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

Larry Cottingham, OK Joe R. Blough, OK Carmen Cauthen, NC
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Proofreading by Jan Harrison, Asst. Journal Clerk, Oklahoma House; Mike W. Ray, Oklahoma House Media Director; and Judy Mayes, Asst. Engrossing and Enrolling Supervisor, Oklahoma Senate
A Special “Thanks” to all who submitted photographs, articles, and background material.
As I write this letter, I am in the process of preparing for Oregon’s fourth special session on August 16. It was not by accident that I thought I could take on the jobs of ASLCS President and hosting the Annual Professional Development seminar in Portland in the same year, because Oregon meets only in the odd-numbered years. Who would’ve thought that we’d be breaking all records by having four special sessions in one year! I surprised myself this year in balancing all the demands that have come my way and I’m stronger because of it. Serving as your President has been one of the most rewarding experiences that I have ever had. I am so proud to be part of such a prestigious society with so many talented and committed professionals.

We have faced many obstacles this year in the wake of the September 11 tragedy, including the travel restrictions that most states have had to adopt because of budget deficits and a sluggish economy. ASLCS is in capable hands with this year’s excellent executive committee who were so committed that we had almost 100% attendance at all of the meetings. Thanks to Ann, Norm, Mike, Bruce, Mark, Karen, Donna, Carmela, Judy, Pat and Diane for your counsel, advice and support.

The society was well-represented at our NCSL annual meeting in Denver. Thanks to International Roll Call for the fabulous Italian cuisine that we enjoyed at our staff luncheon. And also thanks to our Colorado hosts, J.R. Rodrigue, Chief Clerk of the House and Karen Goldman, Secretary of the Senate, for their warm hospitality.

It was my pleasure to present the Legislative Staff Achievement Award to Ed Burdick, Chief Clerk of the Minnesota House while we were in Denver. Congratulations on all of your contributions to ASLCS, NCSL and the legislative institution, Ed. The Legislative Staff Achievement Award was also presented posthumously to Joe Mayo, Clerk Emeritus of the Maine House, who passed away earlier this summer. Millie MacFarland accepted the award on behalf of Joe’s family and I want to thank Millie for sharing Joe’s thoughts and insights from the last year of his life. He was a truly remarkable person who loved this society and its members.

Congratulations to our three new NCSL Executive Committee members, JoAnn Hedrick, Chief Clerk of the Delaware House, Pat Saville, Secretary of the Kansas Senate and Cindy Zehnder, Chief Clerk of the Washington House. We are so proud of you and we know you’ll do a great job representing all of us. Congratulations also to my counterpart, Ramona Kenady, Chief Clerk of the Oregon House on a successful year as NCSL Staff Chair. I’m very proud of your accomplishments, Ramona, and I know you’ll continue to work hard to enhance the legislative institution.

Our committees have been very busy this year and I am truly amazed at how strong our organization is in terms of commitment and generosity. We are the envy of all the other NCSL staff sections. Laura Clemens has been working hard with her committee to give us an educational, as well as fun, program in Portland. I know this has been a challenge, but Laura has really done a great job.

Joe Blough and Larry Cottingham have done an outstanding job on our newsletter and I will be forever indebted to them for accepting this challenge. Special recognition goes to Mike Fina for his expertise. Hopefully, the committee had as much fun putting this publication together as all of us who got to read it. The newsletter is so important to this society in terms of staying in contact with each other.

Suzi Lowell and Heidi Vogel offered to chair the roster committee again this year, as well as, preparing documentation on the use of the software product for those that will follow in their footsteps next year. I jumped at their offer and am so happy that this project is in such capable hands. Thanks for your generosity of time and talent.

Annette Moore and her committee have worked very hard to produce the professional journals this year. As chair, she has worked quietly and efficiently to maintain the high quality of this publication and I so appreciate her efforts. This is a two-year committee and I look forward to many more interesting articles for next year.

When I asked JoAnn Hedrick to chair the Bylaws and Standing Orders Committee, I told her that this committee would not be busy. As it turns out, this committee was very busy with revising the index to the Bylaws and Standing orders and working on reordering the Standing Orders. These are both works in progress and will help next year’s committee get a head start. Great job, JoAnn.
Millie MacFarland chaired the Committee on Inside the Legislative Process and by the time we met in Denver, had received a good portion of the surveys sent out earlier this year. Thanks to Millie and her committee for keeping this on track. This is a two-year committee so will continue into next year as this publication comes to completion.

Margaret Larragoite chaired the Site Selection Committee and their charge was to decide on a site for the 2004 annual professional development seminar. The committee chose the no-host site of Baltimore, Maryland. Good work, Margaret, we're looking forward to it. A no-host committee will be appointed to raise funds and develop the social program as we get closer to that date.

We had one casualty due to travel restrictions in that Matt Schuler had to resign as chair of the Technology and Innovation Committee. I am indebted to George Bishop for stepping in to lead this committee in their goals with the website, their presentations for the annual program and coordination of the vendor fair. And, Matt thanks for your support in getting this committee started.

Susan Schaar led the International Communication and Development Committee in publishing the international directory and working on an internship program with the Mexican Clerks Association (ANOMAC). Special recognition goes to Carmela Bills for her communication skills she uses to keep us in touch with ANOMAC. We would be lost without her.

I am grateful to Patsy Spaw and the Membership and Communication Committee for working very diligently on putting together an unforgettable orientation for new members. It seems that we have had over 50 new members each year and the orientation program has helped them feel welcome.

Cheryl Laube and Norma Chastain had a lot on their plates this year with the Support Staff Committee. They were responsible for implementing the new Associate Exchange Program. The program was highly successful this year and I expect a repeat of that success next year. There was so much energy involved in this committee that it was a joy to sit in if only for a minute. Good job, ladies!

I just returned this week from attending the Canadian Clerks meeting at Deerhurst Resort in Ontario, Canada. J.R. Rodrigue chaired the Canadian-American Relations Committee and was also able to travel with me to the meeting in Ontario. Mary Jo Mongelli from Nevada also accompanied us in representation of the associates.

What a wonderful meeting! The business sessions were educational and the camaraderie was great. This year's committee chose Wilmington, Delaware as the site for the Joint Canadian-American meeting in 2003.

I appointed two special committees this year. Denise Weeks chaired one committee which reviewed the nomination process for officers of the society. A standing order was recommended to the Executive Committee and adopted. Pat Saville chaired a committee on budget and will present background budget information at the Executive Committee in Portland. I have recommended to Ann Cornwell that this committee continue next year to follow through in further development of a publications budget.

We have also received excellent support from our NCSL liaison, Joan Barilla. Thanks for being here, Joan. You have not only become an integral part of our society, but also a trusted friend and I appreciate you so much.

I also want to mention my staff and thank them for supporting me throughout this year. I am only able to do this because I have great support staff right here in Oregon to keep those home-fires burning! We are all working very hard on the Portland meeting and we're anxious to provide Northwest hospitality for our ASLCS family.

Thanks to all of you for making my year as President so special. I have grown so much in my career by being a member of this Society. I will never be able to repay the benefits that I have derived from my relationships with all of you. God bless you—I love you all!

Sincerely,

Judy Hall
President, ASLCS
### 2002 Legislative Staff Achievement Awards

Two members of the American Society of Legislative Clerks and Secretaries were presented with Legislative Staff Achievement Awards by the National Conference of State Legislatures (NCSL) during NCSL’s staff luncheon at the annual meeting in Denver, Colorado. Recognized for outstanding service were Edward Burdick, Chief Clerk, Minnesota House of Representatives, and Joseph W. “Joe” Mayo, Clerk Emeritus, Maine House of Representatives.

The awards are given annually by each of NCSL’s 10 staff sections and the Assembly on State Issues. The awards recognize individuals, legislative staff, teams on a project, or legislative staff offices that have demonstrated excellence in supporting the work of the state legislature and strengthening the legislative institution.

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**Edward “Ed” Burdick, Chief Clerk, Minnesota House of Representatives**

The American Society of Legislative Clerks and Secretaries recognizes Edward A. Burdick for his long and distinguished service with the Minnesota House of Representatives and his active participation nationally. In his 61 years with the Minnesota House of Representatives, Ed has worked for 16 different speakers of both parties and a tied House in 1979. His distinguished service has been characterized by his devotion and respect for the legislature as an institution.

Ed’s knowledge and understanding of the legislative process, parliamentary procedure and historical precedent are recognized nationally. He has been an active and enthusiastic member of ASLCS and the national conference since 1967. In the early 1970’s he served on the Executive Committee of the National Legislative Conference and helped define the role of staff when NCSL was created.

Ed was elected president of ASLCS in 1971. He led ASLCS in expanding membership to include associates, assessing dues, establishing bylaws, adopting a logo and publishing a code of ethics. His leadership revitalized ASLCS. In addition, he has edited the newsletter, compiled and published the history of ASLCS, served many years on the Mason’s Manual Revision Commission and provides training on the Rudiments of Parliamentary Procedure at the ASLCS professional development seminar. His national accomplishments were recognized in 1983 when ASLCS selected him as the first recipient of the prestigious Joseph A. Beek Award for distinguished service. His dedication to public service and love for his work exemplify what this achievement award is about.

In gratitude for his life and sorrow at his death, ASLCS presents the Legislative Staff Achievement Award to Joseph W. Mayo, Clerk of the Maine House of Representatives from 1992 to 2000, and Clerk Emeritus until his death in 2002.

Joe was an accountant private in life. He was elected to his late father’s seat in the Maine House of Representatives in 1983 and served as an elected member until 1992. He was active in school, church and civic affairs in his hometown of Thomaston, Maine, where he served as moderator of the town meeting, the highest honor a Maine town can give to one of its residents. Thomaston named its waterfront park in honor of the Mayo family in 2000.

Joe was an active member of ASLCS and served on the Mason’s Manual Revision Commission, which finished its 10-year revision process in 2000. The Manual contains a dedication to Joe in recognition of his outstanding efforts. Among Joe’s many honors are the Maine Hospice Council Award for achievement in efforts for end of life care, Advocate of the Year Award from the Homecare Alliance of Maine, and “outstanding contributions to the prevention and treatment of substance abuse in the State of Maine” from the Maine Association of Substance Abuse Providers. Joe was active in forming the first support group in Maine for people with amyotrophic lateral sclerosis “Lou Gehrig’s Disease”.

Joe is survived by his wife, Rebecca, their three children, numerous other family members and many friends.

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**Joseph W. “Joe” Mayo**

1959 - 2002
FLORIDA HOUSE OF REPRESENTATIVES  
February 25, 2002 through March 1, 2002

Host Report/Diane Bell,  
Assistant Clerk of the House

Deputy Secretary of the Washington Senate and staff from the Florida House of Representatives began emailing each other making arrangements for his exchange week.

Once in Florida, Brad Hendrickson, Deputy Secretary of the Washington Senate, received a “staff pass” allowing him access to the Clerk’s desk during legislative session, whereby he was able to talk and interact with front desk staff as action was taking place.

During his exchange week, Brad also visited with the Senate Secretary’s office, Information After being selected as a participant in the Associate Exchange Program, Brad Hendrickson, Technology office, House Intern and Page office, and the Sergeant at Arms office.

Brad was reportedly very communicative and easy to talk with. It was found that both chambers, Washington and Florida have the same challenges and a genuine appreciation for the legislative process. All in all, Florida expressed that the exchange was very successful and hoped that Brad received as much enjoyment and education from visiting Florida as they gleaned from him.

Participant Report/Brad Hendrickson,  
Deputy Secretary, Washington Senate

In preparation for his exchange week in Florida, Brad did some research on Florida and found their website to be very helpful. He strongly encourages any future participants to do some research and share legislative documents and publications with the host state.

Brad stated that he felt the most important benefit of the Associate Exchange Program is that it allows a participant to witness firsthand how other legislatures handle similar duties and challenges. Allowing the participant to return to their home state and share knowledge of how the challenges were successfully handled.

Tara to visit several offices and floor sessions. Tara spent her first day of the exchange seated at the chamber front desk, which allowed for firsthand experience of the action taking place. When time allowed during debate, discussions were held regarding the journal procedures used by each chamber.

During the exchange week, Tara was able to visit with the offices of Journal Production (she produced a sample daily journal), Engrossing, Information, and Information Systems. She also visited with the front desk staff from the House of Representatives along with attending a House floor session. Tara was also able to visit the Governor’s office.

Mike expressed the importance of planning by the host state prior to the participant arriving for a successful exchange as well as the need to be flexible as session schedules are often in flux. He was pleased with the exchange program as a whole as it met his expectations. The exchange of legislative information provided an excellent opportunity to learn from a colleague from another state.

Mike stated, “with the positive experiences this first year of the exchange program, it should be continued so others can reap the benefits we received this year participating as a host chamber.”

MINNESOTA SENATE  
March 13, 2002 through March 20, 2002

Participant Report/ Mike Linn,  
Third Assistant Secretary

Prior to the arrival of Tara Perkinson, Journal Clerk, Virginia Senate, Mike and Tara had several conversations. Tara informed Mike that she was interested in seeing as much of Minnesota’s legislative process as possible. Arrangements were made for Tara to visit several offices and floor sessions.

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Mike stated, “with the positive experiences this first year of the exchange program, it should be continued so others can reap the benefits we received this year participating as a host chamber.”
Participant Report/ Tara Perkinson, 
Journal Clerk, Virginia Senate

Tara stated that a professional goal of hers for the past several years has been to gain knowledge about the Society and other legislatures. Having a great appreciation for legislative staff and their duties, it was a rewarding experience to find out firsthand how Minnesota manages similar concerns and challenges of the legislative process.

A great schedule was created for her to see all the various areas of the Senate Secretary's office, as well as allowing time to observe chamber operations and the journal process. As a result of sharing information, Tara acknowledged that she learned much about the Virginia Senate by explaining their legislative processes and procedures.

Tara noted that by observing firsthand the Minnesota journal operations, she was able to implement some of the new ideas during Virginia's reconvened session in April.

The Associate Exchange Program far exceeded her expectations. Information received will be useful in evaluating and assessing ways to make the Virginia Senate Clerk's office more effective.

Tara's Tips for the Successful Exchange Student:
• Spend as much time as possible in your area of expertise, but allow time to visit other areas.
• Collect ideas and information to share with other areas upon return.
• Take a tour of the Capitol, for a sense of history.

