

FLORIDA HOUSE OF REPRESENTATIVES

VOLUNTEER GUIDEBOOK & APPLICATION PACKET



OFFICE OF ADMINISTRATION &
PROFESSIONAL DEVELOPMENT

2022 - 2024

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WELCOME!

Thank you for your interest in the Florida House of Representatives Volunteer/Intern Program. As part of this program, volunteers/interns will develop research skills and knowledge of the legislative process by working with Members, legislative staff, and the public.

Volunteers/Interns may or may not be affiliated with a participant school. A participant school is a college or university that has a formal legislative intern program as part of its curriculum and works cooperatively with the Office of Administration & Professional Development (APD). Notify APD if you would like to become a participant school by emailing Volunteers@MyFloridaHouse.gov with a description of your program and student expectations.

This guide will lead you through the Program's policies and processes. Applicants must read and initial each page. The guide includes:

- Application Deadlines
- Program Information
- Responsibilities of Volunteers/Interns, Participant Schools, Supervisors (Members/staff directors/designees), and APD
- Volunteer/Intern Expectations
- Application Process
- Application
- Glossary of Legislative Terms

Any questions about the application packet and approval process should be addressed to APD. Application Packets are available on MyFloridaHouse.gov/Volunteers.

2023-2024 VOLUNTEER APPLICATION PACKET DEADLINES

Interim Committee Weeks

September 12, 2023

Session

January 5, 2024

PROGRAM INFORMATION

Volunteers and volunteers presented as “interns” by educational institutions must comply with all rules, policies and procedures of the Florida House of Representatives applicable to personnel.

Becoming a volunteer/intern for the Florida House of Representatives, either in the Capitol Complex or District Office, depends upon available office space, furniture, and the Speaker’s approval. Volunteers/interns may not start their service until they have received written approval by the Speaker, including official start and end dates.

Volunteers/Interns may not be left alone, must be supervised, and are prohibited from working with confidential information. Volunteers/Interns may not access Member suites without supervision. Assignments and responsibilities must relate to official House business as designated in this guidebook.

The House does not supply volunteers/interns with additional furniture, computers or equipment, telephones, access to House systems, business cards, or office keys. Volunteers are not authorized to requisition property or supplies with legislative funds. The work of the Legislature does not lend itself to remote work. Therefore, volunteer/intern services may not be provided remotely.

Volunteers presented as “interns” by educational institutions must work at least 10 hours per week. If volunteering for credit at a college or university, the supervisor of the office to which the volunteer is assigned is responsible for submission of the Application Packet to APD **and** the completion of any necessary paperwork required by the college or university program.

Confidentiality

All information heard, overheard, or told in confidence from any Member or legislative staff regarding any House business is considered confidential and private. Volunteers may not share **any** confidential information, including conversations between Members, lobbyists and outside agencies.

Sharing Volunteers

Volunteers/Interns may not be assigned to more than one supervisor (Member/staff director/designee). Only **one** volunteer/intern per supervisor is allowed in the Capitol office.

*Please note: Members may only have **ONE** OPS (temporary paid staff) or **ONE** volunteer/intern during interim committee weeks and/or session in the Capitol office.*

Attire

Volunteers/Interns are expected to present a professional appearance consistent with their duties and responsibilities. Questions about what is acceptable professional business attire for work may be addressed to the supervisor or the Staff Director of APD. Any volunteer/intern who does not meet the standards of this policy may be required to take corrective action.

PROGRAM INFORMATION

Identification

Volunteers/Interns serving in the Capitol must wear a Florida Department of Law Enforcement (FDLE) issued House identification badge which must be visible at all times. APD will provide ID badge forms at the mandatory volunteer/intern orientation. Badges must be returned to APD on the last day of service. If not returned, the cost of the badge will be charged to the Member's Intradistrict Account.

Check In

Volunteers/Interns must enter the Capitol through the main entrance and are required to check in with their supervisor at the beginning and conclusion of each work day.

Volunteer Hours

Volunteers/Interns are responsible for keeping track of their volunteer hours and reporting hours to their school's representative or sponsor. If a person is volunteering services for credit at a college or university, the supervisor of the office to which the volunteer is assigned is responsible for completing any necessary paperwork required by the college or university program.

