The Legislative Administrator

Table of Contents

President's Message .......................................................................................................................................1
Society Updates .............................................................................................................................................3
Executive Committee Minutes – December 6, 2003 .....................................................................................4
Committee Membership and Minutes............................................................................................................8
Associate Exchange Program ........................................................................................................................34
ANZACATT 5th Professional Development Seminar ...................................................................................37
New Members................................................................................................................................................38
Executive Committee Minutes – Conference Call April 26, 2004 ................................................................41
States at a Glance...........................................................................................................................................46
NCSL Annual Meeting & Exhibition Schedule.............................................................................................49
Future ASLCS Meetings................................................................................................................................52
Change of Address.........................................................................................................................................53

The Legislative Administrator is the official newsletter of the American Society of Legislative Clerks and Secretaries, an organization of the state legislative administrators and parliamentarians affiliated with the National Conference of State Legislatures.

Norma Chastain, AZ  Cheryl Laube, AZ  Burney Durham, TN  Connie Peltier, MN
Co-Chair            Co-Chair            Vice Chair                   Associate Co Vice Chair

Desktop publishing provided by Norma Chastain and Cheryl Laube, AZ House of Representatives.
Technical assistance by Sandi Grandberry and Rita Zimny, Legislative Computer Services
Proofreading provided by Scott Gore, Archivist and Sharon Soliere, Administrative Assistant, AZ House of Representatives.
Photography provided by Oklahoma House of Representatives, Steven James, Massachusetts, House of Representatives
A special "Thank You" to all whom submitted photographs, article and background material for inclusion in this edition. Your support is greatly appreciated.
Dear Friends,

I hope this finds you well. It is hard to believe that it is the end of May! Thankfully, our session is almost over. Hopefully, most of you are finished with regular and special session. I hope to see many of you in Salt Lake City at NCSL, July 19 -23 and all of you in Baltimore at our Professional Development Seminar and Annual Meeting, September 22 -27.

I want to extend a special welcome to new members of the Society! I hope that you will become an active member of ASLCS by sharing your experiences, ideas and hopefully by participating in committees and other opportunities that await you. The ASLCS family is a unique professional association of people who truly understand the legislative environment and appreciate the work you perform in your chamber. You all have so much to offer and there are innumerable resources available to you. I know from my own experience that I have received so much more than what I have given and that my association with ASLCS has not only assisted me in my capacity as Chief Clerk and Parliamentarian but it has made me a better person. Again, welcome to the ASLCS family. I hope to meet each of you in the near future.

The past few months have been busy, challenging, interesting and rewarding. A lot has happened during this time. I have sent some e-mails to you in an effort to keep you updated with what has been happening and to communicate thoughts and ideas about the Society. I hope that the e-mails have been useful. Just to help everyone catch up on what has been happening I will try to summarize the happenings of the past few months.

As most of you know, Joan Barilla who had been our trusted ASLCS liaison at NCSL for the past few years resigned in March. I want to thank Joan for her hard work and dedication on behalf of the Society and for all the assistance and support she provided to me. Joan, I couldn’t have made it this far without you! Brian Weberg has been our interim liaison. I want to thank Brian for all his assistance and support during the past couple of months. Brian you have done a great job!! Also, during this time period Peg Coniglio from the Meetings and Seminar Division at NCSL who has so ably assisted ASLCS for so many years in negotiating contracts and coordinating meetings is leaving NCSL for another career opportunity. Thanks Peg for all your efforts on behalf of ASLCS. Joan and Peg, we will miss you!! Good luck and best wishes always!

Our new ASLCS liaison at NCSL is Natalie O’Donnell. Natalie comes to us from NCSL’s Children and Families policy group where she conducted research, wrote publications and planned meetings on key human services topics. Natalie also manages the Illinois state assignment for NCSL, a role she will retain. In addition to her ASLCS duties, Natalie will research, answer information requests and write about legislative procedure and management issues.

Natalie has worked at NCSL since 2000. She graduated Magna Cum Laude from Saint Mary’s College with a degree in political science. She is a talented and energetic individual who has taken a keen interest in legislative operations and institutional issues. Natalie will be our full-time liaison beginning the first week in June. Natalie’s phone number, FAX number and email are as follows: phone (303) 856-1485; FAX (303) 364-7800; e-mail - natalie.odonnell@ncsl.org. I hope you will all join me in welcoming Natalie to the ASLCS family!
The Winter Meeting in Oklahoma City in December was terrific! All the meetings were very productive and all the events were great! There were about 50 people in attendance. A special thank you to the Oklahoma legislative staff, particularly Larry Warden, Larry Cottingham, Joe Blough and Mike Fina, who worked so very hard. Your efforts were well worth it and we appreciate you volunteering to host the meeting.

In January, I was invited to attend the Australian Clerks-at-the-Table meeting in Sydney, Australia. I was unable to attend due to session constraints. I asked Denise Weeks to attend as my designee. Denise accepted and she did a terrific job of representing ASLCS as I knew she would. She submitted a report about the trip to Australia that is contained in this issue of the Administrator and hope you will take the time to read it.

In February, Joan Barilla, Denise Weeks and I made a site visit to Maryland. The site and events planned for the meeting are terrific. The Maryland legislative staff have been working extremely hard. It is a meeting that you don't want to miss!!

I have attended two meetings of the Legislative Staff Coordinating Committee (LSCC) the past few months. In January, the meeting was in Denver and at the end of April the meeting was in Washington D.C. I am serving on a Value and Efficiency Task Force and a Communications Task Force. These task forces have been focusing on improving staff section related activities at the NCSL Annual Meeting and improving communications with the other staff sections within NCSL.

At the LSCC meeting in Washington, D.C., LSCC adopted a proposal to allocate certain overhead costs to the staff section professional development meetings. From my perspective this is the most important issue that has come up all year at LSCC because of the impact it will have on future ASLCS budgets and meetings. As a way of some background on this issue, the NCSL budget for fiscal year 2005 (July 1, 2004 - June 30, 2005) contains a deficit of $288,862 in the meetings and seminars program. Of the total amount of that deficit, $75,312 is allocated to the professional development seminars. At the meeting in Washington, D.C. a subcommittee was formed to develop a formula to allocate the costs between the staff sections. I volunteered to be on the subcommittee. The subcommittee did meet via conference call on May 12 and agreed to a formula. A set fee of 25% of the overhead costs is allocated to every staff section seminar and 75% of costs are based on attendance figures for the past five years. I opposed using attendance figures for the past five years because I believed it penalizes staff sections that have good attendance at meetings which is counterproductive to encouraging people to attend the meeting. ASLCS has the highest attendance over the past five years of any section. The final result is that for this next year the Society’s share of the costs is $14,427 (this is more than any other staff section). Your ASLCS Executive Committee did approve the payment of $8,000 from the Dues Account to NCSL to pay for hotel attrition costs from 2002 at a conference call on April 26. This amount will be applied toward the allocated overhead costs for next year which leaves a balance of $6,447 to pay during the next few months. The long term effect is that when budgets are planned in future years the overhead costs will have to be included as a part of the budget. My hope is that the formula will be adjusted this next year.

During the past few months, 3 Associate members, Cyndy Johnston from the Oregon Senate and Maryann Horch and Barbara Regen from the Virginia House of Delegates participated in the Associate Exchange Program. Cyndy went to the Oklahoma Senate and Barbara and Maryann went to the Colorado House. Everyone had glowing reports about their experiences and the importance of the Program. The reports are contained in this issue of the Administrator.
President's Message

Plans are well under way for NCSL in Salt Lake City and our Professional Development Seminar in Maryland. A highlight of the NCSL meeting will be an international program on Monday, July 19. A special thanks to Jeff Finch and Carmela Bills and the rest of the Special Committee for all your work on this important program. Additionally, there will be a number of interesting concurrent sessions that you can attend. The Mason’s Manual Commission will meet on Wednesday morning July 21. ASLCS Standing Committees and the “A” Special Committees will meet on Wednesday afternoon, “B” Special Committees will meet Thursday morning July 22 followed by the ASLCS luncheon and then the Executive Committee in the afternoon. I urge you to look at the preliminary agenda for NCSL in this issue.

Again, please plan to attend the Professional Development Seminar in Maryland. The Program Development Committee in cooperation with Support Staff, Technology and Innovation and International Development and Communications are working hard to provide a great program. Also, thanks to all the committee leadership and committee members for all your hard work and efforts on behalf of the Society.

I want to thank all of you for your cooperation, dedication and support. Each one of you is what makes ASLCS so special. I hope to see you soon.

Warmest regards,

Norman Moore
President, ASLCS

Society Updates

Bill “King” Lear, former Calendar Clerk of the New Jersey General Assembly passed away on March 24, 2004. He was 86 years old. “King” Lear was granted the first honorary membership to ASLCS in 1990. He is survived by his wife Jean.

In the Summer issue of the Legislative Administrator, we will have a special article on “King” Lear. If you have special thoughts or stories that you would like to share, please email Cheryl Laube (claube@azleg.state.az.us) or Norma Chastain (nchastai@azleg.state.az.us) at the Arizona House of Representatives.

Jay Shropshire, Clerk of the Virginia Senate from 1971-1990, recently passed away, he suffered a massive stroke. He is survived by a son, Rusty Shropshire, and two sisters. Jay was an active member of ASLCS while Clerk and had many friends in the Society.
EXECUTIVE COMMITTEE MEETING
December 6, 2003 - Oklahoma City, OK

Call to Order

President Norman Moore called the meeting of the Executive Committee of the American Society of Legislative Clerks and Secretaries to order.

Quorum

Members present:

Norman Moore, President
Bruce Jamerson, President-Elect
JoAnn Hedrick, Secretary-Treasurer
Ann Cornwell, Immediate Past President
Donna Doyle, Immediate Past Associate Vice-President
Carmela Bills, Associate Vice-President
Laura Clemens, Elected Principal
Patsy Spaw, Appointed Principal
Jeannine Wood, Appointed Principal
Dowe Littleton, Elected Associate
Tara Perkinson, Appointed Associate
Ann Marie Sweeney, Appointed Associate

NCSL Staff present: Joan Barilla and Brenda Erickson

Approval of Minutes

Carmela Bills moved that the minutes of the September 12, 2003 Executive Committee meeting in Scottsdale, AZ be approved. The motion was seconded by Ann Cornwell and unanimously adopted by voice vote.

