



OREGON YMCA YOUTH AND GOVERNMENT TRAINING OUTLINE SERGEANT AT ARMS

The Sergeant At Arms is responsible for maintaining decorum in the chambers prior to the start of each session, during the sessions, and at breaks. The success of the program and continued use of the chambers for future sessions is the responsibility of all participants. Your role is critical to reminding them to treat the facilities with the utmost respect.

1. You control who has access to the chambers. Senators may not go on the floor or in the side galleries of the house, and representatives may not go on the floor or in the side galleries of the senate. The Governor and Secretary of State may not enter either chamber. Instead, respectfully direct them all to the upstairs galleries. Advisors and staff may come and go as necessary.
2. The main doors are usually closed while the assembly is in session. The doors may be opened during breaks and recesses hanging the rope across the entrance for safe public viewing during these periods. Legislators must enter from the side bar when the rope is in place.
3. When in session, the legislators must be granted personal privilege by the presiding officer and check out with you before leaving the chambers. They must check back in with you upon returning.
4. Escort committees will knock when ready to enter. After answering the committee's knock, proceed halfway up the center aisle and speak to the presiding officer loudly and clearly.
5. When the senate is entering the house, all Sergeants At Arms should work together to help the senators line up on both sides of the middle aisle. Do not let the President of the Senate enter until the senators are lined up and the speaker has given three gavels. All four Sergeants At Arms escort the President to the rostrum.
6. Help ensure that the use of any approved electronic devices are used for official Youth and Government business only, politely reminding legislators if the screen indicates otherwise, and involving the Sergeant at Arms Advisor if it becomes a repeat issue.
7. Immediately before the beginning and at the end of each session conduct a visual check of all desks to ensure that microphones are on their stands and that all papers, etc. have been picked up. If not, go to the desk in question and have the legislator assigned to it clean up. Before you leave, make sure everything is in order.

8. You are free to move about the chamber and go up and down the aisles to perform your duties. Only you and advisors are allowed to move about on the floor while in session.
9. Circulate on the floor as necessary to maintain decorum and proper use of the chamber:
 - A. Use of any electronic device for personal use is prohibited; computer use must be limited to Youth & Government official business. Cameras are allowed. Classroom decorum rules apply.
 - B. Hats, tank tops, shorts, T-shirts, torn or ragged clothing, etc. are not allowed. Appropriate shoes must be worn at all times. If in doubt, check with the Sergeant At Arms advisor or the advisor to the presiding officer.
 - C. Members are to stay out of desks and not use items belonging to legislators.
 - D. Food, drink, and chewing gum are not allowed in the chamber.
 - E. Members must keep their feet off the furniture and stay in assigned seats unless leaving for personal privilege.
10. Your advisors will rotate during the sessions. Their role is to assist and support you as needed. Do not hesitate to ask.