The House cannot guarantee 40 hours of work per week due to the fluctuation of the legislative schedule. *Please note: If there is a change to the volunteer's schedule, an email with the new schedule must be submitted to APD.*

Conduct

All House policies and applicable House Rules apply to volunteers. Please refer to the [2022-2024 Rules of the Florida House of Representatives](#).

Conduct that interferes with operations, gives rise to potential hostile work environment or harassment claims, tends to discredit the House, or is offensive to the public or to coworkers is not acceptable and may be subject to disciplinary action. Volunteers/Interns are expected, at all times, to comply with the law, House Policies, and applicable House Rules; observe safety and security regulations; and conduct themselves in a professional manner in order to promote the best interests of the House.

PROHIBITED HARASSMENT

(1) The Legislature does not tolerate harassment toward any employee based on race, color, religion, sex, national origin, age, disability, or marital status. Prohibited harassment also includes harassment based on an employee's or job applicant's association with a person with a disability or a person in another protected class. All employees must avoid conduct that could be seen as prohibited harassment.

(2) Prohibited harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of that person's race, color, religion, sex, national origin, age, disability, or marital status. Prohibited harassment can come from the individual's supervisor, co-workers,

Initial

PROGRAM INFORMATION

or third parties such as office visitors or constituents. Prohibited harassment does one or more of the following:

- (a) Has the purpose or effect of creating an intimidating, hostile, or offensive work environment;
- (b) Has the purpose or effect of unreasonably interfering with an individual's work performance; or
- (c) Otherwise adversely affects an individual's employment opportunities.

(3) Examples of prohibited harassment include:

- (a) Unwanted jokes or slurs with sexual, racial, religious, ethnic or similar content;
- (b) Display or distribution of sexually explicit pictures, posters, or writings;
- (c) Preferential treatment in return for sexual favors;
- (d) Unwelcome remarks about a person's sexual anatomy, sexual capabilities, ethnic characteristics or physical disabilities;
- (e) Unwanted physical contact (e.g., kissing, hugging, pinching, patting, and caressing);
- (f) Hazing based on race, color, religion, sex, national origin, age, disability, or marital status;
- (g) Unwanted requests for dates or similar advances; and
- (h) Derogatory comments about a person's choice of religion or religious beliefs.

(4) Complaints

(a) Any employee who wishes to file a complaint of prohibited harassment by anyone, including supervisors, co-workers, or visitors to legislative offices, may report the complaint to:

- 1. The employee's immediate supervisor;
- 2. The head of the employee's legislative unit;
- 3. The offices as directed by each chamber's policies; or
- 4. The Human Resources Director of the Office of Legislative Services.

(b) Complaints reported to the employee's immediate supervisor or legislative unit head will be promptly communicated to the appropriate offices as directed in each chamber's policies or the OLS Human Resources Director for a complete investigation. The Human Resources Director will notify the Office of the President for Senate employees, the Office of the Speaker for House employees, or the unit head for all other legislative units about reported complaints. If the unit head for all other legislative units is reported to be the person who is the cause for the complaint, the offices of the presiding officers jointly will be notified.

(c) Once notified by the supervisor, legislative unit head or the employee, Human Resources Director will promptly attempt to resolve the issue informally. This will include discussing the issues with the persons involved in the complaint and may include interviewing other personnel, as deemed appropriate. Employees are expected to participate and cooperate with any inquiry or further investigation. Supervisory, Human Resources, professional service providers or legal staff may be requested to assist the Human Resources Director with the facilitation of the informal resolution.

(d) If no formal resolution is possible, then the complainant will be requested to submit a formal, written complaint to the Human Resources Director that sets forth the basis of the complaint, the reasons the complainant believes that discrimination or harassment occurred, and any action the complainant believes would resolve the complaint.

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PROGRAM INFORMATION

Upon receipt of the written complaint, or when deemed appropriate, the Human Resources Director may contact an independent, professional service provider who will conduct a further investigation into the allegations set forth in the complaint.

After appropriate investigation, a written report summarizing the issues raised in the complaint, as well as evidence collected during the investigation, will be prepared by the service provider and submitted to the Office of the President for Senate employees, the Office of the Speaker for House employees, or the unit head for all other legislative units. If the unit head for all other legislative units is reported to be the person who is the cause for the complaint, the report will be submitted to the presiding officers.