Jeff commented that the “job-sharing” experiences proved to be enriching and mutually beneficial. He stated, “we always can learn from one another and this exchange is a perfect vehicle to allow staff 'hands-on’ learning from their peers across the country.” The Virginia House of Delegates supports the Associate Exchange Program 100% and hopes that it will become another professional development tool available to the ASLCS membership.

Jeff’s Tips for the Successful Exchange Student:
• A unique itinerary item. (example: State of the Commonwealth address)
• Wrap-up session with supervisory staff.

Participant Report/ Betty Casey, 
Bill Status Coordinator, Oklahoma Senate

Betty stated that it was an honor to be chosen as an Associate Exchange Program participant. She was supplied an itinerary by Jeff Finch, which she found to be very helpful during the exchange week.

After an overview of the Clerk's office, followed by a tour of the Capitol, Betty assisted in the bill introduction process. She was also allowed hands-on experience with Indexing and Engrossing/Enrolling operations. Additional time was spent at Journal and Records Operations helping prepare a calendar, following the paper trail of an introduced bill, and discussing methods for Journal preparation.

During the exchange, Betty was able to observe operations of the following offices: Information and Public Relations, Division of Legislative Automated Systems, and Committee Staff.

Betty commented that her participation in the Associate Exchange Program was “inspirational.” Upon her return home, Betty shared her experiences, information received, and the possible implementation of ideas with the various departments of the Oklahoma Senate.

It is our assessment that the inaugural Associate Exchange Program was a tremendous success. We would like to thank the Florida House of Representatives, Minnesota Senate, and Virginia House of Delegates for volunteering to be the first Host Chambers.

The Associate Exchange Program is a valuable professional development tool available to all associate members of the Society. The future of this program is dependent on the participation of the associate members. The host chambers for the 2003 Associate Exchange Program will be the Colorado House, Oklahoma Senate, Virginia Senate, and Washington Senate.
I first heard about the ASLCS Associate Exchange Program (AEP) during the summer of 2001. It immediately struck me as a valuable learning opportunity, and being a recent survivor of the Nisqually Earthquake and the second longest session in our state's history, an out-of-state adventure seemed like just what the doctor ordered. Having made a brief impromptu trip to the Oregon Legislature that spring, my curiosity regarding how other legislatures were structured and managed compelled me to apply for the newly created AEP.

Before submitting my application, I sought approval from my ever-supportive Secretary of the Senate, Tony Cook. I knew this was a sensitive issue, as my plan (if selected) was to travel to the host state for an entire week during the middle of our legislative session. After successfully convincing Tony that there was little chance I'd be selected, he signed the application and I slipped it in the mail before he had a chance to change his mind. Being occupied with numerous interim projects, I didn't think about the application much until the 2001 Winter meeting in Las Vegas where I learned that I'd been accepted and would be hosted by the House of Representatives in Tallahassee Florida.

In preparation for the exchange trip I did some research on the Florida Legislature. I found their legislative website (http://www.leg.state.fl.us) quite helpful in this endeavor. I also put together a box of materials from the Washington Legislature to share with my peers in Tallahassee. I would strongly encourage those selected for future legislative exchange opportunities to take the time to do some research and share legislative guides, publications, documents, etc.

In the Neighborhood

Being a true legislative junkie, I decided to leave a few days early in order to explore a couple of other Southern capitols. After finishing a busy week of floor action, I took a flight to Little Rock and rented a car. I spent the day touring the Arkansas capitol and Old State House before heading south to Jackson. After successfully convincing the security staff that I wasn't a terrorist, I spent part of the day touring Mississippi's capitol and then left for Montgomery late Sunday afternoon. Thanks to Pat Harris and David Avant I received a first class tour of the Alabama Legislature's operations and the historic capitol building. I also got my first taste of fried green tomatoes and learned that I was the only person in the South not drinking ice tea! I left for Tallahassee late Monday afternoon and checked into a hotel near the capitol.

Although my side trips required nearly 1,000 miles of driving and dangerously high doses of country music radio, it really enhanced my overall ASLCS exchange experience. I would certainly encourage others to do this although it would be more difficult in western states given the greater distances. On the other hand, had my exchange host state been in the Northeast, I would have visited even more capitols.

Tutored in Tallahassee!

While in Tallahassee, I had a chance to observe floor action from both the House and Senate rostrums; spend time discussing legislative operations with both the Chief Clerk and Secretary's offices; watch committee action; speak directly with those responsible for publishing the journals and calendars; learn in detail about the legislative computer systems and support; tour all the facilities; and ask many, many questions. I also made some new friends; acquired a taste for fried catfish; and became an honorary FSU Seminoles fan (Go Noles!).

Teaching This Dog New Tricks

So... what did I gain from my participation in the exchange program? In short, a great deal. It's always seemed ironic to me that the legislature, an institution largely responsible for accommodating societal change in an orderly (peaceful) fashion, is itself extremely resistant to change. We tend to do things the way
they've always been done, although with the advent of computers, we now do more of the same things faster, and in greater frequency and volume.

I believe the most important benefit of the exchange program is that it allows someone to witness firsthand how another legislature handles similar duties and challenges in different ways. It's one thing to convince coworkers and Leadership that an alternative approach is theoretically possible. It's much more effective if one can say they've seen it done successfully in practice.

A few examples from my visit come to mind: 1) I've been an advocate of using bar codes to help track legislative documents but have not been successful in convincing others. Witnessing Florida's use of barcodes on amendments provided some compelling rationale for pursuing this technology; 2) I would like to see the Washington Senate publish a daily journal. Florida has dedicated significant resources and effort in this area. Observing their journal process will help me as we consider implementing something similar in Washington.; and 3) The Florida House is doing some interesting reengineering work on their bill information system that I've since shared with our IT staff. There are numerous other examples, both large and small, that I noted during my visit to Tallahassee.

Something I've learned by speaking with peers at ASLCS conferences was reinforced by my experience in Tallahassee. As legislative staff we have much in common. Our jobs are meaningful, challenging and unique. It's difficult to explain what we do to outsiders and it's certainly therapeutic to share the joys and frustrations of the workplace with those who can relate. The AEP offers a wonderful opportunity to communicate and commiserate.

What's in it for Them?

I'd like to think that my hosts in Florida also benefited from my visit, although I will probably be remembered most for bringing cold and wet northwest weather with me to the Sunshine State!

As I mentioned earlier, I did bring numerous examples of publications from Washington's legislature to share with my peers. As I was observing Florida's operations, I would occasionally comment on items that Washington handled or structured differently. One of the procedural items I shared had to do with Washington's cutoff resolution. Each session, the House and Senate pass a concurrent resolution which divides our session into specific deadlines. Although there are always some notable exceptions our timelines allow for business to proceed in an orderly and predictable fashion. For example, all bills must be passed out of the house of origin by a date certain, after which each body takes up measures passed by the opposite house. These “cutoffs” allow us to help predict and manage the heavy floor and committee action.

Too Short, Too Long, or Just Right?

Determining the appropriate length of an exchange visit is probably more of an art than a science. It requires finding a balance between how long you can be away from work, how much time is necessary to observe and ask questions, and how long you can stay without becoming a burden to your hosts. I spent four full days in Tallahassee and a couple days in my travels to other capitols. This length of time seemed about right to me but I believe the timing is more critical than the length of your stay. There are certain things that can only be witnessed during session - floor action and rostrum operations for instance. On the other hand, exchange visits during interim might be less stressful for both you and the hosts and allow for more in-depth discussion.

Top Ten Tips for the Successful Exchange Student

• Do advance research on your host state legislature in order to gain the most from your experience;
• If possible, try to visit nearby capitols and ASLCS members;
• Bring (or send in advance) materials/publications from home;
• Keep an open mind and don't assume your state does everything the “right” way;
• Try to divide your time between scheduled and impromptu activities;
• Bring a laptop computer to keep up with work back home;
• If you go to lunch in Alabama, make sure you order ice tea;
• If your memory is as bad as mine, take notes and photos;
• Make friends and have fun; and
• Don't wait three months to write your AEP report!

The End is Near, AKA “The Conclusion”

I sincerely hope that the ASLCS will continue the Associate Exchange Program. Although there is nothing to prevent us from visiting other state legislatures on our own, the formal program allows for greater structure and financial support. I also believe that being selected to participate in the formal AEP dramatically increased the likelihood of travel authorization in my home state and I suspect the same would be true for others.
My only advice regarding changes to the AEP could be summed up by one word—expansion. As interest in and awareness of the program increases, making more exchange slots available would be very beneficial to members of the ASLCS.

This exchange opportunity exceeded my already high expectations and I hope others have a chance to experience it. By the way, is it too early to apply again? If the program continues, the Washington Senate looks forward to being an AEP host state next year.

I’d be happy to speak about my experience to the Executive and Support Staff Committees, or others in the association upon request. Thank you again for giving me this valuable opportunity. In particular, I’d like to thank Diane Bell, C.J. Beaty, and Faye Blanton for their gracious hospitality.

By Brad Hendrickson, Deputy Secretary, Washington Senate

Canadian Clerks-At-The-Table Meeting

By Judith Rodrigue, CO.

Three representatives from the Society were invited to the annual general meeting and professional development seminar of the Association of Clerks-At-The-Table meeting in Toronto and Huntsville, Ontario, Canada. Our president, Judy Hall, OR, Mary Jo Mongelli, NV, and I attended the meeting August 6-11th 2002. It was the first time three American representatives had attended. Also in attendance were representatives from Australia, United Kingdom, Scotland, and Ireland clerks associations resulting in a group of 49 attendees.

I was impressed that the relatively small group fit around one table. A very large table, but after all this was a meeting of the clerks-at-the-table! It was very cozy to sit in that manner and a very good way to become quickly familiar with all participants. The only province not in attendance was Manitoba; they were in session.

We all joined forces on Aug 6th at the airport hotel in Toronto for a welcome reception. We were swept up on busses the next morning, Aug 7th, for a boat tour through Muskoka Lake aboard the R.M.S. Segwun sailing from Gravenhurst, Ontario. We spent a wonderful afternoon, getting acquainted over lunch, watching the beautiful tree-lined shore dotted with cottages. Canadians call going there “cottaging” and from the traffic on the highway it seems a lot of them do it.

That evening we arrived at the Deerhurst resort in Huntsville. It is a beautiful site on a small lake in heavily wooded countryside. I learned that it was voted #1 resort by the Canadians. Dinner and hospitality abounded the rest of the evening.

The work began in earnest on Aug 8th with a full day of business meetings. The first topic, presented by Rob Reynolds, Alberta, on Recent Developments in Parliamentary Privilege, years after Donahoe: Of Cockroaches and Fruit Trees sounded like it might be a bit whimsical. Instead, it was a very serious discussion on the authority of legislatures to conduct business under their rules. Sound familiar? Further seminars presented that day were: Compelling Witnesses, by Charles MacKay, PEI and Heather Lank of Ottawa; Unauthorized Access to Members’ Electronic Files Privilege or Protocol? by Floyd Mc Cormick, Yukon Territories.

We also heard the results of their technology and procedure survey. I learned what a blackberry is. Do you know? Members can’t have them on the floor. The very best part of this day was the working lunch and the Jurisdictional Reports moderated by Patrick Michael, Yukon. Each providence and territory was given an equal amount of time to report on the important legislative news of consequences. We learned about pending lawsuits, ethical issues, technology enhancements; some good news, some bad, some to be determined. It was so informative and done with such a sense of humor and fun. The evening was spent at a light dinner, which in Canada does not mean light food, it means eat fast, because we were then treated to a performance of the “Sing 2002”; Singing and dancing by a great troupe of the resort entertainers.

August 9th began with Deborah Deller, Ottawa, moderating a question and answer period on rules: Whose Rule is it Anyway? We really got to compare and contrast our systems during this session. We all wanted a Tricorn hat before it was over too. However, everyday had to have some fun; and in the afternoon took a trip to Algonquin Park. We ate a lunch of salmon, cedar tea, venison stew and root vegetables in maple syrup, all of which was prepared outside by trapper guides. After lunch we were taught how to paddle a canoe and paddled off across “Lake of Two Rivers,” hopefully never to be seen again. Unfortunately, the trapper guides steered us all home safely. Some of the more athletic types also went on a “short” hike up a very large hill to see a big view. I kept trying to sit that one out but the guide and the Toronto staffers encouraged me all the way to the top. It was a huge view! I went back to the room and ate all the candy that Claude DeRosier, Toronto, had left in a gift box. (Continued on page 11.)
The itinerary for our last day, Aug 10th, included four hours of “Gold of the Desert Kings”. We could hardly wait for that. Did we have fun! It was a managerial session on strategic planning. We were given a map of the desert and told to get the mountains and mine all the gold we possibly could. We had a camel that could carry a thousand pounds, some money with which to buy supplies, and twenty-five days in which to make the journey. There were various outcomes due to the planning of each group. The objective was to determine what we would do differently if we could do it again. Maybe the next time I plan a project I will know how to get better information before beginning. Good game! Good results!

The afternoon session by Francios Cote, Quebec and Robert Vaive was on members of Parliament and Free Votes. That generated great discussion as well.

The annual meeting ended with a farewell dinner. Our hosts thanked us all for coming and during a discussion of the importance of relationships by Deborah Deller, gave a special anniversary tribute to Jane and Flip Richards, AZ. The Ontario staff made a videotape of the many conferences Jane and Flip had attended in honor of their 50th wedding anniversary this year.

Mary Jo and I considered it a special privilege and an honor to attend and represent the Society. They are very welcoming and open to sharing ideas with us. Judy and I did pass along the information on the Joint Meeting to be held in Wilmington DE in 2003. And the Canadians are looking forward to it. They also have set their site for the 2005 joint meeting in Alberta. The next clerks-at-the-table meeting in 2003 will be in August in Quebec City.

