capitol Building and the Legislative Office Building and their parking facilities and surrounding grounds is the sole responsibility of the Joint Committee on Legislative Management. The only exceptions to this jurisdiction are the offices and parking facilities used by the Governor, Lieutenant Governor, Secretary of the State, and Secretary of the Office of Policy and Management, and their respective staffs.

1.2 Section 2-71h also requires that the Joint Committee on Legislative Management adopt regulations for the maintenance of order within the Capitol Building and the Legislative Office Building and their surrounding grounds and that it establish the regular business hours for the Capitol Building and the Legislative Office Building and for all offices located within the buildings.

1.3 The Joint Committee on Legislative Management's Office of State Capitol Police shall be responsible for enforcement of these regulations. Any person(s), group, or organization violating any of these regulations shall be fined not more than one hundred dollars.

### **2. Business Hours**

2.1 The public business hours of the State Capitol Building and the Legislative Office Building shall be from 8:00 a.m. to 5 p.m., Monday through Friday (holidays excepted) and at such other times as official public business of the General Assembly may be conducted.

2.2 Entrance to any office under the supervision of the Joint Committee on Legislative Management after regular work hours or on days when those offices would normally be closed is prohibited except for the following who may be admitted to office areas assigned to them for their use in carrying out their official responsibilities: a) members of the General Assembly; b) official employees of the General Assembly; c) executive branch employees who normally work in the Capitol Building; d) representatives of the news media who have offices in the Capitol Building; and e) legislative interns who have made prior arrangements for such entrance with the legislator(s) to whom they are assigned and with the Office of the State Capitol Police.

### **3. Parking in Legislative Office Building Garage and on the Capitol Grounds**

3.1 The Legislative Office Building Parking Garage is open from 7:00 a.m. to 6:30 p.m. on all regular work days during non-session periods and from 7:00 a.m. to 8:00 p.m. on all regular work days during session periods. On days that either chamber of the General Assembly meets in regular session beyond 8:00 p.m., the garage will remain open until after the chamber has completed its session.

3.2 Supervision and operation of the Legislative Office Building Parking Garage and of the parking areas on the Capitol grounds are the responsibility of the State Capitol Police.

3.3 No fee shall be charged for parking in the garage.

3.4 Requests for use of the parking garage for a private function must be made in writing to the Joint Committee on Legislative Management or the Office of the State Capitol Police. Such requests may be approved by the Committee, acting through its designated representatives, provided such use of the garage will not interfere with its use for official State business. Any group or organization receiving approval for use of the garage will be required to provide advance proof of acceptable insurance coverage and to pay the Committee in advance for all operational costs associated with its use of the facility.

3.5 No vehicle, other than emergency vehicles acting in an emergency capacity, shall park so as to block any other vehicle in or around the garage or on the Capitol grounds.

3.6 Vehicles may park only in marked and/or designated parking areas. No vehicle may be parked so as to occupy more than one marked parking space.

3.7 From October 15 through April 15, no vehicle may be parked on the top level of the garage or on the State Capitol Grounds before 7:00 a.m. or after 6:30 p.m. Monday through Friday, or at any time on Saturday, Sunday or State holidays, until such area has been cleared of snow.

a) Exceptions will be granted if either house of the General Assembly is meeting in floor session.

b) The operator of any vehicle being parked on the top level of the garage or on the Capitol grounds will, if the operator of said vehicle will not be present in the Capitol or Legislative Office Building, leave the keys to the vehicle with the State Capitol Police.

3.8 Specific regulations concerning parking in the Legislative Office Building parking garage or on the Capitol grounds during legislative session periods will be issued by the Joint Committee on Legislative Management acting through its Office of the State Capitol Police.

3.9 The Office of the State Capitol Police may have vehicles towed from any area under the control of the Joint Committee on Legislative Management if such vehicle is in violation of any of the rules or regulations governing use of such areas. Any expense incurred by such removal will be the responsibility of the vehicle's owner/operator.