Treasurer’s Report

The Treasurer’s report was presented by Bruce Jamerson. He reported that as of December 6, 2003, the balance in the ASLCS Dues Account, after a deposit of $100.00 and disbursements of $13,115.95, is $38,361.89. Ann Cornwell moved and Laura Clemens seconded the motion to adopt the Treasurer’s report as reported. The motion was unanimously adopted by voice vote.

ASLCS Account Summaries

Joan Barilla, NCSL staff liaison to ASLCS, reported that the balance in the ASLCS Shared Profits account is $3,769.45 as of December 6, 2003 and that the balance in the Special Meetings fund as of the same date is $89,589.43. She noted that the final accounting for the Professional Development Seminar and for the Joint Canadian-American meeting has not yet been completed. However, both meetings appear to have raised more funding than was actually spent.
Professional Development Seminar, Scottsdale, AZ

Joan Barilla then reviewed the final budget for the 2003 Professional Development Seminar in Scottsdale, AZ. Even after paying an attrition penalty to the hotel, the meeting made a profit of $2,685.25.

Committee Reports

Jeff Finch, Chair of the International Clerks & Secretaries Meeting Special Committee put forth his committee’s recommendation for a program at the NCSL 2004 Annual Meeting. It has been suggested that, in conjunction with LINKS and the NCSL International Programs Department, ASLCS sponsor a reception for international guests and ASLCS members. The format of the reception would be to set up function stations to provide a variety of networking opportunities. Not only did he seek approval to proceed in planning the event, but he was also looking for funding ideas as well. It was suggested that some of the ASLCS regular contributors might be willing to cosponsor such an event since we will not be asking them for as much support as we have in other years due to the fact that we will not be having a Spring Meeting. In any event, the Executive Committee made a commitment to cosponsor and co-fund the reception. Donna Doyle moved that Jeff continue the conversations with regard to planning the event, that ASLCS participate in the event and that ASLCS fund the event at the NCSL Annual Meeting; The motion was seconded by Ann Cornwell and adopted unanimously by voice vote.

Cheryl Laube, cochair of the Legislative Administrator Committee, requested that the Committee be approved to purchase a digital camera, case and external flash along with an extra lens sometime in the future for use by ASLCS. She estimated that they would need a budget of $2,000 maximum. Bruce Jamerson moved to authorize up to $2,000 toward the purchase of a digital camera and accessories, The motion was seconded by Dowe Littleton and adopted unanimously by voice vote.

Annette Moore, Chair of the Site Selection Committee, reported that her Committee recommends that Springfield, Illinois be approved for the 2005 Annual Professional Development Seminar contingent upon a letter of approval from the leadership in that State. JoAnn Hedrick moved and Tara Perkinson seconded the motion to approve Springfield, IL as the site for the 2005 Annual Professional Development Seminar. The motion was unanimously adopted by voice vote.

Joe Blough, Chair of the Support Staff Committee, presented three completed applications for participation in the Associate Exchange Program. He noted that all three applicants were eligible to participate and that his committee recommends that they be approved and that they each be reimbursed $333 toward their travel expenses. In order to approve all three applicants, a section of the standing order regarding the Associate Exchange Program would have to be suspended since two of the applicants are from the Virginia House. Tara Perkinson moved that we suspend the standing order, that we agree to approve Barbara Regen, Senior Committee Coordinator in the Virginia House of Delegates; Maryann Horch, Enrolling Clerk in the Virginia House of Delegates and Cyndy Johnston, Calendar Composer/Journal Editor in the Oregon Senate and that we reimburse each of them $333. The motion was seconded by Ann Cornwell and adopted unanimously by voice vote.
Denise Weeks, chair of the **No-Host Special Committee**, reported that the fundraising for the conference is proceeding very well with the State of Maryland supporting the meeting by appropriating $20,000 in the State budget. In addition, the Clerk and Secretary in Maryland have raised $10,000+ in support of the meeting.

**Logo Items**

Donna Doyle, chair of the **Logo Items Special Committee**, reported that she is looking at a large number of logo items and will have a report for the Executive Committee at its meeting in Salt Lake City during the NCSL Annual Meeting.

The **Publications Standards Special Committee** report was made by Bruce Jamerson in the absence of the chair, George Bishop. Bruce reported that the Committee intends to make as many publications as possible available on the ASLCS web site and will revise the standards accordingly.

**Certified Professional Legislative Parliamentarian Program Proposal**

President Norm Moore distributed copies of a memorandum from the Clerk of the New Hampshire Senate in which it was suggested that ASLCS Members might benefit from being certified as parliamentarians. After brief discussion during which it was pointed out that the proposal relies upon the use of Mason’s Manual for testing purposes and that not every Chamber uses Mason’s, Bruce Jamerson moved to table the proposal from the Clerk of the NH Senate. The motion was seconded by Ann Marie Sweeney and adopted unanimously by voice vote.

**Mason’s Manual Commission**

Laura Clemens, representing the Chair of the Mason’s Manual Commission, stated that a member of the commission would be missing a third consecutive meeting if he were not present at the meeting to be held on Sunday, December 7, 2003. The previous two meetings had been missed because his Chamber was in session and, on this occasion, he was unable to fly to OK City due to bad weather conditions in his home state. The chair of Mason’s was requesting that the member in question be granted a waiver of the requirements of the standing order requiring attendance at meetings in light of the fact that the absences were due to reasons beyond his control. The Mason’s chair further wanted latitude to develop a proposal to be presented to the Executive Committee with regard to excused absences if a Chamber is in session; Laura Clemens moved, Bruce Jamerson seconded the motion to suspend the attendance requirement for Sunday’s Mason’s Meeting to allow the chair of Mason’s to develop a policy for submission to the Executive Committee.

After much discussion, Butch Speer requested that the question be divided. Laura Clemens withdrew her motion. Laura then moved to waive the attendance requirement for Sunday, December 7 only. Bruce Jamerson seconded the motion. After much discussion, Bruce Jamerson requested that President Moore call for the question. Following some questions and more discussion, Bruce withdrew his motion to call for the question. After brief discussion, Bruce Jamerson moved that the question be called. The motion was unanimously adopted by voice vote.
Preliminary Budget – Professional Development Seminar in Baltimore/2004

Joan Barilla reviewed the preliminary budget for the 2004 Annual Professional Development Seminar. By keeping the registration fee at a reasonable $325, the meeting will show a profit of $2,403.01.

Travel Reimbursement

The upcoming Legislative Staff Coordinating Committee meeting will necessitate travel to Denver, CO for Norm Moore and Ann Cornwell. Donna Doyle moved and Carmela Bills seconded a motion that ASLCS reimburse them for travel expenses in accordance with the standing orders.

Australian Chapter of the Society of Clerks-at-the-Table Annual Meeting

President Norman Moore reported that he had received an invitation for him or his designee to attend the ANZACATT Professional Development Seminar in Sydney, Australia at the end of January, 2004. Since the Arizona House will be in session at that time, President Moore is unable to travel to this meeting. However, he stated that any ASLCS principal who is interested in attending is eligible to go as his designee and they should contact him for further information.

Adjournment

In the interests of time, Bruce Jamerson moved to adjourn. The motion was seconded by Donna Doyle and adopted unanimously by voice vote.

Respectfully submitted,

JoAnn M. Hedrick
Secretary-Treasurer
Committee Members

Diane Bell, FL
Carmela Bills, VA
George Bishop, VA
Joe Blough, OK
Norma Chastain, AZ

Susan Clarke Schaar, VA
Jeff Finch, VA
Janet Jones, KS
Cheryl Laube, AZ
Pat O'Donnell, NE
Pat Saville, KS

Patsy Spaw, TX
Butch Speer, LA
Karen Wadsworth, NH
Jeannine Wood, ID

American Society of Legislative Clerks & Secretaries
Committee on By-Laws & Standing Orders

(No Minutes Were Submitted)
The meeting was held in the very beautiful Capitol Building of the State of Oklahoma.

In attendance: Carmela Bills, VA; JoAnn Hedrick, DE; Ann-Marie Sweeney, PA; Jeff Finch, VA; Karen Wadsworth, NH; Patsy Spaw, TX; Ann Cornwall, AR; John Phelps, FL; Pat O’Donnell, NE; Dave Avant, AL; Steve James, MA

The minutes of the committee meeting held in Scottsdale, Arizona on September 11, 2003, were approved.

Photo album of past Joint Meetings: The subject of creating and providing a photo album on a CD Rom of past joint meetings was discussed. Ann Cornwall suggested that the album should also be available in a limited number of paper copies. It was suggested that, in order to compile photographs, we should outreach to the Canadian Association members;
states that have hosted joint meetings; and also review past editions of *The Legislative Administrator*. Steve James volunteered to investigate further and send appropriate communications to accomplish this task. It was generally agreed to that a hard copy version of the album be presented to the Clerks-At-the-Table Association for their archives.

**Happenings in Canada:** There was a brief discussion of methods of keeping abreast of the political and parliamentary happenings in Canada. John Phelps mentioned an e-mail that all committee members received from Craig James of British Columbia. Craig has promised to mail to each member of the Canadian American Relations Committee copies of *The Table Review*, which he edits, and which is published three or four times a year for the Association of Clerks-at-the-Table in Canada. The Table Review is sent to all Clerks throughout Canada and others in the United Kingdom and Australia.

It was suggested that NCSL provide links to the Canadian and other international websites. There was some discussion of the best location for such links. Two areas suggested are the ASLCS webpage and/or the NCSL webpage that provides links to Internet sites. Chairman James agreed to contact Joan Barilla for her guidance regarding this matter. *Note: upon examination, it appears that there is a link to “CANADA” on the NCSL webpage, however, upon clicking on the link I was informed that it is “not available”.*

**Topics for next Joint Meeting:** There then was a discussion of possible topics for the next joint meeting, which is scheduled for the fall of 2005, in Alberta. Topics suggested are as follows:

- Committee processes and the differences in the committee systems
- Calling of elections and votes of confidence in Canada vs. U.S. elections which are scheduled
- Benefits and perks available to Members of Parliaments vs. benefits and perks available to U.S. Legislators
- Changes in Parliaments and Legislatures in the past 25 years, and how those changes have affected clerks.