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### ASLCS New Members

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Phone: (804) 698-1533  
FAX: (804) 698-1800  
Associate - Virginia Senate

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Concord, NH 03301  
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FAX: (603) 271-3309  
Associate - New Hampshire House of Representatives

**Michael Clingman (2/27/02)**  
Secretary of the Senate  
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Oklahoma City, OK 73105  
Phone: (405) 521-2391  
FAX: (405) 521-6547  
Spouse: Patricia  
Children: David, 21  
Appointed to Current Position: 2001  
Hobbies: Reading, Music, Films, Golf  
Principal - Oklahoma Senate

**Alan Whittington (4/12/02)**  
Associate - Tennessee Senate  
Assistant Alter Clerk  
Tennessee Senate  
State Capitol, 2nd Floor  
Nashville, TN 37243  
Phone: (615) 741-2730  
FAX: (615) 532-6973
Peggy Gilmour (2/19/02)
Office Manager
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Salem, OR 97301
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FAX: (503) 986-1876
Associate - Oregon House of Representatives

Vicki Goff (3/29/02)
Administrative Assistant
Texas Senate
P.O. Box 12068
Austin, TX 78711-2068
Phone: (512) 463-0100
FAX: (512) 463-6034
Appointed to Current Position: 1995
Spouse: Monty
Children: Kathrine Goff, 21
Hobbies: Renovating Old Home, Gardening, Reading, Cooking, Baking, Walking
Associate - Texas Senate

Rebecca “Becki” Gregg (3/29/02)
Senate Committee Coordinator
Texas Senate
P.O. Box 12068
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FAX: (512) 463-6034
Spouse: Jimmy
Children: Regina Freitag, 22
Appointed to Current Position: 1996
Associate - Texas Senate

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FAX: (304) 340-3315
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Carol Kane (2/15/02)
Information Systems Special Projects
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FAX: (501) 682-9626
Associate - Arkansas Senate

Jamie Kruse (3/12/02)
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e-mail: jkruse@unicam.state.ne.us
Associate - Nebraska Unicameral

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FAX: (717) 787-4900
Associate - Pennsylvania

Tammy Letzler (4/23/02)
Assistant Chief Clerk of the House
Tennessee House of Representatives
State Capitol, 2nd Floor
Nashville, TN 37243
Phone: (615) 741-2901
FAX: (615) 532-6973
Year Elected/Appointed to Current Position: 2002
Spouse: Jeff
Children: 2
Associate - Tennessee House

Evelyn Martinez (2/8/02)
Bill & Index Clerk
Arizona House of Representatives, Room 203
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Phoenix, AZ 85007
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FAX: (602) 417-3083
e-mail: emartine@azleg.state.az.us
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Fiscal Officer
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P.O. Box 396
Richmond, VA 23218
Phone: (804) 698-7400
FAX: (804) 698-7670
Year Elected/Appointed to Current Position: 1996
Spouse: Joseph
Hobbies: Reading, Home Decorating, Swimming, Shopping
Associate - Virginia Senate

Shelley McCabe (2/27/02)
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FAX: (615) 253-0167
Associate - Tennessee Senate

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Project Coordinator
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FAX: (503) 986-1132
Appointed to Current Position: 1996
Spouse: Deceased
Children: 3
Hobbies: Reading, Hiking, Cross-Country Skiing
Associate - Oregon Senate

Geoffrey Penland (3/1/02)
Assistant Clerk of the Senate
South Carolina Senate
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FAX: (803) 212-6299
Spouse: Jennifer
Children: Charles
Hobbies: Sports, Travel, Movies
Appointed to Current Position: 2001
Associate - South Carolina Senate

Donna Phelps (4/19/02)
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FAX: (609) 984-3627
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Associate - Pennsylvania House of Representatives
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FAX: (515) 281-8758
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FAX: (602) 417-3083
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Year Elected/Appointed to Current Position: 1997
Children: Bethany, Nicole
Hobbies: Hiking, Exercising, Going to Ball Games, Having Fun
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Louisiana House of Representatives
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FAX: (225) 342-5045
e-mail: duerrp@legis.state.la.us
Appointed to Current Position: 2001
Associate - Louisiana House of Representatives
Call to Order
President Judy Hall called the meeting of the American Society of Legislative Clerks and Secretaries Executive Committee to order.

Quorum
Members present: Judy Hall, President; Ann Cornwell, President-elect; Norman Moore, Secretary-Treasurer; Bruce Jamerson, Elected Principal; Donna Doyle, Elected Associate; Mark Corrigan, Appointed Principal; Karen Wadsworth, Appointed Principal; Judy Barrows, Appointed Associate; Carmela Bills, Appointed Associate; Pat Saville, Immediate Past President; Diane Bell, Immediate Past Associate Vice-President.
A quorum was present.
NCSL Staff present: Joan Barilla.

Minutes
The minutes of the Executive Committee meeting of Saturday, April 27, 2002, from the Spring Meeting in Montgomery, Alabama, were reviewed by the committee. Bruce Jamerson moved that the minutes be approved as written. Ann Cornwell seconded the motion. The motion carried by unanimous consent on a voice vote. The minutes of the meeting will be printed in the next issue of the Legislative Administrator.

Treasurer's Report
Norman Moore reported that as of July 26, 2002, the balance in the ASLCS Dues Account, after deposits of $550.00 for 2002 annual dues and disbursements of $1,330.27 since the ASLCS Spring Meeting in Montgomery, Alabama, is $41,669.18. The total number of dues paying members of the Society is 357: 83 Principals and 274 Associates (the 274 Associates includes 12 retired members). Norman said that there are 29 new members of the Society so far this year (3 Principals and 26 Associates). Pat Saville moved that the Treasurer's Report be adopted. Donna Doyle seconded the motion. The motion carried by unanimous consent on a voice vote.

Treasurer's Report
ASLCS Dues Account
as of July 26, 2002

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance</td>
<td>$42,449.45</td>
</tr>
<tr>
<td>Total Deposits</td>
<td>+ $550.00</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$42,999.45</td>
</tr>
<tr>
<td>Less Disbursements</td>
<td>- $1,330.27</td>
</tr>
<tr>
<td><strong>BALANCE as of July 26, 2002</strong></td>
<td><strong>$41,669.18</strong></td>
</tr>
</tbody>
</table>
Balance as of April 27, 2002 at ASLCS Spring Meeting $42,449.45

Deposits for 2002 Dues
5/ 6/ 02 $150.00
5/ 17/ 02 $100.00
5/ 28/ 02 $ 50.00
6/ 05/ 02 $150.00
6/ 19/ 02 $100.00

Total Deposits for Dues since April 27, 2002 + $550.00

Disbursements
4/ 27/ 02 Judy Hall - reimbursement $659.10
for travel to LSCC meetings in
Santa Fe, NM and Captiva, FL
4/ 27/ 02 Mike Linn - reimbursement $292.50
for travel to ASLCS Spring Meeting
in Montgomery, Alabama
4/ 27/ 02 Michael Fina - reimbursement $321.00
for travel to ASLCS Spring Meeting
in Montgomery, Alabama
5/ 30/ 02 Joseph W. Mayo Scholarship Fund $50.00
5/ 30/ 02 OET Telecommunications - $7.67
CD and Tape Cases

Total Disbursements from 4/27/02 to 7/27/02 - $1,330.27

BALANCE (as of July 26, 2002) + $41,669.18

Old Business

ASLCS Account Summaries
Joan Barilla, NCSL staff liaison to ASLCS, reported that the balance in the ASLCS Shared Profits Account as of July 24, 2002, is $9,108.00 which includes an expenditure of $701 for the 2000 Inside the Legislative Process and a $1,150 scholarship from the Betty King Scholarship Fund for the Legislative Staff Management Institute (LSMI). The balance in the ASLCS Special Meeting Fund as of July 26, 2002, is $55,434.20 which includes expenditures of $778.70 for logo items and $8,620.98 for payment to NCSL for the 2001 Fall Meeting Loss (expenditures for the ASLCS clocks and the 2001 Fall Meeting Loss were discussed and approved at the Executive Committee Meeting in Montgomery, Alabama). A question was asked why the logo items were paid out of the Special Meeting Fund. Joan Barilla reported that logo items were paid out of the Special Meeting Fund because money generated from the sale of logo items was deposited back in the Special Meeting Fund because this account generates interest while the ASLCS Dues Account does not. President Hall reported that due to the downturn in the economy, raising money for the Professional Development Seminar in Portland, Oregon, was challenging and that the Oregon Host Committee would be very appreciative of monies generated from other contacts by Society members.
Betty King LSMI Scholarship - Scholarship for Scott Maddrea approved by Executive Committee by FAX Poll

President Hall reported that a FAX Poll of the Executive Committee had taken place in June regarding a Betty King Legislative Staff Management Institute (LSMI) Scholarship of $1,150 for Scott Maddrea, Deputy Clerk, Committee Operations from the Virginia House of Delegates for tuition expenses to attend LSMI in Minnesota in August and that the Executive Committee had approved the scholarship for Scott. A letter from Scott Maddrea to the Executive Committee expressing his appreciation and gratitude for the vote of confidence regarding the Betty King LSMI Scholarship was read by President Hall. Scott was in attendance at the meeting and the Executive Committee offered congratulations and encouragement.

Logo Committee - Donna Doyle/ Carmela Bills

The Logo Committee reported that since the ASLCS Spring Meeting in Montgomery, Alabama, Mike Linn had contacted local vendors in Minnesota regarding the design and cost of the producing the ASLCS Logo Pin. A sample of the pin was distributed to committee members for their review. It was reported that the cost for 1,000 pins would be 60 cents per pin with an initial cost of $63 which includes a one-time die charge of $43 and $20 for sample pins. The Executive Committee approved the initial $63 fee by FAX poll in June. Following discussion, Carmela Bills moved that an order of 1,000 pins at a cost of 60 cents per pin for a total of $600 be approved. Diane Bell seconded the motion. The motion carried by unanimous consent on a voice vote.

Policy for new ASLCS Pins - Diane Bell/ Karen Wadsworth

A proposed ASLCS Logo Pin Policy was presented by Diane Bell and Karen Wadsworth to the Executive Committee as an amendment to the ASLCS Standing Orders as follows:

"SECTION ____: ASLCS Logo Pin Policy

The primary purpose of this pin is for use as a small gift by the ASLCS President, or designee, when attending a meeting on behalf of the Society in another country. It may also be given to international delegates in attendance at an ASLCS Professional Development Seminar. Other use shall be at the discretion of the President. While not a substitute for the official ASLCS member pin, this pin is available for members to purchase for $_____ each."

Following discussion of the proposed Standing Order, Diane Bell moved that the proposed Standing Order on the ASLCS Logo Pin Policy be adopted and that the price for members to purchase the pins be set at $3.00 each. Mark Corrigan seconded the motion. The motion carried with one dissenting vote on a voice vote. The Executive Committee was informed that the section number of the Standing Order was left blank because of the ongoing process of indexing the ASLCS Bylaws and Standing Orders that is to be completed for review and approval at the Executive Committee meeting in Portland in September.
**Associate Exchange Program (AEP) Reports**

Norma Chastain and Cheryl Laube, Co-chairs of the Support Staff Committee, were unable to attend the meeting but they provided the Executive Committee copies of the following: copies of each participant and host state AEP report, a copy of an article for the Legislative Administrator that was written by Norma and Cheryl which summarizes the reports and a copy of the updated timeline for the next year for the AEP. The committee was encouraged to read the reports and the article and to contact Norma or Cheryl if there were any questions or suggestions regarding the article for the Legislative Administrator. The timeline indicates that applications will be mailed out when the notice of the annual business meeting in Portland is mailed out and that applications will also be available at the ASLCS Annual Meeting in Portland. Applications will be due to the Support Staff Chair by October 15, 2002, and then the Support Staff Committee will make recommendations for participants in the next year’s AEP to the Executive Committee at the Winter Meeting in New Orleans, Louisiana, the weekend of November 15-17, 2002.

**Technology & Innovation Committee Website Proposal Update - George Bishop**

George Bishop, Chair of the Technology and Innovation Committee, reported that the committee had contacted staff from NCSL who made a presentation at the Technology & Innovation Committee regarding the feasibility of making an addition to the ASLCS website to contain an area to post handouts, power point presentations and other materials from sessions at the ASLCS and NCSL annual meetings. He indicated that the area to contain the information would be a password protected site and that there would be no technical barriers to posting the information. The Technology & Innovation Committee’s recommendation to post the session materials was brought to the Executive Committee for approval. Members of the Executive Committee posed concerns about staff time that would be required of Joan Barilla to ensure that the information was posted. Joan informed the Executive Committee that, if the Executive Committee approved the recommendation, she would certainly be willing to give her best effort and try to make sure all the appropriate materials were posted on the website.

Discussion followed regarding a number of issues including: the use of copyrighted material and whether a signed release or permission from the original author would need to be obtained prior to posting the information on the website; the person or committee who would be responsible for making the determination of what materials from the various sessions at the ASLCS and NCSL Annual Meetings would be posted on the website; the benefits of having materials available for members who were not able to attend the meetings but who are interested in the sessions and would like to have access to the materials and the possible effect of lower attendance at meetings if materials are posted and available. Suggestions were made to ask NALIT about that staff section’s written guidelines and to delay a decision regarding the proposal until Portland so that other data could be researched and reviewed. Karen Wadsworth moved to postpone the decision on posting materials on the ASLCS website until the next meeting in Portland. Judy Barrows seconded the motion. The motion carried by unanimous consent on a voice vote.

Another recommendation from the Technology & Innovation Committee to post committee minutes on the website under the committee link for availability to members of the Society was also presented by Chair George Bishop. Discussion ensued
regarding staff time, formal written policies and that the site should be monitored for “hits” to determine whether the undertaking was worthwhile. President Hall requested the Technology & Innovation Committee to draft written policies and research the feasibility of monitoring the site and report back to the Executive Committee in Portland.

New Business

Nominations Process Committee - Denise Weeks
Denise Weeks, Chair of the Nominations Process Committee, presented a report as follows:
The Special Committee on the Nomination Process met on Friday, April 26, 2002, in Montgomery, Alabama. Members in attendance were Denise Weeks, Chair; Judy Barrows, Diane Bell, and Karen Wadsworth. Norm Moore also attended the meeting.

As a result of the discussion, the following language was drafted for presentation to the Executive Committee as an amendment to the Standing Orders:

“SECTION _____: Executive Committee
Candidates. In order to arrange a time to appear before the Nominating Committee, all candidates seeking an elective office of the Society shall declare their candidacy for office to the Chair of the Nominating Committee at least two weeks prior to the first day of the Annual Meeting. No later than 10 days prior to the first day of the Annual Meeting, the Chair of the Nominating Committee shall notify the membership of the Society of those individuals who have declared their candidacies. Failure to declare candidacy does not preclude being nominated from the floor at the time of the election.

Nominating Committee. If a person serving on the Nominating Committee is from the same state as a declared candidate, the President shall replace the member of the Nominating Committee with a member from another state.