#### **4. Assembly on Capitol or Legislative Office Building Grounds**

4.1 No person or group of persons may hold any meetings or erect any tent, shelter, privy, stage, platform or other temporary structure on the State Capitol or Legislative Office Building grounds (including Minuteman Park) without first making a written request to do so and receiving written permission to do so from the Joint Committee on Legislative Management acting through its co-chairs.

4.2 No person or group of persons shall use any electronic loudspeaker, bullhorn or other amplifying device on the grounds of the State Capitol or Legislative Office Building (including Minuteman Park) or within the State Capitol Building or Legislative Office Building without prior permission of the Joint Committee on Legislative Management acting through its Office of the State Capitol Police.

4.3 No person or group of persons shall camp on, sleep on, or otherwise occupy the grounds of the State Capitol Building or Legislative Office Building (including Minuteman Park) between the hours of 11:00 p.m. and 8:00 a.m. without prior permission to do so from the Office of the State Capitol Police.

4.4 No person or group of persons shall use lighted wax candles or set, or cause to be set, any fire on the grounds of the State Capitol Building or Legislative Office Building or in Minuteman Park.

4.5 No person or group of persons shall deposit or abandon paper, glass, cans, garbage or other refuse on the grounds of the State Capitol Building or the Legislative Office Building or in Minuteman Park except in receptacles provided for such purposes.

## **5. Animals in the Capitol Building or Legislative Office Building and on Surrounding Grounds**

5.1 Animals may not be brought into the Capitol Building or Legislative Office Building without prior permission from the Office of the State Capitol Police.

5.2 Animals may not be brought onto the Capitol or Legislative Office Building grounds when an authorized activity is in progress without permission from the Office of the State Capitol Police.

5.3 When permission is granted under rule 5.1 or 5.2 to bring an animal into the Capitol Building or the Legislative Office Building or onto the Capitol or Legislative Office Building grounds, and when animals are brought onto such grounds at times not requiring permission, such animals shall be the responsibility of the person or persons bringing them into the building or onto the grounds, and such person or persons shall have them under control at all times.

## **6. Public Use of the Capitol Building or Legislative Office Building**

6.1 The number of persons permitted within the lobbies, offices, committee rooms, galleries and other areas of the Capitol Building and Legislative Office Building shall not exceed the limits established by the State Fire Safety Code.

6.2 Signs, banners, placards or other display materials may not be brought into the Capitol or Legislative Office Building if, in the opinion of the State Capitol Police, they present a hazard to the health and safety of the public.

6.3 Radio or television equipment, recording equipment, or sound-making or amplifying equipment may not be brought into the Capitol Building or Legislative Office Building by anyone other than accredited representatives of the news media (*note*: this regulation shall not prevent persons from bringing hand-held cameras or portable cassette recording equipment into the buildings).

6.4 The Office of the State Capitol Police may clear the Capitol Building and/or the Legislative Office Building of persons and close the building(s) to the public in the event that there is a disturbance within the building(s) or specific threat from outside that might prevent official business from being conducted or that might endanger any member or officer of the General Assembly or any officer or employee of the State of Connecticut or the general public. Accredited representatives of the news media not participating in such disturbance may be permitted to remain within the building(s) at such times that they may be closed for the purposes stated herein.

6.5 When the Capitol Building or Legislative Office Building is closed for the purposes stated in rule 6.4, the building(s) shall remain closed only as long as is necessary to avoid the disruption of official business and/or to ensure the safety of members or officers of the General Assembly, officers or employees of the State of Connecticut, or the general public.

6.6 No person or group of persons shall solicit, peddle or sell any goods, products or services within the Capitol Building or Legislative Office Building without permission of the Joint Committee on Legislative Management through its Office of the State Capitol Police.

6.7 No person shall be allowed access to or use of the Capitol Building or Legislative Office Building while wearing a mask, hood or other device which conceals his or her identity, unless such mask, hood or device is: a) incidental to amusement or entertainment at an authorized event; b) for the purpose of ensuring the person's physical safety while he or she is employed in either of the buildings; or c) prescribed as part of a civil defense drill or exercise.

