



### **MEDIA RULES (Effective November 2021)**

The Senate Press Office administers press passes for media covering the Georgia Senate. There are two types of passes available: a one day temporary pass and a permanent pass valid for one year.

*During the legislative session, media credentials may be issued only as time and resources allow.*

### **GENERAL RULES FOR MEDIA COVERING THE SENATE**

1. Persons desiring admissions to the Senate Gallery as a credentialed member of the press shall apply in accordance with Rule 9-1.9 of the Georgia Senate, subject to the direction and control of the President of the Senate and subject to review and approval by the Senate Press Office.
2. The Senate Press Office shall limit membership in the press galleries to bona fide correspondents of repute in their profession, under such rules as the Senate Press Office shall prescribe.
3. An applicant for press credentials for the Senate Gallery must establish, to the satisfaction of the Senate Press Office, that he or she is a paid correspondent who requires on-site access to Senate members and staff. Correspondents must be employed by a news organization:
  - (a) with the general publication periodicals mailing privileges under U.S. Postal Service rules, and which publishes regularly;
  - ; or
  - (b) whose principal business is the regular dissemination of original news to a broad segment of the public.
4. The applicant must not be engaged in any lobbying or advocacy, advertising, publicity, or promotion for any individual, political party, group, corporation, organization, or a federal, state, or local government agency, or in prosecuting any claim before the Senate or any federal government department, and will not do so while a member of the press galleries.
5. The applicant's publications must be both editorially independent of any institution, foundation or interest group that lobbies the state government and also established principally as a general news organization.
6. Trade publications must apply for a day pass to the press galleries, but their press credentials will be revoked if found lobbying or advocating while on the Senate floor.

- 7.** Each eligible news organization is limited to five (5) credentials. Additional media credentials exceeding that amount will be issued to eligible news organizations at the discretion of the Senate Press Office on a case-by-case basis.
- 8.** Each news organization is responsible for the conduct of their credentialed members of the media. Failure of an individual credentialed member of a news organization to abide by the Senate Media Rules and Senate Floor Rules for Media may result in the revocation of all credentials issued to that news organization.
- 9.** Freelance and contract employees, as well as interns and fellows, must apply for credentials through a sponsoring publication, broadcast outlet or website which meets the aforementioned rules. In addition to completing the online application, freelance employees, contract employees, interns and fellows must submit a letter of introduction on the publication's letterhead from their sponsoring publication's bureau chief or managing editor.

The letter should:

- (a)** verify current employment status;
  - (b)** justify the need for media credentials;
  - (c)** guarantee that the applicant has read and will abide by the Senate Media Rules and Senate Floor Rules for Media;
  - (d)** contain the original signature of the bureau chief or managing editor (no electronic signatures are accepted);
  - (e)** include contact information for both the signatory and the correspondent.
- 10.** The Senate Press Office reserves the right to request two (2) recent copies of the publication for review purposes. Additional information may also be required.
  - 11.** Members of the families of correspondents are not entitled to the privileges of the press galleries.
  - 12.** Media credential requests must include the name of the applicant, the media organization they are employed by, contact information (i.e. phone, fax, email, etc.), and a digital/electronic photo of the person requesting the credential.
  - 13.** Failure to provide information to the Senate Press Office for this determination, or misrepresenting information, can result in the denial or revocation of credentials.
  - 14.** Visiting members of the media wishing to obtain a one-day, temporary pass must come to the Senate Press Office to obtain the pass. A media credential request form will be filled out and include the name of the applicant, the media organization they are employed by and contact information (i.e. phone, fax, email, etc.).
  - 15.** Credentialed members of the media are afforded one (1) courtesy re-print of his/her media credential badge should it be lost or stolen. Re-printing of lost or stolen credentials requires notice of at least one (1) business day.

16. Anyone who has been issued a media credential by the Senate and is found to be in violation of Rule 9-1.9 of the Georgia Senate, or these policies, will have their media credential revoked, and will no longer be granted access to the Senate chamber for the remainder of the calendar year.
17. Any media credential that does not have the current calendar year date will be deemed null and void.
18. Anyone found that has engaged in the duplication or counterfeit of the Senate's media credential will be permanently banned from receiving or being issued a media credential by the Senate.
19. Credentialed members of the press are expected to maintain suitable decorum at all times. If a credentialed member of the press, to the satisfaction of the Director of the Senate Press Office, fails to conduct themselves in line with appropriate standards of conduct, their media credential may be revoked.
20. Credentialed members of the media shall obey all security regulations as prescribed by the General Assembly, Georgia Building Authority or Capitol Police.
21. All rules specified heretofore may be changed at any time without notice by the Senate Press Office with the approval of the President of the Senate.

#### **MEDIA RULES FOR SENATE GALLERY**

1. Administration of the press galleries shall be vested in the Senate Press Office.
2. No members of the media may enter the Senate chamber during the morning devotional. Properly credentialed members must enter before the devotional begins or wait until its completion.
3. No interviews may be conducted on the Senate floor while the Senate is in session. Interviews may be taken in the Capitol hallways. The media alcoves on the 3rd and 4th floors of the Capitol overlooking the rotunda are well suited for interviews. Senate Press Office staff is happy to find additional space as needed.
4. Photographers and television camerapersons may NOT film or record the desk or any document or object on the desk of a Senator, unless permission is granted by the member.
5. The floor of the Senate has a strict dress code that requires jackets for men. Because members of the media will be observing from the gallery and because we understand that it would be impractical for photographers and television camerapersons to meet this requirement, the dress code is slightly flexible. However, all members of the press are expected to dress professionally.
6. If the number of photographers/camerapersons is excessive or creates a disturbance or disruption, they may be removed from the Senate floor at the discretion of the presiding officer.
7. If a credentialed member of the media is found lobbying, advocating, or promoting for any individual, political party, group, corporation, organization, or government agency, the person will be removed from the Senate floor and press gallery and will lose all media credential privileges for the remainder of the year.

8. Trade publications cannot receive permanent media credentials, but may apply for a temporary day pass to the press galleries, which will be revoked if the person is found lobbying or advocating.
9. Members of the media who have received permanent Senate media credentials may be granted temporary media credentials one (1) time if they do not have permanent credentials with them for any reason. Temporary Senate credentials are available in 201 CLOB and media must present credentials from the employer at the time of request.
10. Family members of credentialed members of the press are not entitled to the same privileges as reporters.
11. Additional rules and policies may be established as necessary by the Senate Press Office, with the approval of the President of the Senate, in order to provide for the health and safety of Senate members, staff and visitors.

Senate Leadership may prescribe other limitations as appropriate under special circumstances. These limitations may be given through Senate Leadership, Senate Press Office Staff or the Senate Sergeant-at-Arms.

Violations of these rules and/or failure to comply with the instructions of Senate Leadership, Senate Press Office Staff, or the Sergeant-at-Arms could result in reporters, photographers, and/or camerapersons being removed. Persons found in violation of these rules may also lose their Senate media credential privileges for the remainder of the calendar year. Such violations and resulting penalties will be handled by Senate Press Office Staff, including revocation.

If you have any questions about these rules or any other matters concerning Senate floor procedures or media credentials, please contact Senate Press Office Director Andrew Allison at 404.656.0028 [or andrew.allison@senate.ga.gov](mailto:andrew.allison@senate.ga.gov)