



LEGISLATIVE ASSEMBLY OF MANITOBA PUBLIC GALLERY CODE OF CONDUCT

Welcome to the Legislative Assembly of Manitoba, and thank you for visiting. As a public institution and as the center of democracy for the people of Manitoba, the following code of conduct is in place to ensure the safety and security of all visitors (children and adults), staff and Members of the Assembly. These procedures apply to all Gallery visitors, excluding M.L.A.s, political staff, as well as Assembly and Provincial Government employees.

CODE OF CONDUCT

1. Food and beverages are not permitted in the Gallery and must be disposed of prior to entry.*
2. Visitors are asked to remain seated, with the exception of rising when the Speaker enters the House and remaining standing during the reading of the Prayer.
3. Visitors must refrain from making any interruption or disturbance in the Gallery.
4. Visitors must refrain from applause and loud conversations while in the Gallery.
5. Visitors must not display banners, signs or placards.
6. Video cameras, still cameras, audio recorders, telephones or other electronic devices are prohibited in the Gallery. Pictures are not to be taken, nor are the proceedings to be recorded.
7. Visitors sitting in the front rows are not allowed to lean on any part of the brass railing.

SCREENING

8. Prior to entering the Public Gallery all visitors must proceed through our screening area, located on the third floor at the west gallery entrance by room 336. Screening will be conducted in accordance with the following processes:
 - a. Visitors will not be permitted to bring certain items into the Gallery,[†] including:
 - i. outer clothing (jackets, sweaters etc.)
 - ii. bags
 - iii. backpacks
 - iv. purses
 - v. phones
 - vi. cameras
 - b. All such items will be securely stored with Gallery Attendants in room 336.
 - c. Attendants will store these items with identification tags, providing the other portion of the tag to the visitor for retrieval upon exit.
 - d. Visitors will not be allowed to enter the Gallery wearing clothing displaying pictures or lettering that could be perceived as conveying a message to the Assembly. This includes partial messages on clothing that convey a full message when demonstrated along with other visitors' clothing.
 - e. All visitors will proceed through a walk-through metal detector prior to entering the gallery.
 - i. Visitors may be asked to empty their pockets of all metal (coins, keys, watches, etc.).
 - ii. Any items that are not deemed to be potentially harmful or disruptive will be returned to the visitor.
 - iii. Any potentially harmful or disruptive items (weapons, banners, signs) discovered will be secured and turned over to Legislative Security Services.
 - iv. Visitors still triggering the metal detector alarms may be subject to a physical search with a hand wand metal detector.

* Discretion will be used for visitors indicating a medical need for food or beverage.

[†] Discretion will be used for visitors indicating a medical need to bring their bags into the gallery. In this instance, Gallery Attendants will physically search their bags prior to admitting them to the gallery. Refusal to allow attendants to search the bags will result in entry being denied.

CONTRAVENTION OF THE CODE OF CONDUCT

9. If a visitor does not adhere to any part of the Gallery code of conduct, a Gallery Attendant will approach and remind them of the code, requesting that they cease their activity.
10. If a visitor persists in not adhering to the code of conduct, or is identified by the Speaker, Clerks, or Chamber Staff as disturbing or disrupting proceedings, a Gallery Attendant will approach the visitor and again request that they cease their activity, and further advise that if they do not cease their activity they may be asked to leave the Gallery.
11. If the visitor does not cease and desist they may be removed from the Gallery.
12. A visitor may also be removed from the Gallery if the Attendant believes there is a threat to the visitor's safety, to the safety of others in the gallery, or to MLAs on the floor of the Chamber.
13. If a visitor refuses to follow the direction of Chamber Branch staff or the Speaker, the visitor may be removed from the Gallery.
14. Instances of removal from the Gallery will be conducted in accordance with the following processes:
 - a. Gallery Attendants, Legislative Security Officers, or the Sergeant-at-Arms or Deputy Sergeant-at-Arms will escort the visitor from the Gallery to room 336 where any checked items would be retrieved.
 - b. The visitor's name will be recorded for future reference and shared with Legislative Security Services.
 - c. The Sergeant-at-Arms will provide written notification to the visitor indicating:
 - i. the date of removal from the Gallery;
 - ii. the reason for removal from the Gallery;
 - iii. that subsequent incidents requiring intervention could result in the visitor being banned from the Gallery; and
 - iv. information regarding an appeal process to the Legislative Assembly Management Commission.
15. If a larger disturbance occurs in the Gallery, the Speaker may direct that all visitors exit immediately and that the Gallery be cleared.

HOUSE SITTING TIMES:

Monday:	1:30 p.m. to 5:00 p.m.
Tuesday:	10:00 a.m. to 12:00 noon [‡] 1:30 p.m. to 5:00 p.m.
Wednesday:	1:30 p.m. to 5:00 p.m.
Thursday:	10:00 a.m. to 12:00 noon [§] 1:30 p.m. to 5:00 p.m.
Friday:	10:00 a.m. to 12:30 p.m. ^{**}

The gallery doors open a half hour before the House sits.

Routine Proceedings (featuring our 40 minute Question Period) takes place:

- Monday through Thursday shortly after 1:30 p.m.
- Friday shortly after 10:00 a.m., during Throne Speech and Budget Debates

Questions or comments regarding this code of conduct may be directed to Dave Shuttleworth, Sergeant-at-Arms (204-945-4102) (Dave.Shuttleworth@leg.gov.mb.ca)

[‡] Except when the House is considering Throne Speech and Budget Debates.

[§] Except when the House is considering Throne Speech and Budget Debates.

^{**} Only during Throne Speech, Budget Debates and some sittings of the Committee of Supply