6.8 Access to the mechanical, engineering and systems control rooms and areas in the Capitol and Legislative Office Buildings is restricted to authorized personnel.

## **7. Use of the Capitol Building or Legislative Office Building Facilities by Private Groups and Organizations**

7.1 During periods that the General Assembly is in regular or special session, the Legislative Office Building and those areas of the Capitol Building under the supervision of the Joint Committee on Legislative Management may be used only for official meetings or public hearings of legislative committees or for activities sponsored by the Joint Committee on Legislative Management acting through its co-chairmen.

7.2 During the periods that the General Assembly is not in regular or special session, the Legislative Office Building and those areas of the Capitol Building under the supervision of the Joint Committee on Legislative Management may be made available to a public or private group or organization for the purpose of holding a meeting, provided that the purpose for using the facilities is not to further the candidacy of any individual running for public office or to raise funds. No group or organization receiving permission to meet in the Capitol Building or Legislative Office Building shall charge admission for attendance at such meeting other than a per capita amount necessary to defray the charges for use of the facilities.

7.3 Groups or organizations seeking permission to use the Capitol Building or Legislative Office Building facilities may do so only after submission of a completed building use application form to, and notification of permission from, the Joint Committee on Legislative Management, acting through its co-chairmen.

7.4 A group or organization that receives permission to use the Capitol Building or Legislative Office Building facilities will be responsible for payment in advance of all special maintenance and security costs and for any additional staff overtime costs necessitated by its use of the facilities.

7.5 No tape or other foreign object may be affixed to the walls, doors, or woodwork in the hallways or meeting rooms of the Capitol or Legislative Office Building without permission from the Office of the Joint Committee on Legislative Management.

7.6 Groups or organizations receiving permission to serve food at a function in the Capitol Building or Legislative Office Building are encouraged to make arrangements for the purchase and service of such food with the food service contract operator of the Legislative Office Building on the basis of established price schedules approved by the Joint Committee on Legislative Management.

7.7 A private group or organization that receives permission to use the Capitol Building or the Legislative Office Building facilities will be responsible for providing proof of combined single limit liability coverage of at least one million dollars for use of the facilities with the Joint Committee on Legislative Management to be named in such coverage as an additional insured.

7.8 With permission from the Joint Committee on Legislative Management, a group or organization receiving permission to use the Capitol Building or Legislative Office Building facilities may serve wine or beer, provided that the service of such beverages must be handled by the food service contract operator of the Legislative Office Building and limited to the building's first floor atrium and cafeteria areas and to Room 310 and the Old Judiciary Room at the Capitol and, provided further, that if such function is held on a regular work day, such wine or beer may not be served until after 4:30 p.m.

7.9 The Capitol Building and Legislative Office Building volunteer tour program operates between 9:00 a.m. and 3:00 p.m. on regular work days and on Saturday from April through October between the hours of 10:15 a.m. and 3:15 p.m. A group receiving permission to use the Capitol Building or Legislative Office Building facilities outside of these hours may, on its own, try to make special arrangements with the director of the volunteer tour program for special tours during the period of its approved function.

## **8. Press Conferences**

8.1 No person or group of persons shall hold a press conference in the Legislative Office Building or in any part of the Capitol Building that is under the control and supervision of the Joint Committee on Legislative Management except the following:

- a) An individual who has a personal office in one of the buildings and uses such office for this purpose;
- b) Legislators and Commissioners and Deputy Commissioners of State agencies, provided the purpose of the press conference concerns their official activities; and
- c) Incumbent office holders and major party candidates for President, Vice President, United States Senator, United States Representative, Governor, Lieutenant Governor, Secretary of the State, Comptroller, Treasurer and Attorney General.

8.2 The Senate majority and minority caucus rooms, Room 310 and the Old Judiciary Room in the Capitol Building, and the Capitol offices of the Speaker of the House and the House majority and minority leaders may be used for press conferences by those individuals and under those conditions specified in (b) and (c) of 8.1, if permission to use such rooms is granted by the President Pro Tempore of the Senate in the case of the Senate majority caucus room and the Old Judiciary Room, by the Senate minority leader in the case of the Senate minority caucus room, by the Speaker of the House in the case of Room 310, or by the appropriate House leader in the case of the three House offices.