With no other business to come before the committee, it was moved, seconded, and without objection the meeting adjourned.
COMMITTEE MEMBERS

Jane Atkinson, VA  Polly Emerson, TX  Al Mathiowetz, MN
Tom Bennett, WV  JoAnn Hedrick, DE  Tara Perkinson, VA
Jay Braxton, VA  Diane Keetch, NV  Hallie Rice, LA
Sylvia Carr, VA  Patty Lung, VA  Jacqueline Scott, VA
Stephen Davis, MO  Scott Maddrea, VA  Dianne Whitaker, VA
Marilyn Eddins, CO

ASLCS Winter Meeting
December 2003

The winter meeting of the Inside the Legislative Process Committee was held electronically, via e-mail. Members responding to the agenda questionnaire were:

Claire Clift, NV - Chairman  JoAnn Hedrick, DE
Mary Jo Mongelli, NV - Vice Chairman  Mona Heustis, CO
Mardi Alexander, TX  Diane Keetch, NV
Tom Bennett, WV  Patty Lung, VA
Sylvia Carr, VA  Scott Maddrea, VA
Carmen Cauthen, NC  Al Mathiowetz, MN
Marilyn Eddins, CO  Tara Perkinson, VA
Polly Emerson, TX  Jacqueline Scott, VA
Inside the Legislative Process Committee

The results of the winter e-meeting of Inside the Legislative Process have been tabulated and are reported as follows.

Question No. 1  How many topics/pages should the survey contain.
**Result:** Two topics, 10-15 pages in length (12 committee votes).

Question No. 2  Suggested Topics/Topics not Addressed in Recent Years
**Result:** Item G: Other Ceremonial Practice, to include how states handle honorary/memorial resolutions (6 committee votes, Item A was a close second with 4 votes).

Question No. 3  Suggested Topics/Other Suggested Topics
**Result:** Item O: Committee Minutes (5 committee votes, Items J, L, T each received 3 votes).

Committee members should receive a draft copy of the survey for review and approval this Spring, 2004. The tentative date for the survey to be mailed is June 1, 2004.

There being no further business, the winter meeting adjourned February, 2004.
Minutes from the International Communication & Development Committee  
December 6, 2003 - Oklahoma City, OK

The International Communication & Development Committee was called to order by Diane Bell, Chair.

In attendance: Diane Bell FL, Chair; Dave Avant, AL; Carmela Bills, VA; Susan Schaar, VA; Ann Cornwell, AR; Patsy Spaw, TX; Ann-Marie Sweeney, PA; JoAnn Hedrick, DE; Jeff Finch, VA; Jeannine Wood, ID; Penny Cabaniss, VA; Steve James, MA; John Phelps, FL and Joan Barilla, NCSL Staff.

The meeting began with approval of the minutes from the Annual Meeting in Scottsdale, AZ.

The Chair asked Carmela Bills to give a report on the scrapbook project. Carmela described the process by which she and the other members of the committee from Virginia are proceeding. Those members include Jeff Finch, Tara Perkinson, John Garrett and Penny Cabaniss. The committee has developed a plan to include photos in a binder with captions describing events. These events are from several different visits by ASLCS over the years to other countries and when
international guests are in attendance at ASLCS meetings. The scrapbook is planned to be in final form for the NCSL Annual Meeting in Salt Lake City, UT. In addition, the committee plans to work on a collage of photos to place in a frame to be presented by President Norm Moore to the President of ANOMAC at the ANOMAC Annual Meeting in Mexico. The scrapbook will be kept current by each chair of the Committee and will be brought to the ASLCS Annual Meeting every year for viewing before being passed on to the incoming chair.

The Chair gave a report on the ASLCS/ANOMAC Working Together Program. After surveying the states, there were a total of twenty-one (21) responses. Seven are willing to participate as a host state/chamber in the next two years. A letter of invitation has been sent to the Javier Dominguez Morales, President of ANOMAC to solicit two candidates to participate in the Arizona House and the Virginia Senate for the 2004 legislative sessions.

The Chair also gave a report from the Special Committee on Publication Standards. The Special Committee chair has asked that all committees that produce publications take a look at their current practice and see if their publications can be posted online rather than printed. This would save a fair amount of money for the Society. The International Communications & Development Committee discussed the feasibility of posting online and tentatively made a decision to move forward with this request. There was discussion as to whether there should be a few printed copies printed and sent to the international group's officers.

Jeff Finch, Chair of the Special Committee on International Clerks and Secretaries Meeting gave a report on plans for the NCSL Annual Meeting in Salt Lake City, UT in July. His committee will be coordinating efforts with the NCSL staff in planning a reception for the international groups represented. There were several options presented and the chair plans a conference call with committee members on or around December 18 to discuss further plans and developments.

There being no further business, there was a motion, a second and the motion agreed to for the meeting to adjourn.
The Legislative Administrator Committee met on Saturday, December 6, 2003, in Oklahoma City, Oklahoma. The meeting was called to order at 10:00 a.m., with Cheryl Laube, AZ, Co-Chair, presiding. The following members were present:

Cheryl Laube, AZ, Co-Chair  
Burney Durham, TN, Vice Chair  
George Bishop, VA  
Mike Fina, OK  
Bruce Jamerson, VA

Others in Attendance:

Norman Moore, AZ, President  
Joan Barilla, NCSL Liaison  
Brenda Erickson, NCSL
Minutes:

Bruce Jamerson, VA, moved, seconded by Burney Durham, TN, that the minutes of the September 11, 2003, meeting held at the ASLCS Annual Meeting in Scottsdale, Arizona, be adopted. The motion carried.

Publication Standards:

The committee discussed what should be placed in the web versions of the Administrator and what should be included in the published issue. It was noted that the committee minutes and the membership rosters are currently posted on the ASLCS web site. It was questioned if it is necessary to duplicate them in the Administrator. It was noted that these items are listed in the Publication Standards as required content for the Administrator. It was suggested that the final issue, which is published, should contain an annual report from each committee chair instead of including minutes from each meeting. It was also suggested that the membership rosters that are currently on the web site be kept up to date and that the membership rosters should no longer be listed in the Administrator.

Brenda Erickson, NCSL, stated that color photos are more costly to publish. This should be considered when looking for ways to cut costs. It was also suggested that the membership rosters could be included with the annual report from each committee chair.

The committee discussed the publication standards and recommendations that should be made to the Special Committee on Publication Standards. It was decided that the following recommendations be made to the Special Committee on Publication Standards:

1. Web editions of the Administrator would not need to contain the minutes or the membership rosters of the standing committees.
2. The final issue of the Administrator, which is published, should contain an annual report and membership roster of each standing committee.
3. The final issue of the Administrator, which is published, would not contain the "states at a glance" from prior issues.
4. All editions of the Administrator will contain the minutes of the Executive Committee, as well as business meeting minutes.

It was noted that if these changes were made they would need to be included in the Chairman's manual for each committee chair.

Digital Camera Data:

The committee went over information regarding several digital cameras. The cost of maintenance was discussed, as well as memory cards, external flash and lenses. It was suggested that any digital camera we consider should be one that could be easily maintained. Comments were made regarding the versatility and life expectancy of digital cameras. With the camera being used by different people every year, the need for purchasing a camera case was noted.

A lengthy discussion ensued. It was determined that a digital camera would pay for itself in a short time by saving on the cost of film and processing. The expense of over 500 photos taken from the Scottsdale Meeting was $500. If a laptop is taken to the meeting, the photos can be downloaded every time the memory card is full.
Legislative Administrator Committee

Bruce Jamerson, VA, moved, seconded by Mike Fina, OK, that the Legislative Administrator Committee request from the Executive Committee a budget of $2,000 to purchase a digital camera, which would include the camera, external flash, an additional memory card and camera case. The motion carried.

Ideas for Future Issues:

Co-Chair Cheryl Laube requested input from the committee on ideas for the next issue.

New Business:

Old Business:

Bruce Jamerson, VA, stated that in an attempt to meet publishing deadlines, that an arbitrary deadline for committee minutes and states at a glance needs to be made.

Next Meeting:

Co-Chair Cheryl Laube stated that there will not be a Spring Meeting, so the next meeting will be held at the NCSL Annual Meeting scheduled to be held July 19-23, 2004, in Salt Lake City, Utah.

There being no further business, Burney Durham, TN, moved, seconded by Mike Fina, OK, that the meeting be adjourned. The motion carried. The meeting adjourned at 11:00 a.m.

Respectfully submitted by,

Cheryl Laube, (AZ) Co-Chair
The Membership and Communication Committee met on Saturday, December 6, 2003 in Oklahoma City, Oklahoma. Suzi Lowell, Co-Chair, Alaska, who presided, called the meeting to order at 10:00 a.m. The following members were present:

Kirsten Waid, Co-Chair, Alaska  
Gwen Bailey, Associate Vice Chair, Virginia

Russell Humphrey, TN  
Dowe Littleton, AL  
Millie MacFarland, ME  

Also in attendance later in the meeting were Norm Moore, ASLCS President, and Joan Barilla, ASLCS liaison from NCSL.
A motion to approve the minutes of the September 11, 2003 meeting held in Scottsdale, Arizona was made by Dowe Littleton, AL. The motion passed unanimously.

Co-Chair Suzi Lowell went over some of the Committee’s responsibilities related to welcoming new members to the Association and new attendees to the Fall Professional Development Seminar. They include updating the ASLCS Orientation pamphlet; sending a letter to new members; sending a letter or calling new Fall Seminar attendees; finding sponsors for new attendees; and sending sponsors the sponsor checklist.

Discussion followed regarding the Fall New Attendees’ Orientation, which will be held in the Hospitality Suite before it is officially open. On the draft schedule it is set for Wednesday, September 22 from 5:15 p.m. to 6:30 p.m. Co-Chair Lowell noted the Executive Committee has offered to serve refreshments.

The Committee liked the idea of one sponsor for two new attendees and agreed to go with that plan for the Fall Seminar. The Committee also decided to continue with the tradition of the Sponsors bringing a gift from their State for their new attendees. The consensus of the Committee was the price limit for each gift should be in the $10 area.

Co-Chair Suzi Lowell said that prior to this meeting the Co-Chairs met in Juneau and brainstormed with Londi Ensor, Liz Clark and Julianna Singh, Alaska members of the Committee, and Stephanie Hall, Lynn Collins and Crys Jones, Alaska staff who attended the Fall Professional Development Seminar. As a result of that get-together, Suzi presented a suggestion that the theme of the Orientation be “Life’s Journey” using shoes as a symbol.

There was some discussion of how shoes could be used in relation to a Mixer Topic. The Committee agreed to go with the Theme “Life’s Journey” using shoes as the symbol.

