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122ND MAINE STATE LEGISLATURE
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**Legislative Council Policy
on Use of Legislative Retiring Rooms**

Background

The Legislature has established “retiring” rooms for legislators as places where legislators may rest, study, work or meet informally when the Senate or the House is not in session or committees are not meeting. Most members do not have offices and their only formally assigned work area is their desk in the chamber. The retiring rooms are intended to provide additional space for legislators to work and relax uninterrupted by agency staff, lobbyists, legislative staff or others. The Legislative Council adopts this policy to provide appropriate guidance for the use of legislative retiring rooms, in keeping with the purpose of the rooms, and pursuant to its authority under 3 M.R.S.A. §162.

Retiring Room Locations

State House: Room 337
 Room 420

Cross Building: Room 205
 Room 213

Policy

The Legislative Council establishes retiring rooms for the beneficial use of the legislators. The retiring rooms are for the nonexclusive use of legislators, regardless of party affiliation or legislative chamber, for work, study, relaxing and conversations with their peers. The Legislative Council is responsible for compliance with this policy. Use of retiring rooms is subject to the following conditions:

1. Rooms may not be used exclusively by a legislator or group of legislators, and a legislator may not formally or informally establish a desk or office within retiring rooms.
2. Legislators may not reserve a retiring room for a private function or other exclusive use, and legislators may not prohibit other members from entering or using a retiring room.

3. Family members and personal guests of a legislator may use a retiring room while visiting and accompanied by the legislator.
4. Elected officers of the Legislature and legislative employees appointed to their position by the Legislative Council are authorized access to the rooms. Furthermore, committee clerks whose committee rooms are located in the State House are authorized access to legislative retiring rooms in the State House, and committee clerks whose committee room is located in the Cross Building are authorized access to legislative retiring rooms in the Cross Building. Such access is for the limited purposes of contacting or delivering messages or information to legislators, and for using the bathroom or kitchen facilities.

For all other authorized legislative employees, access is for the limited purpose of contacting legislators or delivering messages or information to legislators.

5. Legislators and authorized legislative employees are responsible for keeping the retiring rooms in a clean and orderly condition. Personal items such as jackets, coats, shoes and briefcases must be removed from the room when the legislator leaves for the day. Damaged or missing equipment must be reported promptly to the Executive Director's Office.

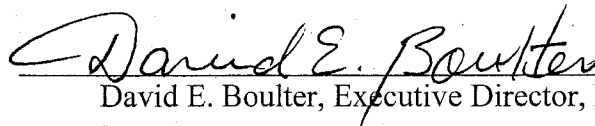
Care must be taken to turn off ovens, microwaves, coffee pots and other electrical devices when not in use in order to prevent the potential for fire or mishap.

6. The Legislative Council is responsible for the furnishing of the rooms including artwork, and modifications may be made only with the prior approval of the Legislative Council or its designee.

The Legislative Council hereby adopts this policy at its meeting on the 28th day of April, 2005.

Effective date: April 28, 2005

By:



David E. Boulter, Executive Director, Legislative Council