### Legislative Staff Services

#### Profiles of the 50 States and Territories

Data gathered in 2005 and 2006

| AL | AK | AZ | AR | CA | CO | CT | DE | FL | GA | HI | ID | IL | IN | IA | KS | KY | LA | ME | MD | MA |
|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| MI | MN | MS | MO | MT | NE | NV | NH | NJ | NM | NY | NC | ND | OH | OK | OR | PA | RI | SC | SD | TN | TX | UT | VT | VA | WA | WV | WI | WY | GU | PR | VI |
ALABAMA

GENERAL

Staff services are nonpartisan, centrally organized and, except as discussed below, operated by the House and Senate. Central agencies, however, function independently from one another and from the House and Senate, but under the general supervision of different joint committees. Central agency directors, the clerk of the House and the secretary of the Senate are principally responsible for hiring, supervision and personnel policy. The clerk of the House and the secretary of the Senate have very broad authority to determine management and personnel matters for the largest number of employees. The lieutenant governor and the speaker of the House have separate staffs and funding.

SHARED SENATE/HOUSE SERVICES

Legislative Reference Service
Under the supervision of the Legislative Council, the Legislative Reference Service provides general legal and policy research, bill drafting, library services, codification and administrative code publishing services.

Legislative Fiscal Office
Operations of the Legislative Fiscal Office are overseen by the Joint Fiscal Committee. The agency provides general fiscal research, staffs the budget committees and prepares fiscal notes on pending legislation.

Department of Examiners of Public Accounts
Operations of the agency are overseen by the Legislative Committee on Public Accounts. The agency conducts audits of all state and county agencies for financial compliance and management procedures. It is the single state audit agency for purposes of federal law. As the largest legislative agency, the staff is composed almost exclusively of accountants.

Data Center Operations
The Data Center is under the joint supervision of the clerk of the House and the secretary of the Senate. It supports the operations of the House, Senate, Legislative Reference Service and Legislative Fiscal Office. It provides information about bills, resolutions and Senate confirmations. It also supports a subscriber system and a public web site.

SENATE

Leadership Staff
The Senate president pro tem and the chairs of the major Senate committees also each have a full-time secretary.

Members’ Personal Staff
In the Senate, members are housed in suites of two or four senators. Each suite is supported by full-time secretaries.

Committee Staffing
In the Senate, major committees have one full-time secretary. Chairs of committees with a committee appropriation may use those funds to employ an assistant. For other committees, the chair’s secretary also serves as committee secretary.
Secretary of the Senate
Under the supervision of the six elected members of the Legislative Council from the Senate, the secretary is responsible for hiring and supervision of full-time and session employees of the Senate. The secretary is elected by the Senate but does not have to stand for reelection after his or her third election. The secretary has the care, custody and control of the area of the State House used by the Senate and also acts as parliamentarian for the Senate. Jointly with the clerk of the House, the secretary supervises the data center, reapportionment staff and the security for the State House.

HOUSE

Leadership Staff
The speaker of the House and the lieutenant governor each have a separate appropriation and staff. The House speaker pro tempore and the chairs of the House committees on Government Finance and Appropriations, Education Appropriations and Finance, Judiciary and Rules each have a full-time secretary.

Members’ Personal Staff
House secretarial services are provided by a full-time secretarial pool.

Committee Staffing
In the House, committees are assigned a committee clerk who, in some instances, may handle more than one committee.

Clerk of the House
Under the supervision of all House members of the Legislative Council, the clerk is responsible for hiring and supervision of full-time and session employees of the House. The clerk is elected by the full House at the beginning of each quadrennium but does not have to stand for reelection after being elected three times. The clerk has the care, custody and control of the area of the State House used by the House and also acts as parliamentarian for the House. Jointly with the secretary of the Senate, the clerk supervises the data center, reapportionment staff and security for the State House.

OTHER

Alabama Law Institute
The Alabama Law Institute performs legal research for the Legislature. The institute also provides interns and legal counsel for the House and Senate judiciary committees, the speaker of the House and the lieutenant governor.
ALASKA

GENERAL

Most year-round staff services in Alaska are nonpartisan and organized under the direction of one of two joint legislative policy committees: The Legislative Council and the Legislative Budget and Audit Committee. Personnel policies and hiring practices are under the direction of the agency heads and generally follow standard state practices. Session staff, including chamber, member and committee employees are hired by the House and Senate rules committees, which jointly set staff salaries. Legislative staff employment during the interim is determined by the legislative leader of each house.

SHARED SENATE/HOUSE SERVICES

Legislative Affairs Agency
Under the direction of the Legislative Council and headed by an executive director, the agency consists of two divisions with nonpartisan staff: Administrative Services and Legal and Research Services. The Administrative Services Division is responsible for human resources, accounting, data processing, printing, maintenance and supplies and information and teleconference services. The Information and Teleconferencing arm of the Legislative Affairs Agency directs 22 statewide information offices responsible for facilitating communication between legislators and their constituents. During regular legislative sessions the offices provide bill status, schedules, copies of legislative documents and other information to the public and facilitate teleconferences to allow citizens to testify at committee hearings. The offices also maintain 40 volunteer teleconference sites to allow testimony from remote locations around the state. Legal and Research Services is responsible for legal research, bill drafting, litigation, review of administration rules and conducts research on topics requested by legislators and staff. The Legislative Reference Library also is located in the Legal and Research Services arm of the Legislative Affairs Agency.

Division of Finance
Supervised by the Legislative Budget and Audit Committee, the staff performs budget analyses, prepares budgetary recommendations, conducts fiscal studies and provides staff assistance at the request of the House and Senate finance committees.

Division of Legislative Audit
The audit staff is responsible for post-audit of boards and commissions, financial compliance monitoring and some program evaluation under the sunset law. Although supervised by the Legislative Budget and Audit Committee, the division operates independently from the Division of Finance.

Office of the Ombudsman
The ombudsman is responsible for investigating and processing constituent complaints and for handling other areas of government/citizen relations. The ombudsman, upon receipt of a complaint or other initiative, investigates the administrative acts of state agencies and upon the determination that an act of an agency is unlawful, unreasonable, unfair, oppressive, based on a mistake or improper grounds, inefficiently or discourteously performed or otherwise erroneous, attempts to find an appropriate remedy.
SENATE

Leadership Staff
The presiding officers and the majority and minority leaders of both houses are permitted staff as approved by the presiding officers of each house. Additional leadership staff hired for the session is at the authorization of the Rules Committee. All legislative staff salaries follow the Joint Rules Committee’s salary guidelines.

Members’ Personal Staff
Each member has a personal secretary during the session as authorized by the rules committees.

Committee Staffing

Rules Committee. The committee is responsible for the selection and direction of staff assigned to the chamber (sergeants-at-arms and their assistants, pages and messengers) and is the source of approval for hiring assistants, researchers and secretaries for standing, special and joint committees, caucuses and individual members. Staff subject to the committee’s direction are considered patronage employees. Hiring of committee staff is decided by the Rules Committee of each house based on the recommendation of the committee chairs.

Secretary of the Senate
On nomination by the Rules Committee, the secretary is elected by a majority vote of the full membership of the Senate. The secretary of the Senate is responsible for the selection and supervision of the staff of the secretary’s office. The secretary’s staff is responsible for calendars, journals, bill processing, recordkeeping and engrossing.

HOUSE

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Chief Clerk of the House
On nomination by the Rules Committee, the clerk is elected by a majority vote of the full membership of the House. The clerk is responsible for the selection and supervision of the staff of the office, who are subject to the direction of the presiding officer and the Rules Committee according to law and legislative rule. The clerk’s staff is responsible for calendars, journals, bill processing, recordkeeping and engrossing.
ARIZONA

GENERAL

The House and Senate may hire as many employees as each chamber directs, with the particulars of employment, including terms and conditions, compensation, discipline and discharge, determined by the speaker and the president, respectively. Legislative employees are “exempt” and thus not covered by the state employee merit system that governs other state employees. This means that they may be removed from employment at any time and have no right of appeal to the Arizona Personnel Board.

SHARED SENATE/HOUSE SERVICES

Legislative Council
The Legislative Council is a statutory committee of the Legislature that is chaired in alternate years by the president and the speaker; and it includes six additional members from each chamber (for a total of 14 members). Under the direction of an executive director appointed by the council, nonpartisan council staff provide an array of legislative services to all members of both the House and Senate. Specifically, the professional staff of the Legislative Council prepare all bills, memorials and resolutions and various amendments; review every law passed by the Legislature, making technical corrections and drafting explanatory notes where appropriate before publication; perform legal and other policy-related research; assist in enrolling and engrossing bills, memorials and resolutions; provide computer support for all legislative staff and maintain an Internet site for the legislature; and prepare impartial analyses of ballot propositions for inclusion in the publicity pamphlet.

The Legislative Council also publishes a number of annual reports and manuals, including Arizona Legislative Bill Drafting Manual, Arizona Revised Statutes Internal Reference Manual, Annual Report on Defects in the Arizona Revised Statutes and State Constitution and the Digest of Laws.

Joint Legislative Budget Committee
The Joint Legislative Budget Committee (JLBC) is a statutory committee of the Legislature that is chaired in alternate years by the chairmen of the House and Senate appropriations committees and is comprised of the majority leaders of each chamber, the chairmen of the Senate Finance Committee and the House Ways and Means Committee and five additional members of each chamber’s Appropriations Committee (for a total of 16 members). Under the direction of a director appointed by the JLBC, the professional JLBC staff provides assistance to the Legislature regarding all facets of the state budget, state revenues and expenditures, future fiscal needs and the organization and functions of state government.

Specifically, nonpartisan JLBC staff provide the following: analysis and recommendations for the annual state budget; technical, analytical and preparatory support in developing appropriations bills; periodic analysis of economic activity and state budget conditions; fiscal impact notes on pending legislation; the annual Appropriations Report; management and fiscal research reports related to state programs and agency operations; and support to various statutory legislative committees relating to taxes and capital projects, land acquisition and construction.

Arizona State Library, Archives and Public Records
The president of the Senate, speaker of the House and one additional member from each chamber comprise a board that oversees the activities of the Arizona State Library, Archives and Public Records (ASLAPR). Under the direction of a director appointed by this board, professional ASLAPR staff are responsible for: identifying,
acquiring and making available the permanently valuable public records of Arizona; loaning recorded books and magazines to disabled citizens who are unable to use printed materials in the conventional forms; coordinating statewide planning and development of library services; operating the State Capitol Museum in the original Capitol building; and operating both the Research Library and State Law Library. ASLAPR also directs and coordinates the activities of the Historical Advisory Commission, the State Board on Geographic and Historic Names and the State Historical Records Advisory Board (under the National Archives Program for Grants to the States).

Office of the Auditor General
This office provides an independent audit function to ensure responsible and professional legislative oversight and public accountability for funds administered by the state and certain local governments. The auditor general is appointed for a five-year term by the 12-member statutory Joint Legislative Audit Committee, subject to approval by a majority vote of both houses.

The auditor general performs financial and performance audits of state agencies and some political subdivisions. Specific duties of this office include determining whether public entities are making proper and judicious use of public money and resources and are complying with applicable laws, rules and governmental accounting and financial reporting standards; defining standards and establishing procedures for accounting and budgeting; and providing technical assistance to state and local governmental entities.

Ombudsman-Citizens’ Aide
This office strives to improve the effectiveness and responsiveness of state government by receiving public complaints, investigating the administrative acts of state agencies and recommending fair and appropriate remedies. The ombudsman staff provide citizens with information about their rights and agency policies and procedures; investigate complaints and work with citizens and agencies to resolve problems and disputes; identify and correct patterns of undesirable administrative practices; exonerate state administrators when criticism is unwarranted; and respond to requests for assistance from legislators by investigating especially complex constituent complaints.

Ombudsman for Private Property Rights
This office represents the interests of private property owners in proceedings involving governmental action. The ombudsman staff receive complaints and inquiries from private property owners and research and analyze issues relating to actual or proposed governmental action that would result in the government’s taking of private property; prepare and present briefs and arguments and intervene or appear on behalf of private property owners in judicial, legislative or administrative proceedings; conduct investigations and inquiries and present evidence to the Arizona Navigable Stream Adjudication Commission regarding the navigability or non-navigability of watercourses; and represent the interests of record title owners before any state agency, the Legislature or any court regarding issues related to state claims to the beds of watercourses.
SENATE

Leadership Staff

Majority and Minority Staff
The presiding officers and ranking majority and minority leaders have year-round support and, in some cases, professional staff.

Each caucus has full-time partisan staff that serve the members of that caucus by assisting their leadership in developing a legislative agenda, serving as advisers to all caucus members, providing policy and legal analysis on specific issues, answering members’ information requests, briefing members on legislation, conducting research projects, developing and drafting legislation and assisting with press relations, communications and speeches.

The majority staff in each chamber generally includes various directors and advisers of operations, policy and communications. The Senate majority also has an economic adviser and a counsel to the president.

Minority staff in the Senate is comprised of research analysts and a legal research analyst, counsel to the minority and a staff attorney.

Members’ Personal Staff

Members’ Assistants and Secretaries. Each member has an assistant/secretary who works in the member’s office, performing such duties as maintaining the member’s bill files, preparing committee agendas if the member is a chairperson, coordinating and maintaining the member’s schedule, greeting and assisting guests, responding to telephone inquiries, facilitating solutions to constituents problems, managing the member’s correspondence and performing various other administrative duties. Some assistant/secretaries are assigned to work with more than one member.

Committee Staffing

Committee Secretaries. Each standing committee is assigned a committee secretary to take roll, record committee votes, take and prepare minutes of committee meetings, type committee reports and blend all amendments passed on a measure into a single amendment for consideration by the entire chamber. When the Legislature is not in session, committee secretaries perform similar duties for various legislative study committees that meet during the interim.

Rules Committee Staff. The rules staff consists of full-time and part-time attorneys and other administrative staff. Rules attorneys review each legislative measure after it is heard in its assigned standing committees to ensure that it is constitutional and in proper form for consideration by the entire body. To correct legislation that is not constitutional or in proper form, rules attorneys may draft proposed amendments for consideration by the Rules Committee and the entire body. The rules attorneys also respond to inquiries regarding parliamentary procedure and compliance with the Senate and House rules. Rules administrative staff prepare Rules Committee amendments and agenda. During legislative session, the rules staff is assisted by legal interns who conduct legal research and prepare memoranda.