After presentation of the report, Pat O’Donnell addressed the committee and urged committee members to give careful consideration to the proposal. He shared concerns that the two-week notice that members would need to provide to the Chair of the Nominating Committee creates an artificial barrier that may discourage individuals from seeking office. Pat indicated that the use of artificial timelines similar to the one proposed for ASLCS has either discouraged or prohibited candidates from running for the NCSL Executive Committee. Also, Pat stated that postmark date and the date of actual receipt of correspondence may lead to disqualify a candidate depending on the interpretation of a candidate’s declaration at least two weeks prior to the first day of the Annual Meeting and that the element of surprise of announcing a candidacy would be lost. Numerous committee members stated that they believed that a uniform policy would be equitable for all members seeking elective office, that other members of the Society would know who was running which provides for a more open process, that if members seeking elective offices declared their candidacy it would indicate a stronger commitment to the candidacy and that failure to declare prior to the Annual Meeting did not preclude nominations from the floor at the time of the election.

Following the lengthy discussion, the Executive Committee was informed that the section number of the proposed Standing Order was left blank because of the
ongoing process of indexing the ASLCS Bylaws and Standing Orders that is to be completed for review and approval at the Executive Committee meeting in Portland in September. Bruce Jamerson then moved that the proposed Standing Order presented by the Special Committee on the Nomination Process be approved. Donna Doyle seconded the motion. The motion carried by unanimous consent on a voice vote.

**Special Budget Committee and Presidents’ Manual Updates - Pat Saville**

Pat Saville, Chair of the Special Budget Committee, reported that the committee had spent a lot of time compiling budgetary information to determine the various sources of income to the 3 ASLCS accounts - Dues, Shared Profit and Special Meetings, publication expenses (the Legislative Administrator, the Roster, the Professional Journal, Inside the Legislative Process, the International Directory, New Attendee Orientation Booklet), travel expenses, expenses according to Standing Committee and other expenses of the Society. The final report will be presented in Portland and will include language relating to an inflationary increase for ASLCS annual dues.

Pat distributed a draft copy of the ASLCS President's and Executive Committee's Reference Guide. She encouraged committee members to review the draft and to forward any suggestions or corrections to her in the next few weeks so that changes could be made to the Reference Guide for final approval in Portland and for final distribution to the new Executive Committee.

**Other Business**

**Travel Reimbursements**

President Hall announced the delegation of ASLCS members that would be traveling respectively to Canada and Mexico in August as follows: Canada - Judy Hall, J. R. Rodrigue and Mary Jo Mongelli; Mexico - Judy Hall, Carmela Bills and Susan Schaar.

Additionally, President Hall requested the Executive Committee to approve the following travel reimbursements:

1. International Travel to Canada - Judy Hall and J. R. Rodrigue approximately $400 each for airfare to attend the Canadian Clerks-at-the Table meeting in Ontario, Canada.
2. International Travel to Mexico - Carmela Bills and Judy Hall - airfare for Carmela Bills approximately $800 and airfare for Judy Hall approximately $600 to attend the ANOMAC meeting in Manzanillo, Mexico.
3. LSCC Travel Reimbursement to Denver at NCSL meeting for Pat Saville - $178.50.

Ann Cornwell moved that the travel reimbursements as requested by President Hall be approved. Diane Bell seconded the motion. The motion carried by unanimous consent on a voice vote.

**Updates for ASLCS Annual Meeting in Portland**

Joan Barilla reported that the registration packets for the Annual Meeting in Portland had been sent and that ASLCS members can also register electronically on the website. Also, she indicated that a list of vendors for the Vendor Fair scheduled for Thursday afternoon, September 19, is available on the website. President Hall encouraged everyone to attend.

**Announcements**


Norman Moore reported that the events for the 2003 Annual Meeting were being finalized and that about $3,500 had been raised. He indicated that about 100 letters to potential contributors were sent about the middle of June and that the Arizona Host Committee planned to send out another 400 letters in the next few weeks.

**Adjournment**

There being no further business, Bruce Jamerson moved that the meeting be adjourned. Judy Barrows seconded the motion. The motion carried by unanimous consent.
Technology and Innovation Committee

The Technology and Innovation Committee met on Wednesday, July 24, 2002 in Denver, Colorado during the NCSL Annual Meeting. The meeting was called to order at 2:45 p.m. with Chair George Bishop, Virginia, presiding. The following committee members were present:

- Donna Doyle, WI
- Heidi Vogel, AK
- Dianne Harrington, TX
- Mardi Alexander, TX
- Patsy Spaw, TX
- Bruce Jamerson, VA
- Robert Haney, TX
- Steve Marshall, VT
- Patrick Harris, AL
- Dowe Littleton, AL
- Dave Avant, AL
- Judy Barrows, ME
- Sandy Tenney, UT
- Annette Moore, UT

Others in Attendance:
- Judy Hall, President, ASLCS
- Bill Schaeffer, International Roll Call
- David Ward, Jr., International Roll Call
- Janet Randolph, NCSL
- Paul Bary, NCSL

Minutes

The minutes from the committee meeting in Montgomery, Alabama were distributed for review. Judy Barrows moved that the minutes be approved. Pat Harris seconded the motion. The motion carried.

Additions and Modifications to ASLCS Web Site

The chair provided an update to the committee on various “housekeeping” modifications that had been made to the ASLCS web site since the last committee meeting. At its previous meeting in Montgomery, Alabama, the committee reviewed the state of the ASLCS web site. The committee clicked through various pages of the site to view examples of incomplete data, dead links, and various other modifications that required attention. It was decided at that time that the chair would review the web site in-depth with NCSL staff and ask the staff to make corrections and modifications to bring the site into good working order.

The chair reviewed a number of the modifications that were made by the NCSL staff and asked the committee to continue to report any bugs or glitches to the chair so that they might be corrected. The chair also thanked Joan Barilla for her work in getting this work done.

Listserv

The chair recognized Paul Bary from NCSL who made a presentation to the committee regarding the archives of Listserv questions and responses.

Mr. Bary demonstrated to the committee two ways in which ASLCS members might obtain access to the archives of past Listserv postings. The first method is to access the information through the ASLCS web site. The second method involves accessing “newsgroups” via an internet browser (Netscape or IE) or through a mail package such as Outlook Express.

Mr. Bary provided handouts explaining the procedures for accessing this information. The committee was assured that the chair would make these handouts available to the Society at large.
**Posting Meeting Handouts and Presentations on the Web Site**

Following up on an idea that was generated at the committee meeting in Montgomery, Alabama, the chair recognized Janet Randolph of NCSL to discuss the feasibility of placing handouts and presentation documents from ASLCS meetings on the web site.

Ms. Randolph demonstrated for the committee how this same feature is being used by other staff sections of NCSL. She further stated that there would be no technical barrier to posting this type of information on the ASLCS web site.

The chair stated that he would take this information to the ASLCS Executive Committee meeting in Denver.

**Vendor Fair at ASLCS Fall Meeting**

The chair updated the committee on the status of the Vendor Fair for the Fall meeting in Portland. The initial phone contacts have been made and the first batch of letters has been sent inviting vendors to participate in the vendor fair. The chair read the list of thirteen names of vendors who had received an invitation as of that date.

The chair requested that any committee member who wished to include an invitation to a vendor not already invited please contact him or Joan Barilla.

The chair outlined for the committee the topics for the concurrent sessions relating to technology that had been chosen by the Program Committee for the Fall Professional Development Seminar in Portland. The topics are “Managing Technology in a Legislative Environment”, “Chamber Automation”, and “Best Practices in the IT World”.

**Addition to the Web Site**

The committee discussed the idea of placing committee minutes on the web site via a link on the page containing committee membership listings. A motion was made by Donna Doyle, and seconded by Bruce Jamerson, that the chair request permission from the Executive Committee to add a link for committee minutes on the web site. The motion carried.

**Next Meeting**

The chair noted that the next meeting of the Technology and Innovation Committee would be at the ASLCS Fall Professional Development Seminar, September 19-24, 2002, in Portland, Oregon.

**Adjournment**

Dave Avant moved, seconded by Bruce Jamerson that the meeting adjourns. The motion carried. The meeting adjourned at 3:35 p.m.
The ASLCS Committee on Bylaws and Standing Orders met at the Colorado Convention Center in Denver on Wednesday, July 24, 2002. The meeting was called to order at 2:45 p.m. by the Chair, JoAnn Hedrick. The following Committee members and interested others were present:

Mark Corrigan, PA  Ann Cornwell, AR  Marilyn Eddins, CO
Russell Grove, NSW, Australia  Judy Hall, ASLCS President
Suzi Lowell, AK  Diane Bell, FL  Norman Moore, AZ
Carmela Bills, VA  Carole Peterson, UT  Joe Blough, OK
J. R. Rodrigue, CO  Ed Burdick, MN  Susan Schaar, VA
Sharon Carter, TX  Karen Wadsworth, NH

Minutes
The meeting was called to order at 2:45 p.m. by the Chair who entertained a motion made by Karen Wadsworth to approve the minutes of the previous meeting which was held in Montgomery, AL on April 27, 2002. The motion was properly seconded and adopted unanimously.

Our President, Judy Hall, informed the Committee members that the ASLCS Special Committee on the Nomination Process is working on a Standing Order and a bylaws change will not be necessary.

The Committee’s project to revise the index for the Bylaws as well as for the Standing Orders is a work in progress. The same is true of the work to reorder the Standing Orders in a more logical way. No final documents are ready for Committee approval at this time.

There was no further business to come before the Committee. Norm Moore moved to adjourn at 3:00 p.m. There was no objection and the meeting was adjourned.
International Communication and Development

The International Communication and Development Committee met on Wednesday, July 24, 2002, in Denver, Colorado, at 3:30 p.m. Susan Schaar, Committee Chair, called the meeting to order. The following committee members were in attendance:

Diane Bell, FL  Robert Haney, TX  Sharon Carter, TX
Ann-Marie Sweeney, PA  J.R. Rodrigue, CO  Carole Peterson, UT
Steve Marshall, VT  JoAnn Hedrick, DE  Ann Cornwell, AK
Carmela Bills, VA  Dave Avant, AL  Pat Saville, KS
Jeannine Wood, ID

Minutes

The Chair entertained a motion by JoAnn Hedrick to approve the minutes of the April 27, 2002, meeting in Montgomery, Alabama. The motion was seconded by Ann Cornwell, and adopted.

Russell Grove and Wayne Tunnelcliffe, representatives of the Australian Clerks organization ANZACATT, were introduced. They each discussed various aspects of the formation of ANZACATT and the results of the first year of the organization. There are currently 80 members of ANZACATT, and elections for the first executive committee were held in May/June 2001. Purposes of the organization include the dissemination of information and practices regarding parliamentary procedure, and developing links with other associations of a similar nature. They will conduct yearly professional development seminars, the venues of which are selected and announced three years in advance. Every second year of the professional development seminars will include a meeting of principals.

They produce a quarterly newsletter called Table Talk, which was recently sent out through the ASLCS list-serve, and a semi-annual bulletin called Parliament Matters, which includes contributions from each house in Australia and New Zealand. They have developed a Web site where information regarding ANZACATT and their publications can be viewed at: www.anzacatt.or.au.

Russell explained that ANZACATT is unique in that it is a heavily electronic organization. Formulation of the ANZACATT constitution, as well as recent elections, were all handled via e-mail. It was suggested to hyperlink the ANZACATT Web site from the ASLCS Web site.

Susan Schaar explained that there were some glitches in getting the updated International Directory out, mostly in getting the photographs from different organizations, as well as updated biographies regarding the organizations in English, Spanish and French, but the publication should be sent out in the near future.

Carmela Bills announced that ANOMAC’s sixth annual conference will be held August 21-24, 2002.

There being no further business, the Chair entertained a motion from Steve Marshall to adjourn the meeting. The motion was seconded by Ann Cornwell, and was adopted.
The Legislative Administrator Committee met on Wednesday, July 24, 2002 during the National Conference of State Legislatures (NCSL) Annual Meeting, in Denver Colorado. The meeting was called to order by Co-Chair, Joe R. Blough. The following committee members and other interested parties were present:

Ed Burdick, MN  
Laura Clemens, OH  
Joan Barilla, NCSL  
Bruce Jamerson, VA  
Mike Fina, OK  
Jeff Finch, VA  
Annette Moore, UT  
Judy Hall, OR

Minutes

The minutes from the previous meeting were approved.

A general discussion was held regarding the manner in which the Administrator is prepared and distributed to society members. Prior to receiving the printed version of the Spring Edition, members had the opportunity to review the publication on the NCSL website. Placing the Administrator on the web prior to printing at allowed for pre-printing corrections to be made. The response to the Administrator being online was positive.

Discussion was also held concerning the cost of printing the newsletter. Ed Burdick brought up the possibility of having the Society increase the amount allotted for printing. Bruce Jamerson said that he would discuss the possibility with the Executive Committee.

Joe and Mike also discussed the possibilities of producing a single yearly “wrap-up” issue of the Administrator and using the web to distribute the other versions to the membership.

There being no other business the meeting was adjourned.
Roster Committee

Co-Chair Heidi Vogel called the Roster Committee at the summer meeting in Denver to order at 4:20 p.m., July 24, 2002. The following members were present:
Suzi Lowell, AK  Pat Rogers, TX  Linda Hawkins, TX
Others in attendance:
Judy Hall, ASLCS President

Minutes
The minutes of the winter meeting, December 1, 2001, were unanimously approved. There were no minutes from the spring meeting.

The Roster is at the printer. The printing is delayed because the print shop is being remodeled. The Roster will be mailed out in plenty of time for members to receive it prior to the meeting in Portland.

The committee continues to work on the instruction manual. The manual will be ready for the next Roster Committee's use.

The meeting was adjourned at 4:35 p.m.
The Canadian-American Relations Committee met on Wednesday, July 24, 2002, during the National Conference of State Legislatures (NCSL) Annual Meeting, in Denver, Colorado. The meeting was called to order by the chair, J.R. Rodrigue. The following were present:

Steve Marshall, VT  Carmela Bills, VA  Sharon Carter, TX  
Robert Haney, TX.  JoAnn Hedrick, DE  Jeannine Wood, ID  
Norman Moore, AZ  Carole Peterson, UT  Susan Schaar, VA  
Ann-Marie Sweeney, PA  Dave Avant, AL  

Minutes
Minutes were reviewed, corrected and approved.

