

## MEMORANDUM

To: Senate Colleagues  
From: Butch Miller  
Re: Reconvening  
Date: 5/28/20

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Pursuant to the directive of the Committee on Administrative Affairs and with the approval of the President of the Senate, the following measures related to reconvening have been implemented. These measures will allow us, once we reconvene, to conduct Senate business effectively while maintaining a safe and secure work environment. Please keep in mind that this document is not exhaustive of all outstanding issues and that the refitting of the Capitol and the CLOB are still a work in process.

### ADMINISTRATIVE ISSUES RELATED TO THE SENATE FLOOR

1. **Books of Bills, Calendars, and Announcements:** Secretary Cook will make a copy of the book of bills, calendars, and announcements that is normally placed on your desks available for Senators to pick up in the Secretary's office at 8:00 a.m. on each legislative day. Senators can take their copy to their offices and watch floor debate on closed circuit television.
2. **Desk Preparations:** All members will have a book of bills and calendars for the day at their desk as usual. No gifts or announcements will be placed on the chamber desks, except as they may be needed for floor debate. Documents related to legislation are permitted.
3. **Designated Main Entrance Lobby Areas for Senators:** The hallway outside the main entrance to the Senate chamber will be reserved for Senators and staff. Stanchions will close the hallway at the Secretary of the Senate's office and at the President Pro Tempore's office, respectively. Curtains will be erected to reduce noise. Several closed circuit televisions will be available for Senators to watch floor proceedings in that area. It will also be used as a staging area for Senators who wish to speak. (See pictures, below).
4. **Member Only Elevator:** As has been discussed previously, the Senate-side elevator will be reserved for Member use only (Max capacity: 4).

### SENATE FLOOR PROCEEDINGS

1. **Limited Number of Members and Staff on the Floor:** Although no Member will be prevented from entering the Chamber at any time, we are, by informal agreement between the caucuses, generally limiting the number of Members and staff on the floor to leadership and senior staff.

2. **Chaplain and Doctor of the Day**: Secretary Cook's office will be reaching out to facilitate Chaplain and Doctor of the Day.
3. **Morning Roll Call**: Whips will move to excuse those absent for the day. The Majority Leader will then ask unanimous consent to dispense with the roll call.
4. **Points of Personal Privilege**: Members who want to speak on a point of personal privilege would queue up at the appropriate time in the main entrance lobby while maintaining social distancing. A Senator seeking recognition will stand in the back of the chamber until recognized. If you have a point of personal privilege, please contact your caucus leader in advance.
5. **Unanimous Consent**: On first day, the Majority Leader will ask unanimous consent to suspend the following rules for the remainder of the session:
  - a) Suspending the requirement that the voting machine automatically locks the vote at 60 seconds. Instead, the vote will remain open until members have had time to vote at the discretion of the President. (Suspend Senate Rule 5-1.5).
  - b) Senators will not be required to seek recognition from their desk. They may seek recognition from the back of the chamber. (Suspend Senate Rule 8-1.1).
  - c) The press who had access to the Senate floor will be moved to the Senate Gallery. (Suspend Senate Rule 9-1.9).
  - d) The Senate Gallery will be closed to the public but open to the press. Tripods and cameras are permitted in the gallery. (Suspend portions of Senate Rules 9-1.16 and 9-1.9).
  - e) All committees will remain open to the public as room allows for appropriate social distancing. (No need to suspend any rules.)
  - f) Member will not be required to attend committee meetings. (Suspend Senate Rule 2-3.3 (a) & (b)).
  - g) No Pages. (Suspend Senate Rule 9-1.8).
  - h) No spouses or family on the floor. (Suspend Senate Rule 9-1.10).
6. **Offering and Distribution of Amendments**
  - a) All floor amendments will need to be filed with the Secretary as usual.
  - b) Caucuses will encourage members to turn in amendments the day before the bill is on the floor so they can be printed and included in the book of floor proceedings.

