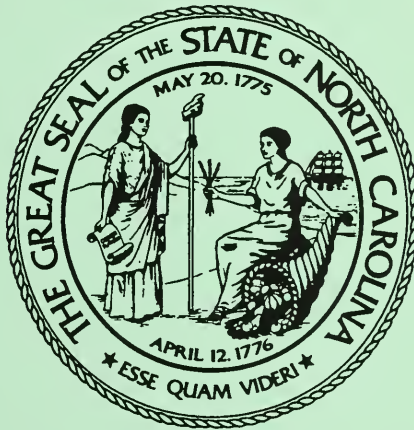


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**GENERAL ASSEMBLY**  
of  
**NORTH CAROLINA**

**LEGISLATIVE MANUAL**



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**JANUARY, 1995**

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# GENERAL STATUTES OF NORTH CAROLINA

## Chapter 120 – The General Assembly

### ARTICLE 7.

#### Legislative Services Commission.

#### § 120–31. Legislative Services Commission organization.

(a) The Legislative Services Commission shall consist of the President pro tempore of the Senate, six Senators appointed by the President pro tempore of the Senate, the Speaker of the House of Representatives, and six Representatives appointed by the Speaker of the House of Representatives. The President pro tempore of the Senate, and the Speaker of the House shall serve until the selection and qualification of their respective successors as officers of the General Assembly. The initial appointive members shall be appointed after the date of ratification of this Article and each shall serve for the remainder of his elective term of office and until his successor is appointed or until he ceases to be a member of the General Assembly, whichever occurs first. A vacancy in one of the appointive positions shall be filled in the same manner that the vacated position was originally filled, and the person so appointed shall serve for the remainder of the unexpired term of the person whom he succeeds. In the event the office of Speaker becomes vacated, the six Representatives shall elect one of themselves to perform the duties of the Speaker as required by this Article. In the event the office of President pro tempore becomes vacated, the six Senators shall elect one of themselves to perform the duties of President pro tempore as required by this Article. Members so elevated shall perform the duties required by this Article until a Speaker or a President pro tempore is duly elected by the appropriate house.

(b) The President pro tempore of the Senate shall be the chairman of the Commission in odd-numbered years and the Speaker of the House of Representatives shall be chairman of the Commission in even-numbered years.

(c) The Commission may elect from its membership such other officers as it deems appropriate, and may appoint other members of the General Assembly to serve on any committee of the Commission.

(d) The Commission may adopt rules governing its own organization and proceedings.

(e) Members of the Commission, when the General Assembly is not in session, shall be reimbursed for subsistence and travel allowance as provided for members of the General Assembly when in session for such days as they are engaged in the performance of their duties. (1969, c. 1184, s. 1; 1971, c. 1116, ss. 1–3.)

#### § 120–32. Commission duties.

The Legislative Services Commission is hereby authorized to:

- (1) Determine the number, titles, classification, functions, compensation, and other conditions of employment of the joint legislative service employees of the General Assembly, including but not limited to the following departments:
  - a. Legislative Services Officer and personnel,
  - b. Electronic document writing system,
  - c. Proofreaders,
  - d. Legislative printing,
  - e. Enrolling clerk and personnel,
  - f. Library,
  - g. Research and bill drafting,
  - h. Printed bills,
  - i. Disbursing and supply;
- (2) Determine the classification and compensation of employees of the respective houses other than staff elected officers; however, the hiring of employees of each house and their duties shall be prescribed by the rules and administrative regulations of the respective house;
- (3) Acquire and dispose of furnishings, furniture, equipment, and supplies required by the General Assembly, its agencies and commissions and maintain custody of same between sessions. It shall be a Class 1

- misdemeanor for any person(s) to remove any state-owned furniture, fixtures, or equipment from the State Legislative Building for any purpose whatsoever, except as approved by the Legislative Services Commission;
- (4) Contract for services required for the operation of the General Assembly, its agencies, and commissions; however, any departure from established operating procedures, requiring a substantial expenditure of funds, shall be approved by appropriate resolution of the General Assembly;
  - (5) a. Provide for engrossing and enrolling of bills,  
b. Appoint an enrolling clerk to act under its supervision in the enrollment and ratification of acts;
  - (6) a. Provide for the duplication and limited distribution of copies of ratified laws and joint resolutions of the General Assembly and forward such copies to the persons authorized to receive same,  
b. Maintain such records of legislative activities and publish such documents as it may deem appropriate for the operation of the General Assembly;
  - (7) a. Provide for the indexing and printing of the session laws of each regular, extra or special session of the General Assembly and provide for the printing of the journal of each house of the General Assembly,  
b. Provide and supply to the Secretary of State such bound volumes of the journals and session laws as may be required by him to be distributed under the provisions of G.S. 147-45, 147-46.1 and 147-48.
  - (8) Repealed by Session Laws 1985 (Reg. Sess., 1986), c. 1014, s. 40(c).
  - (9) To establish a bill drafting division to draft bills at the request of members or committees of the General Assembly.
  - (10) To select the locations for buildings occupied by the General Assembly, and to name any building occupied by the General Assembly.
  - (11) To specify the uses within the General Assembly budget of funds appropriated to the General Assembly which remain available for expenditure after the end of the biennial fiscal period, and to revert funds under G.S. 143-18.
  - (12) Provide insurance to provide excess indemnity for any occurrence which results in a claim against any member of the General Assembly, as provided in G.S. 143-300.2 through G.S. 143-300.6. That insurance may not provide for any indemnity to be payable for any claim not covered by the above cited statutes, nor for any criminal act by a member, nor for any act committed by a member or former member prior to the inception of insurance.
  - (13) Provide insurance to provide excess indemnity for any occurrence that results in a claim against any employee, officer, or committee, subcommittee, or commission member in the legislative branch other than a member of the General Assembly, as provided in G.S. 143-300.2 through G.S. 143-300.6. That insurance may not provide for any indemnity to be payable for any claim not covered by the above cited statutes, nor for any criminal act, nor for any act committed prior to the inception of insurance. (1969, c. 1184, s. 2; 1971, c. 685, s. 2; c. 1200, s. 8; 1977, c. 802, s. 50.60; 1981 (Reg. Sess., 1982), c. 1191, s. 67; 1983 (Reg. Sess., 1984), c. 1034, s. 182; 1985, c. 479, s. 176(a), (b); 1985 (Reg. Sess., 1986), c. 1014, s. 40(c); 1993, c. 539, s. 912; 1994, Ex. Sess., c. 24, s. 14(c).)

**§ 120-32.1. Use and maintenance of buildings and grounds.**

- (a) The Legislative Services Commission shall:
  - (1) Establish policy for the use of the State legislative buildings and grounds;
  - (2) Maintain and care for the State legislative buildings and grounds, but the Commission may delegate the actual work of the maintenance of those buildings and grounds to the Department of Administration, which shall perform the work as delegated;
  - (3) Provide security for the State legislative buildings and grounds;
  - (4) Allocate space within the State legislative buildings and grounds; and
  - (5) Have the exclusive authority to assign parking space in the State legislative buildings and grounds.
- (b) The Legislative Administrative Officer shall have posted the rules adopted by the Legislative Services Commission under the authority of this section in a conspicuous place in the State Legislative Building and the

Legislative Office Building. The Legislative Administrative Officer shall have filed a copy of the rules, certified by the chairman of the Legislative Services Commission, in the office of the Secretary of State and in the office of the Clerk of the Superior Court of Wake County. When so posted and filed, these rules shall constitute notice to all persons of the existence and text of the rules. Any person, whether on his own behalf or for another, or acting as an agent or representative of any person, firm, corporation, partnership or association, who knowingly violates any of the rules adopted, posted and filed under the authority of this section is guilty of a Class 1 misdemeanor. Any person, firm, corporation, partnership or association who combines, confederates, conspires, aids, abets, solicits, urges, instigates, counsels, advises, encourages or procures another or others to knowingly violate any of the rules adopted, posted and filed under the authority of this section is guilty of a Class 1 misdemeanor.