The Committee decided to have a separate New Attendee Registration Table at the Fall Professional Development Seminar. The reasoning was that having a decorated table in a location where there was gathering room would be welcoming to the new attendees. This will be where the new attendees get their Name Tags and Meeting Schedules and have traditions like pin trading explained. The tentative times for this table will be on Wednesday, September 22 from 3:00 p.m. to 6:00 p.m. and on Thursday, September 23 from 7:00 a.m. to 9:00 a.m. All of the members in attendance agreed to sign up for a one-hour slot to man the table. It was thought that there should be three people at the table for each one-hour slot, so all members of the Committee will be asked to volunteer.

Co-Chair Lowell stated that the Executive Committee would like to extend an invitation to the New Attendees and their Sponsors to ride with them on the 45-minute Annapolis bus trip. There will be one to two buses depending on the number of new attendees. The typical tour bus carries 53 people. It was suggested that the bus ride invitation could be passed out at the New Attendee Registration Table.
The Committee discussed the idea of having a door prize for new attendees. In order to give them incentive to visit the Hospitality Suite, each new attendee will be given three opportunities to win a door prize. There will be three cards included in their Bus ride Invitation when they register. These cards can be dropped into a “Boot” in the Hospitality Suite on three different visits. The drawing will be at the Wrap-Up and they must be present to win. Logo items were suggested as prizes.

The Pin Contest was brought up and it was decided to continue it. Prize ideas were discussed and it was agreed the Committee should see if there was a Maryland gift available. If not, logo items were again mentioned. Another possibility brought up was a gift certificate to a shoe store.

There was discussion on whether the Find a Member Contest should be continued. Gwen Bailey suggested reversing the contest so that old members have to find the new members. The Committee liked that idea. It was suggested that all old members could be given a card and five stickers. When they found a new member they would give them a sticker and have them sign their card. The completed card could be dropped into another boot for a drawing at the Awards Luncheon.

The New Attendee Wrap-up is tentatively scheduled for Saturday, September 25 from 4:00 p.m. to 4:30 p.m. The agenda for the Wrap-Up will include turning in the New Attendee survey, an informal discussion of Seminar experiences, and having the Door Prize drawing.

A discussion of the available budget followed. The budget for the New Attendee Orientation varies from year to year. President Moore sent the Co-Chairs an e-mail saying the budget for the Scottsdale meeting was $600, which included snacks, beverages, decorations and supplies. The food and beverage total was $544.10 (including tax and gratuity) and supplies and decorations totaled about $50. The President said the new member orientation budget was included as a line item in the meetings budget. Since the New Attendee Orientation will be in the hospitality suite the budget may not have to be as much. We may be able to use drinks and possibly snacks that are in the hospitality suite. We will have to check with the Maryland folks.

The next meeting will be during the ASLCS Summer meeting scheduled from July 19 through 23, 2004 in Salt Lake City, Utah.

Denise Weeks moved that the meeting be adjourned. The motion carried, and the meeting adjourned at 10:45 a.m.

Respectfully submitted,

Kirsten Waid, AK, Co-Chair
Suzi Lowell, AK, Co-Chair
COMMITTEE MEMBERS

Scott Maddrea  
Virginia  
Chair

Paul Campos, WA
Sylvia Carr, VA
Norma Chastain, AZ
Marilyn Eddins, CO

Polly Emerson, TX
David Gibson, VT
Maryann Horch, Va
Janet Jones, KS

Sam Moody, OR
Annette Moore, UT
Pat Saville, KS
Sandy Tenney, UT

Minutes of the  
PROFESSIONAL JOURNAL COMMITTEE  
Saturday, December 6, 2003  
Oklahoma City, Oklahoma

The meeting of the Professional Journal Committee was called to order by the Chair, Scott Maddrea, at 11:00 a.m. on Saturday, December 6, 2003 in Oklahoma City, Oklahoma. The following members were present: Scott Maddrea, VA; Annette Moore, UT; Sandy Tenney, UT; and Linda Tubbs, TX. Also in attendance were Brenda Erickson from NCSL and ASLCS President Norm Moore, AZ.

Agendas and copies of the minutes from the September meeting in Scottsdale were distributed. A motion to approve the minutes was made by Sandy Tenney and passed unanimously.

Scott reported that the Fall 2003 edition of the Professional Journal had been printed and distributed to the membership in mid-November. Scott reported that Barbara Regen from the Virginia House had been of invaluable assistance in producing the Journal and had been asked to join the Editorial Board. He also reported that he had received a call from the Intern Coordinator in Wyoming apologizing for not submitting any student work from that state and asking if we would be publishing similar articles in the future.
Scott reported on the work of the Special Committee on Publication Standards, chaired by George Bishop. He reported on the Committee’s Friday meeting and reviewed some of the specific issues which may affect the Publication Standards as they relate to the Professional Journal. The committee concurred in the recommendation to delete the phrase “and shall have the theme of Legislatures in the 21st Century” from Section 1 of the Publication Standards for the Professional Journal. The Committee also discussed the need to revise Section 5 dealing with circulation. Language was discussed generally with the goal of having specific language ready for consideration in Salt Lake City.

The committee briefly discussed ideas for future articles. Scott reported that he had received one article from Steve James (MA) and another student intern paper from Virginia. The Committee tentatively agreed to accept the article from Steve James and rejected publishing another student intern paper in the Spring edition. The committee also directed that the Editorial Board follow-up a suggestion to contact Russell Grove about an presentation he made at the Clerks-At-The-Table meeting to solicit and article, as well as to contact Millie MacFarland (ME) concerning an article written by one of her members and John Phelps (FL) regarding an article he has written on the history of the Clerk’s Office.

Finally the committee discussed dedicating the Fall 2004 edition to the topic of redistricting. Brenda Erickson suggesting contacting Tim Story on the NCSL staff and Peter Watson in MN to solicit articles on a national perspective. These would be included with specific cases studies from Texas and Colorado.

There being no further business, the meeting was adjourned.
The Program Development Committee was called to order by Judy Barrows, Chair.

In attendance: Judy Barrows, ME, Chair; Millie MacFarland, ME, Vice Chair; George Bishop, VA, Associate Vice Chair; Penny Cabaniss, VA; Diane Bell, FL; Burney Durham, TN; Donna Doyle, WI; Tara Perkinson, VA; Denise Weeks, NC; Cheryl Laube, AZ; Gwen Bailey, VA; Susan Schaar, VA; Russell Humphrey, TN; Dowe Littleton, AL; Bruce Jamerson, VA; Laura Clemens, OH; Norm Moore, AZ, President, ASLCS; Joan Barilla, NCSL.

The minutes from the September 11, 2003, meeting held in Scottsdale, Arizona, were approved on motion of Penny Cabaniss from Virginia, seconded by Burney Durham of Tennessee.
President Moore provided an update from the 2004 No Host Committee. In response to the concern that no one be denied a chance to participate in the cruise, the committee is currently looking at a boat holding 240 people, with the possibility of a second boat to handle the overflow, if any. Another option being considered is holding the state event at the aquarium in Baltimore rather than on a boat. President Moore also reported that rooms would be available in the Senate Office Building during our day at Annapolis in case we decided to hold the staff group breakouts there.

The group then discussed the draft agenda for the meeting. There was support for holding the staff group breakouts at the Capitol, both because it would be more economical than renting meeting space at the hotel and because it would tie in with the tour of the various work areas. After discussing a number of options, the committee agreed to change the schedule for Thursday, September 23rd to include breakfast on your own; bus to the Capitol; greetings and tour of the buildings and offices; staff group breakouts with box lunches; a 2-hour plenary on parliamentary procedure; and about an hour of free time between the end of the plenary and the loading of the boat for the trip back to Baltimore, with dinner available on the boat. It will make for a very full day, and should demonstrate to our leadership that we are committed to using the conference to improve our professional skills.

Other changes from the draft schedule include having two additional time slots for concurrent sessions on Sunday morning (when the plenary on Parliamentary procedure was initially scheduled), and moving the Mason's Manual Commission meeting from Wednesday morning before the meeting to Sunday morning from 8 to 1.

The committee discussed topics for the remaining two plenaries, and agreed to contact the Flying Fish.bizFutures group from Seattle about the possibility of their doing both plenaries. Topics they present include "Loving What You Do – Doing What You Love," "Creative Listening," and "Team Building: From Managing to Coaching." The people who have seen them agreed that they were positive, high-energy presenters with a good message. They do customize their presentation for their audience, so we would be looking for a way to have the two plenaries build on each other while making each also valuable on its own.

The schedule now has 5 slots for concurrent sessions, and there was general agreement that we have only two concurrents in each time slot. The Support Staff Committee is planning to develop two topics and
the Technology and Innovation Committee is planning to develop two or three topics. Other topics discussed included one on international issues (either involving some of our international guests as panelists or involving some of our members who have worked with staffs in other countries); creative morale boosters (how do you reward employees when you can't give raises); follow up to term limits; retaining the best employees while motivating the others; and renovation of state capitols (several states are in the midst or have recently finished). The chair asked members to be thinking of other topics and to get them in to her as soon as possible.

As we're not having a Spring Meeting this year, the Chair announced her intention to contact committee members via e-mail to discuss topics that the ASLCS might want to cosponsor at the NCSL meeting in Salt Lake City, Utah, July 18-25, and to continue work on the program for our annual meeting in Baltimore in September.

There being no further business, the meeting was adjourned on a motion by Millie MacFarland of Maine, seconded by Susan Schaar of Virginia.

Respectfully submitted,
Judy Barrows, ME, Chair
The Roster Committee met at the Westin Hotel in Oklahoma City, Oklahoma, on Saturday, December 6, 2003. The following members were present:

Jeannine Wood, ID - Co-Chair
Pamm Juker, ID - Co-Chair
Rusti Horton, ID - Associate Vice Chair

The small number of members in attendance somewhat limited the amount of input about recommended changes for the 2003-2004 edition of the Roster. However, those present still had a great discussion which centered around suggested changes to the Roster; i.e., which sections of the Roster should be retained in upcoming issues, and which sections would best serve the Society by being placed on the ASLCS web site, or whether to change the scope of the Roster completely.

Jeannine reported to the members that she and Co-chair Pamm Juker had discussed the Roster at length prior to the meeting. After chairing the committee and producing the Roster last year, she said they felt changes were needed in upcoming issues. Their suggested options were as follows:

1. Leave the Roster pretty much as it is, but change the printing date.
Traditionally the Roster has been published and mailed just prior to the annual meeting. But, then the annual meeting is held, all the committee membership and chairmen change, bylaws and standing orders are amended, and the Roster is immediately out of date. The preparation and printing of the Roster are done in the summertime because that's when most of us are out of session, and it would be almost impossible to publish one during session.