The work of the past year was reviewed for the committee and those attending. The committee approved Wilmington, Delaware as the site of the 2003 Joint Canadian/American meeting in Montgomery and the Executive Committee approved. The date will be in October and presented to the Canadians in August at their annual Clerks-at-the-Table meeting in Toronto, by our President, Judy Hall. Also attending the meeting will be Mary Jo Mongelli, NV and J.R. Rodrigue, CO.

As of the meeting day, there were no requests from either the Americans or Canadians for participation in the exchange program.

A list of the Canadian clerks with their addresses and e-mail addresses was sent to all members of the committee in June. Each committee member was assigned a Canadian counterpart with whom to correspond. Hard copy of these lists were available at the Denver meeting and will be brought to the professional development meeting in Portland.

The task of the committee from here forward will be to plan the 2003 meeting and continue to correspond with the Clerks-at-table and soliciting their participation in the Society.

The meeting was adjourned.
Inside the Legislative Process Committee

The Chair called the Inside the Legislative Process Committee to order at 2:45 p.m. on Wednesday, July 24, 2002, in Denver, Colorado. Those in attendance were:
Millie MacFarland, ME         Russell Humphrey, TN         Jeff Finch, VA,
Judy Hall, OR, President      Laura Clemens, OH            Scott Maddrea, VA
Tara Perkinson, VA            Ann-Marie Sweeney, PA
Patrick O’Donnell, NE         Al Mathiowetz, MN
Also attending the meeting were NCSL staff members Joan Barilla and Brian Weberg.

Minutes
Committee members reviewed the list of chambers that have responded to the survey and discovered that about half of the surveys have been completed and returned. Committee members agreed to make follow up phone calls to the Clerks and Secretaries who have not yet returned their surveys.

Laura Clemens, Jeff Finch and Millie MacFarland agreed to serve on a subcommittee to examine the format, size and usability of the current notebook. The issue of how to best present the information to our membership was discussed and other mediums will be considered such as CD-ROM and/or a searchable database. The subcommittee will report to the full committee at the fall meeting and may possibly bring recommendations to the executive committee for implementation.

Committee members discussed the value of information that is captured on the ASLCS listserv and how that information complements the effort of the comprehensive survey. Suggestions were made that topics on the listserv should be considered for the committee’s next questionnaire.

There being no further items for discussion, the committee adjourned.
The Chair, Annette Moore, called the Professional Journal Committee to order at 4:15 p.m. on Wednesday, July 24, 2002, in Denver, Colorado. The following members were present:

Janet Jones, KS    Ed Burdick, MN    Annette Moore, UT
Sandy Tenney, UT   Scott Maddrea, VA

Also in attendance:
Judy Hall, ASLCS President    Joan Barilla, NCSL

Minutes
A motion to approve the minutes of the April 27 meeting in Montgomery, Alabama, passed unanimously.

The recently published Spring edition of the Journal was discussed, and Scott Maddrea was recognized for his work in preparing the index of past issues. This was the first issue to include such an index, but it will become a permanent part of the Journal.

The chair asked members to be on the lookout for potential authors during the conference and to let her know if they attend a session that might be of interest to other legislative staff. She will then contact the presenter about submitting an article for publication in the Journal.

Scott Maddrea indicated he will have two articles for the Fall edition. He will write a follow-up article on process changes made by the Virginia Assembly, and Bruce Jamerson has agreed to prepare a case study of the lessons learned as a result of the recent sudden resignation of the Speaker of the House in Virginia.

Ed Burdick asked a question relative to the cost of printing and mailing the Journal. He wanted to know if the state absorbs the cost or is reimbursed by the society. Judy indicated that she has appointed a special budget committee chaired by Pat Saville, KS, to study this issue and make a recommendation. Currently, the state doing the printing and mailing is absorbing the cost. There was some discussion about the possibility of dividing the cost between ASLCS and the state.

There was further discussion about publishing term papers written by legislative interns. The chair distributed copies of a draft letter she prepared to send to intern coordinators throughout the United States to determine how much interest there is for this kind of a project. The committee approved the letter with a few minor changes and agreed the initial letter should be sent from the committee chair. A follow-up letter with more details and instructions will be sent to those who express an interest in participating. The intern coordinators will be asked to respond by September 10 so the committee can discuss this issue further at the professional development meeting in Portland.

Joan Barilla agreed to review the list of intern coordinators and try to identify only the key people in each state. The current list includes multiple names for some state, some of which may not actually be intern coordinators.

There being no further business before the committee, the meeting was adjourned at 5:00 p.m.
Support Staff Committee

The Support Staff Committee met on Wednesday, July 24, 2002, during the National Conference of State Legislatures (NCSL) Annual Meeting, in Denver, Colorado. At 3:35 p.m., the meeting was called to order with Co-Chair Cheryl Laube, Arizona, presiding. The following members were present:

Judy Barrow, ME  George Bishop, VA  Donna Doyle, WI
Jeff Finch, VA  Scott Maddrea, VA  Al Mathiowetz, MN
Tara Perkinson, VA

Others in Attendance:
Mardi Alexander, TX  Dianne Arrington, TX  President, Judy Hall, OR

Minutes
A motion to approve the minutes of the April 27, 2002, Spring Meeting held in Montgomery, Alabama was made by Jeff Finch, VA, and seconded by George Bishop, VA. The motion carried.

Associate Exchange Program
The committee discussed the success of the first year of the Associate Exchange Program (AEP). Jeff Finch, VA, stated that the exchange put no extra burden on the Virginia House as a host chamber; adding participant, Betty Casey from the Oklahoma Senate did not just observe she was put to work. Al Mathiowetz, MN, House, stated even though the exchange was hosted by the Minnesota Senate, it was a combined effort to make sure participant, Tara Perkinson from the Virginia Senate, received as much information and experienced as much of the Minnesota legislative process as possible. Co-Chair, Cheryl Laube, AZ, stated all six reports have been received and a summary article has been written for the Administrator.

The timeline for the 2003 Associate Exchange Program was discussed. Scott Maddrea, VA, noted that the 2003 Associate Exchange Program application would need to be updated so it can be sent out by September 1, 2002.

Suggestions for Concurrent Sessions and Staff Group Breakout Sessions

Facilitators for Concurrent Sessions and Staff Group Breakout Sessions

Suggestions for Recruiting Facilitators
Cheryl Laube, Co-Chair, AZ, asked for suggestions for recruiting breakout group facilitators. Jeff Finch, VA, suggested asking those who volunteered to facilitate a group at last year's meeting; since last year's meeting in Minnesota did not have a normal turn out of members, they may be interested in facilitating again. Judy Barrows, ME, also suggested asking the members who were scheduled to facilitate at the Minnesota meeting but were unable to attend. She also suggested contacting members of the society who are not on this committee who may know a staff person who would be a good candidate to contact.

Jeff Finch, VA, asked if there was a need for the committee members to make calls to help recruit facilitators. Cheryl Laube, AZ, thanked him, and stated currently the co-chairs are working on contacting potential facilitators, but if we get in a bind, the committee members will be requested to help.
Scott Maddrea, VA, volunteered to facilitate the “Committee Staff” breakout group.

Cheryl Laube, Co-Chair, AZ, asked George Bishop, VA, if he was able to get a volunteer from his Technology and Innovation Committee. He stated he has not been able to discuss this with his Committee but he will, and if no one volunteers he will gladly facilitate the “Computer and Technology Support Services” breakout group.

Judy Barrows, ME, stated regarding the “Bill Index, Status and History Staff” group, last year the staff from the Oklahoma legislature had a program they wanted to present. She suggested contacting those members.

Regarding facilitators for Concurrent Sessions, George Bishop, VA, suggested contacting Bruce Jamerson, VA, to be a panelist for the “New Member Orientation” session, noting he just went through new member orientation for approximately 30 new members. George also volunteered to be a panelist for the “Security and Lessons Learned Since 9-11” session.

Suggestions for Aiding Facilitators
Cheryl Laube, Co-Chair, AZ, asked if there were any ideas to add to the facilitator packet, which was started last year by Judy Barrows. She noted this information will be emailed to all those who volunteer to facilitate. She also stated that if anyone has future suggestions to please send them to the co-chairs so they could be added to the packet.

Ideas for Next Year’s Committee
Co-Chair, Cheryl Laube, AZ, asked the committee if there were any ideas or suggestions they would like the next year’s committee to consider. She noted that at the last meeting it was brought out that the job description database has never been updated and several states have not participated. She stated this could be a Support Staff project to update the job description database and to contact the outstanding chambers to obtain their job descriptions. She added the Associate Exchange Program would be an ongoing project for this committee. She asked if anyone has any future suggestions to contact the co-chairs as they can convey these ideas to the next chairman.

New Business
None

Old Business
None

Next Meeting
Co-Chair, Cheryl Laube, AZ, noted that the next meeting of the Support Staff Committee will be held at the American Society of Legislative Clerks and Secretaries Professional Development Seminar, September 19-24, 2002, in Portland, Oregon.

Adjournment
With no further business to consider, Scott Maddrea, VA, moved, seconded by George Bishop, VA, that the meeting adjourn. The motion carried. The meeting adjourned at 4:05 p.m.
The Membership and Communication Committee met on Wednesday, July 24, 2002, in Denver, Colorado. At 3:35 p.m., the meeting was called to order by Chair Patsy Spaw, TX. The following members were present:

Nancy Alliegro, TX       Debbie Brown, FL      Mark Corrigan, PA
Linda Hopkins, TX       Janet Jones, KS        Dowe Littleton, AL
Millie MacFarland, ME   Norman Moore, AZ       Pat Rodgers, TX
Sandy Tenney, UT        Karen Wadsworth, NH     Judy Hall, ASLCS President
Patsy Spaw, TX          Jackie Sneddon, NV      Joan Barilla, NCSL liaison.

**Minutes**

On motion by Karen Wadsworth, seconded by Norman Moore, the minutes of the committee meeting held April 29, 2002, in Montgomery, Alabama, were approved by voice vote.

**Discussion**

The draft copy of the new orientation booklet was reviewed by the committee. The new address for NCSL will be added to the booklet. The booklet was approved for production. It was suggested that the booklet be put on the ASLCS website. The chair will discuss the possibility with Judy Hall and with George Bishop, chair of Technology and Innovation.

Patsy Spaw reported that welcome letters were sent on behalf of the committee to each new member and that the response was very positive. Second letters will be sent to the new members after the Denver meeting encouraging the new members to attend ASLCS's annual meeting in Portland.

In order to facilitate receipt by the committee of the names of new attendees/new members who have registered for the annual meeting, Joan Barilla reported the registration form has a place to indicate if this is the registrant's first meeting. Joan will update the chair periodically on registered new attendees so that the chair can assign and notify sponsors early and contact can be made prior to the annual meeting.

The committee discussed plans for the new attendee reception/orientation. At the spring meeting, a birthday party theme had been proposed and accepted. The chair offered suggestions she had received from committee members who were unable to attend NCSL's annual meeting. The birthday party theme was retained but was amended to be a birthday party for the states—a red, white, and blue affair with each state's entry into the Union being celebrated as that state's birthday. Several games are being developed based on questions about the individual states. A map game is being prepared where advancement depends on answering certain questions—the map theme is the Lewis and Clark Expedition—except it will be the Hall and Kenady Expedition and will run from NCSL headquarters in Denver to Portland. The person who gets to Portland first wins. The state pin game will be continued with the new attendee collecting the most state pins winning.

The chair led a discussion regarding the gifts for the winners. The executive committee has a number of items on hand and would like for the committee to use those items for gifts for winners rather than purchasing additional items. The chair received a list of the items on hand from Joan Barilla and appointed Karen Wadsworth and Sandy Tenney to determine which gifts would be presented for each of the different games.

**Adjournment**

Without objection, the meeting adjourned at 4:05 p.m.
Montgomery, Alabama Minutes

The Program Development Committee met Saturday, April 27, 2002 in Montgomery, Alabama. The meeting was called to order by the Chair, Laura Clemens. The following were present:

- Tara Perkinson, VA
- Bruce Jamerson, VA
- Jeff Finch, VA
- Judy Barrow, ME
- George Bishop, VA
- Sharon Carter, TX
- Dowe Littleton, AL
- Mark Corrigan, PA
- Mike Linn, MN
- Karen Wadsworth, NH
- JoAnn Hedrick, DE
- Donna Doyle, WI
- Cheryl Laube, AZ
- Diane Bell, FL
- Burney Durham, TN
- Ann Cornwell, AR

Minutes

A motion was made and seconded to approve the minutes of the previous meeting. The Committee heard from ASLCS President Judy Hall on the developments of the host state and an update on the events planned for the fall meeting.

Joan Barilla reviewed the NCSL Annual Meeting schedule and the ASLCS sponsored events. ASLCS will co-sponsor sessions on “Personnel Law and Legislative Liability,” and “Power of Collaboration.”

After making a few changes to the agenda for the fall meeting, the committee decided on the topics for the concurrent session. There will be eleven concurrent sessions, with parliamentary procedure being held on each day. The Support Staff Committee will sponsor two concurrent sessions, and the Technology and Innovation Committee will sponsor three sessions.

There being no further business, the committee meeting was adjourned.

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Denver, Colorado Minutes

The Program Development Committee met at the Colorado Convention Center in Denver on Wednesday, July 24, 2002. The meeting was called to order by the Chair, Laura Clemens. The following Committee members and interested others were present:

- Tara Perkinson, VA
- Jeff Finch, VA
- Laube, AZ
- Arrington, TX
- Allegro, TX
- Littleton, AL
- Karen Wadsworth, NH
- Diane Bell, FL
- Mardi Alexander, TX
- Patsy Spaw, TX
- Bruce Jamerson, VA
- Donna Doyle, WI
- Cheryl Laube, AZ
- George Bishop, VA
- Dianne Arrington, TX
- Mardi Alexander, TX
- Judy Barrows, ME
- Nancy Alliegro, TX
- Matt Schuler, OH

Minutes

The minutes of the previous meeting were read and approved. The committee approved the final draft of the schedule for Portland and distributed a sign-up sheet for moderators and panelists for the concurrent session.

There being no further business, the committee meeting was adjourned.
The Site Selection Committee did not meet during the annual NCLS meeting in Denver. The next scheduled meeting of the committee will be held at the ASLCS annual meeting in Portland, Oregon, September 19 - 24, 2002.
Utah

Utah House Speaker Martin R. Stephens was elected at a July 22 NCSL meeting in Denver to replace Nebraska Speaker Douglas Kristensen as NCSL’s president-elect. Speaker Stephens will serve as president of NCSL during the 2003-2004 term. Speaker Kristensen resigned his seat in June to accept a position as president of a local university.

