



UNM Day: A Visitor's Guide to the 2nd Session of the 56th Legislature

Your "how to" manual for visiting the Capitol during the 30-day 2024 State Legislative Session

This guide is intended for UNM Visitors to the State Capitol complex, also known as "the Roundhouse."

THE PURPOSE OF UNM DAY

UNM Day at the State Capital is an annual event that allows the UNM Community to engage with legislators and legislative staff about budget and legislative priorities impacting campus life. Participants will also be able to highlight UNM's accomplishments and research to legislators and guests.

THE GOAL OF UNM DAY

The goal of UNM Day at the State Capital is to impress our Santa Fe audience by showcasing some of the outstanding people and programs at UNM, with an emphasis on previously funded programs, programs in need of funding and programs that are exceptionally exciting and resonate with the public. As you are planning, please keep in mind that we recommend your activities be innovative, interactive and informative.

INFORMATION ABOUT THE NEW MEXICO LEGISLATURE

- General information about the New Mexico state legislature (including ***session dates***) may be found here: <https://www.nmlegis.gov/>
- General information about the New Mexico Governor and executive cabinet agencies may be found here: <https://www.governor.state.nm.us/>
- Political party composition of the Legislature may be found here: https://www.nmlegis.gov/Members/Political_Composition
- Curious about who represents you at the State Legislature (House and Senate)? *Find your home residence district here:* https://www.nmlegis.gov/Members/Find_By_Address_Redistrict

VISIT OUR UNM GOVERNMENT RELATIONS WEBSITE FOR MORE INFO:

- ❖ <https://govrel.unm.edu/>

UNM Government Relations 2024 Legislative Session page >>>

- ❖ [FY25 Legislative Priorities Brochure](#)



NEW MEXICO STATE CAPITOL GENERAL LOGISTICS

- **LOCATION:**

Corner of Old Santa Fe Trail and Paseo de Peralta in Santa Fe

Physical Address: [490 Old Santa Fe Trail, Santa Fe, NM 87501](#) (clickable link)



- **PARKING:**

Parking is available on a first-come, first served basis at the parking structure (“State Capitol Parking Facility”) located one block west of the Roundhouse, Monday through Friday, at **485 Galisteo St.** (Click [here](#) for a map.)

- **ENTRANCES TO THE ROUNDHOUSE:**

There is an East Entrance that faces Old Santa Fe Tr. and a West Entrance that faces Don Gaspar Ave and the parking garage structure. The East Entrance is wheelchair accessible.



- **SECURITY SCREENING:**

Both the East and West Entrances will require a metal detector like an airport. Please consider carefully what the quantity and nature of the items you are asking the building security personnel to screen is. On busy days, it can easily take 15-30 minutes (or more) to get through security screening. Laptops, work bags/purses, and unsealed packages are OK.

- **CAPITOL WI-FI:**

This tends to be occasionally unreliable depending on where you are in the building. Look for public WI-FI such as LSO-Guest, Roundhouse Guest, or similar available networks.

- **CAPITOL COMPLEX BUILDING LAYOUT:**



- The New Mexico State Capitol complex includes:
 - The Roundhouse; and
 - Capitol North “Annex” (connected to the Roundhouse by indoor passageway)
- Elevators are on the east side of the Roundhouse, just inside the security gate.
- The Main Building (Roundhouse) is laid out in a circle. You can’t really get lost, but individual office rooms can sometimes be hard to find. To exit (or find your bearings), just keep walking around the circle until you hit the East Entrance or West Entrance (or, if you are upstairs on downstairs, the East Stairs or West Stairs)
- From the East Entrance (2nd level, meaning the Ground Level), the Senate Gallery (public viewing) is to your right, and the House Gallery (public viewing) is to your left; from the West Entrance, the galleries are also accessible *vice versa*
- **Roundhouse Level 2 (“G”, or “Ground level”):** You enter the Roundhouse (via East or West Entrances) on level 2 (ground level).
- **Roundhouse Level 1** (basement): Reserved for Democrat and Republican leadership offices and legislator access to the House and Senate chambers note: (the Sargent-at-Arms staff typically deny entrance to those areas without an appointment)
- **Roundhouse Level 3:** Committee hearing rooms and offices for House & Senate members with some seniority (and committee chairs) are typically located on Level 3
- **Roundhouse Level 4:** includes other House and Senate offices and Lt. Governor’s office (near top of West Stairs) and the Governor’s office (top of East Stairs)
- **Capitol North:** any legislators with a “CN” after their office number are located in the Capitol North Annex, accessible by going down the West Stairs to Level 1 (basement),

walking briefly through the parking garage, continuing straight ahead down a long & winding hallway for about 100 yards with art installations along the way, and then you will come to the Capitol North Building. Ask security in the hallway at the metal detector if you get lost.

- **RESTROOMS:** Available for the public on Level 2, Level 3, Level 4, and in the Capitol Annex, typically on both the East and West side of each floor (*on either side of the East Lobby and West Lobby on levels 2 and 3*).