Secretary of the Senate

Elected by members of the Senate, the secretary acts as an officer and maintains all records of any official action by the Senate, including complete bill files, files on committee minutes, tapes of committee and floor testimony, the Senate Journal and various other historical documents. The secretary assigns numbers to all legislative measures as they are introduced in the Senate and oversees the printing and engrossing of these measures, any amendments and conference committee reports. In even-numbered years, the secretary assists in the preparation of session laws.
During floor sessions the secretary coordinates the flow of legislation, prepares and distributes calendars, assists in parliamentary decisions and coordinates among the House, Senate and governor’s office all messages, bills and information. The secretary assists the president and members in ensuring that all Senate action conforms to Senate rules, statutes and the Arizona Constitution. The secretary’s staff includes an assistant secretary, a journal clerk, an administrative assistant, an enrolling and engrossing supervisor, a file clerk, an index clerk, a duplicating and supply supervisor, supply clerks, an information desk clerk and a runner. The secretary also supervises the senators’ assistants/secretaries and committee secretaries.

**Research Staff**

A full-time, nonpartisan research division is comprised of research analysts and assistant research analysts who are assigned to one or more standing committees. These individuals perform various functions, including drafting summaries of all legislative measures, providing verbal explanations of these measures during committee hearings and caucus meetings, drafting amendments, assisting standing committee chairpersons and staffing interim committees. A constituent services office, part of the research division, responds to constituent inquiries for information or requests for help to resolve problems. During the legislative session, research staff is supplemented by college interns who assist the research and assistant research analysts. (See Leadership Staff section for a discussion of majority and minority research services.)
HOUSE

Leadership Staff

Majority and Minority Staff
The presiding officers and ranking majority and minority leaders have year-round support and, in some cases, professional staff.

Each caucus has full-time partisan staff that serve the members of that caucus by assisting their leadership in developing a legislative agenda, serving as advisers to all caucus members, providing policy and legal analysis on specific issues, answering members’ information requests, briefing members on legislation, conducting research projects, developing and drafting legislation and assisting with press relations, communications and speeches.

The majority staff in each chamber generally includes various directors and advisers of operations, policy and communications. Legal counsel in the House includes a chief counsel and a counsel to the majority.

Minority staff in the House includes a staff director, legal counsels, a senior economist and research analysts.

Members’ Personal Staff

Members’ Assistants and Secretaries. Each member has an assistant/secretary who works in the member’s office, performing such duties as maintaining the member’s bill files, preparing committee agendas if the member is a chairperson, coordinating and maintaining the member’s schedule, greeting and assisting guests, responding to telephone inquiries, facilitating solutions to constituents problems, managing the member’s correspondence and performing various other administrative duties. Some assistant/secretaries are assigned to work with more than one member.

Committee Staffing

Committee Secretaries. Each standing committee is assigned a committee secretary to take roll, record committee votes, take and prepare minutes of committee meetings, type committee reports and blend all amendments passed on a measure into a single amendment for consideration by the entire chamber. When the Legislature is not in session, committee secretaries perform similar duties for various legislative study committees that meet during the interim.

Rules Committee Staff. The rules staff consists of full-time and part-time attorneys and other administrative staff. Rules attorneys review each legislative measure after it is heard in its assigned standing committees to ensure that it is constitutional and in proper form for consideration by the entire body. To correct legislation that is not constitutional or in proper form, rules attorneys may draft proposed amendments for consideration by the Rules Committee and the entire body. The rules attorneys also respond to inquiries regarding parliamentary procedure and compliance with the Senate and House rules. Rules administrative staff prepare Rules Committee amendments and agenda. During legislative session, the rules staff is assisted by legal interns who conduct legal research and prepare memoranda.

Chief Clerk of the House

Elected by members of the House, the chief clerk is the chief administrator of the House. The chief clerk prepares the agenda for daily floor action at the direction of the speaker; assists the speaker and members in ensuring that statutory, constitutional and House rules are followed; signs all enrolled legislation; oversees the preparation and publication of the House Journal; and assists in the preparation of session laws in odd-numbered years. The chief clerk also coordinates record keeping and maintains official records, supervises operation of the voting and sound systems, directs the public information services and assists with new member orientation.
The chief clerk assigns numbers to all measures as they are introduced in the House and oversees the printing and engrossing of these measures, amendments and conference committee reports. The chief clerk’s staff includes an assistant chief clerk, an administrative assistant, a journal clerk, a bill and index clerk, a bill tracking secretary, an archivist, a reader, an information supervisor, an information desk clerk, a duplication supervisor, a duplicating/supplies clerk and a mailroom/billroom supervisor and clerk.

Research Staff
A full-time, partisan (majority) research division is comprised of research analysts and assistant research analysts who are assigned to one or more standing committees. These individuals perform various functions, including drafting summaries of all legislative measures, providing verbal explanations of these measures during committee hearings and caucus meetings, drafting amendments, assisting standing committee chairpersons and staffing interim committees. A constituent services office, part of the research division, responds to constituent inquiries for information or requests for help to resolve problems. During the legislative session, research staff is supplemented by college interns who assist the research and assistant research analysts. (See Leadership Staff section for a discussion of minority research services.)
ARKANSAS

GENERAL

Most staff services are organized under one centralized, nonpartisan agency, with the exception of the post audit, performance evaluation and administrative services. Operations of each staff agency are nonpartisan and supervised by a different legislative committee.

SHARED SENATE/HOUSE SERVICES

Division of Legislative Audit
Supervised by the Legislative Joint Auditing Committee, the Division of Legislative Audit is the largest staff agency. The professional staff provides independent, nonpartisan and timely reporting of the various governmental entities’ fiscal and financial activities in compliance with appropriate professional standards.

The Division of Legislative Audit is organizationally divided into five general areas of responsibility.

- The State Agencies Section is responsible for financial audits and internal control reviews of the state’s constitutional and executive offices as well as various boards and commissions;
- The Counties and Municipalities Section is responsible for financial audits of counties, certain municipalities and the prosecutor districts; and
- The Educational Institutions Section is responsible for financial audits of institutions of higher education and other educational institutions at the local level;
- The Performance Audit Section is responsible for performance audits and special reports conducted in response to legislative concerns; and
- The information Systems Section is responsible for audits assessing information system controls in support of the financial and performance audits performed by the division; provides development, maintenance and support of internal computer systems; and assists in data retrieval and analysis.

Each of the three general audit sections has auxiliary support available from other resources within the division. These resources include fraud prevention and detection, legal counsel, personnel, federal assistance and data processing.

Bureau of Legislative Research
Supervised by the Legislative Council, the bureau is organized into six divisions: Legal and Bill Drafting, Research and Committee Services, Budget and Fiscal Review Services, Legislative Information Services, State Personnel Review, and Economic and Tax.

Legal and Bill Drafting
Advises and counsels individual members of the General Assembly and legislative committees on legal matters. Drafts bills, amendments and resolutions for individual members and committees of the General Assembly. Conducts legal research and prepares memoranda on legal issues.

Research and Committee Services
Staffs standing, joint interim and select committees of the General Assembly. Performs research, review, investigation and fact-finding duties on direction of legislative committees or on request of individual legislators.
Budget and Fiscal Review Services
Provide staff support to the Legislative Council and the Joint Budget Committee during pre-session budget hearings and to the Joint Budget Committee during legislative sessions. Prepares appropriation bills at the direction of the Legislative Council, Joint Budget Committee and individual members of the General Assembly. Continually reviews state agency fiscal operations. Staffs the subcommittees of the Legislative Council on Performance Evaluation and Expenditure Review (PEER), Charitable, Penal and Correctional Institutions and the subcommittee on Review. Prepares and distributes the monthly and annual report reflecting the status of revenue collections.

Legislative Information Services
Coordinates and assists in the development and maintenance of legislative automated word and data processing systems, including the World Wide Web home page of the General Assembly and maintenance of all databases. Assists members in using computers and information systems. Maintains microfilm records.

State Personnel Review
Provides staff support to the subcommittee on Uniform Personnel Classification and Compensation of the Legislative Council and Joint Budget Committee. Furnishes information and analysis of personnel matters to members of the General Assembly on request. Prepares and distributes the monthly employment report, which reflects the number of state employees for all state agencies, institutions and departments.

Economic and Tax
Prepares estimates of changes in collections and on the economy as a result of changes or proposed changes in the state and federal tax laws. Prepares and distributes the monthly report reflecting the status of revenue collections. Prepares forecasts of general revenue collections for the current year and the next biennium.
SENATE
The Senate employs 12 full-time staff. All employees report to the chief of staff. The Senate also employs approximately 75 part-time employees during a legislative session, including security personnel, secretaries, clerks and additional janitorial personnel.

Leadership Staff
In the Senate, the president pro tempore is authorized to employ one full-time professional.

Members’ Personal Staff
A stenographic pool is available to members only during the session.

Senate Chief of Staff
The chief of staff directs all staff operations for the Senate and reports to the Senate Efficiency Committee. The chief of staff’s responsibilities include day-to-day management of all staff, contract approvals and all segments of Senate operations. The chief of staff consults with the Efficiency Committee chairman and staffs the Efficiency Committee, consulting the committee and its chairman on the hiring of personnel, staff travel, making annual reviews of staff and making salary recommendations.

Committee Staffing
The Bureau of Legislative Research provides support staff to all standing committees.

Secretary of the Senate/Fiscal Officer
The secretary of the Senate/fiscal officer is the dispersing officer of the Senate and reports to the chief of staff. The secretary is responsible for the part-time session personnel and their activities during legislative sessions and for the production and accuracy of the Senate Journal. This office also handles the publication of the rules book and all official papers of the Senate. As fiscal officer, the secretary is responsible for recording and reporting on Senate’s finances and supervises the assistant fiscal officer.

Constituency Office
The Senate has a five-person Constituency Office. The office coordinator and all CSO employees report to the chief of staff. They are responsible for all constituency concerns that are brought to their attention by senators.

Public Information Office
The public information officer is responsible for press releases, a session radio program, speeches, press conferences, weekly columns for the senators, computer photography, page photos and the Senate web page. An assistant is employed during legislative sessions.
HOUSE

Members’ Personal Staff
A stenographic pool is available to members only during the session.

House Management Committee
The committee, which is appointed by and serves at the pleasure of the speaker, has responsibility for hiring all permanent administrative and temporary session staff. The speaker, the chair of the House Management Committee, the coordinator of legislative services and the chief clerk make most session employment decisions.

Committee Staffing
The Bureau of Legislative Research provides support staff to all standing committees.

Chief Clerk of the House
The clerk is appointed by the speaker. The office is responsible for journals, voting records, messengers, security personnel, bill engrossing and record stenographers.

Coordinator of Legislative Services
The coordinator of legislative services directs permanent staff that provide public information, bookkeeping, research, some legal services and some stenographic work for the members of the House of Representatives.
CALIFORNIA

GENERAL

The rules committees of the Assembly and Senate are the focal points for staffing policies and decisions. Fiscal, audit and bill drafting services are provided by three autonomous, joint agencies, partisan and nonpartisan research staff and administrative services technically are under the purview of the rules committees. A significant number of staff are attached to the committee structure, and members are authorized to hire both capitol and district support and professional staff.

SHARED SENATE/HOUSE SERVICES

Legislative Counsel Bureau
The Legislative Counsel Bureau works primarily for the Legislature and serves as the official agency in drafting legislative measures. The bureau staff is responsible for legal research, preparation of legal opinions, litigation, statutory revision, indexing and data processing. All bill drafts and amendments must be submitted to the bureau for review and final drafting, and the bureau furnishes the author with the draft legislation. The bureau is responsible for the Legislative Data Center, which operates the legislative information systems and processes legislative measures.

Legislative Analyst’s Office
The nonpartisan Legislative Analyst’s Office—often referred to as the LAO—provides fiscal and policy information, analysis and advice to the Legislature. The office, which has been in existence for more than 55 years, is known for its nonpartisan analyses of the state’s budget, programs and finances. The LAO’s overall mission is to ascertain facts and make recommendations to the Legislature about state expenditures, revenues and the organization and operation of state entities, for purposes of reducing costs and improving the efficiency of state government. Under the general supervision of the Joint Legislative Budget Committee, the LAO serves both houses of the Legislature and all 120 members. The office’s main job is to advise the Legislature on fiscal matters; thus, each year it provides the members an extensive analysis of the governor’s annual budget proposal. Staff from the LAO also testify at legislative budget hearings and at the conference committee on the budget.

In addition, the LAO responds confidentially to requests for information or analysis from all members, publishes many independently-generated reports on a variety of state and local issues and prepares analyses of statewide initiatives and all statewide ballot propositions. The office is organized into eight sections by subject matter, with each section having from two to five analysts. Additional information about the LAO and copies of all reports published in the last few years can be obtained from the LAO’s website at www.lao.ca.gov.

California State Auditor (Bureau of State Audits)
The Bureau of State Audits, formerly the Office of the Auditor General, technically resides in the executive branch of state government, but statutes ensure its independence by freeing it from both legislative and executive control. The bureau is headed by the state auditor, who has sole responsibility for exercising its powers and duties and serves as the state’s external auditor.

The bureau conducts performance, financial and compliance audits and investigations that are either mandated or discretionary. Mandated audits and evaluations typically are written into a law creating or amending a program or entity, or can be incorporated in the annual budget act. Discretionary audits and
evaluations are requested by any member of the Legislature via the Joint Legislative Audit Committee. The committee is made up of 14 members of the Assembly and Senate and is responsible for requesting, approving and prioritizing approved audits based on available funding and the number of mandated and previously approved audits.

The state auditor employs a pooling concept to maximize use of resources. The bureau has only one audit division and all auditors are trained to perform all types of audits and evaluations. The nature of the audits and evaluations requested and mandated include comprehensive performance audits, specific program evaluations, financial viability analysis, analysis of performance measures and traditional financial statement audits. These audits and evaluations involve benchmarking, strategizing, measuring performance and assessing efficiency and effectiveness.