The President of the Senate for Senate employees, the Speaker of the House for House employees, or the unit head for all other legislative units, upon consultation with legal staff and the presiding officers or their designees, will promptly make a determination of the validity the complaint and take appropriate disciplinary and corrective action, if any, based on all of the evidence gathered during the investigation. If the unit head for all other legislative units is reported to be the person who is the cause for the complaint, the presiding officers jointly will make a determination.

(e) Any employee who is found to have violated this policy will be subject to discipline up to and including immediate termination from employment.

(f) The willful filing of a false complaint of harassment is prohibited.

(g) Retaliation against any person for the good faith filing of a complaint or retaliation for giving information relating to a complaint is prohibited.

(5) Supervisory Responsibility

(a) Each employee supervising other employees is responsible for making subordinates aware of the prohibited harassment policy and the means for filing a complaint.

(b) The supervisor is responsible for ensuring that employees receive a copy of the policy. All employees, especially supervisors, are responsible for assuring their workplace is free from harassment.

Source: [*Florida Legislature Joint Policies and Procedures of the Presiding Officers, November 2018.*](#)

RESPONSIBILITIES

Volunteers/Interns

It is the volunteer/intern's responsibility to seek out a supervisor (Member/staff director/designee) that is willing to host a volunteer/intern, and to submit a completed **House** Volunteer Application Packet (Application Packet) with a copy of an official state ID to that supervisor by the deadline. Applying does not guarantee approval to work in the supervisor's office.

Application Packets are then submitted by the supervisor to the Office of Administration & Professional Development (APD) for processing and approval by the Speaker. Volunteers/Interns must be approved by the Speaker before the start of their service (see Application Process in this guidebook for more details). The supervisor will notify the volunteer/intern of the Speaker's approval, including official start and end dates; or denial.

Volunteers/Interns must:

- Follow the same rules, policies, and guidelines as House staff.
- Attend a House volunteer/intern orientation if serving in the Capitol.
- Track volunteer hours.
- Check in each day with supervisor.
- Perform tasks within the guidelines outlined by supervising staff.
- Wear the FDLE issued House ID badge (must be visible at all times) if volunteering in the Capitol Complex.
- Behave in a professional manner at all times.
- Dress appropriately.
- Coordinate changes in schedules with supervisor and school.
- Review the section Volunteers/Interns Expectations in this guidebook.
- Return FDLE issued House ID badge at the end of service.

RESPONSIBILITIES

Participant Schools

A participant school is a college or university that has a formal legislative intern program as part of its curriculum and works cooperatively with APD to provide the best opportunity for the intern.

Participant schools agree to the following:

- Follow House policies and advise students to follow the same policies and applicable rules as House staff.
- Provide APD with all school program materials and allow APD to participate in the program's orientation.
- Provide a list of volunteers/interns and a list of House Members that have agreed to host an intern. *Please note: Lists must be submitted at least two weeks prior to the House Volunteer Application Packet deadlines.*
- Monitor the volunteer/intern's hours and workdays. If there is a change in the volunteer/intern's status or schedule, an email must be submitted to APD. Volunteers/Interns must work at least 10 hours per week.

Due to space availability, the House cannot guarantee placement in a requested office. To maximize the quality of the intern's experience, interns will not be assigned to more than one supervisor. Only one volunteer/intern per Member is allowed in the Capitol.

RESPONSIBILITIES

Supervisors (Members/Staff Directors/Designees)

Supervisors must submit the volunteer/intern's signed Application Packet with a copy of an official state ID by the appropriate deadline to APD. This is in addition to any school application or paperwork that is submitted to the school. Ensure all documents within the Application Packet are completed and signed, and the volunteer/intern has included a copy of an official state ID for the FDLE background check. Supervisors will notify the volunteer/intern of the Speaker's approval, including official start and end dates; or denial.

For the application process, supervisors must:

- Contact APD to confirm their Capitol and/or District Office can safely accommodate a volunteer/intern before accepting volunteer applications. Members may not purchase furniture for a volunteer/intern without the approval of the Sergeant at Arms.
- Ensure all documents are completed and signed, including the House Administrative Policy Manual Acknowledgment Form.
- Confirm the applicant included a copy of an official state ID. There will be a delay in processing if the state ID is not included.
- Submit the completed Application Packet to Volunteers@MyFloridaHouse.gov.
- Upon approval of the Speaker, notify the volunteer/intern and participant school of Speaker's approval, including official start and end dates; or denial.