(c) The Legislative Services Commission may cause to be removed at the owner's expense any vehicle parked in the State legislative buildings and grounds in violation of the rules of the Legislative Services Commission and may cause to be removed any vehicle parked in any State-owned parking space leased to an employee of the General Assembly where the vehicle is parked without the consent of the employee to whom the space is leased.

(d) For the purposes of this section, the term "State legislative buildings and grounds" means:

(1) At all times:

- a. The State Legislative Building and the area between outer walls of the State Legislative Building and the near curblineline of those sections of Jones, Wilmington, Lane, and Salisbury Streets which border land on which the State Legislative Building is situated;
- b. The Legislative Office Building and the areas between its outer walls and the near curblineline of those sections of Lane and Salisbury Streets that border the land on which it is situated;
- c. Any State-owned parking lot which is leased to the General Assembly; and
- d. The bridge between the State Legislative Building and the State Governmental Mall.

(2) In addition, the surface area to the far curblineline of those sections of Jones, Wilmington, Lane, and Salisbury Streets which border the land on which the State Legislative Building is situated:

- a. When the General Assembly is in regular or extra session; and
- b. On other days on which one or more standing committees of either or both houses of the General Assembly are meeting and the Legislative Administrative Officer determines that additional parking is needed for the functioning of the General Assembly and files notice of the committee's or committees' meetings and his finding that additional parking is needed in the office of the Secretary of State and that of Clerk of the Superior Court of Wake County. (1973, c. 99, s. 1; 1975, c. 145, s. 3; 1981, c. 772, ss. 3, 4; 1991 (Reg. Sess., 1992), c. 1044, s. 7(a); 1993, c. 539, s. 913; 1994, Ex. Sess., c. 24, s. 14(c).)





## INTRODUCTION

This Manual provides information to the members of the General Assembly on arrangements which the Legislative Services Commission has made for various legislative services. The Manual was originally prepared for use during the 1973 General Assembly; it is completely revised each biennium and is supplemented as necessary for the legislative sessions within the biennium. The basic statutory authorization for the Legislative Services Commission is set out on page 1 of this Manual.

The Legislative Services Commission was established by statute in 1969 to provide a continuing structure through which decisions concerning legislative services may be made and implemented. The Commission consists of the President Pro Tempore of the Senate, six Senators appointed by him, the Speaker of the House of Representatives, and six Representatives appointed by him. Upon the convening of each regular biennial legislative session, the newly elected President Pro Tempore and Speaker may appoint new members to the Commission at any time. The Legislative Administrative Officer serves as chief staff officer for the Commission.

If you have criticisms or suggestions as to the plans and procedures set out in this Manual, please communicate them to the President Pro Tempore (919-733-6854), the Speaker (919-733-3451), or to the Legislative Administrative Officer (919-733-7044) who will transmit them to the Commission.

[For purposes of this Manual, "session" means the period in which the General Assembly meets regularly upon day-to-day adjournment; it does not include the interim period between portions of the biennial session.]



## LEGISLATIVE PAY AND ALLOWANCES

All salary, expense allowance, travel allowance, and subsistence amounts are effective with the convening of the 1995 General Assembly on January 25, 1995.

**Salary:** The Speaker of the House of Representatives and the President Pro Tempore of the Senate receive a salary of \$38,151 per year. The Speaker Pro Tempore of the House and the Deputy President Pro Tempore of the Senate receive a salary of \$21,739 per year. The majority and the minority leaders of both houses each receive a salary of \$17,048 per year. All other members of the General Assembly receive an annual salary of \$13,951. The salaries are payable monthly.

When the General Assembly is in session, the salary checks/automatic deposit advices are placed in the legislators' mailboxes in the Mail Rooms (Room 2 in the basement of the State Legislative Building or in Room 102 of the Legislative Office Building) on the last workday of each month. When the General Assembly is not in session, the salary checks/automatic deposit advices are mailed on the next to the last working day of each month to the legislator's home district mailing address.

Terms of newly elected legislators begin on January 1 of odd-numbered years, and salaries begin as of that same date.

State and federal income taxes, social security, and retirement are deducted from the monthly salary checks. Payments to legislators cannot commence until the necessary withholding forms are completed.

**Expense Allowance:** The Speaker of the House of Representatives and the President Pro Tempore of the Senate receive a \$1,413 per month expense allowance. The Speaker Pro Tempore of the House and the Deputy President Pro Tempore of the Senate receive a \$836.00 per month expense allowance. The majority and minority leaders of both houses each receive a \$666.00 per month expense allowance. All other legislators receive an expense allowance of \$559.00 per month.

This allowance is paid both during sessions and between sessions, without the legislators having to file any record of expenses. The allowance is provided to cover legislative expenses the legislator may have that are not paid for by the General Assembly.

The expense allowance is paid at the same time and in the same manner as is the legislative salary. The two payments — salary and expense allowance — are combined in a single check each month. The expense allowance is subject to State and federal income tax, social security, and retirement.

**In-Session Subsistence Allowance:** During the time the General Assembly is actually in session, each legislator receives a subsistence allowance of \$104.00 per day. This amount is paid for each calendar day of the session (seven days per week, or a total of \$728.00 per week for each full week of the session).

It is not necessary that the legislator file a claim or submit any record of expenses in order to receive this allowance during the session. If a legislator wishes not to be paid for a particular day of the session, the Disbursing Office must be notified in writing of this fact.

The subsistence allowance is paid by check placed in the legislator's mailbox every Thursday. The period covered by this check will be the previous week's subsistence through the Thursday on which it is paid.

**In-Session Travel Allowance:** During sessions of the General Assembly, each legislator receives a weekly travel allowance amounting to 29 cents per mile for one round trip from home to Raleigh and return. This allowance is paid each week regardless of the number of actual trips made. The travel allowance is paid each Thursday and is included with the weekly in-session subsistence allowance.

**Interim Travel and Subsistence Allowance:** Between sessions a legislator may travel as a representative of the General Assembly or its committees or commissions. Such travel may be to a meeting in Raleigh or in some other in-State city, or it may be to attend an out-of-state meeting. If the legislator expects to receive any subsistence or travel allowance for such travel, he must obtain the prior approval of the Legislative Services Commission. The chairman of a committee that wishes to meet in North Carolina may obtain the approval for the entire committee. If granted, individual committee members need not then obtain individual approval for that meeting.

In the absence of this kind of group approval, or if a meeting is to be held out of state, prior approval must be obtained by each legislator who wishes to attend. Requests for approval are made directly to the President Pro Tempore (for Senate members) or Speaker (for House members) and those offices will transmit an approved copy of Form GA-2, travel authorization, to the legislator. When the travel is performed, the legislator should deliver this form, together with the statement as to travel performed, hotel receipts, parking receipts, toll receipts, common-carrier ticket receipts, taxicab receipts, and personal automobile mileage to the office of the President Pro Tempore (for Senate members) or the Speaker's office (for House members). A subsistence allowance of a flat \$104.00 per day, regardless of actual expenses, is authorized by statute for in-State travel. A member who is authorized to travel to a high-rate geographical area outside of North Carolina may elect to receive in lieu of the \$104.00 subsistence allowance, a subsistence allowance for meals of \$26.00 per day and a subsistence allowance for lodging of actual lodging expenses not to exceed that allowed for high-rate geographical areas as designated by the Federal General Services Administrator and published at 58 Federal Register, 67950-67964 (Dec. 22, 1993) and at 59 Federal Register 23702-23709 (May 6, 1994), a copy of which is in the Legislative Services Office.

When the appropriate office receives the necessary documents and information, it will prepare the appropriate travel reimbursement form and forward it to the Disbursing Office for payment.