In a July special session Utah lawmakers voted to cut their own pay by 20 percent for the remainder of the calendar year. The move was largely symbolic, but lawmakers felt it appropriate to contribute something even though the amount is small compared to the millions of dollars in cuts needed to balance the budget. The savings to the state will approximate $25,000.

Virginia

Unlike most other states, Virginia legislators are not up for election this year. Virginia’s odd-year election cycle meant that the 100 members of the House of Delegates were elected for two year terms last year and all legislators, House and Senate, will stand for election again next year. It will be the first time the Senate has faced election since the 2000 redistricting. Although Virginia has never adopted term limits, the 2001 House elections resulted in a 23 new members, nearly a quarter of the House, and saw the Republican majority increase from 53 to 65 members.

Despite the fact that this is not an election year for Virginia’s legislators, each chamber will begin the 2003 Session with at least two new members following the resignations of several current members. Nowhere will the change be as apparent as in the House of Delegates, where one of the two vacancies was created by the sudden resignation of Speaker of the House, S. Vance Wilkins, Jr. of Amherst, in June and on January 8, 2003, House members are expected to elect Delegate Bill Howell (R-Stafford) as the 56th Speaker (since 1776). With his election, Howell will become only the second Republican elected Speaker since the late 19th century, a position widely regarded as the second most powerful post in state government behind the Governor. In the interim, the House’s longest serving member, Delegate Lacey Putney (I-Bedford) will serve as Speaker. Although an Independent, Putney, who was first elected in 1962, is a member of the Republican caucus. Under the Rules of the House, Putney was elevated to the position of Speaker by virtue of his chairmanship of the House Privileges and Elections Committee.

As one of the first orders of business expected to elect Delegate Bill Howell (1776). With his election, Howell will elected Speaker since the late 19th century, most powerful post in state interim, the House’s longest serving Bedford) will serve as Speaker. Al-was first elected in 1962, is a member of the Republican caucus. Under the Rules of the House, Putney was elevated to the position of Speaker by virtue of his chairmanship of the House Privileges and Elections Committee.

In addition, preparations are now well underway for The Council of State Governments’ 2002 Annual State Trends and Leadership Forum, to be held December 5-9, 2002 in Richmond, VA. For more information about the CSG Annual Meeting please go to: http://www.csg.org/Virginia/2002AnnualMeeting_home.htm

Susan Clarks Schaar was appointed by Gary Olsen as one of the two overall Vice Chairs of the new NCSL Standing Committees. This new format will replace the former Assembly on State Issues and Assembly on Federal Issues committees. The new committees will hold Winter and Spring Forums and include the Legislative Effectiveness and State Government Committee. In addition, Schaar was appointed to the NCSL Foundation Board.
Louisiana

The Louisiana State Senate agreed to cut state income taxes by $26.8 million over the next two years. It is a part of an on-going effort in the senate to find the necessary revenue to fund vital state services and programs without burdening the state's taxpayers with the continuation of only recently enacted temporary taxes. At issue is the renewal of a limit on the state income tax deduction allowed taxpayers who itemize on their federal income tax. Two years ago, in an effort to deal with a tight state budget situation, lawmakers reluctantly agreed to temporarily limit the deduction to fifty percent resulting in a $90 million state income tax increase. The Senate reduced the level of taxation, increasing the limit on the excess itemized deduction to 57.5 percent this tax year and to 65 percent in the following year giving citizens across the state a $26.8 million tax break. “What we have tried to do in the senate is to first look at renewing, at some level, those so-called “temporary” taxes like the sales taxes that have been on the books for decades and then decide what other taxes needed to be renewed to fund vital state programs and services,” Senate President John Hainkel said. “The temporary limit on the state income tax deduction was only enacted two years ago and I believe we have an obligation to taxpayers to phase out this tax if at all possible.” The Senate Finance Committee, senate leadership and fiscal staff have been hard at work looking for responsible ways to fund the state's needs without an undue burden on taxpayers. As Senate Finance Committee Chairman Jay Dardenne explained, “We have focused our efforts on setting priorities for state spending to continue the progress we have made in education and to meet the needs of those citizens who depend on government for health care services. I believe we can support those efforts and lessen the tax burden on the people of the state.” In addition to the state income tax reduction, state senators are also expected to go along with a planned reduction in one penny of the state sales tax on food and utilities that is also set for renewal this year. The plan is to reduce that tax by twenty percent over the next two years providing taxpayers another $21.2 million worth of tax relief. Senate President Hainkel notes that with these tax cut moves Louisiana may well end up being the only state in the nation this year that is cutting taxes rather than raising taxes on its citizens. Earlier this year a survey by the National Conference of State Legislatures showed Louisiana as one of only 7 states in the nation, and the only southern state east of Texas, that was not planning tax increases, cuts in vital state services or use of emergency reserve funds to solve budget problems.

Alaska

Alaskans go to the polls on November 5 to vote on a ballot measure that, if approved, would move the legislative sessions from Juneau to the Matanuska-Susitna Borough which is about 40 miles north of Anchorage. The ballot summary further states that if adequate facilities for the legislative sessions cannot be found, sessions would be held in Anchorage until facilities are proved, the measure would also sponisible Alaskans Needing ers in 1994 that requires voters to costs of the move.
Idaho

The 1998 Idaho Legislature passed legislation which created the Idaho State Capitol Commission, which in turn created a Master Plan for the restoration/renovation of the Idaho Capitol. The legislature later appropriated $64 million to be used to fund the implementation of the Master Plan.

The Master Plan called for the entire population of the State Capitol to move out of the building following the 2003 legislative session, and plans were being made to hold the 2004 session out of the Capitol. However, due to a downturn in the state’s economy, the Governor ordered budget holdbacks in all state agencies, and the legislature followed suit by putting the restoration project “on hold” until the state’s economy recovers.

In other state news, Senator Denton Darrington, Chairman, Senate Judiciary and Rules Committee, called for Idaho’s Governor Dirk Kempthorne to call a special session of the Legislature to rewrite Idaho’s death penalty law. The Idaho Prosecutors Association joined in this call to the Governor for an emergency legislative session. The U.S. Supreme Court ruled in June that only juries can sentence people to death. In Idaho, judges had been given that responsibility. The ruling basically left Idaho without a foolproof mechanism to sentence murderers to death. It may affect anywhere from 5 or 6 to all 21 inmates on Death Row. An Idaho Supreme Court decision on Tuesday, August 7, 2002, to throw out the death sentence of one Death Row inmate has increased the urgency, according to Idaho’s prosecutors.

Special legislative sessions in Idaho are relatively rare – there’s been just one in the last decade - and have to be focused very narrowly. The last special session in Idaho was held in December 2000 and lasted just four hours from the first gavel to the time the governor signed the bill.

Minnesota

A total of 20 senior level legislative staff managers from 12 states attended the 13th annual NCSL Legislative Staff Management Institute (LMSI) in August, 2002, at the Hubert H. Humphrey Institute of Public Affairs on the University of Minnesota campus in Minneapolis.

States represented were New Mexico, Pennsylvania, Florida, Colorado, Kentucky, Vermont, Nevada, Utah, Mississippi, Louisiana, Texas, and Minnesota.

B. Scott Madrea, deputy clerk of the Virginia House of Delegates, was the lone participant from ASLCS.

The accelerated course lasted two weeks and covered such topics as dispute resolution, conflict management, policy analysis, strategic planning in the legislative arena and use of information systems.

The LMSI faculty included renowned Humphrey Institute personnel plus Dr. Karl T. Kurtz of the Denver NCSL office. The course ended with a site visit to various legislative offices at the Minnesota state capitol in St. Paul.
Delaware

The First Congress of the United States adopted a Bill of Rights consisting of twelve proposed amendments to the Constitution and President George Washington transmitted a copy containing the proposed amendments to each of the states then comprising the United States. Every state except Delaware retained its original copy, sending back official notice of those proposed amendments to which they assented on a separate document. Delaware affixed notice of its assent to those amendments favored by the Delaware General Assembly at the bottom of the original copy of the proposed Bill of Rights and transmitted same back to the federal government. Since then, the federal government has had two copies of the original proposed Bill of Rights, one of which is on display at the National Archives and Delaware's copy which was archived but not displayed. In July, 2001, the General Assembly passed and the Governor signed a Joint Resolution requesting that President George W. Bush return Delaware's original copy for display in our new state-of-the-art Archives facility. I am pleased to be able to report that that request has been granted and we will soon be in receipt of the precious historical document!

South Carolina

The South Carolina General Assembly is enjoying its fourth year in our State House since the $60 million, foundation-to-dome renovation project. Members and staff have settled in and are taking full advantage of the technical and logistical advancements that were included in the renovation. There are still a few rumblings from some members who miss being able to crack open a is now prohibited. Also, Bill Gates would be is technologically equipped. All members have motion they need during legislative debates in email. Furthermore, clerks and staff are well to suit their responsibilities.

Like public facilities all over the globe, security of 2001 and early 2002. Leaders at the Capitol city with the right of the public to access the mountains of proposals many security measures plex, including installing posts linked with heavy around the perimeter of the capitol grounds. passed a comprehensive Homeland Defense Act coordinating all aspects of law enforcement, health agencies, and emergency responders and giving them necessary tools to respond to terror attacks in the Palmetto State.

The decennial census triggered a long, often heated reapportionment debate in which legislators crafted a new set of lines for the House of Representatives, Senate and US House of Representatives. The legislative plan was vetoed by the Governor resulting in the filing of a lawsuit claiming the unchanged lines were mal-apportioned with the 2000 census. After a month-long trial early in the year, a federal panel of judges drew new district lines that the South Carolina House of Representatives and six Congressmen will campaign in this fall. The South Carolina Senate will hold elections in 2004.

June 6, 2002, marked the end of the South Carolina General Assembly's biennial session. During this interim and in anticipation of the 115th General Assembly which will convene in January, 2003, several committees and task forces are in the process of studying several issues, including tax reform, Medicaid services, and corrections reforms.
Finally, the General Assembly addressed several major pieces of legislation during the 2002 session. As the South Carolina Education Lottery kicked off, the State House resumed debate over how the first allotment of lottery revenue was going to be spent. $252 million - the majority of the recurring revenue is going to pay for higher education scholarships and tuition assistance at the state's 16 technical colleges. The recession hit hard in South Carolina. Four mid-year budget cuts in the last fiscal year and declining revenue forecasts forced state budget writers to make major reductions to agency budgets. A great deal of time was also spent on many other issues including expansion of the State Ports Authority in Charleston (one of the busiest container ports in the United States), campaign finance reform (which failed to pass), tighter controls for teenaged drivers, Medicaid funding, and many others.

The South Carolina General Assembly is enjoying its fourth year in our State House since the $60 million, foundation-to-dome renovation project. Members and staff have settled in and are taking full advantage of the technical and logistical advancements that were included in the renovation. There are still a few rumblings from some members who miss being able to crack open a pack of NABs to eat in the chamber, which is now prohibited. Also, Bill Gates would be impressed to see how well the State House is technologically equipped. All members have laptops in the chamber to access the information they need during legislative debates including bills, amendments, journals and email. Furthermore, clerks and staff are well-wired with tailored hardware and programs to suit their responsibilities.

Like public facilities all over the globe, security concerns were at an all time high at the end of 2001 and early 2002. Leaders at the Capitol have focused on balancing the need for security with the right of the public to access the buildings. After scores of meetings and mountains of proposals many security measures were implemented on our Capitol Complex, including installing posts linked with heavy chain, all painted a tasteful glossy black, around the perimeter of the capitol grounds. In addition, the legislature debated and passed a comprehensive Homeland Defense Act coordinating all aspects of law enforcement, health agencies, and emergency responders and giving them necessary tools to respond to terror attacks in the Palmetto State.

The decennial census triggered a long, often heated reapportionment debate in which legislators crafted a new set of lines for the House of Representatives, Senate and US House of Representatives. The legislative plan was vetoed by the Governor resulting in the filing of a lawsuit claiming the unchanged lines were mal-apportioned with the 2000 census. After a month-long trial early in the year, a federal panel of judges drew new district lines that the South Carolina House of Representatives and six Congressmen will campaign in this fall. The South Carolina Senate will hold elections in 2004.

June 6, 2002, marked the end of the South Carolina General Assembly’s biennial session. During this interim and in anticipation of the 115th General Assembly which will convene in January, 2003, several committees and task forces are in the process of studying several issues, including tax reform, Medicaid services, and corrections reforms.

Finally, the General Assembly addressed several major pieces of legislation during the 2002 session. As the South Carolina Education Lottery kicked off, the State House resumed debate over how the first allotment of lottery revenue was going to be spent. $252 million - the majority of the recurring revenue is going to pay for higher education scholarships and tuition assistance at the state's 16 technical colleges. The recession hit hard in South Carolina. Four mid-year budget cuts in the last fiscal year and declining revenue forecasts forced state budget writers to make major reductions to agency budgets. A great deal of time was also spent on many other issues including expansion of the State Ports Authority in Charleston (one of the busiest container ports in the United States), campaign finance reform (which failed to pass), tighter controls for teenaged drivers, Medicaid funding, and many others.
Connecticut

EDUCATION
Bullying and the Pledge of Allegiance in Schools
This act requires all school boards to develop a policy (1) addressing bullying and (2) ensuring that time is available during each school day for students to recite the Pledge of Allegiance. The act states that it is not to be construed to require anyone to recite the pledge. The act defines bullying as repeated, overt acts by one or more students on school grounds or at a school-sponsored activity that are intended to ridicule, humiliate, or intimidate another student. Each district’s bullying policy must be developed for use starting February 1, 2003 and must, among other things:
1. permit anonymous reports of bullying by students and written reports by parents or guardians and require school administrators to investigate them;
2. require each school to maintain a publicly available list of the number of verified bullying acts that occurred there;
3. require notice to parents or guardians of all students involved in a verified act of bullying, which must describe the school’s response and any consequences that may result from further acts of bullying; and
4. include an intervention strategy for school staff to deal with bullying and language about bullying in student codes of conduct.
(PA 02-119, sHB 5425, effective July 1, 2002 for the bullying policy, October 1, 2002 for the Pledge of Allegiance policy)

CHILD ABUSE
Revelations about sexual abuse by priests and athletic coaches led legislators to enact several new laws on sexual abuse crimes, the statute of limitations for prosecuting and suing abusers, and mandating abuse reports.
Sexual Abuse Crimes and the Statute of Limitations
A new law:
1. increases the penalties for sex crimes involving minors under age 16;
2. extends, in most cases, the statute of limitations for (a) prosecuting sexual abuse, sexual exploitation, or sexual assault of a minor from two to 30 years after the victim reaches age 18, or up to five years from the date he notifies the authorities of the crime, and (b) filing a personal injury lawsuit based on the crime from 17 to 30 years after he turns age 18;
3. eliminates the statute of limitations for suing for damages caused by sexual assault when the assailant is convicted of 1st degree sexual assault or 1st degree aggravated sexual assault;
4. prohibits courts from preventing or restricting anyone from reporting allegations of sexual abuse, exploitation, or assault of a minor that were the subject of a damage suit to the Department of Children and Families (DCF) commissioner or a law enforcement agency by entering orders or judgments or approving settlements that do this; and
5. establishes a committee to make recommendations to the legislature on the need for sexual offender risk assessment boards and the process for reporting people in state custody or receiving state service who are at risk of engaging in illegal sexual behavior.