Supervisors must:

- Reinforce that volunteers/interns must adhere to all House policies, and applicable House Rules, and refer them to the [2022-2024 Rules of the Florida House of Representatives](#).
- Outline and manage volunteer/intern's duties and workload such as goals, job tasks, and expectations
- Communicate with APD and/or participant school:
 - If agreeing to host a volunteer/intern;
 - If the volunteer/intern has any schedule changes; and
 - If volunteer/intern concerns arise such as conduct, hours, appropriate dress and dismissal.
- Complete all paperwork required by the school.
- Ensure volunteers/interns do not have access to confidential information, including House email and House systems and computers.
- Confirm volunteer/intern minimum hour requirements.
- Collect volunteer/intern identification badges at the end of service and return to APD.

*Please note: Members may only have **ONE OPS** (temporary paid staff) or **ONE** volunteer/intern during interim committee weeks and/or session in the Capitol office.*

RESPONSIBILITIES

Administration & Professional Development (APD)

APD provides process guidance to supervisors (Members/staff directors/designees), participant schools, and volunteers/interns. APD works with the Office of the Sergeant at Arms (Sergeant's Office) to provide identification badges and determine availability of suitable work space for volunteers/interns. The work space must have appropriate furniture and meet the Americans with Disabilities Act (ADA) accessibility guidelines and life safety considerations. Additional furniture may limit public access to an office or suite. Therefore, additional furniture may not be provided or purchased without approval by the Sergeant at Arms. Members' private offices are not included in space accommodations.

APD:

- Confirms available space in the supervisor's Capitol office.
- Receives and processes Volunteer Application Packets (Application Packets).
- Submits FDLE background check forms with an official state ID.
- Submits completed Application Packets to the Speaker.
- Notifies supervisors and the Sergeant's Office of Speaker's approval, including official start and end dates; or denial.
- Coordinates with Capitol Police and Sergeant's Office.

APD will provide an orientation for volunteers/interns that will review:

- Program guidelines
- House Rules and the Administrative Policy Manual
- Expectations
- Capitol Complex safety

All volunteer/intern applications must be approved by the Speaker before their official start date.

EXPECTATIONS

Volunteer/Interns are expected to perform assigned duties and must adhere to the following:

Volunteers/Interns are authorized to:

- Attend committee meetings or non-campaign-related events under the direction of the supervisor (Member/staff director/designee)
- Welcome constituents and guests to the office
- Learn the Legislative Process
- Research policy, bills, or other legislative issues as directed
- Answer phones and direct calls
- Assist in providing information for Member newsletters

Volunteers/Interns are prohibited from:

- Giving testimony in legislative committee meetings
- Picketing or protesting
- Lobbying Members
- Accessing House software or programs (HouseCALL, HouseDOCS powered by Indigov, Microsoft Office Suite, Leagis, etc)
- Staffing an office alone. All volunteers/interns must be supervised and provided with guidance at all times. Volunteers/Interns may not access Member suites without supervision.
- Working with confidential information
- Working remotely
- Requesting House business cards or stationery or using House funds for office supplies
- Accessing the gallery (unless approved by the Speaker) during regular, extended, extraordinary apportionment, or special legislative sessions
- Accessing the House Chamber before, during or after the end of Session
- Accessing the Member's Dining Hall. This includes picking up meals for the Member.
- Beginning before the official start date as approved by the Speaker
- Working in a supervisor's private office

APPLICATION PROCESS

All volunteers/interns must submit a completed Florida House of Representatives (House) Volunteer Application Packet (Application Packet) with a copy of an official state ID to the supervisor (Member/staff director/designee).

The Application Packet includes the following:

- Checklist
- Volunteer Application
- Contact Information
- Acknowledgment Form (Signed by the volunteer/intern AND the supervisor requesting the volunteer.)
- Florida Department of Law Enforcement (FDLE) background check form

The Application Packet and a copy of an official state ID must be submitted to APD by the supervisor for the approval process to begin (see Supervisor Responsibilities in this guidebook). This is in addition to any school application or paperwork that is submitted to the school. Approvals may take three to ten business days to process.

Volunteers/Interns may not start until notified by the supervisor of their approval by the Speaker including the official start and end dates.

All volunteers/interns will be required to submit a completed Application Packet, with a copy of an official state ID, to the supervisor.

Application Packets are processed as they are received. **Incomplete packets will result in a delay in processing.** Any questions about the application packet and approval process should be addressed to APD.

