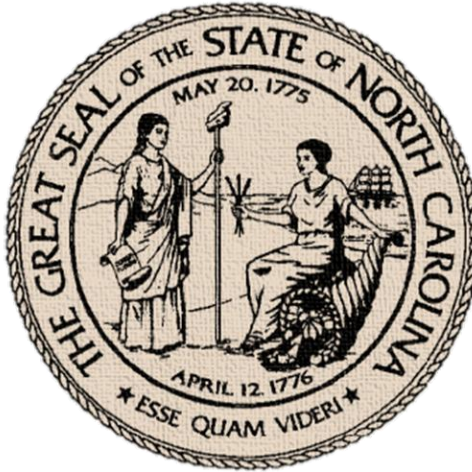


# North Carolina House of Representatives



## Page Handbook



## WELCOME

Dear House Page,

Congratulations on being selected to participate in the North Carolina House Page Program. The House Page Program offers a unique and firsthand educational experience with fellow students from across the state. As a Page, you will have the opportunity to observe North Carolina lawmakers, staff, lobbyists, and constituents working together in the legislative process. Each Page will have the exclusive opportunity to personally learn and experience how a bill becomes a law, the structure of state government, and the legislative process.

Please take the time to carefully read and review the entire handbook with a parent/guardian before arrival. It is **mandatory** that **all forms** be completed, signed, and returned or submitted before or during check-in to be eligible for participation in the House Page Program.

I am confident that your experience as a House Page will be memorable, educational, and fun. This experience will surely provide you with a better understanding of the operations of state government.

Again, congratulations on your appointment to the House Page Program! If you have any additional questions, please do not hesitate to contact the House Page Office by email, [sue.frederick@ncleg.gov](mailto:sue.frederick@ncleg.gov) or by phone (919) 733-5701.

Best wishes,  
Sue Frederick  
House Page Supervisor

## **HOUSE PAGE PROGRAM ITINERARY**

The following is a **TENTATIVE** outline of the weekly schedule. All times listed below are subject to change. Flexibility is important, as the legislative schedule is not always consistent.

### **Monday:**

**1:00 P.M.** Arrival and check-in: House Page Office (Room 1329)

**1:30 - 5:00 P.M.** Orientation  
Training in the House Chamber  
Tour of the Legislative Complex  
Group photo  
Dismissal

### **Tuesday:**

**8:00 A.M.** Arrival  
Briefing of schedule  
Assignment of duties

**8:30 A.M. - LUNCH** Committee meetings  
Staff and office assistance

**4:00 P.M.** Session (times may vary)

**5:00 - 6:30 P.M.** Dismissal (times vary - Pages will be notified after arrival regarding a time frame)

### **Wednesday:**

**8:00 A.M.** Arrival  
Briefing of schedule  
Assignment of duties

**8:30 A.M. - LUNCH** Committee meetings  
Staff and office assistance

**1:00 P.M.** Session (times vary and may be followed by additional committee meetings)

**5:00 P.M.** Dismissal

### **Thursday:**

**8:00 A.M.** Arrival  
Briefing of schedule

**8:30 A.M. - 3:00 P.M.** Wrap-up meeting  
Evaluations  
Session  
Distribution of end-of-week materials, including presentation of certificates  
Dismissal (no later than 3:00 p.m.)

\*As time permits, the House Page Supervisor may schedule outside activities, such as tours of state buildings, the science museum, and guest speakers.

## **GENERAL INFORMATION & GUIDELINES**

**DUTIES OF PAGES:** The work of a House Page is performed under the direction of the House Page Supervisor. Generally, duties will fall into the following categories:

- **Daily Session:** All Pages attend Session in the House Chamber. During Session, bills are introduced, debated, and passed. Pages are assigned to strategic locations throughout the Chamber to be available to assist Members and staff. House Pages may be asked to deliver messages, bills, amendments, committee reports, run errands and distribute other documents during Session.
- **Committee Meetings:** Each House Page is assigned to attend and assist with committee meetings.
- **Office Assistance:** Pages may be asked to provide office assistance for legislators and staff. Tasks may include answering phones, filing, copying, assisting with mailings, running errands, or delivering messages.

**ARRIVAL:** All Pages report to the House Page Office no later than **1:00 P.M.** Monday for check-in. The House Page Office is located in Room 1329 of the Legislative Building, 16 West Jones Street, Raleigh, NC 27601.