**Interim Standing Committee Meetings:** Legislators receive no additional salary for attending interim committee meetings. Members of a committee who attend an officially scheduled committee or subcommittee meeting are entitled to receive \$104.00 per day subsistence plus 29 cents per mile for miles actually traveled.

The committee clerk submits to the Disbursing Office a committee reimbursement form signed by the legislator indicating the appropriate number of days for which payment is requested plus the number of miles traveled. The Disbursing Office combines all of the entries for each legislator and issues the appropriate check. It is not necessary that the legislator file a detailed expense accounting, as a flat subsistence allowance of \$104.00 per day will be paid regardless of actual expenses.

## PAYROLL FORMS

Before any payments can be made, the legislator must execute certain payroll forms. Shortly after the general election, all General Assembly members should have received from the Legislative Services Office a packet that contained the following forms:

1. Combined form for mileage, Federal Internal Revenue Service Form W-4, and North Carolina Department of Revenue Form NC-4 (Employee's Withholding Exemption Certificates). The member should fill out each of the forms and sign each (a total of three signatures being required on the single-sheet document).
2. Employee Payroll Data Form—contains vital information necessary for payroll as well as vital emergency information.
3. Automatic Deposit Form—for automatic deposit of the member's monthly pay check. A preprinted checking or savings account deposit slip or a voided check must be attached to the form if the member chooses to participate in direct deposit.
4. Legislative Retirement Enrollment Form—for enrollment in the Legislative Retirement System. All members of the General Assembly automatically become members of the Legislative Retirement Plan (unless the member is contributing to another State-administered retirement system) and the contribution to the retirement plan is deducted from the monthly salary check. The deduction is 7% of the member's salary. Members should complete the form designating beneficiaries in parts I and II. (For further information on the Legislative Retirement System, see section under Benefits).
5. Health Insurance Enrollment Form—for enrollment in one of the available health insurance plans. (For further detail on the health insurance benefits, see section under Benefits). If a member chooses not to participate in either of the available plans, a denial form must be submitted.
6. Dental Insurance Enrollment Form—for enrollment in the available dental insurance plan. (For further detail on the dental insurance plan, see section under Benefits). If a member chooses not to participate in the dental plan, a denial form must be submitted.

## BENEFITS

**Legislative Retirement System:** The Legislative Retirement System is part of the package of benefits available to members of the General Assembly. A contribution of 7% of the monthly salary is deducted from the monthly salary check and is tax deferred until the member retires with the General Assembly. In addition, the State contributes 36.07% of the monthly salary. All members of the General Assembly are eligible for membership provided they are not contributing to any other State-administered retirement system. Those members participating in another State-administered retirement system *must* advise the Disbursing Office of this fact.

Benefits of the Legislative Retirement System are explained in the booklet entitled "Your Retirement System" which is provided. Further details of all retirement benefits such as service retirement, early retirement, disability retirement, and the death benefit are provided in the handbook. The death benefit protects a beneficiary if the member

dies while a contributing member of the General Assembly and before the member is eligible for retirement. The death benefit payment equals the member's highest annual salary as a member of the General Assembly, not to exceed \$15,000, after completion of one year of creditable service. A copy of the handbook should be kept with other important records as it contains important information concerning this benefit.

**Health Insurance:** Members of the General Assembly are eligible to enroll in one of the health insurance plans offered by the State. At the present time, the available plans are (1) the State Health Plan administered by Blue Cross–Blue Shield, (2) Kaiser HMO, (3) PruCare HMO, (4) Health Source (formerly Carolina Physicians Health Plan), (5) Maxicare, (6) Partners, (7) Physicians Health Plan, and (8) Blue Cross and Blue Shield of NC Personal Care Plan (PCP). All members are eligible for the State Health Plan and any member residing/working in the areas for which service is offered for either of the seven HMOs are eligible for an HMO plan.

The State will pay the total individual premium cost for the State Health Plan (\$144.60) or that same amount (\$144.60) toward the cost of an individual premium if an HMO is chosen. Enrollment in either health insurance plan will be through completion of an enrollment application. Other family members may be covered under either plan with the additional cost being payroll deducted from the monthly salary check. Unless the member notifies the Disbursing Office to do otherwise, the deduction made from the salary check for family coverage will be tax deferred.

Coverage under either plan will begin on February 1, 1995, if the necessary enrollment form was completed by the due date. Payroll deduction for additional family members will be made from the January salary check for coverage beginning February 1, 1995. Members or any eligible dependents who enroll after January 31, 1995, may be subject to a 12–month waiting period for preexisting conditions.

General Assembly members who are State retired must be enrolled in the active legislators' group while serving as a member of the General Assembly. If you are State retired, please notify the Disbursing Office so that your health insurance can be properly coordinated.

The health insurance coverage will continue as long as the member remains a member of the General Assembly. If for some reason (other than retirement) membership in the General Assembly does not continue, continuation of the health insurance is offered on a group basis through the Former Legislators' Group. There is no State contribution in that group; however, current rates and benefits at the time of continuation will be in effect.

**Dental Insurance:** Members of the General Assembly are eligible to enroll themselves and family members in the dental insurance plan offered through Blue Cross/Blue Shield with the member paying the full cost of the premium by payroll deduction. Coverage will begin on February 1, 1995, if the necessary enrollment form was completed by the due date. Because there is a 60–day enrollment period for the dental plan, if the enrollment form is not received in time for February 1 coverage, the member may still enroll in the dental plan with an effective date of March 1 as long as the enrollment is within the 60–day enrollment period. If the member or eligible dependents do not enroll during the time specified, there is no provision to enroll at a later date. At the present time, there is no continuation plan available for the dental insurance except through COBRA continuation.

**401K:** The Supplemental Retirement Income Plan of North Carolina (State 401K) is a tax–deferred investment program sponsored by the State of North Carolina and administered by Branch Banking and Trust

Company. Deduction can be made from a member's monthly salary check for participation in this plan. Information on the plan and contact telephone numbers may be obtained from the Disbursing Office. If further information on the plan is required or if a member wishes to enroll in the plan, please contact Branch Banking and Trust Company, State 401K Section, directly at the telephone number listed in the brochure.

**Deferred Compensation:** The North Carolina Public Employee Deferred Compensation Plan is a means of deferring pretax dollars. The plan, created by State statute, is overseen by a Board of Trustees who has contracted with Public Employees Benefit Services Corporation (PEBSCO) to administer the plan. Deduction can be made from a member's salary check for participation in this plan. Information on the plan and contact telephone numbers may be obtained from the Disbursing Office. If further information on the plan is required or if a member wishes to enroll in the plan, please contact PEBSCO directly at the telephone number listed in the brochure.

**Excess Liability Insurance:** Each member of the General Assembly is provided with \$1,000,000 of liability insurance at no cost to the member.

**Dependent Care Assistance Plan:** The Dependent Care Assistance Plan is a means of establishing an account to reimburse for eligible dependent care expenses on a tax-free basis. Contributions to the plan can be deducted from a member's salary check before federal, State, and social security taxes are computed. Enrollment in the Dependent Care Assistance Plan must be completed by January 31, 1995. Information on the plan and contact telephone numbers for the plan administrator, Fringe Benefits Management Co., are contained in the brochure that is available in the Disbursing Office.

**Workers' Compensation:** As a member of the General Assembly, a compensable injury sustained at work would be covered under the Workers' Compensation Act. An injury should be reported immediately to security. All questions pertaining to procedures in filing a Workers' Compensation claim should be directed to the Disbursing Office.





## LEGISLATORS' OFFICES

**Legislators' Offices:** Each member of the General Assembly is assigned a private office and is free to use the office as he or she chooses. Office assignments are made for Senate members by the President Pro Tempore of the Senate and for House members by the Chairman of the Rules Committee. If the members wish to have furniture removed or added, they should so inform the Legislative Administrative Officer. The Legislative Services Commission has ruled that office furnishings and equipment may not be removed from the Legislative Building or the Legislative Office Building. The North Carolina General Assembly is not responsible for the loss or damage of personal items members place in their offices.