APPLICATION PROCESS

Once the application is received, the supervisor:

- ✓ Contacts APD to confirm their Capitol and/or District Office can safely accommodate a volunteer/ intern before accepting volunteer applications. Members may not purchase furniture for a volunteer/ intern.
- ✓ Ensures all documents are completed and signed, including the House Administrative Policy Manual Acknowledgment Form.
- ✓ Confirms the applicant included a copy of an official state ID. There will be a delay in processing if the state ID is not included.
- ✓ Submits the completed Application Packet to Volunteers@MyFloridaHouse.gov.
- ✓ Notifies the volunteer/intern and participant school of Speaker's approval, including official start and end dates; or denial.

Once the application is received from the supervisor, APD:

- ✓ Confirms available space in the supervisor's Capitol office.
- ✓ Receives and processes Volunteer Application Packets (Application Packets).
- ✓ Submits FDLE background check forms with an official state ID.
- ✓ Submits completed Application Packets to the Speaker.
- ✓ Notifies supervisors and the Sergeant's Office of Speaker's approval, including official start and end dates; or denial.
- ✓ Coordinates with Capitol Police and Sergeant's Office.

2023-2024 APPLICATION PACKET

Florida House of Representatives
Interim Committee Weeks & Session - Capitol

2023-2024 VOLUNTEER APPLICATION PACKET DEADLINES

Interim Committee Weeks

September 12, 2023

Session

January 5, 2024

Application Packet Checklist

Volunteers/Interns may not start until notified by the supervisor of their approval by the Speaker including the official start and end dates.

All items below are required.

Use Adobe Reader (free) to fill out the Volunteer Application Packet.

Application

Contact Information

Acknowledgment Form *Must be signed by the volunteer and the supervisor requesting the volunteer.*

Florida Department of Law Enforcement (FDLE) Background Check Information Form

Copy of an official State ID (Valid Driver's License, ID Card) (PNG, JPG, or PDF)

The Application Packet and a copy of an official state ID must be submitted to Administration & Professional Development by the supervisor for the approval process to begin (see Supervisor Responsibilities in this guidebook). This is in addition to any school application or paperwork that is submitted to the school. Approvals may take three to ten business days to process.

Application Packets are processed as they are received. **Incomplete packets will delay processing.** Any questions about the application packet and approval process should be addressed to Administration & Professional Development by email, Volunteers@myfloridahouse.gov, or phone 850-717-5200.

APPLICATION

Member/Office Requesting Volunteer Services: _____ District #: _____

Volunteer/Intern Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Purpose of volunteer service: Course Credit Work Experience

Requested Volunteer Schedule

Interim Committee Weeks - Application Deadline: September 12, 2023

Visit MyFloridaHouse.gov/Volunteers for Interim Committee Meeting dates.

Hours per day: *Mon: _____ Tues: _____ Wed: _____ Thurs: _____ *Fri: _____

Hours per week: _____

Requested Start Date: _____ Requested End Date: _____

2024 Session (January 9, 2024 - March 8, 2024) - Application Deadline: January 5, 2024

Hours per day: *Mon: _____ Tues: _____ Wed: _____ Thurs: _____ *Fri: _____

Hours per week: _____

Requested Start Date: _____ Requested End Date: _____

The House cannot guarantee 40 hours of work per week due to the fluctuation of the legislative schedule.

**Member and district staff travel days.*

Approval - Office of the Speaker

Signature of Speaker or Designee

Date

Official Start Date: _____

Official End Date: _____

Administration & Professional Development

Application Received: _____
Date

Completed: _____
Date

Initials: _____

CONTACT INFORMATION

Volunteer/Intern Name: _____ Phone: _____

Emergency Contact

Contact Name: _____ Relationship: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Evening Phone: _____ Cell: _____

College/University/School

If receiving course credit or participating in a college/university/school program, complete the following:

College/University/School: _____

Supervising Professor or Program Administrator:

Name: _____ Phone: _____

Email: _____

ACKNOWLEDGMENT FORM

The volunteer/intern MUST initial beside each statement:

_____ I hereby acknowledge receipt of the Volunteer Guidebook. I have initialed each page as an indication that I have thoroughly read this guidebook.