Parents/guardians may either stop by to check in with the Page or they are allowed to pull briefly beside the curb in front of the Legislative Building on Jones Street for drop-off.

If Pages drive themselves, they may park in the self-pay visitor parking lots:

- Visitor Lot #1: Entrances on Jones and Edenton Streets: Corner of Jones and Wilmington Streets across the street from the State Archives Building.
- Visitor Lot #4: Entrance on Polk Street: Corner of Polk and Wilmington Streets, one block from the Legislative Building.
- Visitor Lot #2 (Deck 75): Entrances on McDowell and Salisbury Streets.
- Rates are charged by the hour Monday through Friday, 7:00 A.M. - 5:00 P.M.

*The General Assembly does not provide parking or parking fee reimbursement for commuting Pages.*

**SECURITY:** Pages and family members are required to pass through security upon entering the building. All personal property is subject to screening. Upon check-in with the House Page Supervisor, Pages will be issued proper identification and receive detailed instructions and procedures within the Legislative Complex.

**LEAVING THE LEGISLATIVE COMPLEX:** The Legislative Complex consists of the Legislative Building and Legislative Office Building. During work hours, House Pages are not permitted to leave the Legislative Complex unless released early or prior approval is provided by the House Page Supervisor.

**COMPENSATION:** House Pages may be compensated by stipend **OR** community service credit. House Pages who opt for a stipend will be paid a total of \$150.00 for one week of service. House Pages who opt to be compensated through community service will receive 30 hours credit in accordance with their school policy. All House Pages who opt to receive community service must indicate such on the Page Payment Form. All House Pages who opt to receive the stipend must fill out the Page Payment Form and State of NC Substitute W-9 form. A social security number must be furnished on both payment forms to receive the stipend.

**HEALTH AND PARTICIPATION CONSENT FORM:** All House Pages **must** have the “Authorization to Consent to Health Care and Participation in the House Page Program” form appropriately **signed** and **notarized** for use in case of a medical emergency. A copy of the House Page’s health insurance card **must** be attached to this form.

**BEHAVIOR:** All Pages are expected to always display courteous and proper behavior. Any prohibited behavior listed within the House Page Code of Conduct will not be tolerated, in any form. The Code of Conduct will apply to all verbal and non-verbal forms of communication, including but not limited to body language, text messaging, email, and/or social media. Any violation of the House Page Code of Conduct may result in a House Page being barred from participation or sent home.

**CELL PHONES:** Cell phones and other electronic devices - the House Page Program has a “Zero Visibility” Policy.

- Use of cell phones and other electronic devices is not permitted during the workday, unless during times designated by the House Page Supervisor. The House Page Supervisor shall designate lunch as a time for use of cell phones and other electronic devices.
- Social media use, including texting and emails, is not permitted during the workday, unless during times designed by the House Page Supervisor.
- If a House Page uses a cell phone or other electronic device during a time that is not permitted, the House Page Supervisor will confiscate the cell phone or other electronic device for the remainder of the workday. Parent/guardian will be notified immediately of the policy violation.
- A second offense may result in dismissal from the House Page Program. Parent/guardian will be notified immediately of the policy violation.

**THINGS TO BRING:** School work or books to read during downtime, snacks, and a water bottle, if you wish.

**SPENDING MONEY:** House Pages should bring enough money for lunch and miscellaneous spending. It is not encouraged for a House Page to bring large sums of money.

**DINING:** House Pages will be allowed to eat lunch at any of the following locations - Legislative Cafeteria, Snack Bar, or the Sine Dine snack area, all located in the Legislative Building. The Cafeteria and Snack Bar accept cash, debit/credit cards, and Apple Pay. The Sine Dine accepts debit/credit cards. Vending machines are located in both buildings and accept cash and credit cards. Pages may eat at The Daily Planet Café, located in the North Carolina Science Museum, across the street from the General Assembly. Food and snacks may be brought from home, but there is no place to keep them cold.

**LODGING/HOUSING:** All housing accommodations must be handled by the parent/guardian prior to arrival in Raleigh. The House Page Supervisor is not responsible for providing assistance with housing arrangements. The House Page Office and the House of Representatives are not responsible for the Pages *after* the workday.

