

## TIPS TO HELP PLAN YOUR LEGISLATIVE VISIT

1. Try to provide food on the bus--doughnuts or muffins and juice. A student's attention span is much improved when he/she is not hungry.
2. Dress should be appropriate for the occasion. A legislator is allowed to have one guest sit with that legislator on the floor of the chamber. In order to maintain proper decorum, a student sitting as a guest on the floor must be suitably attired. Suitable attire does not include articles of clothing that depict, promote, or advertise violence or the use of alcohol, tobacco, or other drugs, or that display pictures, writing, or representations that are obscene, profane, lewd, vulgar, or sexually suggestive, or that have rips, tears, or holes. Caps are not allowed to be worn in the legislative chambers or at the Supreme Court.
3. Try to arrange for everyone to arrive 15 minutes prior to the scheduled beginning of the tour. This will allow time for restrooms, coats, and organization.
4. Be aware of how a normal legislative day runs and how the tour will fit into that day. The typical example of a day is:
  - a. Legislative tour - a.m.
  - b. Committee meetings in small groups - a.m.
  - c. Lunch
  - d. Observation of House and Senate sessions - p.m.

Committee meetings usually run from 8:00 a.m. to 12:00 noon, and the legislative session usually runs from 1:00 to 4:00 p.m. **REMEMBER:** These schedules are subject to change according to legislators' needs.
5. When the students go to committee meetings, break them into smaller groups. To save time, you may wish to do this prior to your arrival. It is advisable that the groups consist of about 10 students and one chaperone.
6. When a tour is conducted prior to visiting the committee rooms, we explain how a bill becomes a law. However, if your group will be visiting the committee room first, pick up a daily schedule and copies of bills you are particularly interested in at the "Bill Room" on the ground floor.
7. To find bills that might be discussed during your visit, watch the major North Dakota newspapers for the schedules. Please realize that even with the published schedules nothing will be absolutely certain until the day you arrive.
8. Because of their workloads, you may find that legislators from your district may not be able to meet with you. We will notify them of the date and time of your visit.
9. Make an assignment for your students on their trip to the Capitol, such as a written report or a quiz on the information of the day. Call the tour guide at 701-328-3633 for additional information. Please note the tour guide is only available during legislative sessions, January through April of odd-numbered years.
10. Please visit the Legislative Council website at [www.legis.nd.gov](http://www.legis.nd.gov) and click on *Student Legislative Tour Information*.