But, what if - the Roster committee have all the information gathered for the Roster, ready to print before the annual meeting - THEN all the changes made during the annual meeting to the Bylaws, standing orders, committee membership, and chairmanships be placed in the Roster as soon as the Roster Committee returns home, and the Roster would then be printed and mailed out. It could be September? October? November? depending on when the annual meeting is held. That way the information would be much more current.

The next Roster Committee could then begin to gather new information for the upcoming year after the dues payment notices are mailed out by the Secretary Treasurer.

2. Have the Roster and Reference Guide become “just a Roster,” be printed in a smaller size, and include only the following sections after its title and table of contents (See Publication Standards for further details about each section):

A. Quick Reference Directory
B. Executive Committee
C. Principal Clerks and Secretaries
D. Associates
E. NCSL Support Staff
F. Committee descriptions
G. Masons’s Manual Revision Commission
H. Conference Dates and Locations

The remaining sections on committee membership and chairmen, bylaws, standings orders, award recipients, past presidents, etc., be placed on the web site.

One suggestion that was made during our meeting in Scottsdale was that everything the Society wants to archive should be in the Administrator, not the Roster.

The Select Committee on Publications Standards, newly created by President Norm Moore, would determine what information should be where - On the web? In the Administrator? In the Roster?

Co-chairs Pamm Juker and Jeannine Wood would welcome all comments and suggestions.

Respectfully submitted,

Jeannine Wood
Pamm Juker
Co-Chair, Roster Committee
The meeting of the Site Selection Committee was called to order by the Chair, Annette Moore, at 9:00 a.m. on Saturday, December 6, 2003, in Oklahoma City, Oklahoma.

Members present at the meeting were Dave Avant, AL; Ann Cornwell, AR; Kirsten Waid, AK; Suzi Lowell, AK; Millie Macfarland, ME; Denise Weeks, NC; Sandy Tenney, UT; and Annette Moore, UT.

A motion was made by Ann Cornwell to approve the minutes of the September 11 meeting in Scottsdale, Arizona. The motion passed unanimously.
The chair reported the very good news that the state of Illinois has graciously offered to host the 2005 Annual Professional Development Seminar in Springfield. A motion was made by Denise Weeks and seconded by Dave Avant that Illinois be recommended to the Executive Committee contingent upon receiving formal approval in the form of a letter from the leadership of the Illinois Legislature as required in “Guidelines for Hosting the ASLCS Annual Professional Development Seminar.” The motion passed unanimously.

The Site Selection Committee has been given the charge to update the “Guidelines for Hosting the ASLCS Annual Professional Development Seminar.” At the September 11 meeting in Scottsdale several copies of the manual were distributed to committee members with the request that they look through it and forward any suggestions to the chair. The committee discussed some recommended changes submitted by ASLCS President, Norm Moore—e.g., expanding the checklists for traditional host state, no-host, and hybrid-host sites; adding language that emphasizes the need to develop and strictly adhere to a budget; prioritizing and remaining flexible in the event anticipated revenues aren’t realized; and adding an example of a traditional host-state budget. The chair will email an electronic copy of the manual to each committee member with another request that they review it and forward recommendations to her.

There being no further business before the committee, a motion for adjournment was adopted at 2:30 p.m., and the committee stands adjourned until the next meeting scheduled for July in Salt Lake City.

Respectfully submitted
Annette B. Moore (UT) Chair
The meeting was called to order by the Chair, Joe R. Blough. The following members and other interested parties were present:

Donna Doyle, WI  Judy Barrows, ME  Scott Maddrea, VA
Tara Perkinson, VA  Sandy Tenney, UT  Sarah Burhop, WI
Joan Barilla, NCSL

Following a motion by Scott Maddrea and a second by Tara Perkinson, the minutes from the Scottsdale meeting, as published in the Legislative Administrator, were adopted.
Staff Breakout Sessions

The chair provided the members of the committee copies of the survey responses sent to Associate members. Upon reviewing the responses, the committee continued their discussions regarding staff breakout sessions. It was determined that some sessions would need to be combined, and that a Human Resources breakout should be added. Additionally, the committee decided to survey those Associates who attended the Assistant breakout in Arizona for additional input regarding the elimination of the session.

The committee was informed that Staff Breakouts would be held during the afternoon in Annapolis, Maryland.

Associate Exchange Program

The committee received three applications for the upcoming Associate Exchange Program. The chair reported to the committee that he had received no negative feedback on any of the participants and had recommended to the Executive Committee that all three be approved. The committee voted to formally approve the chair’s recommendation.

Concurrent Sessions

The chair asked the members of the committee to submit possible topics for concurrent sessions for discussion at future meetings. The chair and vice-chairs will submit four to five topics to the full committee in Salt Lake City for consideration. The committee finalized one topic, HR Personnel Law Update, for the Maryland meeting.

Next Meeting

The Chair announced the next meeting would be held in Salt Lake City, Utah, at the NCSL Annual Meeting.

Adjournment

Upon a motion from Scott Maddrea the committee was adjourned.
The meeting of the Technology and Innovation Committee was called to order by Penny Cabaniss, Chair, on Saturday, December 6, 2003, in Oklahoma City, OK.

Burney Durham, TN, moved that the minutes of the September 11, 2003, meeting held in Scottsdale, AZ be approved. Judy Barrows, ME, seconded the motion, which was unanimously agreed to.

**Concurrent Sessions**
The Committee discussed ideas for concurrent sessions for the 2004 Annual Professional Development Meeting which will be held in Baltimore, MD.
Technology and Innovation Committee

- Pros and cons of automation on the legislative process
- Pros and cons of real-time posting of information
- Criteria used for legislative websites and how to market the sites
- Broadcasting legislative sessions

The Committee also discussed the option of using topics from the concurrent sessions at the NALIT conference, and inviting members of NALIT to attend the 2004 ASLCS Meeting to serve as panelists.

E-mail Database
The Committee received an update from Joan Barilla about the creation of an e-mail database, which could be used to send notices, announcements, etc. Joan is working with NCSL staff to coordinate creation and maintenance of the database.

Other Business
Based on recommendations of the Publications Standards Special Committee, the Committee discussed the recommendation that the Technology Committee be responsible for uploading the minutes to the ASLCS website and the creation of a web-based form for Committee Chairs to use for submitting the minutes. The Committee agreed that this should be explored further and would work with Joan Barilla to determine the best course of action.

Adjournment
There being no further business before the Committee, Bruce Jamerson, VA, moved that the meeting adjourn. Gwen Bailey, VA, seconded the motion, which was unanimously agreed to.
Arriving in Richmond to the first snow storm of the season had everyone and the traffic in a flurry of excitement. The TV-news was reporting that “Snow has overtaken the State!” I flew to the window to see what they were talking about and much to my surprise there was only 2 inches piled up! I wondered about these Southern people! Next morning, after a few more inches fell, I was escorted to the Capitol square by the page chaperone, pointing out points of interest as we trudged up the hill.

I was lucky enough that first morning to join a Japanese delegation on tour of the Capitol with Susan Schaar, Clerk of the Senate and Bruce Jamerson, Clerk of the House of Delegates. They explained chamber operations and gave us a basic overview of Senate and House. Differences were explained and then we were given a tour of the historic House and Senate chambers. Tara Perkinson, Senate Journal Clerk, took me under her very capable and friendly wing and we proceeded on with three days of wonderful experiences for me.

Next came an extensive tour of the Senate offices including a briefing on what each office does in the way of processing the information for internal documentation and for public web site information. We spent considerable time observing staff prepare for the operations of the that day’s floor session. The different technology used for chamber operations and voting systems was very interesting to me because of the comparison with my duties with the Virginia staff. After visiting the Senate and House backstage preparations and then each chamber during a session, many of the processes became clearer to me. I could see the need for more staff in Virginia as compared to Oregon because of the detailed documentation they put in their journal. They also process an enormous number of bills in a shorter period of time.

Being a participant in the Associate Exchange Program was a great life experience for me, personally and professionally. After the five special sessions in Oregon in 2002 and the longest session in Oregon in history in 2003, this was the boost I needed to renew my love for the process and to enhance my professional knowledge about how other legislative staff achieve the same goals. I now have a greater appreciation for what we as legislative staff do as well as a greater respect for the institution. We all have enormously important work to do and this trip has affirmed that idea for me even more. I want to give a heartfelt thank you to Susan Clarke Schaar and her extraordinary staff for their warm and gracious southern hospitality. I felt very at home and comfortable. Another thank you goes out to Bruce Jamerson for his pleasant and helpful staff during my experience in the House. I will never forget my adventure to Virginia, the wonderful people that I met. I certainly hope that the program will continue so others can be inspired to keep doing what we do!
In late March 2004, Maryann Horch, the Enrolling Clerk of the House of Delegates of Virginia, and Barbara Regen, Senior Committee Coordinator in the Virginia House, participated in an exchange program sponsored by ASLCS for its associate members. The exchange took us to the Colorado House of Representatives in Denver. We spent a week observing the House floor sessions, committee meetings, caucus budget discussions, and other legislative groups open to the public. We also watched the Colorado staff do their jobs, both on the floor and behind the scenes. There were many similarities between the Colorado House and the Virginia House of Delegates, enough so there was an immediate connection. There were, however, enough differences so that we found the experience fascinating and productive.

J.R. Rodrigue, Clerk of the Colorado House, welcomed us warmly Monday morning, introduced us to the staff who would be working with us during the week, and gave us seats at the chamber desk from which we could observe the action of the House up close and personal. Two differences we noted immediately from our experience in Virginia were the use a Reader at the desk and the arrangement of a podium and “well” from which floor debate is conducted. The Reader, J.R. explained, derives historically from the early days of the Colorado legislature when only one bill was printed and then read aloud to the members, many of who were ranchers with little formal education. Today the Reader reads just the title, not the entire bill, unless he is asked to do so. The Majority Leader in Colorado leads floor action from the podium, while members line up in the “well,” waiting for acknowledgment from the Speaker that it their turn to speak. This system constrains debate, and members tend to present their arguments for or against a bill, rather than entering into dialogue with one another. In Virginia, the Delegates have individual microphones at their desks, and debate exchanges can be lengthy and questions for clarification are frequent.