## **9. Prohibition on Smoking in Capitol Building and Legislative Office Building**

Section 1-21b of the *Connecticut General Statutes* prohibits smoking in any building owned or leased by the State of Connecticut, except in rooms that the group or individual with supervisory responsibility over such building may, in its discretion, specially designate as a "smoking area." The Joint Committee on Legislative Management has designated room 014F in the Capitol Building and room 2610 in the Legislative Office Building as rooms where smoking is permitted.

## RULES ON MAILING PRIVILEGES

The funding, regulation and supervision of State mailing privileges by members and employees of the General Assembly are the responsibility of the Joint Committee on Legislative Management under Chapter 18a of the *Connecticut General Statutes*. In carrying out said responsibilities, the Joint Committee on Legislative Management has promulgated the following rules for the use of the State mails by legislators:

1. Except as provided below, legislators may utilize the State mail service during their term of office for the purpose of carrying out the duties and responsibilities of that office. For legislators other than the President Pro Tempore of the Senate, Speaker of the House, and the Majority Leader and Minority Leader of each house, such duties and responsibilities shall include but not necessarily be limited to:

a) replies to direct inquiries from constituents in the legislator's personal district;

b) replies to direct inquiries by individuals from outside the legislator's personal district;

c) unsolicited communications with constituents of the legislator's personal district under the conditions set out in #2, #3, #4 and #5 (below);

d) communications with legislators from other States, with members of Congress, and with federal, State and local governmental agencies and political subdivisions relative to present or prospective State or federal legislation;

e) intrastate and interstate communications, and communications within the legislator's personal district, under the conditions set out in #2, #3, #4 and #5 (below), for the purpose of gathering information on present or prospective State or federal legislation.

2. Under Section 2-15a of the *Connecticut General Statutes*, each legislator is entitled to send out one district-wide mailing per year. One such mailing may be sent out in each calendar year as a one-page (up to 17 inches by 11 inches or 187 square inches) two-color newsletter, with the postage cost to be at the most economic bulk rate available. These guidelines do not prohibit any caucus from including alternative criteria in their district-wide newsletter specifications; however, any criteria above and beyond those included in the standards cited above must be paid for out of caucus funds.

3. Except as provided in #2 (above) and #4 (below), no legislator, other than the President Pro Tempore, Majority Leader and Minority Leader of the Senate, and the Speaker, Majority Leader and Minority Leader of the House, shall use the State mailing privileges for the purpose of mailing more than one thousand (1,000) first-class items in a WEEK in the case of a senator or more than five hundred (500) first-class items in a single WEEK in the case of a representative.

4. A legislator, other than the President Pro Tempore, Majority Leader or Minority Leader of the Senate, or the Speaker, Majority Leader or Minority Leader of the House, who wishes to use the State mailing privileges to send more than one thousand (1,000) pieces of a single mailing in a WEEK in the case of a senator or more than five hundred (500) pieces of a single mailing in a WEEK in the case of a representative shall be permitted to do so under the following conditions:

a) the total number of excess pieces of first-class mail for any or all mailings in a single calendar year shall not exceed 9,728 in number in the case of a senator and 2,432 in number in the case of a representative. A legislator (other than those excluded above) who wishes to send more than the

above-authorized excess pieces may elect, at the beginning of a calendar year, to use a bulk mail permit, provided legislators who elect to use such a permit shall not use it to send more than 12,500 excess pieces in a given calendar year in the case of a senator or 3,125 excess pieces in a given calendar in the case of a representative.

b) a legislator (other than those excluded in #1 above) who wishes to use the State mailing privileges for the purpose of sending more than the maximum number of excess items or the district-wide mailing authorized under this section may file a request for an exception, in writing, with the Joint Committee on Legislative Management which shall approve or deny such request.