SENATE

Leadership Staff
In addition to the two Senate caucus staffs, seven Senate leaders have additional professional or clerical staff. The members of the Rules Committee are entitled to additional professional and clerical staff. The president pro tem employs a staff of 25 to oversee the development of policy and the programs of legislation. The majority leader has five professional staff and three secretaries. The minority leader has four professional staff and three secretaries. Staff activities include program development, legislative research, liaison, press relations and administrative support.

Majority Caucus
The majority caucus staff is assigned to monitor legislation; prepare analyses of bills; provide press services, including releases, radio feeds and sample columns; and compile a cumulative report on session activities. The staff is hired and supervised by the caucus chair.

Minority Caucus
The minority caucus prepares bill analyses and also is assigned to press relations, special research projects and compilation of voting records and district demographic data. The staff is hired and supervised by the caucus chair.

Members’ Personal Staff
Senators are allowed to hire a capitol staff of one professional and three secretaries and a district office staff of two professionals and three secretaries. The personal staff is assigned to constituent casework, research, development of legislation, press relations and speech writing. Senators who represent multi-county districts are provided with additional positions.

Rules Committee
Like its Assembly counterpart, the Senate Rules Committee is responsible for administration and personnel. The committee also hears and makes recommendations to the Senate floor on gubernatorial appointments and analyzes all bills and amendments prior to floor consideration. The day-to-day management decisions of the Senate are delegated to the secretary of the Senate, who serves as the chief executive officer of the upper house. The committee determines staff allocations to caucuses and committees and must approve all employment decisions. The rules staff provides data processing, public information, financial, purchasing, personnel and administrative services. All other support services—messengers, stenographic, supply, printing, mail and research personnel—also report to the Rules Committee. The president pro tempore chairs the five-member Rules Committee, and the committee appoints committee members and committee chairs and assigns bills.

Committee Staffing
Upon the determination of the Assembly and Senate Rules Committees, each chair is assigned professional and support staff to assist with research needs, hearing scheduling and logistics, oversight activities of agencies within the committee’s jurisdiction, bill drafting and analysis and constituent questions related to the committee’s program area. Staff size is directly related to the workload of the committee. In the Senate, the number of committee consultants ranges from two to five, while Assembly committees are allowed to hire from one to 10 research consultants. Subcommittees and select committees also are provided with staff as determined by the rules committees. The rules committees must approve the chair’s staff selections and salary levels.

Secretary of the Senate
Elected by the members, the secretary of the Senate is responsible for day-to-day operations of the Senate, the production of calendars and journals and the printing of Senate legislation and all official documents and stationery.

Chief Sergeant-at-Arms
The sergeant is elected by the members and oversees security, maintenance and audiovisual recording services.

Office of Research
The research staff provides general and in-depth information services to all members. The research staff supplements committee staff when requested, answers member research requests, prepares bill analyses and reviews agency programs.

ASSEMBLY

Leadership Staff
In the Assembly, members are provided with additional staff based on leadership responsibilities. Leadership staff allocations range from one additional professional assistant for each member of the Rules Committee to multiple additional professional and support personnel for the speaker. Leadership staff is assigned to administrative duties, personal correspondence of the leader, liaison with other staff and executive agencies, press relations, legal counsel, legislative procedural duties and legislative affairs.

Majority Consultants
Hired and supervised primarily by the speaker, the staff is assigned to monitor and track legislation in committee, prepare partisan analyses of issues and bills, develop party programs and legislative packages, prepare press releases, write speeches and other media-related assistance and provide constituent services.

Minority Consultants
Under the direct supervision of the minority leader, the staff is responsible for developing partisan programs, analyzing legislation, monitoring committee actions and bill progress and providing media and press services to minority members.

Members’ Personal Staff
Each Assembly member is provided with two full-time clerical personnel, hired by the Rules Committee and assigned in the capitol. Members may select secretaries from personnel screened and approved by the Rules Committee. In the districts, each member may hire at least one secretary and an administrative assistant who handles constituent matters, serves as district liaison and handles press relations. All members receive identical allowances for their district offices and each has complete autonomy within the allowance in hiring district staff.
Rules Committee
The Rules Committee is the policy setting and administrative arm of the Assembly. It also assigns bills to the appropriate policy committees. The committee technically hires all Assembly employees, and the staff handles all Assembly payroll and personnel functions. The committee determines staff allocations and salary levels for standing and select committees, party caucuses and all support units. The immediate staff is responsible for personnel administration, training, in-house printing and reproduction services, purchasing, inventory control, financial management and accounting, supplies, district office accounts and publication sales. The committee traditionally provides the staff to the Joint Rules Committee, which handles administrative projects and services that involve both chambers.

Committee Staffing
Upon the determination of the Assembly and Senate Rules Committees, each chair is assigned professional and support staff to assist with research needs, hearing scheduling and logistics, oversight activities of agencies within the committee’s jurisdiction, bill drafting and analysis and constituent questions related to the committee’s program area. Staff size is directly related to the workload of the committee. In the Senate, the number of committee consultants ranges from two to five, while Assembly committees are allowed to hire from one to 10 research consultants. Subcommittees and select committees also are provided with staff as determined by the rules committees. The rules committees must approve the chair’s staff selections and salary levels.

Chief Clerk
Elected by the members, the clerk is responsible for chamber desk duties, calendars, journals, enrolling and engrossing. The clerk also acts as parliamentarian and supervises the printing and publication of Assembly documents.

Chief Sergeant-at-Arms
The sergeant is elected by the members and oversees security and other miscellaneous services for the members and the committees. The sergeant’s staff also assists with scheduling and arranging out-of-town hearings and, when necessary, serves subpoenas on committee witnesses.
COLORADO

GENERAL

Staff services are provided primarily by four autonomous, nonpartisan agencies that serve both chambers. Each agency is supervised by a separate legislative committee and there is no single coordinating body of legislators or staff. Directors of three of the four offices informally follow state personnel policies. The fourth office is within the personnel system.

SHARED SENATE/HOUSE SERVICES

Legislative Council
The Legislative Council is an 18-member legislative committee. Six members of the Senate are appointed to the council by the president and six members of the House are appointed to the council by the speaker. The remaining members are the legislative leadership. The Legislative Council collects data, considers important issues of public policy and prepares reports, bills and other documents for presentation to the General Assembly. The responsibilities and functions of the 50-member Legislative Council staff may be grouped under six broad activities: staffing interim and statutory committees; staffing committees of reference; responding to requests for research and constituent services; preparing fiscal notes; providing revenue projections; and performing other centralized support services, such as payroll and printing. Other services provided by the council are ballot analysis, capitol building tour services and library service.

Joint Budget Committee
The Joint Budget Committee (JBC) is the General Assembly’s permanent fiscal and budget review agency. The Committee writes the annual appropriations bill for the operations of state government. The JBC has six members who serve two-year terms and are selected following the general election. The chairmanship alternates between the chairmen of the Senate and House appropriations committees. Statutes charge the JBC with analyzing the management, operations, programs and fiscal needs of the departments of state government. The committee holds hearings and reviews the executive budget requests for each state agency and institution. The committee has a nonpartisan staff of 14 analysts and two support staff. Analysts review budget requests, prior year staff write-ups, statutes, appropriations reports, audit reports, interim committee reports and other pertinent information and meet with agency personnel and other individuals to learn about programs, departments and their operations.

Legislative Legal Services
The Office of Legislative Legal Services (OLLS) prepares the bills, resolutions and memorials introduced in the General Assembly. Under legislative joint rule, no bill may be introduced in either house unless first approved as to form by the office. In addition, most amendments and all conference committee reports are prepared by the office. The office is responsible for reviewing all bills and amendments after they are passed by either house. The 50-member office maintains complete legislative records of bills, resolutions and memorials considered and enacted by the General Assembly. Acting under the direction of the Committee on Legal Services, the office coordinates litigation involving the General Assembly. The office is responsible for implementing the statutory provisions for legislative review of administrative rules and regulations. Every rule adopted or amended by an executive agency is reviewed by an attorney or legislative assistant to determine if the rule is within the power delegated to the agency and consistent with law. The office prepares a digest of the bills enacted at each session. In addition, the office publishes the Session Laws and the Colorado Revises Statutes.
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Legislative Audit Committee
The Legislative Audit Committee (LAC) is a permanent standing committee comprised of four senators and four representatives with equal representation from the two major political parties. The committee staff of 73 conducts audits of state department finances and operations and monitors state agency budgets. The LAC also recommends an appointment for state auditor to the leadership of the General Assembly every five years. The LAC staff is part of the state personnel system.

SENATE

Leadership Staff
The president, majority leader and minority leader each have a full-time administrative or secretarial assistant. The leaders of each caucus hire their own staff, including a chief of staff or some other staff member who is then responsible for overseeing caucus staff, including policy and media personnel and for working with the secretary of the Senate on personnel matters.

Senate Services Committee
This committee consists of the senate president, majority leader and minority leader. The committee provides guidelines and direction to the secretary of the Senate on administrative and policy matters that affect both elected officials and staff and no policy decisions are made without the approval of the Senate Services Committee. Unlike the Colorado House Services Committee, the Senate Services Committee does not hire the employees of the Senate. They may authorize, review and audit all expenditures and have generally delegated those responsibilities to the secretary of the Senate.

Member’s Personal Staff
Contingent on annual funding approval by the Executive Committee of the Legislative Council, each senator is permitted to hire a legislative aide for a specified number of hours during the regular legislative session. Each caucus provides secretarial support for its members.

Secretary of the Senate
The secretary of the Senate is a non-partisan position elected by the members of the Senate, is the chief administrative officer for the Senate and serves as parliamentarian. The secretary directly oversees Senate services staff and is responsible for all aspects of bill processing, including the calendars, journals, amendments to bills and disseminating public information. The secretary is also responsible for the Senate budget and works with caucus personnel on personnel matters.
HOUSE

Majority and Minority Parties
Each party has a chief of staff and in the House caucus staff has been increased by one session-only staff person.

House Services Committee [House Rule 25 (f)]
The House Services Committee, consisting of four members of the House appointed by the speaker, authorizes and reviews all expenditures for equipment, supplies and services necessary for the efficient conduct of the business of the House, and shall employ such officers and employees of the House as may be authorized, without regard to party affiliation (House Rule 43), and assign them to their duties. They also have the full power to summarily remove any officer or employee of the House. Traditionally all this is done with assistance from the chief clerk.

Members’ Personal Staff
The House employs a secretarial pool that is available to all members all year.

Contingent on annual approval of funding by the Legislative Executive Committee, each member is allowed to hire a legislative aide for a limited number of hours during the regular legislative session.

Chief Clerk of the House
Although House Rule 2 (a) calls for the “election of a clerk for the time being”, by common practice the chief clerk is appointed by the speaker and approved by the House members. The clerk and all officers and employees under the clerk’s direction are nonpartisan. House Rule 43 states that all shall be selected without reference to party affiliation and solely on the basis of ability to perform their duties. The clerk serves as House parliamentarian. The Clerk of the House, as the chief administrative officer for the House of Representatives, is responsible for the House budget, oversees the staff of the House and is responsible for all aspects of bill processing, House journals and calendars, and the dispersing of public information. The House staff that reports to the chief clerk is now, by rule, nonpartisan.

Legislative Management Team
The Legislative Management Team exists to foster communication among the agencies and to improve service to the legislature by ensuring thorough evaluation of significant policy and operational matters affecting all service agencies. Such matters include issues regarding physical plant, security, information systems, telecommunications, personnel and financial activity. The committee consists of the directors of the legislative staff agencies, the chief clerk of the House and the secretary of the Senate.

Legislative Information Services
The computer/data operations for the legislative staff agencies and members of the General Assembly are centralized and maintained by the Office of Legislative Information Services (LIS). The LIS is under the direction of the Legislative Management Team and is charged with information management including: system research and development, network and workstation administration, data infrastructure support, web page administration and end-user training and support. The LIS also helps coordinate legislative data operations with broader statewide IT initiatives through interaction with the Joint Legislative Committee on Computer Management, the Governor’s Office of Innovation and Technology and the State of Colorado’s Information Management Commission.
CONNECTICUT

GENERAL

Staff services are centralized with one legislative policy body that oversees staff operations. An executive director to the policy committee is responsible for central administration and personnel. Functional offices within this structure have flexibility in organizing and assigning staff. Traditionally, all committees of the General Assembly operate jointly on all matters, while retaining the prerogative of separating into Senate and House committees whenever a majority of the committee members from one chamber find themselves in disagreement with a majority of the committee members from the other chamber.

SHARED SENATE/HOUSE SERVICES

Joint Committee on Legislative Management (JCLM)
The Joint Committee on Legislative Management is the administrative arm of the General Assembly. All appropriations for the legislative branch of government are under the jurisdiction of this committee and are administered by its nonpartisan staff. The president pro tempore and the speaker of the House serve as the co-chairs of the committee. The remaining Senate members include the majority leader, a deputy majority leader, four majority senators, the minority leader, an assistant minority leader and two minority senators. The remaining House members include the majority leader, the deputy speakers, the deputy majority leader, three majority representatives, the minority leader, an assistant minority leader and four minority representatives. The Office of Legislative Management provides administrative and operational support for the Connecticut General Assembly. It implements the policies of the Joint Committee on Legislative Management, provides administrative and financial services, administers compensation and human resources services and oversees the management and maintenance of all buildings and grounds under the supervision and control of the legislature for the benefit of legislators, their staff and the general public. The following nonpartisan staff offices operate under the jurisdiction of the JCLM and are overseen by the executive director, are individually managed by office directors and collaborate effectively to best serve the General Assembly.

