

MISSISSIPPI
HOUSE OF REPRESENTATIVES
PAGE MANUAL

EFFECTIVE JANUARY 2025

GENERAL INFORMATION

**MISSISSIPPI HOUSE OF REPRESENTATIVES
STATE CAPITOL
400 HIGH STREET
JACKSON, MISSISSIPPI 39201**

**SPEAKER OF THE HOUSE
Phone 601-359-3300
Room 306**

**SPEAKER PRO TEMPORE
Phone 601-359-3304
Room 302**

**CLERK OF THE HOUSE
Phone 601-359-3360
Fax 601-359-3728
Room 305**

**HEAD PAGES' DESK
DURING SESSION ONLY
601-359-3121**

MESSAGE FROM THE CLERK'S OFFICE

You have been selected by your Representative to serve as a page for the Mississippi House of Representatives during the Legislative Session. We ask that you and your parents carefully read the Page Manual for an explanation of the rules and policies of the Mississippi House Page Program. Please pay special attention to the section on Personal Appearance and Dress Code.

Before you may serve as a page, you must mail or fax the important form in the back of the booklet to the Clerk's Office. The first side of the form is the application form for the pages, which must be completed. The other side of the form is the Rules and Policies Agreement to be signed by you, your parent or guardian and your sponsoring Representative or staff member. We must have both sides of this form completed before you can participate in the program. Please mail forms to the House of Representatives, Clerk's Office, Post Office Box 1018, Jackson, MS 39215 or fax to 601-359-3728.

When you report to the Capitol on Monday, the week you will be serving as a page, please report to Room 305. All pages must arrive at 12:00 p.m. (no later than 1:00 p.m.) on Monday for a mandatory tour and orientation. If you have any questions or concerns, please feel free to contact the Clerk's Office at 601-359-3360.

Thank you for your cooperation, and we look forward to seeing you.

MISSISSIPPI HOUSE PAGE POLICIES

EFFECTIVE JANUARY 2025

CHAIN OF COMMAND, CONDUCT, AGE & SERVICE REQUIREMENTS

House pages are employed by the Mississippi House of Representatives. House pages are immediately responsible to the Head Page although they are also responsible to the Clerk of the House and his staff. All pages are expected to carry out the requests of the Head Page promptly and accurately and are to return immediately after each errand or task is completed.

If for any reason a page is left in charge by the Head Page, that page deserves and is to be given the same amount of respect and consideration as any other member of the staff.

While working for the House of Representatives, all pages should treat each other with the utmost respect. Each page should always conduct himself/herself in a professional manner. Should any page feel that he/she is being treated unfairly, he/she should approach the Head Page to discuss the problem. Every effort will be made to address such situations and reach an acceptable solution to any problems which may occur.

The use of tobacco, tobacco products, illegal drugs or alcohol while participating in the House Page Program is strictly prohibited. If you do not abide by the rules and regulations in this manual, you will be sent home immediately and excluded from participating in the page program.

Unless this provision is waived by the Clerk of the House, a young person applying to serve as a page for the Mississippi House of Representatives must serve for the entire week, from Monday through Friday. If a page cannot serve for the entire week, his/her application will NOT be accepted and the sponsor will be notified. If special circumstances arise which prevent a page from fulfilling his/her weeklong obligation, the page will receive compensation only for the time served. Special circumstances would include illness or a family emergency, not a choice by the young person to participate in a school or extracurricular activity that occurs during the week of service.

A page may not serve more than one week per Legislative Session. If a page is asked to serve for more than one week during the same Legislative Session, he/she must withdraw his/her application to serve as a page for the second week.

To serve as a House page, you must be at least thirteen (13) years of age. If you have been asked to serve as a page and are under the minimum age, you must withdraw your application to participate in the House Page Program.

SEXUAL HARASSMENT POLICY

Sexual harassment is behavior of a sexual nature which is uninvited and unwelcome verbal or physical conduct directed at a person in the workplace because of his or her sex. Sexual harassment may include, but is not limited to, remarks, threats, innuendoes, gestures, physical contact, or display or circulation of materials, pictures or objects of a sexual nature. Occasional compliments of a socially appropriate nature do not constitute sexual harassment.

Sexual harassment is illegal under federal law. In addition, it is the written policy of the House of Representatives that House members, employees and pages have a right to a workplace that is free from sexual harassment and a responsibility to help maintain a work environment that is free from all forms of sexual harassment. The House will not tolerate sexual harassment by any person, whether a member, employee, page, lobbyist or other nonemployee involved in the work of the House.

Any page believing, he/she has been sexually harassed should immediately report the incident so that the House may promptly take corrective action. This report should be made to the Head Page, the Clerk of the House or Speaker Pro Tempore. Intentionally dishonest or malicious complaints will not be tolerated, and any member, employee or page making a false complaint will be subject to disciplinary action.

A copy of the complete House policy on sexual harassment is available to pages upon request.