1. **Hanging pictures.** The walls of the individual offices in the Legislative Building are constructed of marble blocks. Nails driven carelessly into these walls cause large holes which cannot be properly repaired and result in defacing the office. Legislators who wish to hang a picture or other object on the wall of their offices should apply to the Legislative Building Superintendent who will see that the necessary hangers are properly installed.
2. **Floor covering.** Rugs are not provided by the General Assembly for legislators' offices in the Legislative Building. Members of the General Assembly who wish to provide their own rugs may do so if the rug is of the area type and does not have to be fastened to the floor with adhesive or nails. Carpet padding should be omitted in the arc of the door swing to decrease the amount of the door to be cut off. If it is necessary to cut doors off for carpet clearance, please notify Building Maintenance at 733-3321.
3. **Doors.** Signs identifying legislators and their county of residence are provided for each office door. No other signs, maps, or other materials may be affixed to the outer side of an office door.

**Office Keys:** Legislators obtain office keys from the Security Office. If the legislator desires a key for his or her secretary, the secretary should go to the Security Office, State Legislative Building, to sign for the key. The secretary should return the key to the Security Office at the end of the session. A legislator who is not reelected for the next term should return his or her own key prior to January 1 next following the general election in November.

Each key to an office in the State Legislative Building will unlock the extreme right-hand door at the front of that building. Each key to an office in the Legislative Office Building will unlock the fire door (the extreme left-hand door) of that building's Lane Street entrance. Thus, members may have access to their offices at any day and hour. Each member's key also unlocks the far right-hand door of the Lane Street (bridge level) entrance of the Legislative Building and the middle door on the mall entrance (third floor) entrance of the Legislative Office Building thereby allowing members using the pedestrian bridge to have access to both the Legislative Building and the Legislative Office Building.

**Use of Offices:** The legislative office is for the use of the legislator and staff persons authorized by the legislator.

In order to avoid unpleasant incidents and to improve building security, when the legislative buildings are closed, building security personnel are instructed to evict from the legislator's office anyone (except for the legislator

and his or her regular clerk) who does not have written authorization from the legislator to use the office after hours. Keys will be taken from unauthorized persons and returned to the legislator by security personnel.

## PARKING

Members of the General Assembly are authorized to park in the following areas **during sessions** of the General Assembly:

1. Parking area under the Legislative Building.
2. Both sides of the portions of Lane Street, Jones Street, Wilmington Street, and Salisbury Street that surround the State Legislative Building.
3. Designated area in Lot 65 (in the lower level of the parking deck immediately behind the State Legislative Building).

**During interim periods**, General Assembly members are authorized to park in the parking area under the State Legislative Building or in the designated area in Lot 65 as indicated above.

All parking is on a first come, first serve basis. There are no reserved parking spaces for General Assembly members except for the following: Speaker of the House, Speaker Pro Tempore of the House, President Pro Tempore of the Senate and Senate Deputy Pro Tempore.

For questions or assistance regarding parking, contact Mike Minshew or any security officer at 733-2159.



## SECRETARIAL ASSISTANCE

Each committee chairman is entitled to a committee clerk, and each individual legislator is entitled to a private secretary. This clerk or secretary is situated in the committee chairman's suite or in the legislator's office. (In the interest of brevity, both clerks and secretaries are sometimes referred to as "clerks" in this Manual, and the feminine pronoun is used.)

**Selection of House Clerks:** Employment of House Clerks is handled by the House Supervisor of Clerks under the supervision of the House Principal Clerk. Each committee chairman may choose his own clerk, and each individual Representative may choose his private secretary. Clerks and secretaries are subject to discharge at any time by the Representative whom they serve. If the Representative desires, he may employ the clerk and simply notify the House Supervisor of Clerks who will request the Legislative Administrative Officer to enter the employee on the payroll. Or, the Representative may notify the House Supervisor of Clerks as to whom he desires to have as clerk, and the Legislative Administrative Officer will employ that person if she is available. Or, the Representative may request the House Supervisor of Clerks to employ a qualified person as clerk, and the House Supervisor of Clerks will employ and assign the best qualified person available. Clerks generally are employed as of the opening day of the session; clerks to major standing committees may be allowed to begin work at an earlier date, if prior approval is granted by the Services Commission Chairmen.

Two Representatives may agree to share a clerk; if they agree upon the desired person, these Representatives have available the same alternatives as do chairmen and individual Representatives. Otherwise, the House Supervisor of Clerks will employ and assign the best qualified person available. Where two Representatives agree to share a clerk, they may then employ a Joint Research Assistant or Administrative Aide at the same pay rate which a clerk receives.

**Selection of Senate Clerks:** Employment of Senate Clerks is handled by the Senate Supervisor of Clerks. Each committee chairman may choose his own clerk, and each individual Senator may choose his private secretary. Clerks and secretaries are subject to discharge at any time by the Senator whom they serve. If the Senator desires, he may employ the clerk and simply notify the Senate Supervisor of Clerks who will request the Legislative Administrative Officer to enter the employee on the payroll. Or, the Senator may notify the Senate Supervisor of Clerks as to whom he desires to have as clerk, and the Legislative Administrative Officer will employ that person if she is available. Or, the Senator may request the Senate Supervisor of Clerks to employ a qualified person as clerk, and the Senate Supervisor of Clerks will employ and assign the best qualified person available. Clerks generally are employed as of the opening day of the session; clerks to major standing committees may be allowed to begin work at an earlier date, if prior approval is granted by the Legislative Services Commission Chairmen.

Two Senators may agree to share a clerk; if they agree upon the desired person, these Senators have available the same alternatives as do chairmen and individual Senators. Otherwise, the Senate Supervisor of Clerks will employ and assign the best qualified person available. Where two Senators agree to share a clerk, they may then employ a Joint Research Assistant or Administrative Aide at the same pay rate which a clerk receives.

**Qualification of Clerks:** When a clerk is hired by or at the request of a legislator, that legislator vouches for the employee's competence, and she will not be tested by the Legislative Services Office. When a clerk is hired and assigned by the appropriate Supervisor of Clerks, the employee's competence will be checked by the supervisor.

**Pay of Clerks:** Employees of the General Assembly are paid according to classifications and schedules adopted by the Legislative Services Commission based on a 40-hour work week. Each clerk, no matter how she is hired, will be classified by the Legislative Services Office and paid according to the appropriate schedule.

**Working Hours:** The normal working day for committee clerks and members' secretaries is determined by the member based on his/her needs and the 40-hour work schedule. Because the General Assembly does not usually observe holidays during legislative sessions, employees are expected to work on those days also. If the General Assembly does observe holidays, temporary employees are not expected to work and are not paid for the holiday.

Each legislator is responsible for seeing that his/her clerk works the proper number of hours. Each legislator may adjust his/her clerk's work schedule to meet his/her own special needs. The Legislator should realize that if he/she grants special privileges to his/her clerk, others who are not granted such privileges will complain, and a major morale problem will result. If a legislator allows his/her clerk to come in later on Monday, or leave early on Friday, for example, he/she should not call on other staff assistance in the clerk's absence. Any absences should be reported to the Clerk Supervisor so that proper adjustments of pay can be made.

**Control and Direction of Clerks:** Each legislator has exclusive control and direction of his clerk. No clerk will be assigned any work or duty by any person without the approval of the legislator for whom she works.

The House and Senate Supervisors of Clerks assist in the hiring, assigning, and training of clerks. These supervisors are available to advise clerks as to proper procedures and techniques for handling legislative business.