5. Legislators shall not use the State mailing privileges for the purposes of:

a) sending campaign letters or for the conducting of campaign business (campaign business shall be considered as any act which is part or product of an organized or systematic effort to obtain a majority or plurality of the votes to be cast in an election for public office);

b) polling individuals for opinions or views with the exception of constituents within the legislator's own district;

c) sending State highway maps, travel guides or other such promotional materials produced by State government agencies;

d) sending letters of congratulation, felicitation or sympathy unless limited to specific individuals with outstanding, unusual or special circumstances; or

e) mass mailings to graduates, students, etc., or on the subjects of engagements, marriages, births or similar such matters.

6. Legislators who are candidates for reelection shall not use the State mailing privileges during the period commencing on July fifteen and ending on election day in even-numbered years for the purpose of sending an unsolicited mailing to an individual residing in their district.

Section 9-333l(d), *Connecticut General Statutes*. No incumbent holding office shall in the three months preceding an election in which he is a candidate for reelection or election to another office use public funds to mail or print, for distribution, flyers or other promotional materials intended to bring about the election or reelection of said person.

7. During periods that the General Assembly is in regular or special session, all mailings, other than meeting announcements, that are sent to fellow legislators by members other than the President Pro Tempore, Majority Leader and Minority Leader of the Senate or the Speaker, Majority Leader and Minority Leader of the House shall be sent by interdepartmental mail.

8. The office of the Joint Committee on Legislative Management shall keep and maintain specific records concerning the number of pieces mailed by each member of the General Assembly.

## **RULES ON CORRESPONDENCE AND MULTIPLE-COPY LETTERS**

1. The Joint Committee on Legislative Management contracts with private secretarial service agencies to assist legislators in the preparation of correspondence that they wish to send in conjunction with the fulfillment of their official duties and responsibilities.

2. The official duties and responsibilities for which legislators may utilize the contractual secretarial services shall include but not necessarily be limited to:

a) replies to direct inquiries from constituents in the legislator's personal district;

b) replies to direct inquiries by individuals from outside the legislator's personal district;

c) unsolicited communications with constituents of the legislator's personal district;

d) communication with legislators from other States, with members of Congress, and with federal, State and local governmental agencies and political subdivisions relative to present or prospective State or federal legislation;

e) intrastate and interstate communications, and communications within the legislator's personal district for the purpose of gathering information on present or prospective State or federal legislation; and

f) the typing of personal press releases to newspapers and radio and television stations that cover the legislator's personal district, provided such press releases concern present or prospective State or federal legislation.

3. Legislators shall not use the contractual secretarial services for the purposes of:

a) the preparation of campaign letters or the conducting of campaign business (campaign business shall be considered as any act which is part or product of an organized or systematic effort to obtain a majority or plurality of the votes to be cast in an election for public office);

b) the preparation of polls intended to elicit opinions or views from individuals other than constituents within the legislator's own district;

c) the preparation of letters of congratulation, felicitation or sympathy, unless limited to specific individuals with outstanding, unusual or special circumstances; or

d) the preparation of mass mailings to graduates, students, etc., or on the subjects of engagements, marriages, births or similar such matters.

4. Section 9-333l(d), *Connecticut General Statutes*. No incumbent holding office shall, during the three months preceding an election in which he or she is a candidate for reelection or election to another office, use public funds to mail or print flyers or other promotional materials intended to bring about his election or reelection.

5. The office of the Joint Committee on Legislative Management shall keep and maintain specific records concerning the number of letters requested by each member of the General Assembly from the contractual letter-service firms under contract to said committee.

## **LEGISLATOR AND STAFF TRAVEL REGULATIONS**

1. *Section 2-15, Connecticut General Statutes*. The comptroller shall draw his order on the treasurer for a transportation allowance for each member or member-elect of the general assembly, and the treasurer shall pay to such member as an allowance for transportation, such rate per mile as shall from time to time be determined by the Joint Committee on Legislative



Management. The allowance shall be paid for each mile on each day that such member is required to travel: (1) From his home to the State Capitol and return therefrom to attend a session of the general assembly or a meeting of a committee of the general assembly or a public hearing held by any such committee or for other official legislative business, or (2) from his home to such other location within the State at which any such committee meeting or public hearing is held and return therefrom.