WORK SCHEDULES AND HOURS

Pages should report to the State Capitol on Monday afternoon at 12:00 p.m., no later than 1:00 p.m. Orientation will begin promptly at 1:00, so please make sure you are on time. The normal workday is from 8:30 a.m. to 5:00 p.m.; however, if the House is in session past 5:00 p.m., the pages must remain until the House is adjourned and all tasks assigned to the pages are completed. Occasionally, pages will be required to arrive at 8:00 a.m., but will be notified of this on the preceding afternoon. Page duties are usually concluded by 12:00 p.m. on Friday.

***The 2025 Regular Session of the Mississippi Legislature convenes at 12:00 Noon on Tuesday, January 7, 2025. If you will be serving as a page the first week of session, please report for orientation on Tuesday January 7, 2025, at 8:30 a.m.**

LUNCH POLICY

Pages will be notified of their respective lunch times in the morning when they arrive for work. Pages will be given a minimum of thirty (30) minutes and a maximum of one (1) hour for lunch, provided the House is not in session and all work is completed. This schedule will vary from day to day according to the House's schedule.

Each page must sign out for lunch with the Head Page and sign in upon returning. No page may leave for lunch without first securing permission from the Head Page.

PERSONAL APPEARANCE AND DRESS CODE

Pages of the House shall observe standards of professional attire in keeping with the fact that their attire reflects upon the House of Representatives. Attire that does not meet the mandatory dress requirements as described below will not be tolerated. Any page who wears something inappropriate will be sent home immediately to change clothes. If a page has a question as to whether a garment is appropriate, then he/she should not wear it.

Mandatory dress requirements for MALES:

- White dress shirt with a collar (no knit or polo-style shirts), which must be tucked in at the waist.
- Assigned necktie provided by the House.

- Khaki colored slacks (no jeans or cargo pants).
- Dress belt.
- Dress shoes (no athletic shoes, sneakers, hiking boots, flip-flops, or thong-style shoes).
- No earrings.

Mandatory dress requirements for FEMALES:

- White dress shirt or blouse with a collar (no knit or polo-style shirts, no spandex or midriff tops, no halter tops), which must be tucked in at the waist.
- Assigned necktie provided by the House.
- Khaki colored slacks (no jeans or cargo pants, no leggings or spandex pants) or khaki colored skirt that is no more than one (1) inch above the knee.
- Dress shoes (no athletic shoes, sneakers, hiking boots, flip-flops, or thong-style shoes).
- Earrings are limited to those that are smaller than one (1) inch in diameter, and in the case of dangle earrings, the length of the earring may not exceed one (1) inch from the bottom of the earlobe.

The following garments are optional, but encouraged:

For males, a navy blue blazer.

For females, a navy blue blazer or cardigan sweater.

Pages should note that a great deal of walking is required in accomplishing their duties, so be sure that shoes are comfortable.

The House of Representatives provides the assigned neckties, and they are the property of the House and must be returned to the House at the end of the employment week.

PAGE BADGES

Each page will receive a badge, identifying him/her as a page of the Mississippi House of Representatives. For security reasons, as well as for the benefit of House Members and the visiting public, all pages are **REQUIRED** to wear their badges while at the Capitol. Without a badge, pages may be prohibited from entering the House Chamber. Pages will turn their badges in to the Head Page at the end of the day and pick them up the next morning when they arrive for work.

CONDUCT IN THE CHAMBER

When in the House Chamber, pages should be attentive to the needs of the Speaker, the Clerk, the Clerk's staff and especially those needs of the House Members. Pages should treat the House Chamber with a high level of respect. At no time shall a page eat, drink, sleep or smoke inside the House Chamber. Pages should always sit up straight and be aware that the session is viewed via webcam. Any page who consistently must be corrected will be subject to disciplinary action.

DURING HOUSE SESSION

When the House is in session, pages are to sit in the chairs provided at the front of the Chamber. The pages should be aware of the yellow lights located on each side of the Chamber. When a light comes on, the page must report to that member's desk immediately. Pages are to approach the desk and politely ask what the member needs and then turn off the light. Please take note of the Representative for whom you are running an errand to avoid any confusion when bringing things back to the Chamber. Pages should perform the errands accurately and promptly. After completion of an errand, the page should return to the chairs at the front of the Chamber.

MESSAGES

One of the most important jobs of the House Pages is to make sure the Representatives receive their messages from the Switchboard Receptionist and the House Receptionist. These messages are to be folded and placed in the House Member's nameplate -- do not place messages on the member's desk. Make sure you check the name on the message and the nameplate of the desk where you are putting the message. We have several members with the same last name, so if you are not sure which member it belongs to, please take the message to the Head Page.

LEAVING THE CHAMBER

Pages are not to leave the Chamber or foyer without signing out in the Page Errand Book. While performing an errand, pages should complete the tasks as efficiently and quickly as possible. If a page is to remain in a particular office for an extended period, the Head Page must be notified. While performing tasks in the House Members' offices, the door should always remain open. If for some reason the door needs to be shut, it should never be locked.