If a clerk is absent, the legislator concerned should notify the appropriate supervisor and substitute services will be provided. A clerk who knows that she will be absent during scheduled hours should notify the appropriate Supervisor of Clerks in advance. Whenever substitute service is necessary because of the absence of a clerk, the Legislative Services Office is instructed to deduct an appropriate amount from the absentee's salary. Clerks who are eligible to earn sick leave and have accumulated sick leave while employed by the General Assembly may use this leave when absent due to illness. Any substantial deviation from these general rules is subject to approval by the President Pro Tempore of the Senate or the Speaker of the House of Representatives.

**General Policies Governing Clerks:** In order to minimize morale problems among the clerks and other temporary employees of the General Assembly, the Legislative Services Commission requests that all legislators enforce certain general rules. These rules are discussed with clerks in each house at the beginning of the session by the Supervisor of Clerks, and the Supervisor is directed to call violations to the attention of the clerk concerned; this function is designed to assist, and not to interfere with the legislator's control over his own clerk.

The general rules follow:

1. Working hours are determined by the member with one hour off for lunch. This schedule is subject to variation by the individual legislator, but the total time devoted to legislative service by the employee should be based on 40 hours per week.

2. One of the primary duties of a clerk is to act as receptionist for the legislator served. Clerks should stay in their own office except when moving about in performing their duties.
3. Except at the express direction of the legislator served, clerks should not occupy balcony seats in the legislative chambers during the daily sessions.
4. With the approval of the legislators concerned, clerks may assist each other at times when the workload of one is great, and the workload of another is slight. As there is no longer any secretarial pool to come to the aid of an overburdened clerk, the willingness to assist is encouraged, but only with the approval of all legislators concerned. From time to time the Supervisor of Clerks will seek a legislator's permission to channel work from another source to that legislator's clerk.
5. Due to the varied work schedules required by members, clerks should check with the appropriate Supervisor of Clerks regarding work outside of their work with the General Assembly. **Note:** House of Representatives Rule 49.

**Interim Clerical Services:** Members needing clerical assistance while in their legislative office during the interim should contact Anne Cole, House Supervisor of Clerks, or Janet Pruitt, Senate Supervisor of Clerks.





## MAIL SERVICE AND POSTAGE

The Legislative Mail Rooms are located in Room 2 in the basement of the State Legislative Building and Room 102 in the Legislative Office Building. The service windows in the Mail Rooms are manned from 8:00 a.m. to 5:00 p.m. daily during sessions.

**Incoming Mail:** The Mail Rooms are equipped with post office type mailboxes, one of which is assigned to each legislator. Incoming mail is not delivered to individual offices but is placed in the legislator's box. Once permanent office assignments have been made, legislators will be given the number and combination of their mailbox by the Mail Room Supervisor.

**Outgoing Mail:** Outgoing mail must be bundled with the Legislator's Postage Authorization slip. This Authorization slip bears the name of the legislator, clerk or secretary, date, number of pieces of mail, and the legislator's assigned postage account number. Outgoing mail may be deposited in the Mail Rooms or in collection centers maintained in Room 2125 and in Room 2225 on the second floor of the State Legislative Building. Outgoing mail must be in the Mail Rooms no later than 4:30 p.m. in order to be posted the same day. Large mailings should be in the Mail Room earlier. Mailings received later than 4:30 p.m. will be processed the next workday.

Legislators and State Agencies may have printed materials placed in legislators' mailboxes; however, each piece of the material must either be in an envelope with the sender's name on it, or the individual material must identify the sending source.

**Postage:** Postage on outgoing official mail is paid from General Assembly funds. A postage meter interfaced to an electronic accounting system is used. Each legislator is allowed a combined total of \$1500 for the two-year term for long-distance telephone charges, faxes, and postage used for member's official legislative business. There is no limit on the number of pieces mailed or cost per piece; however, once a member has used his combined allowance for his two-year term, the Disbursing Office will begin billing him for postage. Allowances not used are not transferable to another legislator's account and are not transferable to a member's next two-year term upon reelection.

Personal mail of both the legislator and his clerk or secretary should be stamped. Stamps may be purchased at the service window at the Mail Rooms.

When an unstamped envelope bearing a legislator's name and accompanied by an Authorization slip is deposited in one of the collection locations for outgoing mail, the legislator thereby certifies that the envelope contains official legislative business.

**Returned Mail:** A substantial number of letters are returned to the Mail Rooms by the United States Post Office, frequently marked "Address Unknown", or with some similar notation. This mail will be returned to the sender by placing it in his box.

**Registered Mail and Certified Mail:** By arrangement with the United States Post Office, the Mail Rooms pick up registered and certified mail. A notice of such mail is placed in the legislator's box and delivery is made at the service window.

**Interim Mail:** Between sessions, first-class mail is forwarded to legislators' home addresses. Other mail is placed in the individual legislator's Mail Room mailbox to be picked up by the legislator whenever he/she happens to be in Raleigh.

**Interim Postage:** Legislators are expected to use their combined postage and long-distance telephone allowance to pay postage for any individual mailings during an interim period. Clerks for interim legislative committees who prepare mailings from Raleigh will transmit the material to the Mail Rooms where it will be processed through a postage meter and charged to the appropriate committee account.

**Express Mail Service:** Legislators on occasion request materials be sent to them by staff via Federal Express, UPS, USPS Express Mail, etc., in order to insure next-day delivery. Materials can be mailed in this manner; however, legislators will be billed by the Disbursing Office for the costs incurred for expedited mail.

## TELEPHONE

Each legislator has a private telephone on his desk in his legislative office. This telephone may be reached by dialing an individual number. In addition, during the session Southern Bell maintains a telephone switchboard center located on the first floor of Room 1401 in the State Legislative Building. The telephone number of this center is (919) 733-4111. The center is operated during normal business hours. Incoming calls to the center number reach a switchboard which will ring the legislator's office and will take and deliver messages if the office telephone does not answer. Calls to the legislator's individual private number do not go through the telephone center switchboard.

**Local Service:** The charges for local service to the individual legislator's office telephone are paid by the General Assembly. This service is provided on a continuing basis throughout the biennial session.

**Long-Distance Service:** Each legislator's office telephone is connected to the State Telephone Network (STN). Long-distance rates for calls made over this network are about 40% of the regular commercial rate for the average in-State long-distance call. The STN rate is the same for calls to all points in North Carolina, regardless of the distance from Raleigh. Thus, it is possible to give each legislator the identical long-distance allowance and thereby assure that each has available the same long-distance time at the expense of the General Assembly. Each legislator is allowed a combined total of \$1500 for the two-year term for long-distance telephone charges, faxes, and postage used for member's official legislative business. All long-distance calls made from a member's Legislative Building/Legislative Office Building office phone, calls made using the State Network Credit Card, and all faxes sent from a General Assembly fax machine will be charged against the allowance. Members exceeding the combined allowance will be billed for the amount over the allowance. Allowances not used are not transferable to another legislator's account and are not transferable to a member's next two-year term upon reelection. The Legislative Administrative Officer has been directed not to make such transfers, and the Legislative Services Commission requests that legislators not apply for such transfers. Long-distance bills are paid in the first instance by the General Services Division of the Department of Administration. The Legislative Services Office then reimburses the General Services Division and sends to each legislator a monthly statement showing calls made on his phone and the charges made against his allowance. If the legislator does not exceed his combined allowance for his two-year term, the account is closed at the end of the year and the legislator owes nothing. If the charges exceed the combined long-distance telephone and postage allowance, the Services Office bills the legislator for the excess. In using the State Telephone Network, certain important points should be kept in mind.

1. STN billing is different from ordinary commercial WATS line billing. All calls on STN are billed to the calling phone. If a legislator allows his office phone to be used for any long distance calls except on his legislative business, the legislator's allowance for business purposes is reduced accordingly. The idea that this is a WATS line, and that it makes no difference how many calls are made over it, is erroneous.
2. A legislator may make long-distance calls from his hotel room or other location and may charge the calls to his office phone, but the charges for such calls will be made by the telephone company at the regular commercial rate and not at the reduced STN rate.

