



Date: December 6, 2022
To: Executive Board
From: President Pro Tempore Lee Schoenbeck, Chair
Re: Proposed Board Policy Regarding Legislative Office and Committee Room Space

I recommend the Executive Board favorably consider adopting the following policy:

The South Dakota Capitol is both a historical building and a government office building. To preserve the building's history for future generations, it is imperative that legislators honor and preserve the integrity of the Capitol and the public personal property within it. Legislators may not mark on or damage in any fashion the real or personal property of the Citizens' Capitol. Should a legislator wish to modify an assigned personal office space, the member shall contact the Director, or the Director's designee, to coordinate the request with the assistance of the Bureau of Administration's Division of Building and Grounds.

During a legislative interim, legislators or non-legislators who request the use of a committee or conference room on the third and fourth floors of the Capitol shall inform the Director, or the Director's designee, of the proposed day, time, and purpose of the meeting. The Director may grant permission to use a committee or conference room if it is determined the requested use complies with the provisions of SDCL chapter 2-9, the Executive Board's policies, and the customs and practices of the Legislative Research Council. The Director shall give notice to persons reserving a committee or conference room that a reservation may be rescinded if legislative leadership or a legislative committee requests the use of the committee or conference room.

The Director may charge non-legislators, who are not personnel with a state agency, a refundable deposit up to \$500 for any damages or loss to the room, furnishings, or equipment.

The Director shall ensure the committee or conference room is open and available for the reserved period. The Director and LRC staff may not issue electronic key-passes to persons who have made a committee or conference room reservation. After the meeting has concluded, the user of the room shall inform LRC staff. Staff shall inspect the room for cleanliness and damage. Non-legislators who reserve a room shall be held financially responsible for reimbursing the Legislative Research Council for any nonroutine cleaning or damages affecting the committee or conference room that would not be covered by the deposit. Should the Executive Board determine, in consultation with the Director, that a legislator is to be held financially responsible for reimbursing the Legislative Research Council for any nonroutine cleaning or damages, the Executive Board may request the legislator to reimburse the cost. If the legislator refuses or does not pay the entire amount, the Executive Board may order the Director to withhold the amount from the future salary and reimbursements paid to the legislator.

A non-legislator may lose the future privilege to use a committee or conference room if the Director determines that the room was damaged or used irresponsibly or if the purpose of the meeting was misrepresented. A legislator may lose the privilege to use a committee or conference room for the remainder of the legislator's current term of office, if the Executive Board determines the room was damaged or used irresponsibly or if the purpose of the meeting was misrepresented.