We were also very interested in the COW or the Committee of the Whole, a concept unfamiliar to us in Virginia, although there is provision in our rules to allow for such an arrangement if or when it is considered necessary. Only eleven states still use the COW for open debate during second reading. The Speaker steps down after appointing a chair for the COW, a procedure, J.R. told us, that originated in Parliament in England to free debate from control by the “King’s man.” Once the bills are debated in a COW, a standing vote is taken from the desk by staff. The members are not necessarily in the seats – they can be in the “well” waiting to speak or scattered across the chamber talking to other members. Getting the correct count is not easy. Some members have to crouch down in place so as not to be counted “standing” for the vote being taken. Our method of counting raised hands at each member’s desk seems quite simple by comparison. Maryann, who processes amendments in Virginia, had many discussions with Carol

35
Miller, the Enrolling Clerk in Colorado, about COW amendments. It seems that “when a cow dies” in Denver, it is a good thing for the enrolling staff, because that means the COW amendment does not need to be processed. It was also interesting to learn about Colorado engrossing and enrolling. Colorado bills include only the parts of the code where a change is being made; in Virginia the entire code section is printed in the bill, even when only one paragraph in the section contains a change in existing code language. Editing and proofing all bills and amendments multiple times, however, is standard procedure in both states.

Because budget discussions have been a critical issue in Virginia this year, we were particularly interested in the “long bill,” as the budget is called in Colorado. We were fortunate to be in Denver the week the long bill was debated. We attended open meetings of both the Republican and Democrat caucuses in which the long bill was presented and explained. The Republicans met for one and one half hours; the Democrats for one and a half days. The floor debate on Thursday was long, as we expected from our own experience. Staff went home after 9 p.m.

We were lucky to have beautiful weather during our week in Colorado. Spring arrived, and we enjoyed the sunny city and mountain views from the windows of the Capitol. We toured the Capitol building, built in the 1880s, full of marble hallways and brass stair rails, gas/electric chandeliers, and a central dome covered in gold leaf. We had lots of talk of term limits, voter initiatives, numbers of bills introduced and passed each session, and differences in the committee systems in the two states. There is much to compare and contrast in the two Houses participating in this exchange, and because we enjoy the legislative process, it was fun to observe it in a new and different way.
The Australia and New Zealand Association of Clerks at the Table (ANZACATT) held its 5th Professional Development Seminar in Sydney, Australia January 28 – 30, 2004. Seventy-eight participants registered for the conference including international guests from Canada, Finland, the United Kingdom and myself. President Norm Moore was unable to attend due to session in Arizona. It was an honor for me to be able to attend and represent the American Society of Legislative Clerks and Secretaries.

From the day of arrival and throughout my visit, our hosts, John Evans, Clerk of the Parliaments, and Russell Grove, Clerk of the Legislative Assembly, were most gracious. I was delighted to have the opportunity to renew friendships of Clerks I had met in 1999 when I attended their Conference of Presiding Officers and Clerks in Fiji. The format of the ANZACATT meeting is somewhat similar to that of ASLCS. I found the sessions of great interest even though some of the topics were foreign to the legislative process in North Carolina. The meetings were held in various locations throughout Parliament House. Each morning and afternoon we broke for tea (not sweet “southern”) and were able to enjoy the beautiful gardens of Parliament House. One day we strolled to the Royal Botanical Gardens for a picnic lunch. On the final day of the conference, the international guests made their presentations. My presentation focused on the current situation on the election and working relationship of the two Speakers here in North Carolina. I also extended invitations and provided information, on behalf of Norm, to the participants to attend the annual NCSL meeting and our annual ASLCS meeting. The closing evening of the conference we were guests of New South Wales Governor, Dr. Marie Bashir, at a reception at Government House then we were off for a dinner cruise in Sydney Harbour.

It’s a long, long way from North Carolina to Australia, but well worth the trip!
Joy Bower (3/4/04)
Assistant Secretary of the Senate
Delaware State Senate
411 Legislative Avenue
Dover, DE  19901
Telephone: (302) 744-4090
FAX: (302) 739-7718
Internet E-mail: joy.bower@state.de.us
Associate – Delaware Senate

Stephanie Hall (3/4/04)
Chief Clerk's Office
Alaska House of Representatives
State Capitol, Room 216
Juneau, AK  99801
Telephone: (907) 465-6808
FAX: (907) 465-5334
Internet E-mail: Stephanie_Hall@legis.state.ak.us
Associate – Alaska House of Representatives

Lynne Collins (3/4/04)
Assistant Senate Secretary
State Capitol, Room 213
Juneau, AK  99801
Telephone: (907) 465-2870
FAX: (907) 465-2931
Internet E-mail: Lynne_Collins@legis.state.ak.us
Associate – Alaska Senate

Sharon Hayward (3/30/04)
Director Facilities/ Human Resources
Legislative Building, Third Floor
Olympia, WA  98504
Telephone: (360) 786-7750
FAX: (360) 786-7036
Internet E-mail: hayward_sh@leg.wa.gov
Associate – Washington House of Representatives

Ellen Davenport (4/6/04)
Secretary of the Senate
P.O. Box 099
Trenton, NJ  08625
Telephone: (609) 292-6828
FAX: (609) 292-4316
Internet-mail: Edavenport@njleg.org
Principal – New Jersey Senate

Paul J. Hicks (4/15/04)
House of Representatives
75 Constitution Avenue
St. Paul, MN  55155
Telephone: (651) 296-2314
FAX: (651) 296-1326
Internet E-mail: Paul.Hicks@house.mn
Associate – Minnesota House of Representatives

Eric Fowler (4/5/04)
Assistant Clerk of the House
State House, Room 117
107 North Main Street
Concord, NH  03301
Telephone: (603) 271-2548
FAX: (603) 271-3309
Internet E-mail: eric.fowler@leg.state.nh.us
Associate – New Hampshire House of Representatives

Martha Hopson (3/4/04)
Assistant Senate Secretary
State Capitol, Room 213
Juneau, AK  99801
Telephone: (907) 465-3701
FAX: (907) 465-2832
Internet E-mail: Martha_Hopson@legis.state.ak.us
Associate – Alaska Senate
ASLCS New Members

Crys Jones (34/04)
House Records
State Capitol, Room 216
Juneau, AK 99801
TelephoneNumber: (907) 465-2214
FAX: (907) 465-2267
Internet E-mail: Crys_jones@legis.state.ak.us
Associate – Alaska House of Representatives

Mark Mahoney (5/5/04)
Chief Clerk of the House
402 State Capitol
Springfield, IL 62706
TelephoneNumber: (217) 782-8223
FAX: (217) 782-3885
Internet E-mail: markm@Legis.state.il.us
Principal – Illinois House of Representatives

Rob Marchant (3/4/04)
Chief Clerk of the Senate
State Capitol, P.O. Box 7882
Madison, WI 53707
TelephoneNumber: (608) 266-2517
FAX: (608) 266-0643
Internet E-mail: Robert.Marchant@legis.state.wi.us
Principal – Wisconsin Senate

Jim McElroy (4/6/04)
IT Infrastructure Specialist I
House Principal Clerk's Office
Room 2320, State Legislative Bldg.
Raleigh, NC 27601
TelephoneNumber: (919) 733-7760
FAX: (919) 715-2881
Internet E-mail: jimmc@ncleg.net
Associate – North Carolina House of Representatives

Dolores Michels (4/8/04)
Legislative Assistant/Assistant Chief Clerk
411 Legislative Avenue
Dover, DE 19901
TelephoneNumber: (302) 744-4071
FAX: (302) 739-7349
Internet E-mail: Dolores.Michels@state.de.us
Associate – Delaware House of Representatives

Richard Nafziger (3/4/04)
Chief Clerk of the House
Legislative Building,
Third Floor
Olympia, WA 98504
TelephoneNumber: (360) 786-7750
FAX: (360) 786-7036
Internet E-mail: NAFziger_ri@Leg.wa.gov
Principal – Washington House of Representatives

Adrian A. Otterman (3/15/04)
Second Assistant Clerk
Drawer 33
115 State Street
Montpelier, VT 05633
TelephoneNumber: (802) 828-2247
FAX: (802) 828-2424
Internet E-mail: aotterman@leg.state.vt.us
Associate – Vermont House of Representatives

Don Richardson (3/5/04)
Clerk of the House
House of Representatives
P.O. Box 1018
Jackson, MS 39215
TelephoneNumber: (601) 359-3360
FAX: (601) 359-3728
Internet E-mail
Principal – Mississippi House of Representatives
Ron Smith (3/5/04)
Assistant Clerk
P.O. Box 44281
Baton Rouge, LA  70804
Telephone: (225) 342-9718
FAX: (225) 342-5045
Internet E-mail:
smithr@legis.state.la.us
Associate – Louisiana House of Representatives

Nancy Tribble (3/12/04)
Chief Clerk of the Assembly
Room 101, Legislative Building
401 South Carson St.
Carson City, NV  89710
Telephone: (775) 684-8555
FAX: (775) 684-8533
Internet E-mail:
NTribble@lcbo.state.nv.us
Principal – Nevada Assembly

Robin Wilton (2/12/04)
Publications Coordinator
Oregon State Senate
900 Court Street
Salem, OR  97301
Telephone: (503) 986-1851
FAX: (503) 986-1132
Internet E-mail:
Robin.Wilton@state.or.us
Associate – Oregon Senate
EXECUTIVE COMMITTEE MEETING
via Conference Call
April 26, 2004 – In the USA

Call to Order

President Norman Moore called the meeting of the Executive Committee of the American Society of Legislative Clerks and Secretaries to order.

Quorum

Members present:

Norman Moore, President
Ann Cornwell, Immediate Past President
Bruce Jamerson, President-Elect
JoAnn Hedrick, Secretary-Treasurer
Carmela Bills, Associate Vice-President
Donna Doyle, Immediate Past Associate Vice-President
Laura Clemens, Elected Principal
Patsy Spaw, Appointed Principal
Jeannine Wood, Appointed Principal
Tara Perkinson, Appointed Associate
Ann Marie Sweeney, Appointed Associate

NCSL Staff present: Brian Weberg, Brenda Erickson, Peggy Coniglio

Old Business:

ASLCS Shared Profits and Special Meetings Accounts

President Moore briefly reviewed the Shared Profits account and noted that the Standing Orders reflect the fact that $4,000 should be available in this account for a Speaker’s Fund. In addition, the ASLCS share of the costs for producing Inside the Legislative Process and the Betty King scholarships to LSMI are funded from the Shared Profits account. The Secretary-Treasurer noted that one of the speakers at the Professional Development Seminar held in Scottsdale last fall was paid from the Dues Account. The current balance in the Shared Profits account is $3,769.45.

