

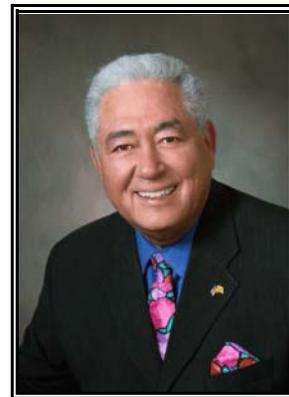
**NEW MEXICO
HOUSE OF REPRESENTATIVES**

**Information Update
and
Member Orientation
for the 2013 Legislative Session**



**Presented on
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NEW MEXICO HOUSE OF REPRESENTATIVES MEMBER INFORMATION UPDATE AND ORIENTATION

General Information

1. **Per Diem:** During the session, per diem is paid at a rate of **\$154.00 per day***, seven days a week. Members are paid \$1,540 every 10 days and are compensated for one round-trip to Santa Fe at a rate of 56.5 cents per mile. This payment is included in the first legislative paycheck. (**These compensation figures are set by the IRS and change annually*)
2. **Parking:** Each member is assigned his or her own parking space, which is located in the basement of the State Capitol Building. Security Cards are now required for entering the basement parking facility. Representatives are asked to notify the parking attendants when a spouse will be parking in their space. Unauthorized cars parked in a representative's space will be towed at the owner's expense.
3. **Office Assignments:** There are two members assigned to each office. Legislators' offices are located on the second, third and fourth floors of the building and in the Capitol North Annex.
4. **Secretarial Staff:** Members' secretaries are hired at a ratio of one secretary per two members. The Assistant Chief Clerk responsible for personnel is Eloisa Block. Her office is located in the Chief Clerk's office across from the House Chambers in Room 100. Should you need to speak with her regarding a personnel matter, she may be reached by phone at extension 4805.
5. **Committee Work:** Each representative is assigned to committees at the beginning of each legislature, first session. Committee hearings are an integral part of the legislative process and each committee requires a quorum. Attendance is important, however, there are times you may have a conflict in your schedule. When you are unable to be present or will be late, please notify the committee secretary or chairman of the committee prior to your absence.
6. **Direction and Use of Staff:** Keep in mind, legislators need to direct their secretary to be aware of their representative's social calendar, committee hearings, when a representative's bill is scheduled for hearing in committee or for third reading during a floor session. Also, scheduling of tours and pages (honorary and paid) is arranged by the secretary through the respective office (See, Pages and Tours within this section). Fiscal Impact Reports on bills can be obtained from the majority and minority analysts or the Legislative Finance Committee.

7. **Phones:** Every member has a private phone in his or her office. Additionally, phones are provided in staff areas, the members' lounge and the back corners of the House Chambers. A phone listing is produced by the Legislative Council Service (LCS).
8. **Stationery:** Stationery is provided at the beginning of the legislative session in the following quantities: 1,500 letterhead; 1,500 envelopes; and 500 additional pieces which consist of business and foldover cards (a mixture of your choice). **With the exception of letterhead, the stationery order will be placed and will be available on the opening day of the session. After committee assignments are determined by the Speaker, letterhead will be printed and delivered to each office upon arrival.** A small quantity of generic letterhead may be obtained from the Chief Clerk's office until the personal letterhead is delivered.
9. **Legislative Mailroom and Postage:** A legislative mailbox is provided to all members by the Legislative Council Service and is located in the mailroom on the first floor. The representative's secretary will pick up the mail and any faxes received daily. Each member is allowed \$1000 in postage per session. This allotment may be used only during the duration of the current legislative session.
10. **Opening Day:** All members are allowed **three guests on the House floor on opening day.** Additional seating is reserved in the public gallery for additional family members **only.** Please notify the Chief Clerk's office if additional gallery seating is required. *Additional reserved parking for family members will be available – on opening day ONLY -- in the Capitol Annex Garage located across the street from The Roundhouse. Further information and maps will be provided by the Legislative Council Service prior to Opening Day.*
11. **Expert Witness:** Pursuant to House Rule 23-2, only members of the legislature and legislative staff are permitted on the House floor during sessions. Expert witnesses may assist a representative with testimony during the presentation and debate of legislation that member sponsored. A special pass must be obtained for these witnesses from the Speaker's Office.
12. **Excuse Forms:** Excuse forms may be obtained from either the Speaker's or Chief Clerk's offices. If it is necessary for a representative to miss a legislative session day, it is strongly recommended that member contact one of these offices ahead of time, if at all possible.
13. **Guests:** A member's guest may sit on the Speaker's rostrum. Space is limited and the scheduling of guests must be coordinated with the Speaker's secretary. She will provide a pass for your guest once these arrangements have been confirmed.
14. **Introduction of Guests:** Members may introduce their guests on the Speaker's rostrum **only.** Pursuant to House Rule 23-5, guests in the House gallery may only be introduced by the Speaker. This may be accomplished by sending a note to either the Speaker or the Chief Clerk.

