



Alaska State Legislature

HOUSE OF REPRESENTATIVES: SERGEANT-AT-ARMS
Alaska State Capitol Juneau, Alaska 99801-1182
(907) 465-3869

MEMORANDUM

TO: Representatives and House Staff

FROM: Micaela Bradner, Sergeant-at-Arms *MB*
House of Representatives

DATE: January 30, 2025

RE: Material for Distribution on Members' Desks in the House Chamber

To have any printed material other than amendments distributed on members' desks in the House Chamber, please adhere to the following guidelines.

- Material must pertain directly to legislation on the day's calendar.
- Material must clearly identify who is distributing the material and what item on the day's calendar it relates to.
- Please deliver **one** copy to the Sergeant-at-Arms for approval.
- If approved, copies will be made by the House Floor staff and distributed to members on the floor. **Do not make 40 copies and deliver them.**
- Please provide the material well in advance of the start of session to get it processed. Ideally, materials should be delivered by 9:00 a.m. on the morning of the session.
- For other materials, such as informational memos, flyers or something similar in nature that you wish to have distributed to members mailboxes, identify yourself as the distributor by noting *Distributed by Rep. _____*. Please bring a copy to the Sergeant-at-Arms for approval and we will ensure distribution to all members.

I appreciate your cooperation in our efforts to streamline the process and improve efficiency in distribution and comprehension of materials on the House Floor.

HOUSE CHAMBER, STATE CAPITOL
907-465-3869