

**SENATE**  
**DUPLICATE REQUEST POLICIES**

(For questions regarding these Senate policies, please  
contact the Senate Clerk's office at 466-4900.)

**Address policy:**

Pursuant to Senate guidelines, members are required to have commendations or resolutions prepared only for constituents that reside in the Senate district they currently represent. To assist with the administration of this policy, please include the address and zip code of each recipient in your request to LSC.

**Multiple requests for the same constituent:**

Occasionally, several members may request honorary resolutions or letters of commendation /condolence for the same recipient or event. If this occurs, the resolution drafting staff will notify the member's office. Once notified that a request has already been prepared for another Senate member, the requesting legislator has the option of either canceling the request or co-sponsoring the resolution or letter. By Senate policy, two members cannot present separate commendations to the same person or event.

**Requesting a resolution and a commendation:**

Senate policy provides that members may only present either a resolution or a commendation to an individual or group, but not both. Members may want to keep in mind that a resolution may take longer to process due to session scheduling and choose accordingly.

**Re-requesting commendations/resolutions from a previous General Assembly:**

Members may not have commendations prepared during the current General Assembly for individuals or topics that were already honored for identical purposes during the previous GA. This applies to both returning legislators as well as new members.