2. Members of the General Assembly who wish to receive reimbursement for official out-of-State travel must submit a written request for such reimbursement to the Executive Director of the Joint Committee on Legislative Management at least two weeks prior to their planned departure. Upon receipt of such a written request, the Executive Director shall immediately transmit such request to the Legislative Management Committee's personnel policies subcommittee (whose membership consists of the President Pro Tempore, Majority Leader and Minority Leader of the Senate, and the Speaker, Majority Leader and Minority Leader of the House). The request will first be forwarded to the member's own caucus leader/leaders for approval. Once approved by the member's leadership, the request will be sent on to the other caucus leaders for approval. Reimbursement shall be made if four of the six subcommittee members approve the request.

3. Legislative staff members who wish to receive reimbursement for official out-of-State travel must request approval for such reimbursement from their office director and from the Executive Director of the Joint Committee on Legislative Management at least two weeks prior to their planned departure.

4. Consideration of approval for requests for reimbursement for out-of-state travel under #1 and #2 (above) shall be limited to meetings, conferences and seminars sponsored by the National Conference of State Legislatures, the Council of State Governments and other nonpartisan and non-ideological groups and organizations. Funds appropriated to the Joint Committee on Legislative Management for the purpose of legislator out-of-State travel reimbursement by approval of its personnel policies subcommittee shall not be used for reimbursement for attendance at any meetings, conferences or seminars of any partisan, or ideological, group or organization.

5. All air travel shall be tourist class unless no such accommodations are available.

6. If a legislator chooses to drive his or her car to an official conference, he or she may be compensated at the rate of the in-State mileage reimbursement up to the cost of round-trip tourist class air fare to the site of the conference.

7. A member of the legislative staff who chooses to drive his or her car rather than a State car to a conference shall be reimbursed only for the amount of the daily charge for the use of the State car.

8. A legislator or member of the legislative staff who chooses to take a train or bus to an official conference shall be reimbursed for the ticket up to the cost of a round-trip tourist class airfare to the site of the conference.

9. Legislators and staff shall be reimbursed for the cost of a single room at the hotel or motel at which the conference they attend is being held. If space is available in the place where the conference is being held and the individual chooses to stay elsewhere, he or she shall be reimbursed for no more than the cost of a room at the hotel or motel where the conference is held.

10. Twenty-one dollars and fifty cents (\$21.50) per day shall be the maximum amount that may be reimbursed for meals in any one day. (This amount shall not include gratuities.)

11. Receipts should, if possible, be submitted for all expenditures exceeding five dollars (\$5.00).
12. Legislator requests for reimbursement for approved out-of-State travel or in-State mileage expenses must be submitted no later than ninety (90) days after the completion of the two-year legislative term in which the expense occurred or, in the case of a legislator who leaves office prior to the completion of the two-year term to which he or she was elected, within ninety (90) days of the legislator's final day in office. No reimbursement payments may be made after such deadlines except by approval of a majority of the membership of the Legislative Management Committee's personnel policies subcommittee.

## **GUIDELINES CONCERNING EXHIBITS AND DISPLAYS IN THE CAPITOL AND LEGISLATIVE OFFICE BUILDINGS**

### **1. Statutory Authority**

1. Under Section 2-71h of the *Connecticut General Statutes*, the supervision and maintenance of the interior, exterior and surrounding grounds of the Capitol Building and the Legislative Office Building, and decisions concerning use of these buildings and assignment of office space within them, are the responsibility of the Joint Committee on Legislative Management.

### **2. Plaques or Permanent Displays**

2.1 The Joint Committee on Legislative Management may approve the permanent placement of plaques or displays in the Capitol or Legislative Office Buildings, provided that such plaques commemorate significant events or persons in the history of the State and provided that, with regard to plaques and displays placed in the Capitol, the location of such plaque or display shall be consistent with artistic standards and guidelines adopted by the Commission on Preservation and Restoration of the State Capitol Building.