Office of Fiscal Analysis
The Office of Fiscal Analysis (OFA) provides the General Assembly with independent, accurate and timely fiscal information to assist members in making budgetary decisions and to inform members of the fiscal impact of legislation under consideration. OFA acts as the fiscal support staff to the committees on Finance, Revenue and Bonding and Appropriations. The staff reviews and conducts analyses of the governor’s recommended budget, including revenues, appropriations, bond authorizations and various federal aid programs available to Connecticut. In addition, OFA helps the two committees analyze the fiscal impact of all individual money bills that may be referred to them. OFA prepares fiscal notes or fiscal impact statements that are appended to the file copy of all favorably reported bills; fiscal notes also are prepared on amendments. The office provides information to individual legislators in areas concerning taxes, expenditures and other budgetary matters. A detailed report on the adopted state budget is prepared at the end of each session. During the interim, OFA assists in legislative overview of state operations to ensure that legislative intent is carried out during execution of the budget by the various agencies.

Office of Legislative Research
The nonpartisan Office of Legislative Research (OLR) helps the General Assembly make policy and serve the public by providing accurate, timely and objective research, policy analysis and assistance in the Connecticut

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development of legislation. The major services to members of the General Assembly are committee
staffing, research and legislative analyses. OLR also maintains intranet and internet web pages; publishes
a periodic report for legislators called the OLRreporter, and, provides periodic e-mail updates on selected
reports for legislators and staff. OLR assigns one or more researchers to assist each nonfiscal standing and
select committee. Researchers help to develop legislation, screen bills, brief legislators on issues, answer
questions and help the committees in their work. During the interim between sessions, OLR also works
with special committees and task forces to develop recommendations and write reports. OLR provides
research for and answers questions from individual legislators and legislative staff.

Legislative Library
The Legislative Library collects and organizes informational materials for the use of legislators and
legislative staff. The collection includes current Connecticut legislative materials from proposed bills to
session laws; statutes of the six New England States, New York and New Jersey; federal laws and
regulations; case law from all Connecticut courts and the U.S. Supreme Court; and legislative task force
reports, directories and reference tools.

Legislative Commissioners' Office
The Legislative Commissioners' Office (LCO) serves the members and committees of the General
Assembly by drafting legislation that expresses their intent in clear, concise and constitutionally sound
language; by providing legal counsel; by publishing legislative documents; and by carrying out all other
duties assigned by law. Each LCO attorney is assigned to one or more legislative committees and has
expertise in the areas of concern to the committee. In addition to drafting bills and amendments, the
attorneys advise the committees on applicable state and federal statutes, regulations and case law that
affect the committees' jurisdiction. Although LCO is under the supervision of two commissioners—a
Democrat and a Republican—who are appointed by the General Assembly for staggered, four-year terms,
its staff is nonpartisan, including the director who manages the day-to-day operations. A nonpartisan
director manages the day-to-day operations of the office. The full-time LCO staff is nonpartisan.

Office of Program Review and Investigations
The 12 member bipartisan Legislative Program Review and Investigations Committee serves as the
General Assembly’s “watchdog” over the executive branch of government. Pursuant to statute, the
president pro tempore of the Senate, the speaker of the House, and Senate and House minority leaders
each appoint three members to the committee. The committee’s mandate is to examine state government
programs and their administration to ascertain whether they are effective, continue to serve their intended
purposes, are conducted in an efficient and effective manner, or require modification or elimination. It is
required to report to the General Assembly and make administrative and legislative recommendations
pertaining to any inadequate operating or administrative system controls or procedures, inaccuracies,
waste, extravagance, unauthorized or unintended activities or programs, or other deficiencies existing in
any agency or program it investigates. The committee may conduct investigations on “any matter” when
requested by a joint resolution of the General Assembly or, when the legislature is not in session, by a
joint standing committee or at its own initiative, subject to the approval of the Joint Committee on
Legislative Management. It has a full-time, nonpartisan staff.

Law Revision Commission
The Connecticut Law Revision Commission conducts an ongoing review of the General Statutes and
recommends appropriate revisions to antiquated, unconstitutional and inequitable laws. The commission
assists the Judiciary Committee and other legislative and executive bodies on specific revision proposals
and solicits the expertise of numerous state legal authorities in arriving at its consensus on
recommendations. The governor, leadership of the General Assembly and Judiciary Committee co-
chairmen and ranking members each appoint members to the commission, which presently consists of

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two senators, three representatives, two judges, one law school professor and nine attorneys. The commission is supported by the Legislative Commissioners’ Office.

Office of Information Technology Services
The Office of Information Technology Services is responsible for the selection, management and support of information technology hardware, software and applications. Each legislator is provided with a state-of-the-art laptop computer. This mobile computing capability can be used throughout our facility, including the House and Senate chambers and all public hearing rooms, as well as the legislators’ own offices. Remote access through high-speed wireless or broadband connectivity permits legislators to have full functionality when away from the Capitol facilities.

The ITS office is organized by functional areas.

Customer Services This area includes the Help Desk and Computer Educational Training. The Help Desk provides a single point of contact for computer services at the Connecticut General Assembly. It provides assistance for customers experiencing problems with any aspect of the CGA computer network. Many training classes are held in the fully functional 12-station training room located in the Capitol.

Equipment Deployment and Maintenance. This group selects, implements and maintains the equipment that runs the CGA computer network. It is also responsible for the deployment of laptop and desktop systems throughout the General Assembly.

Applications Development. This area develops and supports computer applications used by all offices of the Connecticut General Assembly, as well as the Connecticut General Assembly Legislative Information Technology Enterprise Services (CGALITES) Intranet and Internet.

Research and Development This group sets its sights on the future of information technology in the Legislature. The computer server infrastructure is a primary responsibility for this team.

State Capitol Police Office
This office, serves under the supervision of the JCLM, provides round-the-clock security coverage for the capitol and legislative office building complex and supervises all parking facilities in the complex. All Connecticut State Capitol Police officers have jurisdiction throughout the state of Connecticut. They receive additional training as medical response technicians and in other areas specifically tailored to the unique law enforcement issues faced by their Duties at the capitol. The office supports the legislature by creating a safe and secure environment in which to conduct the legislative process. The department provides continuous security and law enforcement response to the state capitol complex, which includes the state capitol, legislative office building, parking facilities, a park and annex buildings that house legislative commissions. All Connecticut State Capitol Police officers maintain their police certification through the Connecticut Police Officer Standards and Training Council and have jurisdiction throughout the State of Connecticut. Officers receive additional training as medical response technicians and in other areas specifically tailored to the unique law enforcement issues they face at the capitol.

Miscellaneous Agencies and Functions (JCLM)

Auditors of Public Accounts
Although under the auspices of the JCLM For budgetary purposes, the Auditors of Public Accounts are appointed by the General Assembly and are responsible to that body. The bipartisan nature of the office, including a Democratic and Republican auditor, make it possible for this office to function independently of partisan or special interest considerations. The Auditors of Public Accounts are
required by statute to audit, biennially, the accounts of each agency of state government, all institutions supported by the state and all public and quasi-public bodies created by the General Assembly. The auditors not only provide this fiscal audit function, but also are authorized to examine the operations and performance of state agencies to determine their effectiveness in achieving legislative purposes. In accordance with law, they must report any unauthorized, illegal, irregular or unsafe handling or expenditure of state funds to the governor, the state comptroller, the clerk of each house of the General Assembly, the Legislative Program Review and Investigations Committee and the attorney general. Under the provisions of the “Whistle Blower Act”, the auditors investigate all whistle blower complaints and matters of corruption, unethical practices and violations of state laws or regulations and report their findings and recommendations to the attorney general. At the request of the attorney general or on their own initiative, they assist in any continuing investigation.

Permanent Commission on the Status of Women
The Permanent Commission on the Status of Women was created in 1973 by an act of the Connecticut legislature. Under Title 46 (a), Chapter 812 of the State Statutes, a 17-member commission, staff and volunteers work to eliminate sex discrimination in Connecticut. The objectives of the commission are to study issues of particular concern to women and girls; work with government and private interest groups that are concerned with services for women and girls; promote consideration of qualified women for all levels of government positions; inform the leaders of business, labor, education, state and local governments, the media and the public of the nature and scope of sex discrimination and enlist their support in working toward improvement; recommend changes of developments in public policy to improve the status of women and girls; and report findings and recommendations to the governor and the General Assembly.

Commission on Children
The Commission on Children was created in 1985 by an act of the Connecticut legislature. Under Public Act 85-584, this 26-member bipartisan commission, staff and volunteers work together to generally oversee matters concerning children and youth. By law, the commission must assess and coordinate state programs affecting children; annually review the statutes concerning children and report findings to the governor and legislature; meet with representatives of the executive and judicial branches to review their respective responsibilities and to receive recommendations for study; meet with private providers of service to children, foster parents and support groups to understand their concerns and to receive recommendations for study; receive legislative requests for study; enlist the support of the leaders of the business and education communities, state and local governments and the media to improve the daily delivery system, state budget process and state policies concerning children; serve as a liaison between government and private groups concerned with children; and coordinate activities with the Permanent Commission on the Status of Women. The general purpose of these activities is to identify and promote public policy and coordinated efforts that support and improve the development of children and strengthen the capability of families to provide for children’s basic needs.

Latino and Puerto Rican Affairs Commission
The Latino and Puerto Rican Affairs Commission was created in 1994 by an act of the Connecticut legislature. Under Connecticut General Statutes, Section 2-120, this 13-member bipartisan commission and staff work to ensure proper representation and recognition of the Latino and Puerto Rican communities. By law, the Commission is charged to review and comment on any proposed state legislation and regulations that would affect these populations and provide all legislators with copies of its comments; advise and provide information to the governor and General Assembly on the state’s policies concerning these populations and the coordination and administration of state programs serving them; maintain a liaison between the Latino and Puerto Rican communities and governmental entities, including the General Assembly; encourage Latino and Puerto Rican representation at all levels of state government, including state boards and commissions; secure appropriate recognition of their
accomplishments and contributions; work with the Joint Committee on Legislative Management to establish a plan of short- and long-term initiatives based on their needs; and prepare and submit to the governor and the JCLM an annual report concerning its activities with any appropriate recommendations concerning the Latino and Puerto Rican populations.

**African-American Affairs Commission**
The African-American Affairs Commission was created in 1997 by an act of the Connecticut legislature. Under Public Act 97-11, Section 24, a 13-member commission, staff and volunteers work to ensure adequate representation and recognition of the African-American population in Connecticut. By law, the commission must review and comment on proposed state legislation and regulations that would affect the African-American population in the state; advise and provide information to the governor on the state’s policies concerning the African-American communities; advise the governor concerning the coordination and administration of state programs serving the African-American population; maintain a liaison between the African-American communities and governmental entities; encourage African-American representation at all levels of state government, including state boards and commissions; secure appropriate recognition of the accomplishments and contributions of the African-American population of the state; and prepare and submit to the governor an annual report concerning its activities with any appropriate recommendations concerning the African-American population of the state.

**Support Services**
The JCLM also has general supervision over a variety of support services, including the Legislative Bill Room, the Public Information Room, the Legislative Internship Program, the legislative reference section of the state library, the capitol and legislative office building tour program and the Capitol Child Development Center, which provides quality developmental child care for legislators and employees of all branches of state government.

**SEPARATE HOUSE AND SENATE SERVICES**

Each caucus is provided with a lump sum allowance to hire partisan staff. The caucus staff serves at the pleasure of the caucus leadership and is assigned to research projects, constituent services, a legal department, clerical support or media relations. Caucus staff are exempt from the JCLM’s personnel policies regarding compensation and hiring, but are covered by most of its other personnel policies and regulations.

**SENATE**

**Leadership Staff**
The presiding officers, majority leaders and minority leaders all have a full-time secretary and one professional aide. Deputy leaders also have shared or individual secretaries and professional aides.

**Members’ Personal Staff**
Each senator is provided with a full-time assistant to handle constituent and/or clerical matters. House members are provided with personal staff on a ratio of one staff assistant for every four representatives. Private contractual secretarial service, including a toll-free, call-in dictation option, is provided to all legislators.

**Committee Services**
The Office of Legislative Research, Office of Fiscal Analysis and the Legislative Commissioners’ Office provide research assistance, fiscal analysis and legal counsel to all the committees. The caucus staffs provide administrative and clerical support.

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Senate Clerk
The clerk of the Senate is an officer of the General Assembly and is elected on opening day of the odd-year regular session for two-year terms. The clerks’ office is charged with the publication of the journals, calendars, bulletins, bill indices and other documents of the Senate. The general statutes provide that each house have a full-time permanent assistant clerk. In addition to the permanent assistant clerk, each office has a journal clerk, calendar clerk, a bill/computer clerk and an office assistant. During sessions, additional personnel are added as necessary. During regular sessions, the clerks’ office is responsible for the operation of the information and bulletin rooms. During the interim, information is provided by the clerks’ office.

HOUSE

Leadership Staff
The presiding officers, majority leaders and minority leaders all have a full-time secretary and one professional aide. Deputy leaders also have shared or individual secretaries and professional aides.

Members’ Personal Staff
Each senator is provided with a full-time assistant to handle constituent and/or clerical matters. House members are provided with personal staff on a ratio of one staff assistant for every four representatives. Private contractual secretarial service, including a toll-free, call-in dictation option, is provided to all legislators.

Committee Services
The Office of Legislative Research, Office of Fiscal Analysis and the Legislative Commissioners’ Office provide research assistance, fiscal analysis and legal counsel to all the committees. The caucus staffs provide administrative and clerical support.

House Clerk
The clerk of the House is an officer of the General Assembly and is elected on opening day of the odd-year regular session for two-year terms. The clerks’ office is charged with the publication of the journals, calendars, bulletins, bill indices and other documents of the House. The general statutes provide that each house have a full-time permanent assistant clerk. In addition to the permanent assistant clerk, each office has a journal clerk, calendar clerk, a bill/computer clerk and an office assistant. During sessions, additional personnel are added as necessary. During regular sessions, the clerks’ office is responsible for the operation of the information and bulletin rooms. During the interim, information is provided by the clerks’ office.
DELWARE

GENERAL

Party leadership in each house is responsible for hiring and supervising full-time partisan staff, who serve at their pleasure. These staffs provide public relations, research and administrative services for caucus leaders, each caucus, committee chairs and individual members. Delaware also has two nonpartisan staff offices—the Division of Research and the Controller General’s Office—that function under the direction of the Legislative Council.