PA 02-138, HB 5680, effective October 1, 2002 except the (1) provisions extending the criminal statute of limitations are effective upon passage and apply to crimes committed on and after that date; (2) provisions eliminating secrecy in lawsuits involving minor victims of sex crimes and establishing an advisory committee are effective upon passage; and (3) civil statute of limitations provisions are effective upon passage and apply to any cause of action arising from an incident committed before, on, and after that date.
HELPING THE VICTIMS OF THE TERRORIST ATTACKS

This act:
1. requires the Department of Motor Vehicles, beginning January 1, 2003, to issue a commemorative license plate with a design that enhances public solidarity following the September 11, 2001 terrorist attacks;
2. waives tuition at the University of Connecticut, Connecticut State Universities, and community-technical colleges for surviving spouses and dependent children of Connecticut residents killed in the September 11, 2001 attacks or anthrax attacks occurring between September 11 and December 31, 2001;
3. exempts victims of these attacks and their estates from the state income tax for the 2001 tax year; and
4. requires the governor annually to proclaim September 11 as “Remembrance Day” for the purpose of memorializing those killed and injured in the September 11, 2001 attacks and honoring the service, sacrifice, and contributions of police, fire fighters, and others who responded to the attacks.

(PA 02-126, sSB 102, effective on passage, with the license plate and Remembrance Day provisions effective on July 1, 2002)

Tennessee

The Tennessee General Assembly adjourned sine die July 4. Budgetary issues again dominated the 2002 session. During the course of the session, numerous different revenue measures were discussed but no bill was able to gain the support of a majority in both houses. On June 29, the General Assembly passed a five day spending bill to avert a complete shutdown of state government when the new fiscal year started July 1. A compromise revenue bill, which raised sales, sin and business taxes, was adopted on July 3. The revenue bill will raise $933 million and allows state government services to continue at their current levels.

New York

The New York State Senate concluded its 2002 session in early July. Session highlights included funding for the Senate’s Gen*NY*sis program, the state’s most ambitious effort to create jobs in biotechnology; expanding coverage for women’s health services and enacting programs to encourage the recruitment of health care workers and volunteer firefighters to address critical personnel shortages.

The Senate provides a web site (www.senate.state.ny.us) as a way to enhance the public’s ability to learn about their representatives and more actively participate in their government. The latest addition to this site is the “Learn More About the Senate” section, which provides general information on the New York State Senate and the legislative process, a virtual tour of the State Capitol Building (with 360 degree panoramas of the Empire State Plaza and the Senate Chamber), directions for visiting the Empire State Plaza in Albany, and helpful answers to frequently asked constituent questions. Another useful feature is SenNet TV, an online broadcast of the day’s Legislative Session, live from the historic Senate Chamber. By broadcasting the debate of legislation on the Senate Floor, SenNetTV allows New Yorkers a first hand view of their government at work.

The restoration of the Capitol building continued with the reopening of the 3,000 square foot skylight over the Great Western Staircase, also known as the “Million Dollar Staircase.” During World War II the skylight was covered to protect the building from possible air raids. After 60 years of darkness, the skylight was uncovered in August and now once again lights the full beauty of this great staircase.
**West Virginia**

The Clerk of the West Virginia House of Delegates was the guest organist at Saint Peter’s Basilica in Rome, Italy in June, 2002. Greg Gray, longtime member of ASLCS and a thirty-something year veteran of the West Virginia House staff, serves as the Principal Organist at Sacred Heart Co-Cathedral in Charleston. He accompanied the Cathedral Choir to the invited choir/organist for a Solemn High Mass in Saint Peter’s Basilica in Rome, Italy, this summer, where they were the invited choir/organist at Saint Ignatius Church in the group had an audience with Pope John Paul II, and visited Assisi, Florence and Venice.

After the Italian excursion, Greg made his way to France for a three and a half week visit. Affectionately dubbed by him as his second home, Greg invited staff member Mick Bailey to accompany him on the trip to France, left on a driving tour which included the 8th English Channel, a stay at the 12th Century Cathedral of Chartres with a French priest-friend of Greg’s, and visits to Lourdes and with friends in Provence and on the French Riviera. The Governor called a brief but emotionally-charged Special Session during the trip, and Greg kept in touch with his staff via telephone. He insists that all staff be cross-trained and focus on teamwork, and that approach proved especially beneficial during his absence.

**North Carolina**

The Learning Curve Continues

I bet you thought that we would have adjourned by now. WRONG!!!

We have finally sent the budget to conference, but I am not sure that the conference are meeting. Since we have no money, the Senate budget only included pay increases (excuse me, a new salary schedule) for teachers. State employees would get nothing. The House budget remedied that with a plan for all State employees who are on the payroll as of September 30, 2002, to receive an extra 10 days of vacation leave. These days would not have to roll over to sick leave at the end of the year. (If you have more than 25 days of vacation at the end of the year, the extra rolls over into sick leave.)

Remember that “More at 4” program that was in the last article – well, in floor debate, it was pitted against helping the elderly. Now don’t you know that was lively debate!

On a redistricting note, the North Carolina primary is to be held September 10 and we have no provision for a runoff if no candidate receives more than 40%. We finally made it through the N. C. Supreme Court upholding the decision of the lower court judge and telling the General Assembly to go back to the drawing board. That was done in time for the judge to make his final ruling. He didn’t approve of the plan and subsequently wrote his own. The Attorney General appealed that plan through the Federal court system until those appeals were ended. The plan written by the judge will be the one used for the 2002 elections.

All’s well that ends well and we hope that we end (adjourn) real soon.
Oklahoma

The 2002 election cycle could prove to be historic for the Oklahoma House of Representatives. For the first time in 80 years the power of leadership could switch for Democrat to Republican. In 2000 the gap was narrowed to 53-48 in the 101-member chamber. The defection of one Democratic lawmaker later that year narrowed the gap to 52-49.

Of the 101 House seats up for re-election, 36 incumbents (17 Democrats and 19 Republicans) drew no opponents. Many veteran lawmakers, 14, chose not to seek reelection this fall. Of the 14, 12 were Democrats.

If Republicans are successful in their bid to capture the House, it will mark only the second time in state history they have controlled a legislative chamber. During the eighth legislative session, 1920 to 1922, Republicans held a 55-37 majority in the House.

In other election news, former Society member Jay Paul Gumm has won the Democratic nomination for Oklahoma’s Sixth Senate District. Jay won a hard fought primary victory over a former state senator from the district. Jay will face a republican in the November general election for the right to represent the heavily democratic district at the Capitol.
<table>
<thead>
<tr>
<th>Time</th>
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<tbody>
<tr>
<td><strong>Wednesday, September 18</strong></td>
<td><strong>Pre-Registration</strong></td>
<td><strong>7:00am - 8:30am</strong></td>
<td><strong>Registration</strong></td>
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<td>3:00pm - 7:00pm</td>
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<td>7:00am - 8:30am</td>
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<tr>
<td><strong>Thursday, September 19</strong></td>
<td><strong>Registration</strong></td>
<td><strong>8:30am</strong></td>
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<td>8:00am - 4:00pm</td>
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<tr>
<td>8:00am - 9:30am</td>
<td><strong>Continental Breakfast</strong></td>
<td><strong>8:30am</strong></td>
<td><strong>Buses load for</strong></td>
</tr>
<tr>
<td>9:00am - 10:30am</td>
<td><strong>Executive Committee</strong></td>
<td><strong>10:00am - 12:30pm</strong></td>
<td><strong>Departure to Salem</strong></td>
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<tr>
<td>11:30am - 2:30pm</td>
<td><strong>Plenary Session/ Lunch</strong></td>
<td>1:00pm - 4:00pm</td>
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<tr>
<td><strong>Relationship Strategies</strong></td>
<td><strong>Understanding and accepting that people are different, and need to be treated differently is integral to the success of building any relationship. In the session, you will identify different behavioral styles, isolate your own preferred style, and learn how to communicate more appropriately with each behavioral pattern. When you learn to deal appropriately with different behavioral styles, you will find it easier to establish trust, credibility, and rapport with your counterpart. As a side benefit, you will also find you have more open, honest and tension-free relationships.</strong></td>
<td><strong>4:00pm - 4:30pm</strong></td>
<td><strong>Buses Load for</strong></td>
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<td></td>
<td><strong>Speaker: Peter B. Stark, Consultant, Peter Barron Stark and Associates, California</strong></td>
<td><strong>4:30pm</strong></td>
<td><strong>Return to Portland</strong></td>
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<tr>
<td><strong>Friday, September 20</strong></td>
<td><strong>Registration</strong></td>
<td><strong>7:00am - 8:30am</strong></td>
<td><strong>Lunch (on your own)</strong></td>
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<tr>
<td>7:00am - 8:30am</td>
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<td><strong>Teambuilding and Networking Exercises</strong></td>
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<tr>
<td><strong>7:30pm - 12:00am</strong></td>
<td><strong>Opening Reception</strong></td>
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<td><strong>Dinner on your own</strong></td>
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<tr>
<td><strong>Saturday, September 21</strong></td>
<td><strong>Registration</strong></td>
<td><strong>8:00am - 4:00am</strong></td>
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<td>8:00am - 9:00am</td>
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<tr>
<td>2:45pm - 4:45pm</td>
<td><strong>Vendor Fair</strong></td>
<td>9:00am - 11:30am</td>
<td><strong>Staff Group Breakout 1</strong></td>
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<td>2:45pm - 4:45pm</td>
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<td><strong>Principal Clerks and Secretaries</strong></td>
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<tr>
<td>5:00pm - 6:30pm</td>
<td><strong>New Attendee Orientation</strong></td>
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<tr>
<td>7:30pm - 12:00am</td>
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</table>
This session is designed for the chief clerk or secretary of the chamber.
Facilitator: Judy Hall, Secretary of the Senate, Oregon

9:30am – 11:30am Staff Group Breakout 2

Assistant Clerks and Secretaries
This session is designed for the assistant chief clerk or secretary of the chamber.
9:30am – 11:30am Staff Group Breakout 3

Calendar or Agenda Staff
This session is designed for staff whose work involves the preparation of calendars or agendas for legislative sessions or legislative proceedings.
9:30am – 11:30am Staff Group Breakout 4

Journal Staff
This session is designed for staff whose work involves record keeping of or recording legislative procedures
9:30am – 11:30am Staff Group Breakout 5

Engrossing and Enrolling Staff
This session is designed for staff whose work involves engrossing or enrolling of bills
9:30am – 11:30am Staff Group Breakout 6

Public Relations Staff
This session is designed for staff whose work involves media relations, constituent services or the dissemination of public information
9:30am – 11:30am Staff Group Breakout 7

Bill Index, Status and History Staff
This session is designed for staff whose work involves bill indexing, status, and history systems and information
9:30am – 11:30am Staff Group Breakout 8

Fiscal Administration Staff
This session is designed for staff whose work involves fiscal administration for the chamber or the clerk’s office - for example, tracking member or staff salaries, per diems or benefit or purchasing
9:30am – 11:30am Staff Group Breakout 9

Computer and Technology Support Services
This session is designed for staff whose work involves computer services and other technology support services
Facilitator: George Bishop, Deputy Clerk, Administrative and Support Services, House of Delegates, Virginia

12:00pm – 1:00pm Lunch on your own

12:00pm – 2:00pm Executive Committee Meeting

2:15pm – 4:30pm Introduction to Parliamentary Procedure
This program will introduce new ASLCS members to the role of parliamentary procedure in the legislative process. It will also serve as a review of parliamentary problems for more experienced members.
Moderator: Jeff Finch, Deputy Clerk of the House, Virginia
Panelist: J.R. Rodrigue, Chief Clerk, Colorado
Steve Marshall, Assistant Secretary of the Senate, Vermont
Cheryl Laube, Assistant Chief Clerk, Arizona

2:15pm – 4:30pm Managing Technology in a Legislative Environment
This concurrent session will explore ways in which our IT departments can work with legislative staff to provide the sometime unique demands of the environment in which we work. Knowing the differences and complexities of the legislative environment, and having the technology and IT staff available to meet those demands, can often be in conflict with one another.
Panelists: Scott Maddrea, Deputy Clerk of the House, Virginia

2:15pm – 4:30pm New Member Orientation

With the challenges of term limits, complex issues and major spending decisions, legislatures are devising innovative ways to bring new legislators up to speed. This session will provide tips and guidelines for the “who, what, why, where, when, and how” of new member legislative training.

Moderator: JoAnn Hedrick, Chief Clerk of the House, Delaware

Panelists: Karen Wadsworth, Chief Clerk of the House, New Hampshire
Tara Perkinson, Journal Clerk of the Senate, Virginia
Brian Ebbert, Principal Clerk of the Assembly, California

2:15pm – 4:30pm Employment Law

New employee rights and anti-discrimination laws required that all employers, including state legislatures, ensure that their personnel policies and management practices conform to certain legal requirements. This session will discuss some of those requirements and the steps we can take to implement consistent personnel policies. Come prepared to discuss ways in which you have dealt with employment law issues, with specific policies, practices and procedures you have established to ensure conformity to the law.