3. The reduced STN rate is possible because the Department of Administration leases only as many long-distance lines as are necessary to give reasonably adequate service at peak hours without having a great many idle lines during periods of minimal use. Use by the permanent agencies of State government follows a predictable and relatively even pattern. Legislative-use patterns are more variable and less predictable. Normal peak hours of the existing STN pattern occur between 9:00 and 11:30 a.m. and between 2:00 and 4:00 p.m. If temporary inconvenience caused by peak period overload of the STN develops, legislators can cooperate in reducing the problem by placing their calls, when possible, outside these peak hours.

**Telephone Services During Interim Periods:** The telephone in an individual legislator's private office remains connected while the General Assembly is not in session. The charge for local services is paid by the General Assembly. Long-distance calls made by the legislator from his office telephone during these interim periods will be charged against the legislator's long-distance telephone allowance.

**Calls to State Offices in Raleigh from Legislator's Home Area:** Each legislator is issued a State Telephone Network (STN) card which allows him the advantage of the low STN long-distance rates when calling anywhere in the continental United States. All charges made on the STN card will be charged against the legislator's combined postage and long-distance telephone allowance. In order to use this service the legislator must follow the instructions printed on the STN card. The legislator should not dial the regular long-distance operator; attempts to use the STN card through regular commercial long-distance procedures will fail. There are a few areas of the State in which the STN card service is not yet available; but the service is being constantly expanded, and it will soon be available in the few legislators' home areas not currently served.

**Additional Non-State Telephone Lines:** From the Legislative Ethical Principles and Guidelines adopted by the Legislative Ethics Committee, "It is inappropriate to excessively use the State Telephone Network for personal and business reasons. It shall be used primarily for legislative purposes rather than personal and business purposes." A member may choose to have a private line installed so as to assure the proper use of the State Telephone Network.

If an additional non-State line is desired, contact Mike Minshew, Building Superintendent (733-2159).

**Call Forwarding:** Each legislative member's State telephone line in their legislative office is equipped with Call Forwarding. You may Call Forward this line anywhere in the State.

Regarding long-distance charges for Call Forwarding, the caller is responsible for the charge, if long distance, from the location of the call to the member's office. However, the member is responsible for the charge if the line is forwarded to a long-distance location. The charge will be charged against the legislator's long-distance telephone allowance.

For further information on this option, call 733-3321.

## LETTERHEAD/ENVELOPE ALLOWANCE

Each legislator will be provided with up to 8,000 pieces of letterhead and/or envelopes at State expense (any combination of letterhead and envelopes). This allotment is for the full two-year term. If a legislator requires more than the allotment, the Legislative Services Office will order additional stationery and will bill the legislator for the excess. Stationery may be any combination of bond and onionskin letterheads requested by the legislator.

When new legislators arrive at the beginning of the session they are provided with 500 sheets of bond letterhead bearing the Senate or House designation and the legislator's name, district, and home address. Envelopes showing Senate or House designation and the legislator's name are also provided.

As soon as committee appointments have been completed, each legislator should have his clerk prepare and bring to the Disbursing Office a sample of his letterhead showing Senate or House designation, legislator's district and home address, and committee assignments. The Disbursing Office will then order letterhead and envelopes. Further orders for stationery will be placed upon request of the legislator. Requests may be made directly to the Disbursing Office in Room 5 of the State Legislative Building.

The North Carolina General Assembly does not furnish engraved letterhead.

According to the Legislative Ethical Principles and Guidelines, "it is inappropriate for any legislator to use or allow another to use his official legislative stationery paid for by the State for soliciting campaign contributions to or thanking contributors to the legislator's political campaign. A legislator may use a facsimile of the legislator's official legislative stationery in soliciting campaign contributions or thanking contributors to the legislator's political campaign if it is paid for by other than State funds and if it bears a clear disclaimer that indicates the stationery was not printed or mailed at State expense."

Letterhead and/or envelopes ordered through the Disbursing Office cannot be ordered bearing the "not printed at government expense" disclaimer although the legislator may desire to pay for the letterhead and/or envelopes. Because the letterhead/envelopes are printed at a much cheaper cost than would be charged in the open market, the disclaimer would not, in fact, be a true statement. Legislators are requested to purchase any letterhead/envelopes bearing "not printed at government expense" from a private vendor.

## CALLING CARDS

Each member of the General Assembly will be provided with up to 1,000 calling cards for the full two-year term. If more calling cards are required, additional will be ordered and the member will be billed. Contact the Disbursing Office for information concerning the ordering of calling cards.



## **DICTATING EQUIPMENT**

Every legislator who desires it will be provided with dictating equipment by calling Don Hibbert (Telephone 733-2170). Dictating equipment should not be removed from the legislative buildings.

## **FACSIMILE MACHINES (FAX)**

There are two FAX machines for use by General Assembly members. Actual long-distance telephone charges for the use of the FAX machines will be charged to the using member's telephone/postage allowance. A legislator or his secretary should be present at the time of transmission to receive a confirmation of the transmission.

The FAX machines' locations and receiving numbers are:

Room 109 Legislative Office Building, 919-733-3113

Room 7 Legislative Building, 919-733-2599

(located in Room 2129 during the interim)

If a member receives documents over the FAX, there is no charge; and the member will be notified of the receipt of the document.

## **PRINT SHOP AND COPYING MACHINES**

The Legislative Print Shop is located in Room 107 of the Legislative Office Building. Legislators and their clerks should use the Print Shop when 30 or more copies are required. The Print Shop should be used for copying official legislative materials only (no personal printing, i.e. letters to constituents, newsletters, invitations, etc.).

For less than 30 copies, legislators and their clerks should use the copying machines located in Room 618 in the Legislative Office Building or on the second floor of the State Legislative Building. Operators are there to assist you.

Copies for the public are made at a cost of 10 cents per page.





## COMPUTER SERVICES

The Legislative Automated Systems Division (LASD) of the Legislative Services Office, is located in Room 400 of the Legislative Office Building and can be reached by dialing (919) 733-6834. The Division maintains the main computer system and network, provides application support, trains and assists users, and manages various databases.

Software support is provided in the following areas: Bill Typing and Research; Bill Status Tracking; Office Automation; Data Base Management (Fiscal and Non-fiscal); connection to the State Computer Center; Financial Information Systems; Redistricting; personal computer applications and Internet access.

There is a computer terminal and printer in each Member's office on the clerk's desk. You may request an additional terminal for your use. Several computer applications are available for you and your clerk's use, including:

- Word processing, Electronic mail, and calendaring
- Tracking the status of legislation
- Statute Retrieval

The Legislative Services Commission has authorized Members to connect their personal computers to the Legislative network. Dial-in access, which allows you to work from a remote location, is also available. For information on the kind of personal computer you can use in your office to connect to the Legislative Data Network or dial-in assistance, please contact the Systems/Network Manager, at (919) 733-6834.