SHARED SENATE/HOUSE SERVICES

Legislative Council
The Legislative Council is a 10-member joint committee composed of House and Senate leaders. The chair of the council alternates between the speaker of the House and president pro tempore of the Senate in even and odd numbered years, respectively. The Legislative Council appoints the director of the Division of Research and the controller general. The council’s research director appointee requires the consent of a majority of the members elected in each house of the General Assembly. The research director and controller general are responsible for the day-to-day administration of their respective divisions.

Division of Research
The Division of Research acts as a reference bureau for information pertaining to legislative matters and subjects of interest to the Senate and the House of Representatives. The division provides a wide range of services, including legislative research, bill drafting, committee staffing and the development, production and distribution of public information, including management of the General Assembly’s Internet website and publication of Delaware’s monthly Register of Regulations. The division also operates a legislative library, full-service offset print shop, bill room and Legislative Hall tour service.

Office of the Controller General
The Office of the Controller General provides analyses of operating and capital budgets to the Joint Finance Committee and the Joint Legislative Committee on the Capital Improvement Program. Additionally, the office prepares fiscal notes on all legislation, participates on the Delaware Economic and Financial Advisory Committee, provides staff for legislative standing committees and represents the General Assembly on numerous ad hoc committees and task forces. The office also operates the Legislative Information System and coordinates the provision of all computer hardware and software for the General Assembly.
SENATE

Leadership Staff
The presiding officers and ranking minority members have full-time personal secretaries. Legal advisors are hired by the legislative leaders for each political caucus during the session.

Caucus Staff
As in the House, each caucus is assisted by one or more administrative assistants and various caucus aides who are selected by the caucus leaders.

Members’ Personal Staff
Personal staff assignments are made by the leaders of each caucus. Staffing levels in the caucuses are increased “in-session” through the hiring of per diem staff who augment the year-round staff.

Secretary of the Senate
Appointed by the members of the Senate, the secretary has the same duties and powers as the House chief clerk.

Committee Staffing
Legislative committees are staffed by a variety of means. Partisan (Caucus) and nonpartisan (Division of Research and Controller General’s Office) staff often are called upon to assist standing committees. The controller general’s staff also provide support and research assistance to the “money” committees.

For more than 20 years, the General Assembly has utilized the services of a dozen legislative fellows (graduate students from the University of Delaware College of Human Resources, Education and Public Policy) whose duties include committee staffing. The Division of Research also uses legal interns from the Delaware campus of Widener University Law School.

Secretary of the Senate
Appointed by the members of the Senate, the secretary has the same duties and powers as the House chief clerk.
HOUSE

Leadership Staff
The presiding officer, caucus leaders and ranking minority members have full-time personal secretaries. Legal advisors are hired by the legislative leaders for each political caucus.

Members’ Personal Staff
Personal staff assignments are made by the leaders of each caucus. Staffing levels in the caucuses are increased “in-session” through the hiring of per diem staff who augment the year-round staff.

Caucus Staff
Each of the partisan caucuses has one or more full-time administrative assistants who are assigned to work for lawmakers on partisan legislative programs, constituent matters and related political activities. The caucus aides are selected by the legislative leaders. The House majority caucus employs a full-time public information officer who prepares press releases, newsletters and news columns and acts as a liaison between the press and members.

Committee Staffing
Legislative committees are staffed by a variety of means. Partisan (Caucus) and nonpartisan (Division of Research and Controller General’s Office) staff often are called upon to assist standing committees. The controller general’s staff also provide support and research assistance to the “money” committees.

For more than 20 years, the General Assembly has utilized the services of a dozen legislative fellows (graduate students from the University of Delaware College of Human Resources, Education and Public Policy) whose duties include committee staffing. The Division of Research also uses legal interns from the Delaware campus of Widener University Law School.

Chief Clerk of the House
The Chief Clerk is selected by the majority caucus, elected by the full House and serves full-time. As the chief administrative officer of the House, the clerk oversees hiring of session staff and is responsible for journals, calendars, bill processing, communications with the Senate and Governor’s office and recordkeeping. The clerk’s office also is responsible for the House budget and payroll. The clerk is the purchasing agent for supplies, furniture and equipment and maintains the inventory. Use of House facilities also is managed by the clerk.
FLORIDA

GENERAL

Most staff services are based with councils or committees, and each chair may request the hiring of staff by the presiding officer. Personnel policies are set jointly by the presiding officers for all legislative staff. Within each chamber, the only services that are not decentralized are chambers staff, administrative support and bill drafting. The presiding officers are primarily responsible for personnel policies within each chamber.

SHARED SENATE/HOUSE SERVICES

The Office of Legislative Services, the Office of Legislative Information Technology Services, the Office of Program Policy analysis and Government Accountability (OPPAGA), the Auditor General and the Office of Economic and Demographic Research constitute the legislative support services offices of the Florida Legislature. These offices provide support services that are determined by the president of the Senate and the speaker of the House of Representatives to be necessary and that can be effectively provided jointly to both houses and other units of the Legislature.

Office of Legislative Services
This office provides centralized administrative, management and support services to the Senate, House and other legislative offices. Units of the OLS include: Human Resources Office (employment, insurance and benefits, attendance and leave, payroll, training, clinic) Finance and Accounting Office (travel, intra-district expenses, invoice processing), General Services Office (mail services, property management, purchasing), Budget Office, Legislative Information Services Division (lobbyist registration and status of legislation); and Statutory Revision Division (compilation, publication and distribution of the Florida Statutes). The Office of Legislative Services also oversees the promulgation of the Joint Policies of the Presiding Officers.

Office of Economic and Demographic Research
This office provides the Legislature with independent economic and demographic research capability. Functions include econometric forecasting, statistical analysis, mathematical model building, database access and monitoring.

Office of Program Policy Analysis and Government Accountability
This office provides the Legislature with a variety of policy analysis and program evaluation services OPPAGA’s studies are initiated at the direction of legislative leadership as well as enacted statutes and proviso.

Auditor General
This office conducts financial and operational performance (management) audits of state agencies, universities, school districts and other entities as directed by the legislature.

Office of Legislative Information Technology Services
This office provides support services to assist the Legislature in achieving its objectives through the application of cost-effective technology. Functions include information resource management; planning for the implementation and use of information technology in the Legislature; maintaining the Legislature’s information systems; providing training, technical consulting and problem resolution to legislative staff; and providing legislative information in various formats, including the Internet and electronic, printed and published media.
OTHER UNITS

Joint Administrative Procedures Committee
The committee generally reviews agency action taken pursuant to the Administrative Procedure Act. Most significantly, the staff reviews all proposed administrative rules and may review existing rules. The committee determines statutory authority for each rule and ensures that the executive branch does not usurp the legislative function.

Joint Legislative Auditing Committee
The committee oversees the operations of the Auditor General and OPPAGA and can direct the two offices to conduct audits and reviews. The Auditor General and the OPPAGA Director are appointed by a majority of the committee and may be removed only by a majority vote of both houses.

Public Counsel
The public counsel serves as an independent state officer representing the citizens of the State of Florida before the Florida Public Service Commission, the Agency for Health Care Administration, the Legislature and state and federal courts. In performing its duties (related to utilities and health care), the public counsel participates as a public advocate and presents public and expert witnesses. Under the “Whistle-blower’s Act,” the public counsel acts as an ombudsman for certain state employees who have alleged retaliation because of whistle-blowing.

Commission on Ethics
The commission has statutorily assigned duties that include investigating sworn complaints alleging violations of the ethics laws (Chapter 112, Part III, Florida Statutes and Article II, Section 8, State Constitution), making penalty recommendations for violations, maintaining a financial disclosure notification system and issuing advisory opinions regarding ethics laws. The commission also is charged with the administration of the Executive Branch Lobby Registration Trust Fund, which provides for registration of all cabinet and executive agency lobbyists.

Legislative Council on Intergovernmental Relations
This committee conducts policy research and serves as a forum for the discussion and study of intergovernmental problems. When a study is completed, the Florida LCIR reports its findings and recommendations to the presiding officer of the legislature and the governor. Because the intergovernmental element is central to its purpose and functioning, the ultimate challenge facing the committee is improving coordination and cooperation between state agencies, local governments and the federal government. The committee has issued reports on a wide range of issues, including municipal annexation, state revenue-sharing programs, impact fees, special district accountability, natural disaster preparedness, regional governance, local occupational license taxes, jail finance and administration, Article V costs, double taxation, local government financial emergencies, local government debt, community based and intermediate criminal sanction programs, local infrastructure costs, constitutional initiatives and referenda, urban infill and infrastructure capacity, administration of local government taxes, local government service delivery, local government reporting requirements and the cost of providing services to the state’s newcomers.
SENATE

Leadership Staff
In the Senate, the president, majority leader and minority leader have leadership staff to assist with chamber, council and committee administration, direct policy and positions of leadership and handle press relations, research and legal affairs and some constituent matters of the leaders.

Members’ Personal Staff
House members are allowed to hire two individuals, for their district office—an executive secretary and a legislative assistant. Each senator may employ a maximum of three district staff persons as follows: one district executive secretary and two district legislative assistants, or three district legislative assistants.

Committee Staffing
Each council and standing committee is allocated a specific number of staff positions by the presiding officer. Generally, staff allocations include a director, support staff and professional positions such as analysts, attorneys and research assistants. The staff are nonpartisan, and their services include research, report writing, bill analysis and bill drafting. Council and committee chairs must have the approval of the presiding officers on all employment decisions. Work assignments and substantive supervision come from the presiding officers, the council or committee chair and the council or committee director. The presiding officers retain administrative control over personnel and the Joint Policies of the Presiding Officers, and the individual Policies and Procedures of the House and Senate are followed by all council and committee staff.

Secretary of the Senate
Designated by the Senate to serve at its pleasure, the secretary of the Senate is a constitutional officer responsible for assisting the officers, members and staff of the Senate in the detailed processes by which laws are enacted. The secretary also is charged with recording the history of that process in a clear, unbiased and accurate manner and serves as the custodian for legislative documents. Operations within the Office of the Senate Secretary include bill and amendment filing, duplication and distribution of documents, preparation of calendars and journals, recordings of actions taken by the Senate and the performance of support staff services in the Senate. Special programs, such as the vote system and the chamber automation system, are coordinated by the secretary’s office. Permanent staff is augmented by the addition of experienced OPS staff during regular session. As Liaison to the Office of Legislative Information Technology Services, the secretary serves as the Senate coordinator for the development and maintenance of computer applications used by Senate staff as well as for investment in and allocation of hardware and software resources. The secretary’s office maintains Senate information included on the Florida Senate’s official website and on the Legislature’s Online Sunshine homepage.

Bill Drafting Services
The Office of Bill Drafting Services is part of the Senate president’s office. Under the supervision of a director, this office is responsible for bill and amendment drafting services in the Senate. Additionally, this office performs legal research and drafting services, this office also publishes a bill drafting manual and conducts periodic bill drafting workshops.

Sergeant-at-Arms
The sergeant-at-arms is hired by the president. The sergeant is responsible for all physical facilities and equipment and has five main areas of responsibility: security, inventory, telephones, parking and maintenance/housekeeping. During session, the sergeant maintains order in the Senate chamber at the direction of the president and enforces rules relating to privileges of the chamber.

Office of Senate Administration and Staff Development
The Office of Senate Administration, under the supervision of a director, this office handles administrative matters for the Senate. At the discretion of the president, the office implements and administers the policies and procedures for the internal management of the Senate. This office also is responsible for the Senate Page Program, Senate Internship Program and for developing and implementing staff development programs.
HOUSE

Leadership Staff
Staff for the speaker, majority leader and minority leader includes clerical support plus professional staff. Leadership staff assist with chamber, council and committee administration, direct policy and positions of leadership and handle press relations, research and legal affairs and some constituent matters of the leaders. In the Senate, the president, majority leader and minority leader have leadership staff with similar responsibilities.6

By House rule, the speaker employs all employees of the House and determines their qualifications, hours of work and compensation, including perquisites and other benefits. The speaker has the right to dismiss any employee of the House. All House employees are subject to the joint personnel policies approved by the presiding officers, as well as supplementary House personnel policies promulgated by the speaker.

Committee Staffing
Each council and standing committee is allocated a specific number of staff positions by the presiding officer. Generally, staff allocations include a director, support staff and professional positions such as analysts, attorneys and research assistants. The staff are nonpartisan, and their services include research, report writing, bill analysis and bill drafting. Council and committee chairs must have the approval of the presiding officers on all employment decisions. Work assignments and substantive supervision come from the presiding officers, the council or committee chair and the council or committee director. The presiding officers retain administrative control over personnel and the Joint Policies of the Presiding Officers, and the individual Policies and Procedures of the House and Senate are followed by all council and committee staff.

Clerk of the House
Elected by the members, the clerk directs the operation of the Clerk’s Office, acts as a consultant to the Committee on Rules and Calendar and acts as temporary presiding officer for the organizational session. The clerk is responsible for chamber staff, enrolling and engrossing, calendars, journals, printing, record keeping, distribution of House documents, performing roll calls and other support services.

Sergeant-at-Arms
Appointed by the speaker, with the concurrence of the members, the sergeant is responsible for all physical facilities and equipment, including House inventory and maintenance. The sergeant maintains order in the House chamber at the direction of the speaker and enforces rules relating to privileges of the chamber.

Bill Drafting Services
Under the supervision of a director, the staff is responsible for drafting bills, resolutions, memorials and amendments and performs a limited amount of legal research as requested by committees and members.

Office of House Information Technology
The House Office of Information Technology (House IT) provides services to House leadership, members and staff in a straightforward and accurate counsel concerning the appropriate application of information technology to meet the legislative requirements of the House of Representatives. House IT is responsible for the development and maintenance of Leagis: the House Legislative Information System. They also provide research into the most cost effective technologies to implement to provide the critical applications necessary to support the needs of their constituents; and support the desktop, laptop, server, network and security infrastructure that allows connectivity to those applications. House IT also offers training and help desk support for capital and district offices.
Office of House Administration
Under the supervision of a director, this office handles administrative matters for the House. At the direction of the speaker, it implements and administers the policies and procedures for the internal management of the House. These policies and procedures include, but are not limited to, fiscal, personnel and travel.
GEORGIA

GENERAL

Legal services and financial administration support staff generally are shared by both the House and the Senate. Research and budget analysis staff is provided through central research offices in both chambers and also by selected individual committee staff in the House. Personnel policies are informal, and the speaker of the House and the Senate Administrative Affairs Committee generally determine personnel practices and make employment decisions.