15. **Members' Lounge:** The members' lounge is located in the inner circle behind the House Chambers. For convenience, breakfast and lunch are served in the lounge for member's family and guests. There are 70 representatives, and they must all be accommodated in this limited area. Therefore, only a member's immediate family is permitted the privilege of using the lounge (House Rule 23-9). Your guests are only permitted to be in this area when the member is present.
16. **Food Service:** There is a public cafeteria located on the ground level (west entrance) of the State Capitol Building. A variety of food is provided at reasonable prices. For the convenience of members, this facility remains open during floor sessions.
17. **Legislative Identification Cards:** Picture ID's are taken during the first week of the session for all staff (required) and members if they choose. Notification of the time and location for these photos will be made. These Picture IDs are NOT necessary for members but may be of value in social or constituent gathering situations during the session or if the member simply wants to have one.
18. **Pages:** There are two categories of pages – honorary and paid. Honorary pages serve for one day and arrangements must be coordinated through the page supervisor one week in advance. Paid pages serve for one week and are paid at a rate of \$20.00 per day for their service. They must be at least 15 years of age, have a social security number and must have written permission from his/her parents and school principal. Arrangements for paid pages must be made at least **two weeks in advance** and are coordinated through the Chief Clerk's office.
19. **Tours:** Tours are conducted on a daily basis and arrangements are made through the tour guide director. Tour guides accommodate large groups of constituents, students and senior citizens who wish to tour the State Capitol. A member's secretary must coordinate with the tour guide director as to the number of constituents wishing to take the tour, the name of the group/school, the date and the time of arrival. Advance arrangements are required.
20. **Certificates:** Formal documents of commendation, congratulation or condolence are issued upon request by the representative. The legislator's secretary can obtain a form for a certificate by contacting the Enrolling and Engrossing office.
21. **Legislative Handbook:** The legislative handbook is an important resource for members. It contains the following information: House and Senate standing committees; House and Senate final passage motions; House and Senate rules; joint rules; interim committees; and parliamentary procedures. Various listings (i.e., office assignments and telephone numbers) are also provided. These handbooks are compiled by the Legislative Council Service and distributed to members upon completion by the House Sergeants-at-Arms.
22. **Legislative E-mail:** More and more constituents and groups are contacting their legislators via email. You will be assigned a state email address (first.last@nmlegis.gov) for your convenience if you do not have one already that you prefer using. In addition, during the session email comes addressed to the House of Representatives, Attn: *Your Name*. That mail

will be printed out and delivered to your office unless it is part of a computer-generated identical mass mailing or is advertising/spam.

23. **PERA:** As a member of the House of Representatives you accumulate eligibility and benefits under the auspices of the New Mexico Public Employees Retirement Association. The direct contact person for members of the Legislature who need specific or further information on this is: *Mary Frederick, Deputy Director, PERA (505) 476-9303; mary.frederick@state.nm.us*
24. **Health Insurance Eligibility:** Legislators are permitted to purchase health insurance under the group insurance rates the state has obtained for state employees. Legislators must pay 100% of the insurance cost, but it is often significantly below the cost of insurance you may currently have. The contact person for this is: *Melody Gonzales @ 827-0458; Risk Management Division of General Services Department; Phone: 827-0066. Melody Gonzales email: melody.gonzales@state.nm.us*

Materials Available For Members

1. **Employee Manual:** For convenience, members will be provided with a copy of the employee manual for their review. The information contained in this publication is very useful.
2. **“How to be an Effective Legislator”:** This set of materials is produced by the National Conference of State Legislatures and is being loaned to all new members by the Chief Clerk’s office. They are on CDs. Members are encouraged to review them at their leisure, and when they have finished are asked to return them to our office.
3. **House Rules:** The House rules and joint rules have been compiled into a pocket size handbook for each member. You are encouraged to become familiar with these rules. Copies of the House Rules are also available in Spanish. Requests can be made to the Chief Clerk.
4. **“Birth of a Notion”:** This publication describes the legislative process in New Mexico. More than 25,000 copies have been distributed to schools and individuals around the state. The House Chief Clerk’s office produces this publication.
5. **Legislative Directory:** The directory is updated each Legislature, contains information listing members of the leadership and list representatives’ districts, terms, mailing addresses, committee assignments and occupations. The booklet contains standing committees, meeting dates and times. The center of the book displays the seating chart of the House Chambers. This resource book lists previously elected officers of the House of Representatives, The booklet is distributed to each member and to the public.