

Management Council Policy 10-01

Subject: **Media Credentialing Criteria and Conditions**

(Source Notes: MC E-mail Ballot 1/20/2010, MC Minutes 11/16/11, MC Minutes 01/08/13, MC Minutes 09/01/15)

The purpose of this policy is to accommodate the requirements of the media in reporting daily legislative action while minimizing any potential disruption to daily legislative proceedings. The following policy applies to media, as specified, while covering the proceedings of the Wyoming Senate and House of Representatives at any General, Budget or Special Session of the Wyoming Legislature.

A. Credentialing Criteria

1. For the purposes of this policy, members of the media will be defined as individuals who are employed by a commercial or non-profit news outlet providing print journalism (newspapers and magazines), broadcast journalism (radio or television), wire and news services for redistribution to other news organizations, or online news services (electronic dissemination rather than conventional print and broadcast distribution).
2. Credentials will be issued only to authorized representatives of the entities noted above and are not transferable.
3. Credentials will not be issued to individuals for the purpose of writing a personal online blog.
4. Credentials will not be issued to organizations or associations that register as lobbyists.

B. Process to Obtain Credentials

1. The Wyoming Legislative Service Office (LSO) will credential any individual who submits an application certifying the conditions of Subsection A. 1 through 4 have been met, along with a letter of introduction on official letterhead from the sponsoring news outlet.
2. LSO will provide each registered member of the media with an identification badge.
3. Credentialed individuals may reuse their badge from year to year, but should annually complete a registration form to ensure the LSO maintains up-to-date contact information.

C. Provisions for Use of Credentials

(a) While in the Capitol, credentialed members of the media must adhere to the following provisions:

1. Access to the Senate and House chambers is allowed only when the House and Senate are in session and is limited to still photographers and television camera crews to obtain photographs and video feed from the side corridors of the House and Senate chambers. Access to photographers and televisions camera crews is at the discretion of the presiding officers in each house.
2. Photographers and television camera crews are required to wear business attire to enter the chamber. Men are not allowed to enter the legislative chamber without a coat and tie and dress slacks. Comparable dress is required for women.
3. Television camera crews who wish to obtain video footage may use handheld or tri-pod cameras, as long as equipment does not block the exits or obstruct views from the galleries or chambers. When filming, camera operators need to ensure that camera lights do not shine in the chambers when the bodies are in session.

4. Audio outlets are provided for media in the northwest and southwest corners of the House gallery on the third floor and the northeast corner of the Senate gallery on the third floor.

(b) While in the Jonah building, serving as Legislative Chambers, credentialed members of the media must adhere to the following provisions:

1. Access to the Senate and House chambers is allowed only when the House and Senate are in session and is limited to still photographers and television camera crews to obtain photographs and video feed as provided in (D) and (E) below. Access to photographers and television camera crews is at the discretion of the presiding officers in each house.
2. Photographers and television camera crews are required to wear business attire to enter the chamber. Men are not allowed to enter the legislative chamber without a coat and tie and dress slacks. Comparable dress is required for women.
3. Television camera crews who wish to obtain video footage may use handheld or tri-pod cameras, as long as equipment does not block the exits or obstruct views from the galleries or chambers. When filming, camera operators need to ensure that camera lights do not shine in the chambers when the bodies are in session.
4. Audio outlets are provided for media in the House and Senate gallery.

D. House Conditions

1. (a) When the House is in session, video crews and still photographers may shoot from the third floor gallery and from the two center doors on the north and south corridors of the House chamber, providing the individual and equipment is not actually within the chamber floor. No video feed or still photographs may be taken from the double doors into the chamber or behind the glass at the west end of the chamber.

(b) While the Legislature is conducting sessions in the Jonah building, this subparagraph is applicable and supersedes subparagraph (a). When the House is in session, video crews and still photographers may shoot from the gallery and from the center door on the east corridor of the House chamber, providing the individual and equipment is not within the chamber floor.
2. Placement of video cameras on the floor of the House chamber is generally only allowed during special events, such as the Joint Session of the Legislature and must be authorized by the Speaker of the House.

E. Senate Conditions

1. (a) When the Senate is in session, video crews and still photographers may shoot from the third floor gallery and from the two center doors on the north and south corridors of the Senate chamber, providing the individual and equipment is not actually within the chamber floor. No video feed or still photographs may be taken from the double doors into the chamber or behind the glass at the east end of the chamber, unless approved by the Sergeant-at-Arms.

(b) While the Legislature is conducting sessions in the Jonah building this subparagraph is applicable and supersedes subparagraph (a). When the Senate is in session, video crews and

still photographers may shoot from the gallery and from the designated area in the northwest corner of the Senate chamber.

F. Television and Radio Equipment in Committee Rooms

Members of the media need to obtain advance approval from the committee chairman to place large television or radio equipment in committee rooms to ensure that it does not impede public access to the meeting. Members of the media with compact, handheld recording equipment do not need to obtain the chairman's permission to record committee meetings.

G. Role of Legislative Service Office and House and Senate Chief Clerks

In order to provide a convenient, full-time contact for the media, the LSO information officers will serve as liaisons between the media and the House and Senate chief clerks. However, the Senate and the House of Representatives each govern their own chambers and concerns regarding the policies and procedures of each body should be brought to the attention of the Senate and House chief clerks for resolution.

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