SHARED SENATE/HOUSE SERVICES

Legislative Services Committee
A statutory committee chaired by the House speaker, this committee is the overall policy committee for the legislative branch. It oversees the operation of two independent staff offices.

Office of Legislative Counsel
Staff perform various legislative services, including bill drafting, statutory and code revision, rendering of opinions, legislative reference, research and standing and interim committee staffing.

Office of Legislative Fiscal Officer
The office handles internal finances, accounting and payroll for the legislature. It also is responsible for providing equipment, supplies and maintenance management for the legislative branch.

Department of Audits and Accounts
The state auditor is elected by the General Assembly and, for budgetary purposes, the department is considered a legislative office. Staff perform post-audit functions of state agencies and county boards of education and conduct performance audits of state agencies.

SENATE

Leadership Staff
The president of the Senate (lieutenant governor), president pro tempore of the Senate each has several full-time staff persons with the addition of aides during the session. Other officers have full-time clerical personnel with the addition of aides during the session.

Members’ Personal Staff
Secretaries, who are employed year-round, are shared on the basis of one secretary for several senators.

Committee Staffing
Generally, committee chairs are responsible for employment decisions and personnel policies. Senate committees receive research services from the Senate Research Office and the Office of Legislative Counsel.

Secretary of the Senate
The functions and duties of the secretary are the same as those of the clerk of the House.
Senate Research Office
The research staff provide information services to individual members and committees. The staff answer members’ research requests and assist committees with short-term studies. Staff members are employed by the Senate Administrative Affairs Committee and office operations are overseen by a research director.

Senate Budget Office
This office provides budget analysis and appropriations bill preparation services to the Senate.

HOUSE

Leadership Staff
The House speaker has several full-time staff persons with the addition of aides during the session. Other officers have full-time clerical personnel with the addition of aides during the session.

Members’ Personal Staff
Secretaries, who are employed year-round, are shared on the basis of one secretary for several representatives.

Committee Staffing
Some House committees are authorized by the speaker to employ staff aides as well as clerical personnel. Generally, committee chairs are responsible for employment decisions and personnel policies. House committees also receive research services from the Office of Legislative Counsel and the House Research Office.

Clerk of the House
The clerk is elected by the membership and is charged with the traditional chamber duties, calendars, journals and bill processing. The clerk also supervises the printing and recordkeeping tasks for the House. Along with the secretary of the Senate, the clerk is a member of the Legislative Services Committee.

House Research Office
The research staff provide information services to individual members. Staff answer members’ research requests and assist committees with short-term studies.

House Budget Office
This office provides budget analysis and appropriations bill preparation services to the House.
HAWAII

GENERAL

The Hawaii Legislature has both joint nonpartisan research staff and fairly extensive House and Senate partisan research personnel. Central staff agencies are responsible to the Legislature as a whole, not a single legislative committee. The Legislature also depends heavily on session professional staff to provide committee services. The presiding officers of each chamber are the focal point for all employment and personnel policy, but the minority leader of each house is allowed free rein in hiring minority staff.

SHARED SENATE/HOUSE SERVICES

Office of Legislative Reference Bureau
The Legislative Reference Bureau (LRB) drafts bills and provides impartial research and reference services on legislative issues to the Legislature and legislators. The director of the Legislative Reference Bureau is appointed for a six-year term by a majority vote of each house of the Legislature in joint session and may be removed by two-thirds vote of the members in joint session for reasons of neglect of duty, misconduct or disability. Employees of the LRB are hired by the director. The LRB cooperates with other states and territories in securing reports and information on all matters relating to legislative problems. The bureau also maintains a reference library for use by the Legislature, legislative service agencies, departments, agencies and the general public. Upon request of the Legislature, the LRB conducts studies and performs legal research on matters necessary for the enactment of substantive legislation and serves in an advisory capacity to the Legislature and its committees and to other legislative service agencies. In particular, the LRB’s research division drafts bills and resolutions, reviews legislation for committees, drafts committee reports and prepares memoranda on various research topics, including legal research, for legislators and committees. During the legislative interim, the research division conducts comprehensive, in-depth studies on selected topics that are either assigned to the bureau through legislative resolution or on self-generated topics. Selected LRB reports are accessible through the bureau’s web site on the Internet at www.state.hi.us/lrb/, which is maintained by the LRB’s library and is designed to assist legislative research by providing links to other important web sites that have been evaluated and annotated by library staff.

Office of the Auditor
The Auditor is appointed by a majority vote of each house in joint session for a term of eight years. By a two-thirds vote of the members of the Legislature in joint session, the auditor may be removed from office for cause. The Auditor conducts post-audits of all transactions, books, accounts, programs and performances of state and county departments, agencies and offices. The post-audits are intended to discover any evidence of unauthorized, illegal, irregular or unsafe handling or expenditure of state funds. In addition, post-audits are conducted to evaluate financial administration and programs and performance of state and county agencies. The auditor also carries out procurement compliance audits and analyses of proposed mandatory health insurance, professional and occupational regulatory programs and special, revolving and trust funds. The auditor also conducts such studies and investigations as may be directed by the Legislature.

Legislative Reference Bureau
The director, or a member of the staff of the Legislative Reference Bureau designated by the director, is the revisor of statutes of the state. The duties of the revisor are the publication of the session laws and supplement to and replacement volumes of the Revised Statutes; review of annotations to the Revised Statutes; continuous revision of the statutes; publication of the Hawaii Administrative Rules index and supplements thereto; and the preparation of the rules of format to be followed by all state agencies in the
compilation and publication of their rules. The rules and the index are prepared so as to be accessible to the public in the lieutenant governor’s office.

**Office of the Ombudsman**

The Office of the Ombudsman accepts and investigates complaints by the public about any action or inaction by any officer or employee of an executive agency of the state or county government. The ombudsman is appointed to a six-year term by a majority vote of each house of the Legislature in joint session and may be removed by two-thirds vote of the members in joint session. The ombudsman is an independent, nonpartisan officer of the Legislature. The office does not function directly as a legislative service agency; instead, it is a service to the public provided by the Legislature. Being a part of the legislative branch of government, the ombudsman’s power to investigate may be considered an extension of the power of legislative oversight. The ombudsman investigates administrative acts that might be contrary to law; unreasonable, unfair, oppressive or unnecessarily discriminatory, even though in accordance with law; based on a mistake of fact; based on improper or irrelevant grounds; unaccompanied by an adequate statement of reasons; performed in an inefficient manner; or otherwise erroneous. The investigations of the office also may lead to recommendations for appropriate remedies to correct the problems leading to the complaints.

**SENATE**

**Leadership Staff**

The president of the Senate (lieutenant governor) has a full-time staff of eight people, plus session aides. The House speaker has three full-time staff persons with the addition of aides during the session. Other officers of both houses have full-time clerical personnel with the addition of aides during the session.

**Members’ Personal Staff**

Each senator is authorized to hire a full-time legislative assistant/office manager to manage the senator’s office year-round, supervise session staff and coordinate office activities assigned by the Senator. The legislative researcher assists the Senator on issues of particular interest or matters relating to the Senator’s district. Duties include gathering, organizing and analyzing information for the Senator or office manager, attending committee hearings on assigned topics, meeting with constituents, attending community meetings, reviewing and analyzing legislation and district issues, writing congratulatory certificates and assisting with committee activities.

**Senate Majority Research Office (SMA)**

SMA provides confidential legislative and legal research and drafting services to Democratic senators. The Senate majority attorney is housed in SMA. Prior to session, SMA drafts bills for introduction. During the legislative session, SMA researchers are assigned to each of the Senate committees, except for WAM, which has its own staff, to assist the committee chairs by providing technical and legal checks on bills and preparing committee reports and bill drafts. Researchers and research attorneys also draft resolutions, committee report and certificates and prepare legal and research memos. The office prepares committee referrals, to be reviewed by leadership. During the interim, SMA provides confidential legislative and legal research and other support to interim committees as to well as individual senators. SMA publishes *the Senate Legislative Procedures Manual, Legislative Action Briefs, Legislative Accomplishments and Legislative Highlights*, which are updated annually. The staff also coordinates the new member orientation and other training for legislators and assists the Senate clerk in training session staff.

**Senate Minority Office (SMO)**

SMO provides confidential legislative research and drafting services to Republican senators similar to those provided by SMA. The SMO communications director coordinates press conferences and drafts press releases based on legislative issues. The SMO attorneys provide legal research and review all live bills. The SMO budget director and budget analyst provide research and analysis on fiscal issues and the state budget.
Committee Services
The committees on Commerce and Consumer Protection, Judiciary and Ways and Means have year-round support staff and hire additional staff during the legislative session. SMA researchers also serve as a resource to these committees on an as-needed basis.

Chief Clerk of the Senate
The chief clerk is elected by the Senate members and the clerk’s office is the primary intake, repository and distribution point for bills, resolutions, committee reports, Senate certificates and other communications to and from the Senate. In addition, the clerk’s office is responsible for the payment of bills and accounts and for the acquisition and distribution of Senate property.

Sergeant-at-Arms
The sergeant-at-arms, also elected by Senate members, assists the president in keeping order and decorum during the Senate sessions. Sergeant-at-arms staff monitor the Senate chamber and public gallery, post hearing and other notices and provide daily mail and messenger service to all Senate offices.

Senate Data Systems
Data systems staff manage the Senate side of the legislative computer system. This system includes word processing, bill drafting and monitoring, Internet access and e-mail. Senate data systems also maintains all official Senate web pages, provides computer training and handles routine requests for maintenance/trouble shooting.

HOUSE

Leadership Staff
Presiding officers each have a full-time professional aide and at least two support staff. The majority and minority offices provide additional assistance upon request.

Members’ Personal Staff
Each member is allowed to hire a year-round, full-time legislative office manager who is appointed by individual legislators to manage the affairs of the legislator’s office. The legislative office manager gathers information; conducts legislative research; participates intensively in the management and day-to-day operations of the office; and performs related duties as assigned by the member. Each session, all House members usually are allotted additional funds.

House Majority Staff Office
The House Majority Staff Office provides a variety of services to the House majority members. The staff provide support services, subject matter/issue research and analysis; draft bills, resolutions and committee reports; assist staff in the preparation of congratulatory certificates; attend all committees and House-sponsored public hearings and site visits; and review and conduct legal checks (for form and legality) of all bills prior to third or final reading. The office also provides legal research and analysis, but does not act as private counsel for members, staff or constituents; prepares speeches and assists members with their media requirements; conducts new House member orientation and career development workshops and seminars for members; conducts committee staff training for session employees and in-service training workshops for permanent House staff; and prepares written training manuals and long-term studies and issue papers at the direction of leadership.

Minority Research Office
Hired by the minority leader, the staff answers research and constituent inquiries for minority legislators. Researchers are responsible for press relations and a limited amount of committee work.

Chief Clerk of the House
The chief clerk is elected by the House members. Under the general direction of the speaker, the chief clerk’s office is responsible for overseeing the administrative and housekeeping operations of the House. The numerous functions and activities of the office can best be described with a discussion of its varied divisional responsibilities.

Records/Engrossing/Data Entry
The records division manages and supervises the recording of floor action; prepares legislation for permanent recording; coordinates the routing of bills and resolutions; assists in the processing of floor amendments; andcatalogues, classifies and indexes documents for future reference. The engrossing division prepares bills in their final form for transmittal to the executive branch for the governor’s review and prepares resolutions passed in official form for the Speaker’s signature. The data entry division updates and maintains all data for the House Bill Status System. It also ensures the availability of House and Senate bills, resolutions and committee reports in electronic form.

Journal
The staff assigned to this division prepare materials to be included in the House Journal that is published after each session. Items inserted in the House Journal include a transcription of daily floor session, including all discussions and debates, all standing committee reports filed and bill status tables and legislative history information.

Computer Services
This division provides user support services for the House computer system (Helpline) and is responsible for the operation and maintenance of the equipment used in the House computerized information system.

Accounting
This division assists in the preparation of the House budget, maintains books of account, prepares financial statements, processes the House payroll and vendor’s invoices for payment and maintains the permanent personnel records of the House.

Print Shop
This division is responsible for bill and resolution reproduction. It also ensures that reproduced materials meet standards requested, develops and maintains a filing system of reproduced materials and keeps an inventory of measures distribution to the public, upon request.

Sergeant-at-Arms
The sergeant-at-arms is elected by the members of the House. This office is an administrative services unit that under the direction of the speaker, is responsible for: maintaining order and decorum among the members, staff and visitors of the House; providing security and public safety operations as well as postal and messenger service; purchasing office equipment, supplies and computer peripherals along with management and maintenance of House property and executing inventory control policies; and coordinating the assignment of office space, office keys and employee parking; building maintenance and custodial services for the House offices, House Chamber and common capitol areas.
IDAHO

GENERAL

Legislative services are centralized under the Legislature’s 14-member Legislative Council. The Legislative Council oversees the management responsibilities and permanent staff of the Legislature. The council, established in 1963, consists of the president pro tempore, the speaker, the majority and minority leaders of each house, four senators appointed by the parties of the Senate—two from each party—and four representatives chosen in caucus by the parties of the House—two from each party.

The House and Senate each have an Attaché Committee that handles the hiring of all session employees in each chamber. Attaches are chosen by the Attaché Committee on a patronage basis. Unclassified permanent staff of the Legislature generally follow the state personnel system.

SHARED SENATE/HOUSE SERVICES

Legislative Services Office
The nonpartisan Legislative Services Office was created in 1993 to consolidate the 65 staff members who provide support to Idaho legislators. The director of Legislative Services oversees the office, which is divided into four main areas.

*Budget and Policy Analysis*
Staff assist legislators with the state budget-making process and provide policy advice to individual legislators and committees.