House Pages will be recognized, formally introduced, and thanked for their service by House Members during a voting Session the week they serve. (*Note: All House Sessions are livestreamed. Information with Session time and a link to the video are both located on the main page, [www.ncleg.gov](http://www.ncleg.gov)*).



# HOUSE PAGE PROGRAM DRESS CODE POLICY

The North Carolina House of Representatives is an embodiment of the people from every corner of the State. As a sign of respect to the people of North Carolina and Members of the Legislature, all House Pages must dress professionally, and behave accordingly. A dress code of “business professional” attire is mandatory at all times and is strictly enforced. Any House Page that does not comply with the dress code will be asked to correct the inappropriate attire and may be barred from participation or sent home. If the House Page or parent/guardian is unsure about an article of clothing as it relates to the dress code, it is best to err on the side of conservative.

A parent/guardian should review the dress code policy with the House Page to ensure understanding of the importance of appropriate attire in a professional setting. All House Pages and the parent/guardian must sign and agree to the provisions set forth below.

## **Professional Attire for Males:**

Required are the following:

1. A suit or dress pants with sport jacket
2. A collared dress shirt
3. Either a tie or bowtie
4. Comfortable dress shoes

## **Professional Attire for Females:**

Required are the following:

1. Either:
  - a. A conservative blouse or top with dress pants or skirt (if skirt, no more than 2" above the knee)
  - b. A dress no more than 2" above the knee
2. Comfortable dress shoes
3. Light sweaters or blazer-type jackets are encouraged, as temperature in the buildings vary.
4. Any camisole, top with spaghetti straps, or other sleeveless top or dress must be worn with a sweater or jacket during the workday.

## **Inappropriate and Unacceptable Attire:**

- Sweatshirts, clothing with large logos, t-shirts, or crop tops
- Tight-fitting or “clingy” clothing including tops, dress pants, skirts, or dresses
- Tops must always cover the midriff and back
- Sheer or otherwise see-through clothing
- Revealing necklines
- Capri pants
- Shorts
- Skirts and dresses that measure higher than 2" above the knee
- Skirts and dresses with an inappropriate slit in the front, back, or side
- Denim
- Western wear of any kind
- Athletic shoes, fashion sneakers, or flip-flops

## **Required:**

- Name and security badges must be worn at all times during the workday.
- Remember, some colleagues may be allergic to overpowering perfumes, colognes, and other scents. Be mindful of others when applying.

# House Page Program Dress Code

## Required:



Males should wear a suit or dress pants with sport jacket.



Females should wear a sweater or jacket to cover shoulders if top does not.



Collared dress shirt with tie or bowtie.



Conservative blouse or top.



Comfortable dress shoes.



Dress pants or skirt/dress appropriate in length (no more than 2" above the knee).



## Avoid:



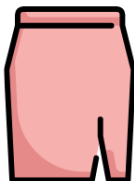
Athletic shoes, fashion sneakers, or flip-flops.



Tops with spaghetti straps or revealing necklines.



Dresses and skirts short in length or with inappropriate slits.



Sweatshirts or clothing with large logos or words.



Tight-fitting or "clingy" clothing (including dress pants).



Western wear of any kind (including denim).





## **STRUCTURE OF THE NORTH CAROLINA GENERAL ASSEMBLY**

The laws of North Carolina, known as statutes, are made by the General Assembly. The North Carolina General Assembly (NCGA) is comprised of two bodies or chambers: the Senate, which has 50 Members, and the House of Representatives, which consists of 120 Members. Each legislator represents either a Senatorial District or a House District.

Historically, the General Assembly meets in Regular Session, beginning in January of each odd-numbered year and adjourns in the summer. The General Assembly will reconvene the following even-numbered year in April or May for Short Session.

The Senate and House of Representatives meet in their respective chambers while in Session Monday, Tuesday, Wednesday, and Thursday. The Members return home to spend time in their districts and be available to their constituents during the weekend. During the week, committee meetings are held in the morning through the afternoon. The majority of legislative work is done in the committee meetings.

The House of Representatives is presided over by a Speaker, elected from its membership. The presiding officer of the Senate (called the President of the Senate) is the Lieutenant Governor of the State. She/he is not a legislator and has no vote in the Senate except to break a tie. The Senate and House elect other officers from their respective memberships including a President Pro Tempore in the Senate and Speaker Pro Tempore in the House.