Policies and procedures governing access to the computer system, set by the Legislative Services Commission and its Subcommittee on Legislative Information Systems, are as follows:

### 1. AUTHORIZED USERS DEFINED

Authorized users shall be limited to Members of the General Assembly or legislative employees and others specifically authorized by name by the Legislative Services Commission. (Adopted by Subcommittee in 1987; adopted by the Legislative Services Commission, May 26, 1988)

### 2. LEGISLATIVE COMPUTER NOT FOR PRIVATE OR COMMERCIAL USE

Authorized users of the Legislative Data Network and the Legislative Computer Center shall not use the computer equipment, computer programs, or data communications facilities connected to the network or the computer for any private or commercial purposes. (Adopted by Subcommittee in 1987; adopted by the Legislative Services Commission, May 26, 1988)

### 3. SECURITY VIOLATION POLICY

Any user of the Legislative Data Network facilities who allows anyone who is not a legislator, legislative staff member, or Legislative Automated Systems Division (LASD) contractor to have direct access to any applications or data on the Legislative Data Network will have his or her username and password revoked immediately by the Director of the Legislative Automated Systems Division (LASD). The username and password will be restored by the Director only after the Co-chairmen of the Legislative Services Commission have been informed of the violation and have authorized the restoration of the account. (Adopted by Subcommittee in 1987; adopted by the Legislative Services Commission, May 26, 1988)

#### **4. END OF SERVICE AND REVOCATION OF ACCESS**

Upon the date of termination of service in the General Assembly or of employment with the General Assembly staff, a Legislative Data Network user's username and password will be removed from the system. The contents of all files associated with the user's directories will be copied to tape and retrieved only upon written authorization of the Co-Chairmen of the Legislative Services Commission. (Adopted by Subcommittee in 1987; adopted by the Legislative Services Commission, May 26, 1988)

#### **5. NO SUPPORT FOR MEMBERS' AND STAFFS' PERSONAL COMPUTERS**

The staff members of the Legislative Automated Systems Division (LASD) are prohibited from providing installation service, training, or other support for Members or Legislative Staff who bring their own computer equipment and software to the General Assembly. (Adopted by Subcommittee in 1987; adopted by the Legislative Services Commission, May 26, 1988)

#### **6. LASD STAFF NOT RESPONSIBLE FOR TEXT OR DATA ENTRY**

The staff members of the Legislative Automated Systems Division (LASD) are prohibited from carrying out any data or text entry for Committee Clerks and Member's secretaries. (Adopted by Subcommittee in 1987; adopted by the Legislative Services Commission, May 26, 1988)

#### **7. TRAINING A REQUIREMENT FOR RECEIVING LASD SUPPORT**

The staff members of the Legislative Automated Systems Division (LASD) are not required to provide technical assistance or software support to any staff member who has not first completed the LASD's training course in the application for which assistance is being sought. (Adopted by Subcommittee in 1987; adopted by the Legislative Services Commission, May 26, 1988)

#### **8. COMPUTER PROGRAMS ON THE GENERAL ASSEMBLY'S PERSONAL COMPUTERS**

No computer programs or utilities can be installed or loaded on personal computers owned or supported by the General Assembly by anyone other than staff members of the Legislative Automated Systems Division. Prior to installing or loading the programs or utilities, the Legislative Automated Systems Division first shall examine the programs and documentation to certify that the programs or utilities will not interfere with the operation of other programs and data on the personal computers. (Adopted by Subcommittee, December 21, 1988; adopted by the Legislative Services Commission, December 30, 1988.)

#### **9. REDISTRICTING MAPS AND DATA PROVIDED ONLY TO MEMBERS**

The General Assembly's Mapping and Redistricting Information System will be used to provide maps and data only to Members who request them personally. The Legislative Services Office will define a substantial number of base maps, printed reports, and electronic files, and will provide them to the State Library, the Legislative Libraries, and state geographic information systems operations. (Adopted by Subcommittee, February 19, 1992; adopted by the Legislative Services Commission, March 26, 1992.)

## BILL DRAFTING

**Bill Drafting Division:** The Bill Drafting Division of the Legislative Services Office is located in Room 401 on the fourth floor of the Legislative Office Building. The Division is staffed by a Director (Gerry F. Cohen), ten staff attorneys, a research assistant, two secretarial employees, and a receptionist. Legislators may present their bill-drafting requests to this office in person or by telephone (733-6660). If the legislator knows which staff attorney he wishes to talk with, he may call for that attorney. Otherwise, the secretary will refer the legislator to the drafter who specializes in the field affected by the requested draft. When all staff attorneys are temporarily occupied, the secretary will take the request and transmit it to the appropriate drafter as promptly as possible. Drafting requests and bills drafted are confidential within the Bill Drafting Division Office until the sponsoring legislator releases them. The enrolling office, which prepares enacted legislation for signature by the presiding officers, is located within the Bill Drafting Division.

**Research Division:** The Research Division of the Legislative Services Office provides staffing support (broad range of legal and nonfiscal research, and drafting and redrafting of amendments and committee substitutes) to selected standing committees on a regular basis and, where requested, to conference committees. The Division also provides, subject to availability of personnel, a significant amount of initial drafting of bills where the subject matter concerns legislative procedure or internal legislative operations (creation of interim legislative study commissions and committees, modification of House or Senate rules, etc.) or other matters within the expertise of individual staff members. Drafting requests in these areas may be presented to the Director of Research (Terrence D. Sullivan, Room 545, Legislative Office Building; Phone: 733-2578). Research and drafting requests made to Research Division personnel are kept confidential under the provisions of the law on confidentiality of legislative communications.

### Other Bill Drafting Sources

**Attorney General's Drafting Division:** A legislator who has a bill to be drafted may present his request to the Attorney General's Drafting Office (Floyd M. Lewis, Revisor of Statutes and Assistant Attorney General, Rancy Building, 104 Fayetteville St. Mall; Phone: 733-6026). A member of the Attorney General's staff will discuss the matter with the legislator, and a bill will be drafted.

Normally, a legislator should use the services of the Bill Drafting Division, Research Division, or the Attorney General's Office for bill drafting. There is, however, no requirement that all bills be drafted by those offices. The legislator may do his own drafting, or he may turn to any other competent source.



## BILL PROCESSING

**Preparation of Copies for Introduction:** The drafter provides the legislator with one or more copies of the finished bill draft. Sometimes these copies are not yet in the format required for introduction. In 1969 a computerized bill processing and printing system was first installed, and copies from computer-produced printouts are now delivered to the legislator for use as introduced copies. After approval of the draft by the legislator, the drafter will forward a copy to the Computer Input Center (Room 104 on the first floor of the Legislative Office Building) for handling by the Legislative Text Storage/Bill Processing System. If the bill is drafted by anyone other than legislative staff members or the Attorney General's Office, the legislator must send the copy to the Computer Input Center in Room 104 although legislative staff are available to review and comment on outside drafts. The bill is put into computer storage and proofread, and a corrected print is obtained. Forty-five copies of the print for House bills and 65 copies of the print for Senate bills are reproduced in the Printing Room (Room 107 on the first floor of the Legislative Office Building). The copies bear a large "D" in the upper right-hand corner to denote that the bill is a draft copy. An official bill jacket is prepared and affixed to one of the copies. All of these copies are placed in an envelope and delivered to the sponsoring legislator through the office of the Principal Clerk of the appropriate house; or on request, the Computer Input Center will deliver bills directly to the sponsor. At this point, the text of the bill is still confidential insofar as the legislative staff is concerned. Only the operator who inputs the bill can retrieve it from computer storage at this point, and computer operators, proofreaders, and printers are constantly cautioned and checked to make certain that the sponsor's confidence is not violated.

**Introduction:** Under the Senate and House rules, a bill is filed with the Principal Clerk's Office and given a number. In the House this filing constitutes introduction. On the next legislative day, the bill receives its first reading on the floor of the House. In the Senate the bill's presentation to the Senate is its introduction. The bill is given a number and is normally referred to a committee. The bill number, date of introduction, and committee reference are input into computer storage; and a new print with a large figure "1" in the upper right-hand corner of the first page is produced. A copy of this print is placed in the bill notebook of every legislator, and additional copies are available from the Printed Bills Office in Room 2022 of the State Legislative Building.

**Amendments:** As bills are amended in the house of origin, new engrossed prints are produced and distributed. Subsequent prints bear the figure "2", "3", etc., in the upper right-hand corner of the first page for easy distinction from earlier prints.

If a bill passes the house of origin, all amendments are routinely engrossed in a new print before the bill is sent to the other house. If the bill is amended in the second house, the amendments are not engrossed, except for some amendments to committee substitutes of the second house, as the bill must be returned to the house of origin for approval, not of the basic text, but solely of the amendments adopted by the second house.