_____ I understand that it is my responsibility to request clarification of any policy I do not understand.

_____ I agree to abide by these policies as a condition of my volunteer/intern service.

_____ I understand no Member or staff may ask or direct me to violate or disregard these guidelines and procedures.

_____ I also understand that this signed acknowledgement of receipt will be a permanent part of my volunteer file.

Signature of Volunteer/Intern

Date

Volunteer/Intern (print name)

Date

Signature of Parent/Guardian

Date

Parent/Guardian (print name)

Date

If volunteer/intern is under 18 years of age, a parent or guardian must sign.

"As the Member/Staff Director/Designee, I will abide by all rules, policies and procedures stated in Policy 2.22, House Administrative Policy Manual."

Signature of Member/Staff Director/Designee

Member/Staff Director/Designee (print name)

Date

FDLE BACKGROUND CHECK FORM

According to Florida Legislature Joint Policies and Procedures of the Presiding Officers policy 4.3.2, law enforcement background checks are required for all employees of the Florida Legislature.

Name: _____
Last First Middle
_____ Maiden _____ Other

Race: White Black Asian or Pacific Islander American Indian, Indian or Alaskan Eskimo Other
Sex: Male Female

Date of Birth: _____-_____ - _____

Social Security Number: _____ - _____ - _____

Current Address: _____

In order to expedite the required records check, I have provided the above information.

Signature

Date

Please attach a copy of your official state ID with the Volunteer Application Packet and submit to the requested office.

GLOSSARY OF LEGISLATIVE TERMS

Amendment: Changes in any bill or other proposed legislation may be offered by a committee or an individual legislator in the form of an amendment to a specific portion of the pending bill. All amendments receive a six-digit identifying bar code when filed.

Bill: A proposed change to Florida Law. Any legislator, all standing committees and subcommittees, and some select committees may introduce bills. Each bill receives an identifying number when it is filed with the Clerk of the House or the Secretary of the Senate. House bills are odd-numbered and Senate bills are even-numbered. Capitol Complex: Includes Capitol, Historic or "Old" Capitol, Senate Office Building, House Office Building, Knott Building, and Pepper Building

House Calendar: lists meetings of committees scheduled for that day. Calendars are initially released through the Internet and available on the House website. Printed forms are available throughout the Capitol and online at MyFloridaHouse.gov. The Calendar also refers to a printed listing of the bills and other proposed legislation by short title reported from committees and ready for final passage.

Chamber: The room where the Members convene at the call of the Speaker of the House or the Senate President to conduct legislative business. The House and the Senate each have their own chamber.

Clerk of the House: A constitutional officer and the official record-keeper of the Florida House of Representatives

Committee: A group of Members who are appointed by the Speaker of the House or the President of the Senate for the purpose of considering legislation and hearing public testimony.

Constituent: A resident of the district being represented by a Representative or Senator

District: The area from which representative or senator is elected. The boundaries of districts are redrawn every 10 years after the federal census figures are received

Gallery: The seating area above the House or Senate Chamber where the public may observe Session

HOB: House Office Building

House: Florida House of Representatives. This term refers to both the Members and the building where they work.

House Journal: The official record of the proceedings of the legislative house.

House Messenger: Students enrolled in grades 9-12 who work in the Capitol Complex delivering messages and running errands

GLOSSARY OF LEGISLATIVE TERMS

House Page: Students enrolled in grades 6-8 who work only in the House Chamber when the Speaker convenes the Members in session

Interns: Volunteers presented as 'interns' by outside employment or education institutions must be vetted by either House Administration & Professional Development, Senate Administration, or the Office of Legislative Services before they may serve as volunteers.

Legislature: Florida Senate and House of Representatives

Lobbyist: An individual paid to influence or attempt to influence legislative action or non-action through oral or written communication or an attempt to obtain the goodwill of a Member or employee of the Legislature.

On the Floor: Refers to Members convened in the Chamber (House or Senate)

Opening Day: The first day of Session (60 continuous days)

Representative/Member: An elected Member of the Florida House of Representatives (120 elected Members)

Senate President: The presiding officer of the Florida Senate

Secretary of the Senate: A Constitutional officer and the official record-keeper of the Florida Senate

Sine Die: The final adjournment of a Legislative Session.

Speaker of the House: The presiding officer of the House of Representatives

The Florida Channel: The FLORIDA Channel is a public affairs programming service funded by The Florida Legislature and produced and operated by WFSU-TV. It features programming covering all three branches of state government, and is Florida's primary source for live, unedited coverage of the Governor and Cabinet, the Legislature and the Supreme Court.

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