- c) If an amendment is offered at the time a measure is pending, the Secretary will distribute printed copies as usual in the chamber, but will also email a copy to all Senators official email address. An electronic copy will also be sent to one (1) staff member designated by the majority caucus and one (1) staff member designated by the minority caucus for forwarding to caucus email groups.
7. **Floor Debate:** Senators can watch the floor (or committee) debate in their offices or the main entrance lobby area or in rooms that will be designated for Member-only overflow. The primary sponsor and designated opponent of a measure will already be on the floor to speak, and questions could be posed by the designated Senators on the floor. If another Senator wishes to speak, he/she can queue up in the main entrance lobby and seek recognition at the back of the chamber. Such member will proceed to their desk (or well) for debate and exit by the south ante room.
8. **Other:** Other items of floor business are still up for debate. Please reach out to David Cook or Steve Tippins or myself if you wish to discuss any rule or item in particular.

## COMMITTEES

1. If you haven't yet watched the Appropriations subcommittee hearings from this week, please do so at your convenience. Archives may be found here:

<https://livestream.com/accounts/26021522/events/8730585>

All committee rooms, as you will see, will be refitted, as seen in the feed, supra. Please also see the photos below for further explanation of how the committee rooms are being refitted.

2. All committees will be able to seat all members at the table while maintaining social distancing, but no more than their committee members. Hence, even though Chairmen have wide discretion to run committees as they see fit, there are certain inherent limitations.
3. Committee Rooms will not be scheduled for outside groups.
4. For the most part, Secretary Cook, through creativity and some ingenuity, we will be able to maintain the same committee schedule in the same rooms as before. Two committees will have to use a different room due to size.
5. A microphone will be fixed at the table for each member at the recommended socially-acceptable distance. We will not reconfigure rooms between meetings.
6. Each room has a podium equipped with a microphone for a presenter.
7. A presenter may sit at the table if there is room.

8. Again, Chairmen are afforded discretion in conducting committee business, but the recommendation is that presenters remain in hallway until called by the chair to enter the room and present. Doorkeepers will be present to assist Chairman in ushering witnesses.
9. This may require presenters to contact the committee staff (i.e. one hour) before the meeting to sign up. Also, if any presenters have presentations, they will need to present those to Senate Press at least twenty-four hours (24 hours) in advance of any meeting.
10. We have built in time between meetings to sanitize tables, mics, etc. GBA will provide the staff to do this.

### MISCELLANEOUS

1. If you haven't yet reviewed Steve Tippins's previous memo to Senate staff, please do so at your convenience. Questions that aren't answered here will, in many cases, be answered there.
2. Thermal cameras and scanners will be set up to screen Capitol and CLOB entrants. Those running a fever will not be permitted to remain at the Capitol.
3. GBA has informed us that a proposal to limit the number of overall Capitol visitors has been approved by the Attorney General's Office. The number – 750, as reported to us; but this may change – is based on usable square footage and public spaces and does not include Members or staff. This might create difficulties for maintaining scheduled appointments, so please be prepared.
4. Since March 13, GBA maintenance teams have been disinfecting Capitol Hill with a non-toxic hypochlorous solution to provide a broad level of disinfectant in order to limit the potential of exposure. Additionally, the GBA has added 14 additional daytime janitorial staff members whose sole job it is to clean and disinfect high contact surfaces and other areas prone to contamination.
5. The Office of Legislative Counsel is, under separate cover, publishing office policy for meeting with Senators and drafting legislation. They will be meeting in person with Members, but staff and designees will not be admitted into the office without prior approval. This will limit or constrict the volume of bills, so please plan your drafting requests well in advance.
6. Employees will be required to wear face masks in any public areas and for any public interaction. For purposes of this requirement, any mask consisting of material that is not see-through will be acceptable provided that it covers the entire mouth and nose. Re-washable or disposable masks are permitted. We have masks on hand.
7. Staff will be precluded from taking social visits to other offices.

8. We are strongly encouraging, out of respect to everyone, that all those present in the Capitol observe the Governor's recommendation and guidelines for safety and hygiene.
9. Staff is returning June 1. A skeleton crew of interns will be returning June 8. GLIP, the page program, and all special presentations remain suspended.
10. Offices should accept visitors by appointment and doors kept shut. Larger suites will be rearranged so that traffic flow can be monitored.