If the house of origin concurs in the amendments, the bill is sent to the Enrolling Office.

**Conference Committee Reports:** If the house of origin fails to concur in the amendments approved by the other house, a conference committee is usually appointed to try to resolve the differences. This committee reports back to both houses a recommended text without amendment. If the report is adopted in both houses, the bill is sent to the

Enrolling Office. If the conferees fail to agree, new conferees may be appointed; and the conference process is reported. However, if either house refuses to adopt the report of its conferees, no new conferees may be appointed.

**Enrollment and Ratification:** The Legislative Administrative Officer or his designee serves as Enrolling Clerk to the General Assembly. Bills for enrollment are sent to the Assistant Enrolling Clerk who checks the text for accuracy and then turns the copy over to the Computer Center. The Computer Center obtains a clean print of the final text. This print, called the enrolled bill, is submitted to the two presiding officers for their signatures. The signing of the enrolled bill by the presiding officers is the act of ratification (the bill is at that time enacted, i.e. law). The signed copy is filed permanently in the Secretary of State's Office.

**Identification and Status of Introduced Bills:** Members of the General Assembly and staff, and the public, have easy access to complete information on the identification, status, and legislative history of all current legislation being considered by the General Assembly. Any interested person may get information on the status of current legislation from the Bill Status (Video) System by calling, writing, or visiting the Bill Status Desk in the Legislative Library (Phone 919/733-7779; Room 2226 of the State Legislative Building).

Public terminals to access the status of bills are also located in the Printed Bills Office (Room 1430), the Legislative Office Building Library (Room 500 LOB), and the Automated Systems Division (Room 400 LOB).

## DISTRIBUTION OF PRINTED BILLS

**Desk Copies:** As soon as a bill is introduced, a printing is ordered and is available the next morning. Copies of every new bill are collected each morning for each legislator by the Bill Distribution Center in Room 105 on the first floor of the Legislative Office Building. Each House secretary must pick up copies for her legislator and place the bills in the legislator's chamber notebooks. The Senate Sergeant-at-Arms will deliver bills to each Senator's office, and a daily bill notebook should be prepared by the secretary. If a House member desires an office file, he should notify the Bill Distribution Center in Room 105 of the Legislative Office Building, and the Bill Distribution Center will prepare for that member two sets of bills daily; the House member's secretary will maintain the bill books in both the chamber and the legislator's office.

**Bills for Committee Use:** A committee chairman may obtain such copies of bills as his committee needs by sending his clerk to the Printed Bills Room (Room 1430). To avoid last-minute congestion, clerks are urged to obtain committee copies of bills on the day following reference to committee and should hold them for later committee use.

**Additional Copies for Individual Legislators:** A legislator may obtain up to 50 additional copies of any bill for distribution to his constituents. If he requires a greater number, they will be provided to him; and he will be billed for their actual cost.

**Copies to Private Citizens:** Any person may obtain one free copy of any current bill by requesting it to the Printed Bills Room. Additional copies may be obtained at a cost of 10 cents per page. The Printed Bills Room will mail one free copy of any bill to any citizen who requests it.

The Legislative Administrative Officer has been instructed not to provide complete sets of all bills to private citizens or organizations.

**Copies to State Agencies and Institutions:** Any State office, agency, or institution will be supplied with three free copies of any bill in which the office has a particular interest. The Legislative Administrative Officer has been instructed not to provide complete sets of all bills – several thousand per session – to State offices. State offices that require more than three copies of any bill may obtain them at cost.





## PROFESSIONAL STAFF SERVICES

[A more complete directory of legislative staff is included in another publication prepared by the Legislative Services Office; copies of the General Assembly of North Carolina Telephone Directory are available through the Legislative Library.]

The **Legislative Administrative Officer** (George R. Hall, Jr., Room 2129, State Legislative Building; Phone: 733-7044) is responsible for supervision of all the Divisions and is available generally for consultation and assistance concerning overall legislative staff policy matters, administrative matters, and the affairs of the General Assembly generally regarded as business and personnel matters.

The **Building Superintendent** (Mike Minshew, Room 9, State Legislative Building; Phone: 733-4292) is available on matters concerning security, building maintenance, and custodial services.

The **Budget Manager** (Elaine Robinson, Disbursing Office, Room 5, State Legislative Building; Phone: 733-7500) is available on matters concerning payroll, budget, insurance, retirement, and legislative staff leave policies and records.

The staff of the **Bill Drafting Division** of the Legislative Services Office is available to individual legislators through the Director of Legislative Drafting (Gerry F. Cohen, Room 401, Legislative Office Building; Phone: 733-6660). [Further information on drafting including the Attorney General's Drafting Office is found on Page 24 of this Manual.]

The staff of the **Fiscal Research Division** of the Legislative Services Office is available to individual legislators or to nonfiscal committees, subject to limitations of available personnel, for fiscal research and information through the Director of Fiscal Research (Tom Covington, Room 619, Legislative Office Building; Phone: 733-4910). The Fiscal Research staff regularly assists the Appropriations Committees and their chairmen, and it provides some support to the Finance Committees and their chairmen.

Professional services from the **Research Division** of the Legislative Services Office (research and bill drafting) are available to committees or to individual legislators, subject to limitations of available personnel, through the Director of Research (Terrence D. Sullivan, Room 545, Legislative Office Building; Phone: 733-2578). The standing substantive nonappropriations committees will have a member of the Research Division professional staff on a regular assignment basis operating under the direction of the committee chairman.

The **Legislative Library** (Mrs. Cathy Martin, Librarian, Room 500, Legislative Office Building; Phone: 733-9390; and Room 2226, State Legislative Building; Phone: 733-7778) is part of the Research Division, and library staff can provide assistance on bill identification and research questions. The Legislative Library is also the depository for records from the Senate and House electronic voting systems, as directed by Senate and House Rules, for filings under Legislative Ethics law requirements (G.S. 120-95), and for lobbying records (G.S. 120-47.2). The Legislative Library has two component locations — one in each of the legislative buildings — for the convenience of legislators. The main component is in the Legislative Office Building and is designed as the principal legal and general research unit. The auxiliary component remains in the State Legislative Building and will contain North Carolina Statutes and

Journals which might be needed immediately during the legislative sessions or for committee meetings held in the State Legislative Building.

The **Legislative Automated Systems Division** of the Legislative Services Office is located in Room 400 of the Legislative Office Building; Phone: 733-6834. The Legislative Automated Systems Division, established in November 1984, has designed, developed, implemented, and maintained a number of computer applications for the General Assembly. Among these applications are bill typing, legal document search and retrieval, bill status reporting, office automation, electronic publishing, budget and expenditure tracking, legislative payroll, general accounting, electronic communications with the State Computer Center, and a number of microcomputer applications. Policies and procedures for access to the various applications on the computer system are set by the Legislative Services Commission and its Subcommittee on Legislative Information Systems.

The **Institute of Government**, located in Room 10 in the Legislative Building, which is part of the University of North Carolina at Chapel Hill, provides services to the General Assembly on a contract basis. The **Daily Bulletin**, which digests every bill and records the history of the progress of bills, is prepared and distributed by the Institute and can also be accessed electronically. Several members of the Institute's staff, in areas such as motor vehicles or local government, provide regular or periodic services to legislative committees and to individual legislators.

With the approval of the Legislative Services Commission, the Legislative Administrative Officer is authorized to contract for and assign part-time professional assistance from the University or other sources.

A **Legislative Intern Program** is operated for the General Assembly (during long, odd-year sessions only) by the North Carolina State University Department of Politics. The Intern Program is under the direction and control of the Legislative Intern Program Council (Lt. Governor, Speaker, and Chairman of the North Carolina State University Department of Politics — G.S. 120-56). The program provides staff assistance at the subprofessional level to select committee chairmen, legislative leaders, and individual legislators; and the interns receive political science and related instructions from North Carolina State University.