At the beginning of each Session, the President Pro Tempore of the Senate and the Speaker of the House of Representatives appoint Members to serve on the standing committees of each body. There are many committees for each body, and their work is very important, as every bill introduced will be referred to at least one committee in the Senate and in the House of Representatives. Every legislator serves on several committees.

Each house elects a Principal Clerk who is responsible for keeping the necessary records of the house. Each also has a Sergeant-at-Arms, who serves as "security officer" for that house and whose assistants act as doorkeepers while the body and its committees are meeting. The third officer is the Reading Clerk, who reads all materials or parts thereof, which the Constitution, Rules, or the presiding officer require to be read during Session.





# **HOW AN IDEA BECOMES A LAW**

## **Step 1: Idea**

- A bill begins as an idea. Typically, a constituent, interest group, or legislator will identify an issue that should be addressed through the action of a bill or policy change. Generally, an idea for a bill falls within the following categories: 1. Addresses an unmet need, 2. Creates a new program, 3. Alters an existing law, or 4. Creates a new law or policy.

## **Step 2: Introduction of Bill**

- A bill may be introduced in either the House or Senate. Any legislative member in the House or Senate may author a bill. A legislative member who decides to introduce a bill for consideration is considered to be the primary sponsor of the legislation.

## **Step 3: Filing of a Bill**

- A bill must be filed with the Principal Clerk of the House or Senate. The Principal Clerk for the House or Senate will assign the bill a number and make that bill public.

## **Step 4: First Reading and Committee Assignment**

- In order for a bill to become law, it must be read three times in each chamber.
- After a bill is assigned a number, it will be read on the floor for the first time and assigned to one or more committees for consideration.

## **Step 5: Committee Review and Consideration**

- Once a bill is referred to a committee the Chairman will determine when the bill will be considered.
- The bill is discussed, debated or may be changed in committee. The committee will vote whether to recommend the bill for consideration by all members of the House or Senate.
- Once the committee has reported the bill, it can be placed on the calendar for consideration by the whole House or Senate.

## **Step 6: Second Reading and Debate**

- When the bill is considered on the floor of the House or Senate, the bill sponsor will explain the need for the legislation and its impact. At that point, any member who wishes to speak in favor or against the bill or ask a question may seek recognition for that purpose. Occasionally, there is a lengthy debate whereas other times there are virtually no members who wish to debate the bill. After all members who wish to express their opinion have been heard, a vote is taken. If the vote is favorable, the bill is said to have passed its second reading and will move to the third and final reading, at which time there may be more debate. The bill may be amended on the floor on both second and third readings.

## **Step 7: Crossover**

- Once a bill passes through one chamber, it crosses over to the other chamber to travel through the same process. The other chamber may approve the bill with its current language, modify the bill, reject the bill, or take no action on the bill.

#### Step 8: Conference Committee

- There may be differences between the House and Senate versions of a bill. When this occurs, a Conference Committee is appointed to reconcile the differences between the two versions of the bill. If an agreement is reached, the Conference Committee will approve the final conference report, which contains the agreed upon language of the bill. The final legislation will be submitted in both chambers for consideration.

#### Step 9: Final Vote

- A final vote is taken by both chambers on the conference report. Public bills are sent to the Governor for approval. If the Governor approves the bill, it will become law. Bills not requiring the Governor's approval are registered with the Secretary of State.

#### Step 10: Veto

- In November 1996, the citizens of North Carolina voted to amend the North Carolina Constitution to allow for a gubernatorial veto.
- All public bills other than bills making appointments, proposing constitutional amendments, or revising districts are presented to the Governor on the day following ratification for the Governor's approval or veto.
- If the Governor decides to sign the bill or takes no action on the bill, the bill will become law. During session, the Governor has ten days after presentation to act. After adjournment of the General Assembly, the Governor has 30 days to act. The Governor is required to reconvene the General Assembly if a bill is vetoed after adjournment, unless a written request is received and signed by a majority of the legislative members of both chambers stating it is not necessary to reconvene.
- If the Governor vetoes a bill, the bill is returned to the original house where 3/5th of present and voting members may vote to override the veto. If the original chamber votes to override the veto, the bill is sent to the second chamber where 3/5th of present and voting members may vote to override the veto before the bill can become law notwithstanding the objections of the Governor.

# HOW AN IDEA BECOMES A LAW

## HOUSE

## SENATE