Panelists: Bruce Jamerson, Clerk of the House, Virginia, Joe Blough, Administrative Programs Officer, Oklahoma

Sunday, September 22

8:00am – 4:00pm Information desk

8:00am – 9:00am Continental Break fast

9:00am – 12:00pm Plenary Session

Effective Legislative Presentations - This session explores the key factors in making effective presentations to legislators. Mr. Turcotte describes what can go wrong in presentations, how to convey a message, how adults learn, what personality types you will encounter and how to follow the Power Briefing technique. Speaker: John Turcotte, Director, Office of Program Policy Analysis and Governmental Accountability, Florida

12:30pm – 2:00pm Lunch/Business Meeting

2:15pm – 4:30pm Intermediate Parliamentary Procedure

This program will take you through some of the fine points of parliamentary procedures. Participants will examine several case studies or hypothetical situations.

Panelists: Alfred Speers, Clerk of the House, Louisiana, Sharon Carter, Chief Clerk/Parliamentarian of the House, Texas, Dave Avant, Adm. Asst. to the Secretary of the Senate, Alabama

2:15pm – 4:30pm How Can We Use Technology to Create Efficiencies in the Workplace

This issue will explore ways in which we can use technology to provide efficiencies in our workplace. For instance, have you developed a new way to track leave requests, evaluations of employees, payroll and other benefits? What issues or problems has your office experienced that you were able to solve, either using existing technology, or developing new? Come prepared to discuss what you have done in your own state that others can replicate and benefit from.

4:45pm – 5:30pm Committee Chair Transition Meeting

5:30pm Dinner on your own
2:15pm – 4:30pm How Does Support Staff Deal with Increased Responsibility But No Authority

With a greater number of newly elected members, increased customer and member demands, downsizing of staff, combined departments and activities, budget cuts, and redesigned systems and procedures, support staff is often called upon to handle a greater amount of responsibility, but with no authority. This session will examine ways in which various legislative bodies have dealt with the problems associated with responsibility vs. authority, from the perspective of both the chief clerk/secretary and the support staff.

Moderator: Michael Linn, Third Assistant Secretary of the Senate, Minnesota

Panelists: Susan Clarke Schaar, Secretary of the Senate, Virginia, Dowe Littleton, Senate Reading Clerk, Alabama, Harle Glover, Executive Assistant, Nevada

2:15pm – 4:30pm Development of a Plan for the Continuation of Government in the Event of a Catastrophe

Moderator: Patrick O'Donnell, Nebraska

Panelists: John Phelps, Chief Clerk of the House, Florida, Don Schneider, Chief Clerk of the Senate, Wisconsin

6:00pm – 6:30pm Buses Load for Departure to Boat Dock

6:30pm – 9:30pm State Event Boat Cruise

9:30pm – 1:00pm Hospitality Suite Open

Monday, September 23

8:00am – 4:00pm Information Desk

8:00am – 9:00am Continental Breakfast

9:30am – 12:00pm Advanced Parliamentary Procedure

This session is designed for those who wish to explore the intricacies of parliamentary procedure in more depth. Specific procedures or processes will take place.

Panelists: Norm Moore, Chief Clerk of the House, Arizona, John Phelps, Clerk of the House, Florida

9:30am – 12:00pm Security and Lessons Learned Since September 11, 2001

Many states have taken steps to improve security in and around their capitol after the September 11, 2001 attacks. This session will explore the effectiveness of these new measures, the impact they have had on the operation of the legislature, and the public's perspective on security in the capitol.

Panelists: George Bishop, Deputy Clerk of the House, Virginia, Steve James, Second Assistant Clerk of the Senate, Massachusetts, Norma Chastain, Assistant Secretary of the Senate, Arizona

9:30am – 12:00pm Chamber Automation Systems

Several years ago states began looking at chamber automation. Some states dove in head first, while others waited to see what would develop. This session takes a look at where we were, where we are now, and where we hope to be in the future.

Panelists: Penny Cabaniss, House Journal Clerk, Virginia

9:30pm – 12:00pm Customer Service – “FISH”

Fish!

Catch the Energy, release the potential. Imagine a workplace where everyone chooses to bring energy, passion, and a positive attitude with them each day. An environment in which people are truly connected to their work, to their colleagues and to their customers. Join us for an exploration of what we call the Fish Philosophy: Play, Make Their Day, Be There, and Choose Your Attitude.
12:15pm – 1:30pm  Awards Luncheon
1:45pm – 2:30 pm  “A” committees
Bylaws
Inside the Legislative Process
Site Selection
Technology and Innovation
2:30pm – 3:15pm  “B” Committees
International Communication and Development
Legislative Administrator
Membership and Communication Support Staff
3:15pm – 4:00pm  “C” Committees
Canadian-American Relations
Professional Journal Program Development
Roster
6:00 pm – 7:00pm  President’s Reception
7:00pm – 1:00am  State Dinner Dance

Tuesday, September 24
8:00am - 10:00am  Information Desk
8:30am - 10:00am  Business Meeting and Breakfast Buffet
10:00am-12:00pm  2002-03 Executive Committee Meeting
# National Session Schedule

<table>
<thead>
<tr>
<th>State</th>
<th>Convenes</th>
<th>Adjourns</th>
<th>Montana</th>
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<tbody>
<tr>
<td>Alabama</td>
<td>Jan 08</td>
<td>April 22</td>
<td>— -</td>
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<tr>
<td>Alaska</td>
<td>Jan 14</td>
<td>May 14</td>
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<tr>
<td>Arizona</td>
<td>Jan 14</td>
<td>late April</td>
<td>- -</td>
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<tr>
<td>Arkansas</td>
<td>— -</td>
<td>— -</td>
<td>New Hampshire Jan 02 July 01</td>
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<td>California</td>
<td>Jan 07</td>
<td>Aug 31</td>
<td>New Jersey Jan 08 *</td>
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<tr>
<td>Colorado</td>
<td>Jan 09</td>
<td>May 08</td>
<td>New Mexico Jan 15 Feb 13</td>
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<tr>
<td>Connecticut</td>
<td>Feb 06</td>
<td>May 08</td>
<td>New York Jan 09 *</td>
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<tr>
<td>Delaware</td>
<td>Jan 08</td>
<td>June 30</td>
<td>North Carolina May 28 July</td>
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<tr>
<td>Florida</td>
<td>Jan 22</td>
<td>Mar 22</td>
<td>North Dakota — - — -</td>
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<tr>
<td>Georgia</td>
<td>Jan 14</td>
<td>mid March</td>
<td>No regular session in 2002</td>
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<tr>
<td>Hawaii</td>
<td>Jan 16</td>
<td>early May</td>
<td>Ohio Jan 02 *</td>
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<tr>
<td>Idaho</td>
<td>Jan 07</td>
<td>late March</td>
<td>Oklahoma Feb 04 May 31</td>
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<td>Illinois</td>
<td>Jan 09</td>
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<td>Oregon — - — -</td>
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<td>Indiana</td>
<td>Jan 07</td>
<td>Mar 14</td>
<td>Pennsylvania Jan 01 *</td>
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<tr>
<td>Iowa</td>
<td>Jan 14</td>
<td>late April</td>
<td>Expects to adjourn November 30</td>
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<tr>
<td>Kansas</td>
<td>Jan 14</td>
<td>early May</td>
<td>Rhode Island Jan 01 late June</td>
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<tr>
<td>Kentucky</td>
<td>Jan 08</td>
<td>April 15</td>
<td>South Carolina Jan 08 June 06</td>
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<tr>
<td>Louisiana</td>
<td>April 29</td>
<td>June 12</td>
<td>South Dakota Jan 08 mid March</td>
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<td>Maine</td>
<td>Jan 02</td>
<td>April 17</td>
<td>Tennessee Jan 08 late April</td>
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<tr>
<td>Maryland</td>
<td>Jan 09</td>
<td>April 08</td>
<td>Texas — - — -</td>
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<tr>
<td>Massachusetts</td>
<td>Jan 02</td>
<td>*</td>
<td>Utah Jan 21 Mar 06 Due to Winter Olympics, Leg. will recess Feb 9-24.</td>
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<tr>
<td>Michigan</td>
<td>Jan 09</td>
<td>*</td>
<td>Vermont Jan 08 early May</td>
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<tr>
<td>Minnesota</td>
<td>Jan 29</td>
<td>May 20</td>
<td>Virginia Jan 09 Mar 09</td>
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<td>Mississippi</td>
<td>Jan 08</td>
<td>April 07</td>
<td>Washington Jan 14 Mar 14</td>
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<td>Missouri</td>
<td>Jan 09</td>
<td>May 30</td>
<td>West Virginia Jan 09 Mar 09</td>
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* = Legislature meets throughout the year
## Committee Members

### BYLAWS AND STANDING ORDERS COMMITTEE

<table>
<thead>
<tr>
<th>Name</th>
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<tr>
<td>Diane Bell</td>
<td>FL</td>
<td>Carmella Bills</td>
<td>VA</td>
<td>Joe Blough</td>
<td>OK</td>
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### INTERNATIONAL COMMUNICATION AND DEVELOPMENT

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### TECHNOLOGY AND INNOVATION COMMITTEE

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### THE LEGISLATIVE ADMINISTRATOR COMMITTEE

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Committee Members

CANADIAN-AMERICAN RELATIONS COMMITTEE

Dave Avant, AL  Tom Bennett, WV  Carmela C. Bills, VA  Faye Blanton, FL
Kristen Canterbury, WV  Sharon Carter, TX  Tony Cook, WA  Ann Cornwell, AR
Patrick Flahaven, MN  Patrick E. Fuller, WI  Vita Hardy, CT  Linda Hawker, IL
Bo Hoover, WV  Deborah Hull, WV  Pete Isaacs, MN  Pamela Juker, ID
Tim Kehoe, CT  Sven Lindquist, MN  Mary Mendel, IN  Connie Peltier, MN
Carole Peterson, UT  John Phelps, FL  Janet Pruitt, NC  Barbara Regen, VA
Eleanor Ringel, WV  Pat Saville, KS  Susan Schaar, VA  Don Schneider, WI
John Scocos, WI  Jacqueline Shettle, CT  Jacqueline Sneddon, NV  Butch Speer, LA
Ann-Marie Sweeney, PA  Carol Viventi, MI  Denise Weeks, NC  Jeannine Wood, ID

INSIDE THE LEGISLATIVE PROCESS COMMITTEE

Steve Arias, NM  Jane Atkinson, VA  Debbie Brown, FL  Carmen Cauthen, NC
Laura Clemens, OH  Molly Durham, IL  Patrick Fuller, WI  David Gibson, VT
Johnnie Gillispie, FL  Patty Lung, VA  Scott Maddrea, VA  Mary Mendel, IN
Jose’ Nazario, PR  Tara Perkins, VA  Barbara Regen, VA  Gail Romanowski, MN
Sheila Ryan, IL  John Soocos, WI  Jacqueline Scott, VA  Jacqueline Sneddon, NV
David Surdez, MN  Ann-Marie Sweeney, PA

PROFESSIONAL JOURNAL COMMITTEE

Steve Arias, NM  Matt Baker, NV  C.J. Beaty, FL  Ed Burtick, MN
Penny Cabaniss, VA  Laura Clemens, OH  Molly Durham, IL  David Gibson, VT
Johnnie Gillispie, FL  Mary Ann Horch, VA  Russell Humphrey, TN  Steven James, MA
Scott Maddrea, VA  Tara Perkins, VA  Gail Romanowski, MN  Sheila Ryan, IL
Patricia Vaughan, VA

PROGRAM DEVELOPMENT COMMITTEE

Steve Arias, NM  Mick Bailey, WV  Matt Baker, NV  Judy Barrows, ME
Diane Bell, FL  George Bishop, VA  Joe Blough, OK  Bradley Bolin, IL
Jay Braxton, IL  Debbie Brown, FL  Carmen Cauthen, NC  Claire Clift, NV
Mark Corrigan, PA  Donna Doyle, WI  Patrice Dvorak, MN  Joan Eilers, IL
Jeff Finch, VA  Betty Kay Francis, TN  John Garrett, VA  Jane Gill, NV
Harle Glover, NV  Virginia Harvey, VA  JoAnn Hedrick, DE  Mary Lou Holsapple, IL
Bruce Jamerson, VA  Alice Ann Joseph, CT  Greg Kenworth, IL  Joe Koval, WV
Dave Larson, KS  Cheryl Laube, AZ  Michael Linn, MN  Norma Lowe, AZ
Patty Lung, VA  Millie MacFarland, ME  Pat Mau-Shimizu, HI  Suzan McClelland, AL
Sandi Morris, KY  Jose’ Nazario, PR  Connie Peltier, MN  Lora Phillips, WV
Lois Pulliam, KY  Anthony Rossi, IL  Judith Schultz, WV  Patsy Spaw, TX
Terry Spieler, MO  Lori Summers, WV  David Surdez, MN  Karen Wadsworth, NH
Larry Warden, OK  Margaret Watts, KY  Bev Wessing, IL

MEMBERSHIP AND COMMUNICATION

Debbie Brown, FL  Tony Cook, WA  Mark Corrigan, PA  Barbara Ferguson, KY
Patrick Flahaven, MN  Jane Gill, NV  Vita Hardy, CT  Jlynn Hartman, OK
Virginia Harvey, VA  Pete Isaacs, MN  Janet Jones, KS  Jeannine Layell, VA
Millie MacFarland, ME  Pat Mau-Shimizu, HI  Sandi Morris, KY  Norman Moore, AZ
Patrick O’Donnell, NE  Connie Peltier, MN  Lois Pulliam, KY  Anthony Rossi, IL
Jacqueline Scott, VA  Dawn Smith, VA  Butch Speer, LA  Terry Spieler, MO
Sandy Tenney, UT  Karen Wadsworth, NH  Maureen Wilson, UT

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### Committee Members

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### Site Selection Committee

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2002/2003 ASLCS Meeting Schedule

Winter Meeting – November 15-17, 2002
New Orleans, Louisiana

Spring Meeting – March 14-16, 2003
Columbus, Ohio

NCSL Annual Meeting – July 22-25, 2003
San Francisco, California

ASLCS Annual Meeting – September 7 – 12, 2003
Scottsdale, Arizona

Change of Address

Name: ____________________________ Telephone: ____________________________

Title: ____________________________ Fax Number: ____________________________

State: ____________________________ Email: ____________________________

Chamber: _________________________ Mailing Address:

Please Email or Mail to:
Joan Barilla, NCSL
1560 Broadway ? Suite 700
Denver, CO 80202

Phone: (303) 830-2200 Ext. 301
Fax: (303) 863-8003
Email: jbarilla@ncsl.org