

Idaho Legislative Advisors Code of Conduct

The purpose of this document is to govern the Idaho Legislative Advisors (ILA) Code of Conduct and use of the lobby room.

Membership and Dues

1. ILA membership is open to any Idaho registered lobbyist in good standing with the State of Idaho.
2. Membership in the association requires annual registration and payment of dues. In joining ILA, members are agreeing to abide by the association's [By Laws](#) and this Code of Conduct.
3. Members will receive two printed copies of the Idaho Green Book, ILA member communications, the opportunity to participate in membership meetings and surveys, and are granted access to the lobby room.
4. Interns must register in order to utilize the lobby room and receive other member benefits.
5. Regardless of when a member joins during the year, the registration fee is the same. Dues are not prorated for a year.
6. Membership cannot be transferred.

General Guidelines

1. We lease our space from the citizens of the State of Idaho- appropriate behavior is expected at all times.
2. Be respectful of other members in the lobby room by keeping conversations quiet and refraining from inappropriate language.
3. Alcohol is expressly prohibited anywhere in the Capitol, including the lobby room.
4. To ensure a clean work environment, please throw away all materials, including cups and drinks, when you exit. Do not leave a mess for someone else to clean.
5. The lobby room is not a permanent office space. Members are to use Capitol conference rooms for formal meetings, not the lobby room. To book a conference room please contact the Legislative Services Office at (208)334-2475.
6. Members must request permission from the Executive Committee to post any materials in the lobby room.
7. Guests must be accompanied by a member of the association.

Ethics

1. Members shall abide by applicable Idaho lobbying and government ethics laws and rules, the rules of the [House](#) and [Senate](#), [ILA By Laws](#), and this Code of Ethics.
2. ILA members are committed to carrying out their professional responsibilities honestly. No member shall knowingly or willfully make any false statement or misrepresentation in the

course of their work, or knowing a document to contain a false statement cause a copy of such document to be received by a legislative or executive official.

3. No member shall distribute written or printed information without identification of themselves or a client as the source of the material.

4. ILA Members shall conduct themselves in a manner that is free of harassment and shall discourage all harassment in the Capitol and at events, professional meetings, seminars or any events at which their work is conducted.

5. No member shall, in any fashion, interrupt a discussion between another person and a legislator in the capitol.

6. We are a professional organization. In order to maintain a safe, clean, and functional work environment, members are expected to wear clothing that projects professionalism. Workout wear; clothing with discernable rips, tears, and holes; and dress that is inappropriate for a work environment are prohibited.

Equipment

1. Phones: You must dial 9 for an outside line.

2. Computer and Printer/Copier: Use of the computer and copier are free to ILA members. You must be connected to the ILA network.

3. DSL Internet: User ID and password are posted in the lobby room

Violations:

If a member believes another member is in violation of the ILA Code of Conduct, he/she must file a written complaint with the Executive Committee. Upon receipt the Board of Directors will review the complaint. If the member is found in violation of the Code of Conduct he/she will be given a written warning upon the first offense. If another written complaint is filed against the same member and he/she is again found out of alignment with the Code of Conduct the board will issue a penalty the board deems appropriate. If a third written complaint is filed against the same member and he/she is found in violation of a third offense the member may be subject to suspension or expulsion from the association. Suspension or expulsion of a member requires a unanimous vote from the Board of Directors (as outlined in the [ILA By Laws](#)).