*Legislative Audits*
This division of the Legislative Services Office conducts financial post-audits of state agencies. Every effort is made to ensure state and local government agencies spend their funds properly and in accordance with government accounting standards.

*Research and Legislation*
Research and legal staff provide research for legislators, draft legislation, serve committees, review administrative rules and provide information about the legislative process and history to the public and other state agencies.

*Network Administration*
This group of three staff maintains the Legislature’s comprehensive computer network, which links all legislative and staff offices and supports other legislative technology initiatives.

The Legislative Services Office uses the team management concept on many projects. This concept brings together staff from different disciplines to collaborate on one project and encourages communication and coordination among all areas of legislative support staff.
SENATE

Leadership Staff
The speaker hires one year-round administrative assistant and one fiscal assistant. The pro tem hires one year-round fiscal assistant and one administrative assistant during session. The administrative assistant’s tasks are done by the fiscal assistant when not in session. These positions are partisan and clerical in nature. The administrative assistant handles correspondence and scheduling, and the fiscal assistant works with all expenditures associated with chamber operations.

Members’ Personal Staff
Each caucus has access to pool secretaries during the session. During the interim, members may use their $1,700 interim allowance for clerical help.

Senate Attaché Committee
The Senate Attaché Committee is appointed by the speaker and, with the concurrence of the speaker, screens and hires all session staff, including committee secretaries, chamber and administrative staff, security, maintenance personnel and pages. Appointments generally are made on the basis of qualification and patronage.

Committee Staffing
Every Senate committee has one secretary to provide clerical support. The Joint Finance and Appropriations Committee is the only committee with its own separate staff, which consists of one fiscal supervisor, six fiscal analysts and two information technology specialists.

Special study interim committees generally are staffed by the Legislative Services Office, unless the committee is authorized to have other staff.

Secretary of the Senate
The secretary of the Senate is elected by all 35 members of the Senate, and is directly responsible to the president pro tempore. All session employees are selected by the Senate Attaché (employee) Committee, which is comprised of the majority leader, assistant majority leader and caucus chairman, and the secretary is responsible for the supervision of all session staff, including committee secretaries, majority pool secretaries, mail clerks and sergeant at arms staff. The secretary’s staff is responsible for calendars, journals, bill processing, record keeping and engrossing, and is responsible for other traditional chamber duties. The secretary also acts as parliamentarian.

HOUSE

Leadership Staff
The speaker hires the House fiscal officer and a session-only administrative assistant, who are directly responsible to him. Both positions are administrative and partisan in nature. They assist the speaker in the chamber during floor sessions and work closely with the clerk of the House to assist with chamber operations. The administrative assistant is responsible for the Speaker’s personal projects, scheduling and correspondence. The fiscal officer is responsible for budgeting, accounting and human resources for the House. Both positions also handle numerous administrative functions for the speaker and for the House.

The House clerk and the House fiscal officer are permanent, full-time employees. During the interim the clerk also serves as the administrative assistant in the speaker’s office.
House Attaché Committee
The House Attaché Committee is appointed by the speaker and, with the concurrence of the speaker, screens and hires all session staff, including committee secretaries, chamber and administrative staff, security, maintenance personnel and pages. Appointments generally are made on the basis of qualification and patronage.

Committee Staffing
The House committees have one secretary each, except for the House Revenue & Taxation Committee and the House Education Committee, which have two. The Joint Finance and Appropriations Committee is the only committee with its own separate staff, which consists of one fiscal supervisor, six fiscal analysts and two information technology specialists.

Special study interim committees generally are staffed by the Legislative Services Office, unless the committee is authorized to have other staff.

Clerk of the House
The clerk of the House is appointed by the speaker of the House and is directly responsible to the speaker. The clerk is responsible for the selection and supervision of the staff of the clerk’s office. The remaining session employees are selected by the House Attaché Committee with recommendation by the clerk. The clerk also is responsible for the supervision of committee secretaries and majority pool secretaries. The clerk’s staff is responsible for calendars, journals, bill processing, recordkeeping and engrossing and is responsible for other traditional chamber duties. The clerk also acts as parliamentarian.
ILLINOIS

GENERAL

The Illinois General Assembly has a decentralized staffing arrangement with relatively large caucus staffs and partisan research services in both houses. The Legislative Commission Reorganization Act of 1984 reduced the number of bipartisan, independent commissions and agencies from about 100 operate under the general supervision of a Joint Committee on Legislative Support Services, which consists of the four legislative leaders. Public Act 93-362 (2003) further reduced the number of agencies to 8 and reassigned some of their functions, as described below.

SHARED SENATE/HOUSE SERVICES

Joint Committee on Legislative Support Services
The Joint Committee on Legislative Support Service, which consists of the Senate president, speaker of the House and minority leader in each house, establishes general policy, coordinates activities and assigns studies among the 8 legislative support agencies. Each agency is governed by a board of 12 legislators, with three appointed by each of the four leaders. The boards are appointed for two-year terms beginning on February 1 of each odd-numbered year. Each board elects co-chairs for the same term and the chairmanship of each board must alternate between the House and the Senate. The boards administer their agencies under the laws establishing them and the policies and regulations established by the joint committee. The services provided by these agencies can be divided into three categories: physical and housekeeping, research and drafting and executive branch oversight.

Office of the Architect of the Capitol (changed from Legislative Space Needs Commission by Public Act 93-362)
The Office of the Architect of the Capitol provides facilities and meets space needs for the General Assembly and its supporting commissions and bureaus. The office reviews and approves all contracts for the repair, rehabilitation, construction or alteration of all state buildings in the capitol complex, including tunnels, power and heating plants and surrounding grounds. The commission plans office layouts for General Assembly members and is also responsible for buying land and buildings in the Springfield area for the state.

Legislative Information System
The Legislative Information System is the legislative support service agency responsible for providing the computer services and technical guidance required by the General Assembly and its committees, commissions and agencies. The system is responsible for operation of the legislative data center and associated equipment and software. Among the applications supported by this facility are the bill status, bill drafting and Illinois Revised Statutes databases. The system, in cooperation with the secretary of state and the Joint Committee on Administrative Rules, also is responsible for the development and maintenance of the Illinois Administrative Code database.
Legislative Printing Unit
The Legislative Printing Unit provides printing services to members of the General Assembly, legislative committees and commissions and other legislative agencies in accordance with the policies established by the Joint Committee on Legislative Support Services and with reasonable rules promulgated by the Legislative Printing Unit. The Legislative Printing Unit provides designing and printing of stationery, envelopes, business cards, news release headings, newsletters and information brochures. During the legislative session, the Legislative Printing Unit is responsible for printing the Senate and House daily calendars, bills, Senate and House daily journals, Senate and House final journals, the Legislative Synopsis and Digest and Legislative Final Digest, amendments and conference committee reports.

Legislative Reference Bureau
The Bureau carries out a wide range of functions relating to the legal and technical operation of the General Assembly. The primary task of the bureau is drafting and preparation of bills, amendments, resolutions and conference committee reports. The vast majority of bills considered by the General Assembly are drafted by the bureau’s staff, which in a typical biennium produces more than 25,000 documents. Attorneys employed by the bureau provide legal advice and drafting services to legislators of both parties and both houses, working on a nonpartisan basis in a confidential lawyer-client relationship. The bureau’s drafting staff also includes paralegals who draft resolutions and provide other drafting assistance. The bureau is responsible for recommending and preparing technical changes in the law. It prepares revisory bills that combine multiple enactments; correct technical errors; and revise, renumber and rearrange the law. The bureau also prepares bills to codify selected portions of the law and to implement executive branch reorganizations ordered by the governor.

In addition, the bureau maintains a law library, which includes the current statutes of all 50 states, federal statutes and regulations, Illinois and federal case reports, an extensive collection of historical materials relating to Illinois statutes and legislative documents and other materials relating to the development and interpretation of Illinois law. The bureau, subject to oversight by the Joint Committee on Legislative Support Services, has a 12-member board composed of three legislators appointed by each member of the joint committee.

Legislative Research Unit (Duties of the former Commission on Intergovernmental Cooperation were transferred to the Legislative Research Unit by Public Act 93-362).
The Legislative Research Unit (LRU) is the centralized, nonpartisan research agency of the Illinois General Assembly. The LRU prepares hundreds of reports each year in response to requests from legislators, staff and leadership. Major publications include First Reading, a legislative newsletter; the Directory of State Officials, Constituent Services Guide, Tax Handbook for Legislators, State Government Organization Chart (biennial); County Data Book and 1970 Illinois Constitution Annotated for Legislators. Other services include a conference for newly elected legislators after each general elections; a legislative staff intern program in cooperation with the University of Illinois at Springfield and the legislative information booth on the third-floor rotunda of the State House.

Duties transferred from the abolished Commission on Intergovernmental Cooperation include assisting members of the General Assembly in the area of federal/state/local government relations; advancing the cooperation between Illinois and other units of government; conducting research on intergovernmental problems; analyzing federal policies, budgets and regulations, federal and state aid, federal/state/local relations and cooperative interstate programs and activities; and coordinating activities and serving as liaison between the General Assembly and national or regional government organizations.

Commission on Government Forecasting and Accountability (formerly Economic and Fiscal Commission; name changed and duties of Pension Laws Commission assumed under Public Act 93-362). The Commission on Government Forecasting and Accountability provides the General Assembly with
research and information regarding state and national economies and the revenues and operations of state
government. The commission also monitors the long-term debt position of Illinois. Added to its
responsibility is contract monitoring and approval of the State Employee Group Insurance Plan. In
carrying out these duties, the commission prepares general studies and analyses. The commission also
prepares specific revenue and debt impact notes on bills in those areas

Duties transferred from the abolished Pension Laws Commission include studying laws and practices
relating to public pensions and retirement and disability benefits for persons in state and local
government service and their survivors and dependents; evaluating existing laws and practices; making
recommendations on proposed changes to the Illinois Pension Code; and preparing pension impact notes
for the General Assembly that project the fiscal impact on public pensions systems of proposed legislative
changes.

Intergovernmental Cooperation Commission (abolished; duties transferred to Legislative Research Unit by
Public Act 93-362)

Joint Committee on Administrative Rules
The Joint Committee on Administrative Rules is a bipartisan legislative oversight body. The committee
conducts systematic reviews of administrative rules issued by state agencies. It conducts several integrated
review programs, including a review program for proposed, emergency and peremptory rulemaking; a
review to guarantee that new public acts have been adequately implemented through rulemaking; and a
complaint review program. The committee is composed of 12 legislators who are appointed by the
legislative leadership, and the membership is apportioned equally between the two houses and the two
political parties. Members serve two-year terms, and the committee is co-chaired by a member of each
party, representing opposite legislative houses. Support services for the committee are provided by 25
staff members.

Legislative Audit Commission
The Legislative Audit Commission is responsible for the oversight of the State Audit Program, review of
the stewardship of public funds and the monitoring action to correct weaknesses disclosed by the audits
of state agencies. The membership consists of 12 legislators appointed by the legislative leadership and is
equally apportioned between the two houses and political parties. The commission is mandated by law to
review all audits conducted by the state auditor general. Primary responsibilities of the commission are:
public hearings on all major audits of state agencies to review problems, assess agency stewardship and
secure remedial action; initiation and review of management and problem audits and investigations;
recommending to the General Assembly and agency management corrective laws and other measures to
remedy weaknesses disclosed through audits or at commission hearings; and monitoring agency progress
in implementing corrective action.

Pension Laws Commission (abolished; duties transferred to Commission on Government forecasting and
Accountability by Public Act 93-362).

Office of the Auditor General
Through the Illinois Constitution and the Illinois State Auditing Act, the auditor general is vested with the
responsibility of auditing and reviewing the receipt, obligation and use of public funds of the state. The
auditor general is appointed to a 10-year term by a three-fifths vote of the General Assembly. To fulfill his
duties as a principal agent of legislative oversight and public disclosure, the auditor general conducts the
Illinois Post-Audit Program. This program strengthens control over government activity by providing
accountability to the people through their elected representatives.
The Constitution, the State Auditing Act and the Post-Audit Program provide a system to help ensure that the legislature, which authorizes funds and sets program and policy goals, has the means necessary to review expenditures and results. Toward that end, the auditor general conducts comprehensive audits and evaluations of state agency operations.

HOUSE/SENATE

In Illinois, the members depend on the caucus staff and partisan research services in both the House and the Senate. There are various kinds of partisan staff. The principal administrative officials of the House and Senate are the four chiefs of staff and the clerk, assistant clerk, secretary and assistant secretary. The chiefs of staff are appointed by their respective leaders and serve as the executive officers of those leaders’ staffs.

Chiefs of Staff
Each of the four leaders has a chief of staff who is the executive officer directing and coordinating the administrative, committee and other policy staffs serving that leader. In general, they develop partisan positions on matters of legislative concern. Staff may develop particular areas of expertise, but they are often called on to perform other functions and work in other areas as needs arise. Each staff organizes its activities slightly differently, using various combinations of the following staff descriptions.

Leadership Staff
Depending on the leader, staff services for the leadership may be integrated with other partisan staff. Appropriations are made directly to the Senate president, the speaker and the two minority leaders. The appropriation may be used at the leaders’ discretion for research staff, press officers, personal aides and support staff. All four leaders have Chicago offices with full-time and part-time staff. In general, the leadership staff provide personal assistance for the leader as well as administrative support, research, partisan policy development, press relations and legal counsel.

Members’ Personal Staffs
Senators are provided with a full-time personal secretary in their capitol offices. Two representatives generally share a full-time secretary in Springfield. House secretaries are hired by the majority staff director. In addition to Springfield secretaries, senators are provided with a $75,000 allowance and representatives a $63,000 allowance from which they may hire additional staff and pay district office expenses. Office allowances are administered by the management offices of each house. Most members hire a district secretary on a full- or part-time basis. Other members hire additional part-time staff.

Committee Staffing
All standing committees use the services of the four partisan research staffs. Generally, each staff has two kinds of analysts for substantive bills and appropriation bills. In the Senate, staffs for substantive and appropriation committees are largely separate. In the House, many staff members handle both substantive and appropriation bills. Analysts are assigned to the chair or minority spokesperson and serve all members of their party. The minority and majority research staff directors coordinate committee work with party leaders and ranking committee members.