President Moore reported that the balance in the Special Meetings account is a little over $54,000. This reflects approximately $25,000 that was raised to support the meeting in Scottsdale but was not needed. Brian Weberg announced that some additional deposits to the account had been made and that a deposit was paid for the boat trip from Annapolis to Baltimore during the 2004 Professional Development Seminar leaving a total of $51,000+.

President Moore announced that the Maryland General Assembly had appropriated $20,000 toward the meeting in FY’05. In addition, the Budget and Revenue Special Committee will be soliciting funds to support the meeting and the national contributors who support ASLCS and its activities have not been contacted yet. Even though the meeting is a no-host meeting, the Clerk of the House and the Secretary of the Senate in Maryland have raised about $12,000. In addition, transportation from Baltimore to Annapolis will be provided by the Maryland Department of Transportation at no cost.
ASLCS International Program and Funding

Jeff Finch, chair of the International Program Special Committee, reported that the International Program at the NCSL Annual Meeting in Salt Lake City in July is a work in progress. The original idea was that ASLCS would host a reception for international guests. However, the current plan is to host a one hour session on Monday, July 19, from 11:00 a.m. to 12:00 noon. The session is planned to allow for informal networking opportunities, various “stations” on the legislative process and an opportunity for vendors to meet and greet the participants. This session would immediately precede the luncheon held by NCSL for international guests.

The NCSL International Program has lost one of its major contributors and they have asked ASLCS to support the luncheon financially and to contact some of our vendors to solicit their support as well. ASLCS and the vendors who contribute would be included in and recognized at the luncheon.

Jeff also suggested that there might be some minor costs associated with hosting the session such as printing or audio-visual equipment rental. Laura Clemens graciously offered to make an in-kind contribution for printing and Bruce Jamerson offered to absorb some of the printing costs in his House budget.

Jeff’s original proposal was that President Moore write a letter to PSA, Lexis and the West Group asking them to support the luncheon in the amount of $750 and a letter to IRC asking for $1500 in support of the luncheon. After much discussion including the fact that IRC hosts our staff section luncheon at the annual meeting and the fact that we have one less meeting this year which makes it a little easier to ask our vendors to support the luncheon, Bruce Jamerson suggested that the President’s letter might point out the opportunity for future business. Ann Cornwell moved that President Moore write a letter to the four vendors mentioned above asking that they each support the luncheon in an amount up to $500 and that ASLCS contribute $1,000 toward the costs of the luncheon. The motion was seconded by Laura Clemens. Bruce Jamerson suggested that the motion be amended to specify that the $1,000 should come from the Dues Account. After a reminder that it may be necessary to expend funds for the rental of audio-visual equipment, there was no further discussion and the motion was unanimously adopted on voice vote.

Update on NCSL Annual Meeting

Norm Moore reviewed the preliminary agenda for ASLCS sessions at the NCSL Annual Meeting in Salt Lake City July 19-23. It was noted that there are meetings to attend every day during the conference. Norm also pointed out that a session sponsored by the Legislative Effectiveness and State Government Committee on Tuesday afternoon entitled “Retaining the Best and Brightest” will be cosponsored by every staff section.

Update on 2004 Professional Development Seminar

Joan Barilla, Denise Weeks and Norm Moore participated in a site visit to Baltimore in February. They met with Wyndham Hotel staff and went to Annapolis to visit the building where our business sessions will be held. The hotel is approximately ½ mile from the Inner Harbor and there will be plenty to do during any free time. There will be two boats returning to Baltimore on Thursday evening.

A thumbnail sketch of the agenda for the meeting is that the breakfast buffet and business meeting will be held on Friday morning. The awards luncheon will be on Saturday at noon and the State dinner is Sunday night. As noted previously, we are in good financial shape for the meeting.

President Moore announced that the host state staff are working with a local travel agency in an effort to provide information regarding a trip to Washington, D.C. on Sunday when the meetings are concluded. He also said that they have arranged to have 100-150 tickets to see the Baltimore Orioles play in Camden Yards on Friday evening.
NEW BUSINESS:

Transfer of Funds

As noted previously, the Shared Profits account balance is low and there will be expenses drawn from this account this year not to mention the fact that the Standing Orders require $4,000 in the account for a Speakers Fund. Norm Moore suggested that $7,000 be transferred from the Dues Account to the Shared Profits account. It was pointed out that the Shared Profits account earns interest and the Dues Account does not. Bruce Jamerson moved that $7,000 be transferred from the Dues Account to the Shared Profits Account to fund the above-mentioned expenses. The motion was seconded by Laura Clemens and was unanimously adopted on voice vote.

Travel Reimbursement

Ann Cornwell and Norman Moore will be traveling to Washington, D.C. this weekend to attend the LSCC meeting. Ann’s airfare is $314.90 and Norm’s is $366. Standing Orders reflect a maximum travel reimbursement of $1,000 each per year. Laura Clemens moved that approval be granted in advance for travel and lodging expenses for Norm and Ann to attend the LSCC meeting. Carmela Bills seconded the motion and it was unanimously adopted on voice vote without discussion.

Associate Exchange Program Reimbursements

JoAnn Hedrick reported that she had received requests for reimbursement of expenses associated with two associate members from the Virginia House who participated in an exchange with the Colorado House. The invoices are for $333.33 and $333.34 respectively. It was noted that the Standing Order reflects a total of $1,000 be made available for reimbursements. There were three participants this year. Laura Clemens moved that the two requests already received be reimbursed the appropriate amount and that the third participant in the Exchange Program be approved for reimbursement in advance. The motion was seconded by Ann Marie Sweeney and unanimously adopted on voice vote.

Payment of Funds to NCSL

President Moore suggested that the Committee consider reimbursing NCSL for the approximately $8,000 expended on behalf of ASLCS due to attrition penalties from the hotel in Portland, OR during our 2002 Annual Professional Development Seminar. It was noted that the hotel in Bloomington, Minnesota, where the 2001 Seminar was held, waived the room attrition penalty due to the national tragedy that took place during the week of our meeting. There was a hotel penalty for food and beverage which was paid out of the Special Meetings account. The funds to cover the penalty had been raised by the staff in Minnesota. It was further noted that the recently concluded Seminar in Scottsdale, AZ ended up being $2,800 in the black after ASLCS paid the attrition penalty.

The discussion moved on to a recent proposal by NCSL that each staff section absorb a portion of the overhead costs on a percentage basis with regard to its annual professional development seminar. Some staff sections will have to increase their registration fees and others may seek additional outside funding to help cover these expenses. Without the assistance of the staff sections, NCSL is facing a projected budget deficit of $112,000. Brenda Erickson mentioned the fact that the request for payment of overhead costs by each staff section may be phased in over a two year period with 50% being requested this year.

For ASLCS, the amount for 50% overhead costs would be $4,228 which was arrived at using the figure of $11,175 which was net meeting overhead for the 2003 meeting and subtracting the net meeting revenues of $2,719 and then dividing by two.
There was lengthy discussion by members of the committee and the two issues, attrition and overhead costs, although separate issues, were discussed in the same conversation. Bruce Jamerson suggested that further discussion be postponed until our next meeting in Salt Lake City in July. That will give us the benefit of the discussions to be held this weekend at the LSCC meeting and we’ll have input from the other staff sections.

We briefly discussed an increase in the registration fee for our PDS to be held in Baltimore as well as an increase in annual dues which were just increased for 2004.

Ann Cornwell moved to reimburse NCSL approximately $8,000 for the attrition penalty associated with the 2002 meeting in Portland, OR from the Dues Account. Carmela Bills seconded the motion and it was unanimously adopted on voice vote.

President Moore will inform the Executive Committee members about the discussions held at the LSCC meeting this weekend in Washington, D.C. with the other staff sections regarding the overhead costs.

**ASLCS Supplies**

JoAnn Hedrick announced that to date there are nineteen new ASLCS members. She mentioned that membership pins and the color trifolds are in short supply due to this wonderful increase in membership. Brian Weberg will check the Denver NCSL office for the trifolds and it will most likely be necessary to order more membership pins.

**NCSL Liaison to ASLCS**

Brian Weberg announced that NCSL has narrowed the field of applicants for the vacancy created by Joan Barilla’s departure from the staff to five or six finalists. The interviews will be conducted in the near future and NCSL hopes to hire someone by May 15.

**Internal Audit Committee Report**

The report is contained below in its entirety.

**2003 Internal Audit Committee**

**Report of Audit of ASLCS Dues Account**

The ASLCS Internal Audit Special Committee, consisting of Laura Clemens, Cheryl Laube in place of Donna Doyle and JoAnn Hedrick, met on Saturday, December 6, 2003 at 7:30 A.M. in the Westin Hotel in Oklahoma City, Oklahoma during the Winter ASLCS meeting. All receipts and disbursements passing through the Dues Account for the previous year were examined. The Treasurer’s Report reflected a balance of $38,361.89 and this amount was confirmed by the committee review. This is the amount of the certified check that was forwarded to JoAnn Hedrick from Bruce Jamerson.

The Dues Account in Virginia was closed on October, 24, 2003 and the account in Delaware was opened on November 14, 2003 with an opening balance of $38,361.89.

Respectfully submitted,

JoAnn M. Hedrick, Internal Audit Committee, Chair
Laura Clemens
Cheryl Laube

Ann Cornwell moved to accept the report, Laura Clemens seconded and it was unanimously adopted on voice vote.
Executive Committee Meeting – via Conference Call

CATS/ANOMAC Meetings

Norm announced that the Canadian Clerks-at-the-Table meeting will be held in Iqaluit, Nunavut, August 2-6. Norm is planning to attend as is Steve James, chair of the Canadian-American Relations Committee. Carmela Bills, the Associate Vice-President, is also eligible to attend.

The ANOMAC meeting is scheduled for August 25-28. More information will be forthcoming soon.

Memorial Gift

JoAnn Hedrick asked the Committee what they would like to do to remember Bill “King” Lear who passed away in March. Brenda Erickson reported that the Standing Orders reflect a donation of $50 be made to the charity of the deceased’s choice. JoAnn will send a $50 check to the “Bill Lear Memorial Fund”.

Adjournment

There being no further business, the meeting was adjourned.
ARIZONA (Saguaro)
Greetings from Arizona. As we are still in session, here are a few of the more interesting items we have passed or are currently working on:

Governor Napolitano signed on April 13 a bill that will extend the hours of alcohol sales in the state. Currently, alcohol sales must stop at 1 a.m., though alcohol can be consumed until 1:15 a.m. The measure moves those times back to 2 a.m. and 2:30 a.m.

Waterless urinals to be installed in all new state buildings and in as many existing state buildings as possible.