- **FOOD OPTIONS:**

- **Roundhouse Cafeteria** – located behind the security desk on Level 2 (Room 208), just inside West Entrance
- Other options nearby, outside the security gates:



- Kaune’s grocery (*sandwiches and salads in deli area*), one block SE of the
- Roundhouse (*corner of Old Santa Fe Tr. and Paseo de Peralta*)
- Rio Chama (*just north of the Capitol; 414 Old Santa Fe Tr.*)
- Raaga Go (*Indian Food, some tables, but mainly to-go*): 410 Old Santa Fe Tr.)
- Upper Crust Pizza (*329 Old Santa Fe Tr.*)
- Food trucks located one block south of the Capitol (corner of Old Santa Fe Tr. and Paseo de Peralta) – good variety and can’t really go wrong here, credit cards accepted.

LEGISLATOR INFO:

- House and Senate ***Leadership***: <https://www.nmlegis.gov/Members/Leadership>
- Individual Representatives Basic Bios (incl. districts and Capitol office assignments): https://www.nmlegis.gov/Members/Legislator_List?T=R
- Individual Senators’ Basic Bios (incl. districts and Capitol office assignments): https://www.nmlegis.gov/Members/Legislator_List?T=S

HOW TO TABLE

UNM Day tabling is a showcase of the University. The day is about sharing gratitude for the time and financial investment of legislators, and their staff members, into higher education and healthcare, in addition to showcasing the amazing work, research and programs at UNM.

**Tabling should be fun and interactive. It is not for lobbying or legislative support requests.

DAY OF DETAILS:

- Plan on being there at least 30 minutes early to set up. The morning is a very busy time and people start to visit tables first thing.

- UNM leadership will provide tables and chairs but please bring your own tablecloth for a 6-foot-long folding table. Please note that power outlets are not generally near the exhibit tables and chairs.
- Please bring marketing visuals for your table. Examples include: pull-down banners, tabletop acrylic displays with fliers, brochures, handouts, poster displays and GIVEAWAYS!
- Promotional items encourage people to stop by tables. It is highly recommended that you have something to give people. Candy or snacks are also very useful in creating a fun interaction with participants. **Many of the legislative staffers stop by the tables and take fun trinkets, food or information back to the legislator’s offices. Do not be surprised if you are asked for extras.
- Please be sure you always have someone at your table—two people minimum are recommended. All participants MUST stay the entire time and early clean-up is not allowed.
- In the event you are interacting or corresponding directly with a legislator, address the legislator as “Representative [X]” or “Senator [Y]” (*you may instead say “Chairman” where applicable, and generally this term is gender-neutral at the state legislature in this context*).
- Introduce yourself and explain your role with UNM; business cards are good leave-behinds, along with any issue collateral you offer to leave as a resource.
- Lead with gratitude (*e.g., “thank you for your ongoing interest in our student success and support of UNM” or “thank you for your support of higher education in New Mexico” or, more generically, “thank you for your leadership and public service to the State of New Mexico”*).
- Thank the legislator or their staff for their time and for their interest (*or questions*).
- Please report back to UNM Government Relations staff if you have learned of anything that requires follow-up by you or by our Government Relations team.
- Regarding distribution of written information and materials, communications representing UNM should follow appropriate branding standards, and any content involving legislative requests should have prior approval from UNM Government Relations.

OFFICE OF GOVERNMENT & COMMUNITY RELATIONS CONTACT INFORMATION (text or call):

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FREQUENTLY ASKED QUESTIONS (FAQs):

(1) QUESTION: What is the “Roundhouse”?

ANSWER: *The Roundhouse is the common name for the State Capitol complex, including legislative offices, the Governor’s and Lt. Governor’s offices, the House and Senate Chambers and viewing galleries, the Rotunda, and various art installations scattered throughout the building.*

(2) QUESTION: I am an exhibitor who was selected by UNM to showcase my academic, research, cultural, or service-related unit. What should my goal and the focus of my exhibit be? What materials are appropriate for me to hand out? What is provided to me as an exhibitor for my space?

ANSWER: *As you plan your exhibit and related activity, please remember that we recommend your activities be innovative, interactive and informative. Your audience will be a mix of Roundhouse visitors including the general public, media, legislators and/or their staff who may occasionally walk through. For state government officials and their staff, remember to say “thank you” for their ongoing interest and support of the University of New Mexico. Even if a particular legislator hasn’t been explicitly supportive of your endeavors, legislators vote on budget and policy issues every year that inevitably benefit UNM in some significant way, and by extension, your interests, too.*

(3) QUESTION: I am not an exhibitor with a display at UNM Day, but I have received permission from my supervisor and from UNM Government Relations to go to the Roundhouse on a particular day and talk to legislative or executive state offices about a particular issue. What are my goals and parameters for this type of visit?

ANSWER: *UNM Government Relations should help you define your mission and the appropriate UNM “ask” if part of the plan. Also, please be sure to adhere to UNM Policies and tools that pertain to political activities, which can be found [here](#).*

(4) QUESTION: Where can I find more information about how a bill becomes law in New Mexico?

ANSWER: *Please find some helpful links below:*

State Legislature Handbook:

<https://www.nmlegis.gov/Publications/Visitors/StateLegislatureHandbook16.pdf>

Roundhouse Visitor Guide:

<https://www.nmlegis.gov/visitors>

Glossary of Legislative Terms:

<https://www.nmlegis.gov/Glossary>