2.2 A plaque that is authorized for placement in the Capitol or Legislative Office Buildings shall be of appropriate size for its place of installation. Plaques shall be made of bronze or other suitable material and shall be installed to the Committee's specifications and at the expense of the sponsoring group.

2.3 An application for installation of a plaque or a permanent display must include a detailed design sketch and specifications. Prior to casting, a rubbing shall be submitted for final approval.

### **3. Temporary Displays or Exhibits**

3.1 The co-chairs of the Joint Committee on Legislative Management may approve placement of a temporary display or exhibit in the Capitol Building or in the Legislative Office Building for a period not to exceed four weeks during the interim and two weeks during regular session, provided that the display or exhibit shall be of quality and character deemed suitable for viewing by any individual, including school-age children, who may visit the buildings.

3.2 Requests for approval to place a temporary display or exhibit in the Capitol or the Legislative Office Buildings shall be submitted in writing to the executive director of the Joint Committee on Legislative Management and shall include a description and/or photograph of the display or exhibit, an explanation of the amount of space that will be required, and security provisions, if any, that will be provided.

3.3 The Joint Committee on Legislative Management shall not be responsible for any damage to a temporary display or exhibit during the period that it resides in the Capitol or Legislative Office Buildings.

3.4 Temporary displays or exhibits must meet all fire and building safety code regulations.

3.5 Upon approval of an application for a temporary display or exhibit in either the Capitol Building or Legislative Office Building, the applicant may be asked to provide a security deposit or bond in an amount specified by the executive director of the Joint Committee on Legislative Management sufficient to cover the expense of removal in the event the applicant fails to remove the display or exhibit in a timely manner.

3.6 No pricing may appear on any display items.

#### **4. Grounds Surrounding Capitol and Legislative Office Buildings**

4. All plantings on the grounds surrounding the Capitol and the Legislative Office Buildings shall be consistent with a master site and landscaping plan approved by the Joint Committee on Legislative Management and, insofar as such plan concerns the grounds adjacent to the Capitol Building, by the Commission on Preservation and Restoration of the State Capitol.

### **CAPITOL RESTORATION COMMISSION GUIDELINES CONCERNING BASIC ARTISTIC STANDARDS FOR CONNECTICUT CAPITOL BUILDING**

A. The United States Secretary of the Interior's "Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings" shall serve as basic guidelines with regard to renovation, restoration and rehabilitation of the Connecticut State Capitol Building.

#### **B. Interior of Building**

1. The integrity of the location, design, setting, materials, decoration, feeling and appearance of all interior surfaces shall be maintained, whenever possible, as originally designed, constructed and created. All restoration shall be consistent with the design, materials and appearance of the original plans of Richard M. Upjohn, original architect, and William J. McPherson, original decorator, of the building. There shall be no changes to the interior structure or finishes, including walls, floors, ceilings or partitions, without approval of the Commission on Preservation and Restoration of the State Capitol or its designated subcommittee.

#### **C. Exterior of Building**

1. The integrity of the location, design, setting, material, decoration and appearance of all exterior structure, surfaces, and finishes shall be maintained, whenever possible, as originally designed and created. All restoration shall be consistent with the design, materials and appearance of Richard M. Upjohn, original architect, and William J. McPherson, original decorator, of the building. There shall be no changes to the exterior structure, surfaces, or finishes without approval of the Commission on Preservation and Restoration of the State Capitol or its designated subcommittee.

Adopted by the Commission on Preservation and Restoration of the State Capitol in accord with Section 4b-60, C.G.S. (1981).