African-style hair braiders who practice their craft without the use of chemicals are no longer required to be licensed by the state as cosmetologists.

20 House Democrats joined with 15 House Republicans to pass a state budget despite the wishes of the current House Republican leadership.

IDAHO (Syringa/Mock Orange)
Idaho Legislature Features Father-Son Duo of Chaplains. The Idaho State Legislature has the rare fortune of having a father-son duo serving them as Chaplain in both the State Senate and House of Representatives. Pastor Don Hardenbrook is serving his first year as the Idaho Senate Chaplain. Senate Chaplain Hardenbrook has been a minister for 42 years and served the U.S. Navy during World War II, the Chinese Civil War, and the Korean Conflict. He is very active in his community of Nampa, Idaho, as well as an accomplished backpacker, softball pitcher, and Boy Scout leader. He and his wife Dorothy just celebrated 60 years of wedded bliss.

His son, Pastor Jim Hardenbrook, is one of Hardenbrook Sr.’s three sons who are ministers. The junior Pastor Jim Hardenbrook was Chaplain in the State Senate in 1993 and 1994, and has now served as Chaplain in the Idaho House of Representatives the past 8 years. He has been both a dedicated pastor and dedicated husband to his wife Pam for 31 years. He enjoys spending his extra time volunteering in his community, fly fishing and spending time with his granddaughter, Elisa. Several of the Hardenbrook children have also served as Pages in the Senate and the House.

These two gentlemen are truly wonderful, and we appreciate their words of wisdom every morning as they bless the legislators and staff in both legislative chambers of our state.

LOUISIANA (Magnolia)
Louisiana elected its first female governor in November -- Kathleen Babineaux Blanco -- and for the first time in Louisiana's history, both houses of the legislature have female pro tempores and both are African-American -- Speaker Pro Tempore Sharon Weston Broome and President Pro Tempore Diana Bajoie. And after 25 years in office, Secretary of the Senate Mike Baer was replaced by his long-time assistant Glenn Koepp.
MASSACHUSETTS (*Mayflower*)
As the Massachusetts House and Senate considered the definition of “marriage” in Joint Constitutional Convention last February and March, first term Senate President Robert A. Travaglini was guided by the parliamentary expertise and wisdom of recently elected Chief Senate Clerk and Parliamentarian William F. “Bill” Welch.

Clerk Welch, a hockey player since his high school days, and an avid sports fan, has been a loyal and dedicated employee of the Senate Clerk’s Office since 1973. During the debate held in the House Chamber, one couldn’t help but wonder if his hockey playing experience at fielding a moving puck hadn’t come in handy, as the new Clerk expertly advised the Senate President on the numerous objections and points of order raised in the joint session.

Bill is a graduate of St. Joseph’s University. He resides in Milford, Massachusetts with his wife, Maureen, and their two sons, Geoffrey and Gregory.

MINNESOTA (*lady's-slipper*)
George MacMinn, Q.C. was given the honour of presenting a paper at Oxford University, London, in January, 2004.

The paper addressed the question as to whether or not the Westminster model of parliamentary democracy was functioning in Canada.

The audience was the United Kingdom Study of Parliament group who hold an annual seminar at Oxford University in January of each year.

Mr. MacMinn is the longest serving Table Officer in the Commonwealth and over the years has maintained close ties with the Westminster Parliament in the United Kingdom.

In 1996, Mr. MacMinn was made an honorary member of the American Society of Legislative Clerks and Secretaries and has continued an active participation in the Society’s annual meetings.

It is expected that the paper will be published in the United Kingdom publication *The Parliamentarian* and in the *Canadian Parliamentary Review*.

NORTH CAROLINA (*American Dogwood*)
In 1963, the 125th Session of the General Assembly convened in the new State Legislative Building. North Carolina was the first state in the country to erect a building solely for the use of the Legislature. It was a beautiful modern building designed by architect Edward Durrell Stone, the same architect who designed the Kennedy Center in Washington, DC; thus the result was a very similarly designed building. However, after 40 years of wear and tear, the time had come for refurbishing. The renovation project began in early January and on May 10, 2004, the House of Representatives convened the Second Session of the 145th Session of the General Assembly in the newly restored Chamber. The goal during the project was to maintain the furnishings as closely as possible to those placed in the Chamber in 1963. The desks were refinished, chairs recovered, desks were wired for power and data connections, and new carpet was installed.
To celebrate the completion of the project, all former Members who had served since 1963 were invited to attend the opening session. Approximately 100 former Members joined the current Members on the House floor for opening day. It was a great day of celebration for all...the first "reunion" of Members, the completion of the project, and business was back to normal as much as possible for this House.

VIRGINIA (American Dogwood)
After 115 days, Virginia has a budget! The Virginia General Assembly's "long session" lasted far longer than anyone imagined when the House of Delegates and Senate first convened on January 14. The scheduled March 13 adjournment date came and went without a revenue plan or a biennial budget. After a brief extension of the regular session failed to resolve matters, the Assembly began a special session on March 17. In the end, a group of maverick House Republicans sided with the Democrat minority in the House and negotiated a deal with the Governor and the Senate to produce a tax and spending plan. The two-year, $59 billion budget, which was passed on May 7, funds $1.5 billion in new aid for public education and pay raises for state employees, state troopers, and sheriff's deputies. The plan does not provide additional funds for road construction and maintenance. The spending plan includes $1.4 billion in tax increases, consisting of a one-half cent increase in the state sales tax, recordation fee increases, and an increase in the tax on cigarettes from 2.5 cents per pack to 30 cents per pack over the next two years. In addition, the plan caps state reimbursements to localities for car-tax relief at $950 million dollars annually.

WASHINGTON (Coast Rhododendron)
Two months after state lawmakers agreed to lease weapons-detectors to screen visitors to the Legislative Building, state officials are planning to repeal a rule that bans firearms inside the Capitol and on the Capitol Campus.

The existing rule was considered unenforceable. But with its repeal, there no longer will be doubt whether a person can take a gun inside the domed Capitol.

People will be able to carry a firearm onto the Capitol Campus and through the airport-style weapons screening if they have a permit, don't wave the gun around and don't scare people with it, officials said.

A bill last legislative session that would have solved the problem by banning weapons at the Capitol died in the House Judiciary Committee for lack of support.

The Department of General Administration (GA) also plans to work closely with the State Patrol on security questions, including how to handle future incidents. In cases where a member of the public brings a gun to the Capitol, it would be up to troopers to determine whether it's a problem.

Under the impending lengthy rule-making process, GA plans to draft language to repeal the gun ban and then hold hearings late in September or October. It would enact the new rule before lawmakers return to the building in January.

WEST VIRGINIA (Rhododendron)
During the most recent Special Session the House of Delegates' voting system failed. Bills were laid over for a day. We are currently researching options for a new voting system.
AGENDA

Monday, July 19

10:00 a.m. – 5:00 p.m.
NCSL Executive Committee, LSCC and
International Program

11:00 a.m. – 12:00 noon
ASLCS International Program
ASLCS, in cooperation with NCSL's International Program, will provide informational opportunities on legislative process and technology to international delegates at the NCSL Annual Meeting. Private sector vendors also will participate in this informal information exchange.

12:00 noon – 1:30 p.m.
International Delegates Luncheon
ASLCS participants at the 11:00 a.m. informational program will join international delegates at their luncheon meeting.

Registration

Tuesday, July 20

8:00 a.m. – 5:00 p.m.
Registration

8:30 a.m. – 10:00 a.m.
Opening Plenary Session

10:15 a.m. – 12:00 noon
NCSL Standing Committees
Tuesday, July 20 – continued

12:00 noon – 1:30 p.m. Legislative Staff Luncheon
Convention Center

1:30 p.m. – 5:00 p.m. NCSL Standing Committees
Convention Center

1:30 p.m. – 5:00 p.m. "Retaining the Best and Brightest"
(preliminary time)
Presented by the NCSL Legislative Effectiveness Committee and co-sponsored by ASLCS and other staff sections.

6:00 p.m. – 9:00 p.m. Welcoming Reception and Mormon Tabernacle Choir

Wednesday, July 21

8:00 a.m. – 5:00 p.m. Registration
Convention Center

8:00 a.m. – 12:00 noon Mason's Manual Commission
(site to be announced)

8:00 a.m. – 12:00 noon NCSL Standing Committees
Convention Center

12:00 noon – 1:00 p.m. Exhibit Hall Lunch
Convention Center

1:15 p.m. – 4:15 p.m. ASLCS Standing and Special Committees
(Committees meet in one-hour blocks beginning at 1:15 p.m.)
Convention Center

1:15 p.m. – 3:00 p.m. Concurrent Sessions
Convention Center

4:15 p.m. – 5:00 p.m. ASLCS Special "A" Committees
Convention Center

Thursday, July 22

8:30 a.m. – 10:30 a.m. Concurrent Sessions
Convention Center

8:30 a.m. – 10:30 a.m. Concurrent Session: "Separation of Powers in the 21st Century"
Co-sponsored by ASLCS
Thursday, July 22 - continued

10:45 a.m. – 12:00 noon
Convention Center

10:45 a.m. – 12:15 p.m.
Convention Center

10:45 a.m. – 12:15 p.m.
Concurrent Sessions

12:30 p.m. – 2:00 p.m.
(site to be announced)

2:15 p.m. – 4:00 p.m.
(preliminary time)

2:30 p.m. – 4:30 p.m.
Convention Center

6:30 p.m. – 9:30 p.m.

Friday, July 23

8:30 a.m. – 10:00 a.m.
Convention Center

10:15 a.m. – 12:15 p.m.
Convention Center
Future ASLCS Meetings

NCSL Annual Meeting

July 19-23, 2004
Salt Lake City, Utah

ASLCS 38th Professional Development Seminar and Annual Meeting

September 22-27, 2004
Baltimore, Maryland
# Change of Address

## Change of Address Form

<table>
<thead>
<tr>
<th>Name ____________________________</th>
<th>Telephone ____________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title __________________________</td>
<td>Fax Number ____________________________</td>
</tr>
<tr>
<td>State __________________________</td>
<td>Email ________________________________</td>
</tr>
<tr>
<td>Chamber _________________________</td>
<td>Mailing Address</td>
</tr>
</tbody>
</table>

**Please Email or Mail to:**

Natalie O'Donnell, NCSL  
7700 East First Place  
Denver, CO 80230

Phone: (303) 856-1485  
Fax: (303) 364-7800  
Email: natalie.odonnell@ncsl.org