



Office Norms

- Use a spill-proof container in the workspace to stay hydrated and avoid damaging important documents.
- Maintain a friendly and talkative atmosphere to foster a positive office environment.
- Support team members by offering help and providing constructive feedback.
- Encourage collaboration between Senators and members of the Executive branch.
- When leaving the office for the day, close all doors to make sure we maintain office security.
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Senate Norms

- Meals are not permitted in Senate, only small snacks like granola bars and drinks like water, coffee, and tea are allowed.
- Maintain a friendly and talkative demeanor to promote open communication
- All members should take notes on important information discussed.
- Everyone should come prepared with a report to avoid saying “no report”.