**RULES OF PROCEDURE  
OF THE  
JOINT COMMITTEE ON LEGISLATIVE MANAGEMENT**

1. The President Pro Tempore of the Senate and the Speaker of the House shall be co-chairs of the committee and shall preside at meetings thereof on an alternating basis. When a meeting has been scheduled in accord with these rules and neither co-chair can be present, the presiding officer at that meeting shall be the Senate or House Majority Leader or, in their absence, the Deputy President Pro Tempore of the Senate, a Deputy Majority Leader of the Senate or a Deputy Speaker of the House.
2. The committee shall hold regular meetings at such times and locations as determined by the co-chairs.
3. The committee shall hold special meetings upon the written request of five (5) members of the committee. Such a meeting shall be held within five (5) days of receipt by the co-chairs of such written request.
4. Written notice of all meetings shall be according to the notice requirements of the Joint Rules of the House and Senate for all legislative committees.
5. Fourteen (14) members of the committee shall constitute a quorum, provided that at least five (5) of such members shall be of the minority party and at least four (4) of such members shall be from one house.
6. The executive director shall prepare a written record of all committee proceedings and distribute copies of such record to all members prior to the next meeting of the committee.
7. There shall be a personnel policies subcommittee consisting of the President Pro Tempore of the Senate, the Speaker of the House, and the Majority Leader and the Minority Leader of each house. The President Pro Tempore and the Speaker shall be co-chairs of the subcommittee and shall preside at its meetings on an alternating basis. Such subcommittee shall be empowered to:  
a) approve compensation schedules and recommendations for appointments and promotions for nonpartisan employees and the employees of the Senate and House Clerk's offices, and cost-of-living adjustments in lieu of collective bargaining agreements for all employees; b) approve the award of all contracts of more than \$50,000 in value, provided such award is made to the lowest qualified and responsible bidder in accord with the provisions of Section 2-71p of the General Statutes and, provided also, that if the subcommittee determines that the lowest bidder should be disqualified, it shall present such recommendation and a recommendation for award of the contract in question to the full committee which shall award the contract; and c) approve emergency purchases made in accord with the provisions of subsection (d) of section 2-71p of the General Statutes.
8. There shall be bipartisan subcommittees on physical facilities, information technology, and the legislative branch budget, with each subcommittee comprised of an equal number of committee members from each party and each chamber.
9. The committee shall have the responsibility of facilitating positive relationships with the federal government and other state governments. The co-chairs and the majority and minority

leaders may appoint a member of the committee from their respective chambers to facilitate the business of the committee with respect to such responsibilities.

10. The co-chairs shall appoint chairs and members of such other subcommittees as the committee shall agree to create. At least one (1) member of each such committee shall be a member of the minority party.

11. All actions of the Personnel Policies Subcommittee shall be by a majority vote of those present and voting, except that: 1) no major policy decision, expenditure in excess of \$10,000 that was not previously authorized by the committee by virtue of its adoption of the annual budget, or the employment of any person by the personnel policies subcommittee to a full-time nonpartisan position, shall be effective without the concurrence of two-thirds (2/3) of the members present and/or voting, provided that such concurrence shall include the affirmative vote of at least one (1) member of the minority party; and 2) if a committee member present and voting of either house requests, a vote of the majority of the members of each house present and voting shall be required for approval of a question by the full committee.

12. Expenditures of appropriations for the operations of the Senate Majority office, the Senate Minority office and the House Majority office and the House Minority office shall be subject to the exclusive approvals of the Senate President Pro Tempore, the Senate Minority Leader, the Speaker of the House and the House Minority Leader, respectively.

13. A written agenda of business shall be sent to all members of the committee by the executive director prior to each committee meeting in accordance with the Joint Rules. Such agenda shall not be altered after having been sent out except with the approval of the co-chairs of the committee.

14. All information on the activities or decisions of the committee shall be issued through the co-chairs or the executive director, and no other employee of the committee shall be authorized to do so without the express permission of the co-chairs or the executive director.

15. The rules of parliamentary practice comprised in the 2000 edition of Mason's Manual of Legislative Procedure shall govern all proceedings of the committee.

16. The co-chairs of the committee shall be members, ex-officio, of all Legislative Management Committee subcommittees without the right to vote, except that they shall have the right to vote in those subcommittees to which they have been assigned as regular members.

17. The affirmative vote of two-thirds (2/3) of the members present and voting, which vote shall include at least one (1) affirmative vote of a member of the minority party, shall be necessary for suspension or amendment of these rules of procedure.