LEAVING THE CAPITOL GROUNDS

Pages are not to leave the grounds of the Capitol for any reason without the permission of the Head Page. If a House Member requests that an errand be made in another building surrounding the Capitol, the page should notify the Head Page immediately.

PERSONAL TELEPHONE CALLS

The Head Page telephone is to be used for House business only. If a page has an emergency and should need to use the phone, he/she should notify the Head Page immediately.

HOUSE SOCIAL FUNCTIONS

Pages are not to attend House social functions under any circumstances. If invited to a House social function by a Representative or other individual, the page should politely inform the person inviting him/her that it is a violation of our policy. Any pages attending social functions will be subject to disciplinary action.

EDUCATIONAL SESSIONS

Pages may have the opportunity to attend educational trips and/or meetings throughout the week. If trips are arranged, pages are required to go.

PHOTOGRAPHS

Each page will have his/her picture taken with the sponsoring House Member and the Speaker of the House at a time designated by the Speaker. Pages may also have an opportunity to have a group photograph taken with the Governor one day during the week. These photographs will be distributed by sponsoring Representatives.

SALARY

Pages will be paid a salary of \$150.00 per week and will receive their paychecks on Friday before they leave.

TRANSPORTATION, HOUSING AND MEALS

Pages are expected to provide their own transportation, housing and meals while in Jackson. A reasonably priced snack bar is located on the grounds of the Capitol for lunch and snack breaks. The House of Representatives and House Staff are not responsible for pages after they have left the Capitol.

PARKING

Pages driving to the Capitol each day should check with the Head Page or the Clerk's Office about where to park. Parking spaces on the Capitol grounds and surrounding area are for House Members and staff only.

HOUSING INFORMATION

For your convenience, a list of various hotels (in the downtown area) is listed below.

**Best Western Plus
725 Larson Street
Jackson, MS
601-969-5100**

**Hilton Garden Inn
235 West Capitol Street
Jackson, MS
601-353-5464**

**Holiday Inn Express & Suites
310 Greymont Avenue
Jackson, MS
601-948-4466**

**Hampton Inn and Suites
320 Greymont Avenue
Jackson, MS
601-352-1700**

**Red Roof Inn
804 Larson Street
Jackson, MS
601-969-5006**

**The Westin Jackson
407 South Congress Street
Jackson, MS
601-968-8200**

**The Old Capitol Inn
226 North State Street
Jackson, MS
601-359-9000**

HOUSE PAGE APPLICATION FORM

(Please print)

NAME _____

HOME ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

DATE OF BIRTH _____ AGE _____ (MUST BE AT LEAST 13)

MALE/FEMALE _____ MOBILE NUMBER _____

E-MAIL ADDRESS _____

ADDRESS (WHERE STAYING) _____

MEDICAL, ALLERGIES, OR SPECIAL NEEDS

SERVING AS PAGE DURING THE WEEK OF _____

FOR REPRESENTATIVE _____

FOR STAFF MEMBER _____

PARENT/LEGAL
GUARDIAN _____

CONTACT NUMBER (CELL) _____ (WORK) _____

PERSON TO CONTACT IN CASE OF EMERGENCY _____

CONTACT NUMBER _____

RELATIONSHIP TO PAGE _____

NAME OF SCHOOL AND ADDRESS _____

PRINCIPAL'S SIGNATURE _____

RULES AND POLICY AGREEMENT

The following agreement MUST be signed by the page, his or her Parent or Legal Guardian and the sponsoring Representative or Staff Member.

I have read and understand the guidelines of the State of Mississippi House Page Manual, and I agree to abide by these guidelines while participating in the program. If I do not abide by the rules and policies of the manual, I understand that I may be sent home at any time without compensation.

Print Name

Participant's Signature

Date

I have read and understand the guidelines of the State of Mississippi House Page Manual, and I give permission to my child to participate in this program. My child is at least thirteen (13) years of age, which is the minimum age for a House Page. I have read and understand the dress code for my child. If my child refuses to cooperate with the Head Page and House staff, I will be contacted, and he/she will be excluded from the remainder of the Page program. I understand that in the event of illness or injury of my child, every attempt to contact me will be made. I do give permission for first aid to be administered by trained staff. If, in the opinion of a staff member, that illness or injury needs treatment, I hereby give consent for medical treatment by a qualified doctor selected by that staff member. I give consent to transport my child by ambulance if the situation warrants and give consent to the hospital to which my child is transported to administer necessary treatment in the event of an emergency and I cannot be reached. I understand the Mississippi House of Representatives and the House staff are not responsible for my child once he/she has left the Capitol.

Print Name

Parents/Guardian's Signature

Date

I have read and understand the guidelines of the State of Mississippi House Page Manual, and I agree to sponsor the Participant named above.

Print Name

House Member/Sponsor

Date

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If you will be serving as a page January 13–March 31, 2025, please report to the State Capitol on Monday afternoon at 12:00 p.m.