Substantive Committee Staffs
These staffs’ organization parallels the standing committees. One or more staff members from each party work with each committee. Every bill sent to a committee is analyzed by the committee staff. Staff members are available to prepare amendments and write conference committee reports. Staff members also can provide background material for a legislator for a speech or to answer constituent mail. During the interim, the staff prepares position papers and committee reports summarizing the important subjects covered during the session. During the veto session, the staff analyzes veto messages and presents its analyses to legislators when the messages are read into the record.
Clerk of the House and Secretary of the Senate
The offices of the clerk of the House and secretary of the Senate are the administrative core of the General Assembly. The clerk and secretary record all business during a legislative session. They receive bills, amendments and resolutions introduced or submitted for consideration; reports of standing committees; and messages from the other house and from the governor. From this record they prepare the daily journal for publication and assemble the calendar for the next day’s business. They engross the bills for consideration on third reading, enroll the bills originating in their house and keep a record of bills being sent to the governor. They also arrange for printing all bills, amendments and conference committee reports. The clerk of the House and the secretary of the Senate are chosen by the majority party. The assistant clerk and assistant secretary are chosen by the minority party.

Press Relations Staff
Each partisan staff provides press relations help to its members by writing press releases, speeches and informational brochures to inform constituents about a legislator’s activities in Springfield and in the district. Press releases most often are issued when a legislator introduces a bill or gets it passed. Press relations staff may also provide training for legislators on how to handle press inquiries and press-conference deportment. They are also responsible for maintaining relations with both the print and electronic media.

Constituent Services Staff
Although most constituents’ complaints and requests for information or help are handled by legislators’ district office staffs, occasionally such “casework” may be assigned to regular committee staff. Some staffs may have a person assigned to perform casework. Other staffs may assign a person to a group of legislators to perform both casework and press services.

Administrative Staff
Clerical and custodial services essentially are identical in the House and Senate, although the two houses differ in formal administrative structure. In the House, the speaker is the chief administrative officer. In the Senate, the Senate Operations Commission is the chief administrative agency; the secretary of the senate is the commission’s secretary and administrator. The administrative staff in each house includes the doorkeeper of the House and sergeant-at-arms of the Senate; clerks to keep accounts, process payrolls and vouchers, maintain personnel records and inventories and operate the post offices and bill rooms; secretaries; custodians to maintain the chambers; and pages to run errands for members and maintain their bill books.

Issues Development and Policy Staff
The House Republican policy staff, House Democratic issues development staff and Senate Democratic communications and research staff provide specialized, long-term planning and problem-solving services for legislators. The Senate Republicans have not formally designated a separate staff for these services. These staff specialize in particular areas and try to identify issues for legislators to promote. They also act as contacts for interest groups. At the direction of the leadership, they often inform such groups of hearings on pending bills and muster their support for favored ones.

Technical Review Staff
The House Republicans and House Democrats each have staff to provide technical review of all pending bills. It is their job to check bills, amendments and other documents for correctness in page numbers, spelling, punctuation, statute reference and the like. Although members of the Senate staff may perform the same functions, the House staff are the only ones so labeled.

Appropriation Staffs
The appropriation committee staffs analyze appropriation bills. An analysis of each bill is prepared for the committee and, if the committee decides to amend a bill, the necessary amendments are prepared. After committee meetings, the appropriation staff prepare material for the committee chairmen. The staff is
available to answer any questions or prepare amendments or conference committee reports that need to be drafted for floor action. The staff also maintain a cumulative total of all appropriations that have been approved in committee or on the floor. During the summer, the appropriation staff prepare reports summarizing the past session’s activity, review agency appropriations and expenditures, respond to inquiries and monitor the governor’s actions. Staff also analyze any item or reduction vetoes for the fall veto session.
INDIANA

GENERAL

Indiana lawmakers receive services from both partisan and nonpartisan staff. The central research, legal and fiscal staff are nonpartisan, while the staff in the chambers are generally partisan. The speaker and president pro tem officially control all hiring and salary setting and determine personnel levels in each chamber. The personnel subcommittee of the Legislative Council directs and advises the executive director of the Legislative Services Agency on personnel matters. The subcommittee members are the speaker, president pro tem and the two minority leaders.

SHARED SENATE/HOUSE SERVICES

Legislative Services Agency
This centralized agency is the largest within the legislature. An executive director, three division directors and four deputy directors supervise 78 staff members. The agency is divided into five main divisions or offices.

*Bill Drafting and Research*
This division provides legal research and bill drafting to all members. Bill drafting assignments are made according to each attorney’s subject matter expertise. Along with the bill drafting responsibilities, each attorney serves as staff to one or more of the 40 standing committees.

*Code Revision*
The code revisor’s office handles all codification, editing and publishing of the Indiana statutes. It also edits all bills and amendments drafted in the Bill Drafting Division.

*Administrative Code*
This division of the code revisor’s office is responsible for the revision and codification of all administrative rules and any related statutes. The staff also publishes the Indiana Register, a monthly publication of new and proposed administrative rules and executive branch documents such as governor executive orders and attorney general opinions.

*Fiscal and Management Analysis*
The fiscal/program analysts are responsible for budget analysis, fiscal notes and performance audits. Often, members consult their own caucus fiscal analysts for specific budget questions.

*Legislative Information Center*
The staff handle citizen inquiries that pertain to the distribution of general legislative information, including, bills, amendments and voting records. The staff also compiles and distributes the interim calendar, which includes the schedules for approximately 50 interim committees. The legislative information staff do not handle any media requests.

*Legislative Printing Office*
This office has taken over all legislative printing responsibilities. This includes printing the following: Indiana Code (and Supplement); Indiana Administrative Code and Register; Acts; all printed bills; journals of the House and Senate.
The Legislative Services Agency also provides staff for the various commissions that meet during the interim. These commissions focus on particular policy issues such as state tax and finance, pensions and census data. The commissions are made up of legislators and citizens.

A data processing coordinator in the legislative service agency provides computer services to both chambers. This person maintains all the networks that control computer activity in the Legislature and works closely with the principal clerk of the House and the principal secretary of the Senate to ensure the technology is functioning properly.

**SENATE**

**Leadership Staff**
In the Senate, the president pro tem, majority leader, majority caucus chair and the minority caucus chair all have one full-time legislative assistant. This person handles all correspondence and scheduling for the leader. The legislative assistant also helps with committee scheduling when necessary and has some general legislative duties that include working with attorneys and legislative services agency staff to help develop bill amendments. Each leader also has one full-time intern.

**Majority Caucus**
The staff provide services to all leaders and majority senators. The Appointments and Claims Committee handles all hiring of caucus staff. The staff include a director of caucus services and several public information officers who handle research, media relations and constituent services. A fiscal analyst and an attorney also provide services to the caucus, but these two staff members are part of the president pro tem’s office.

**Minority Caucus**
The Senate minority chief of staff supervises the caucus staff. The staff include one attorney, a fiscal analyst, several public policy analysts who provide in-depth research and caucus assistants who handle media relations and some research. The caucus also has legislative assistants who provide clerical support to caucus members and handle constituent services. During the session, the caucus hires one receptionist and extra legislative assistants.

**Members’ Personal Staff**
During session, two senators share one intern and one legislative assistant. The legislative assistant’s duties are clerical in nature and the intern provides a variety of services, including research and constituent services. An intern director supervises the intern staff.

**Committee Staffing**
One attorney from the Legislative Services Agency staffs each committee. A fiscal analyst from the Legislative Services Agency may attend a committee meeting if needed. The majority party hires all Senate committee staff. The Senate Appropriations and the Senate Tax and Finance Policy Committee each have one or two full-time partisan legislative analysts. Other Senate committees use staff from the Legislative Services Agency and the caucuses. During session, all committees have legislative assistants who provide clerical support.

**Principal Secretary of the Senate**
The principal secretary is elected by the members of the senate to a two year term. The secretary of the senate serves as chief administrative officer and purchasing agent overseeing the day to day operation of the senate. The principal secretary office is responsible for the senate calendar, bill journal and the transmission of bills to the governor.
The principal secretary hires the session staff, but the Appointments and Claims Committee determines the number and salaries of session staff. Session-only positions include doorkeepers, proofreaders, tour guides, mailroom staff, duplicating and telephone center staff and legislative interns.

HOUSE

Leadership Staff
The speaker of the House has a chief of staff, an administrative assistant and a secretary. The chief of staff serves a dual role as an executive assistant to the speaker and a staff director for the caucus. The majority leader, majority caucus chairman, speaker pro-tem and the Ways and Means Committee chairman all have secretaries. The minority leadership staff mirrors the majority. The minority leader has a chief of staff and two administrative assistants. Unlike the speaker’s chief of staff, the minority chief of staff serves as the minority leader’s executive assistant, but does not perform administrative duties for the caucus. The floor leader and caucus chair both have an administrative assistant, while the minority whip and assistant minority whip share an administrative assistant. The assistant minority leader, the assistant floor leader and the assistant caucus chair also share one administrative assistant.

Majority Caucus
The staff provide services to all leaders and majority members. The staff are organized into four directorates: constituent services, media relations, policy and publications. Constituent services staff are divided into four teams with each legislative assistant assigned to three or four House members. The media relations staff handles all media inquiries and produces press releases and radio actualities. The publications office produces a wide range of informative booklets and brochures, including constituent newsletters. The policy directorate includes one general policy analyst.

Minority Caucus
The minority staff is divided into three divisions: Members’ Services, Communications and Policy. As in the majority caucus, each legislative assistant in the Members’ Services division serves three or four legislators and handles constituent correspondence, casework, research, committee duties and town meetings. The public information officers in the Communications Division handle all facets of media relations and publications. The Policy area includes two general policy analysts and two fiscal analysts who also serve the House Ways and Means Committee.

Members’ Personal Staff
Four House members share a legislative assistant and an intern. Each member also has access to a public information officer who helps with media relations.

Committee Staffing
One attorney from the Legislative Services Agency staffs each committee. A fiscal analyst from the Legislative Services Agency may attend a committee meeting if needed. The majority party hires all House committee staff. The House Ways and Means Committee has one or two full-time partisan legislative analysts. Other House committees use staff from the Legislative Services Agency and the caucuses. During session, all committees have legislative assistants who provide clerical support.

Session Staff
In the House, the speaker determines the number of session staff. This includes session attorneys, engrossing and resolution clerks, proofreaders, duplicating and mailroom assistants, receptionists and doorkeepers. The caucus also hires college students and recent graduates as legislative interns to provide support services during session.

Principal Clerk of the House
Elected by all 100 members, the principal clerk is responsible for the general operation of the House. The principal clerk is the business manager, overseeing every aspect of the legislative process including the official calendars, the journal and the accounting records relating to any expenditures associated with House operations.
Iowa

General

Central Nonpartisan Staff
The legislative Services Agency (LSA) and the Citizens’ Aide/Ombudsman (CAO) are established by Chapters 2A and 2C of the Iowa Code as the two central nonpartisan legislative agencies which serve the Iowa General Assembly under the direction of the Legislative Council.

The LSA provides nonpartisan staff services to all members of the General Assembly, including committee staffing, legal drafting, budget analysis, research, publishing and computer technology support.

The CAO serves Iowans in airing grievances relating to government. By facilitating communication between Iowans and government, the CAO improves the responsiveness and quality of government.

The budgets for the central nonpartisan legislative agencies are controlled solely by the Legislative council.

Chamber Staff
Administrative, leadership and partisan caucus staff services are provided by each chamber. Legislative leaders and the administration and rules committees exercise oversight concerning personnel and budgetary decisions affecting the chamber staffs. The budgets for chamber staff are controlled solely by each chamber.

Shared Senate/House Services
Legislative Service Agency (LSA)
The LSA operates the following four divisions:

Legal Services Division
The Legal Services Division provides the following legal services to members of the General Assembly in an objective and nonpartisan manner:

- Bill and amendment drafting
- Legal and legislative research
- Official Iowa law publications
- Standing committee staffing
- Legislative Council, statutory and interim study committee staffing

Bill drafting services are also provided to state agencies, the judicial branch and the governor. Division staff is precluded by statute from making public policy recommendations. The division includes the following offices:

- Legislative Legal Services Office (Legal Services) under the direction of the division director, and employing legal counsels and research analysts. Legal Services provides bill and amendment drafting, legal and legislative research, standing committee staffing and legislative council, statutory and interim study committee staffing services including staffing of the Administrative Rules Review Committee. In 2005 Legal Services had 18 full-time legislative session employees.

- Iowa Code Office (ICO) under the direction of the Iowa Code Editor. The ICO prepares and publishes the Iowa Code, which contains all the general and permanent laws of the state, following
the conclusion of each biennial General Assembly. The Iowa Code Supplement, which contains only new or amended sections of the code, is published every other year following the first regular session of a biennium. The Iowa Acts (Session Laws), which is the official manuscript copy and comprehensive index of all acts and joint resolutions of the General Assembly enacted during each session, is published by the ICO annually. All publications are distributed in print, CD-ROM and Internet formats. In 2005 the ACO had 11 employees.

- **Administrative Code Office** (ACO) under the direction of the administrative code editor. The ACO edits and publishes the Iowa Administrative Code, which compiles rules adopted and administered by over 100 executive branch agencies implementing state law and policy; the Iowa Administrative Bulletin, which is the official means of public notice used in the rules adoption process; the Iowa Court Rules, which compiles the official rules of the Iowa Supreme Court; and the State Roster, which lists state officials. All major publications are distributed in print, CD-ROM and internet formats. In 2005 the ACO had 11 employees.

**Fiscal Services Division**

The Fiscal Services Division provides fiscal and budget analysis, state government oversight evaluation and staffs all standing, statutory, legislative council and interim study committees. The division provides analysis and evaluation of expenditures, revenues and operations of state government and the potential impact of legislative proposals to state and local government. In 2005 the division had 17 employees.

- **Fiscal Analysis**
  The division provides information to legislators and staff regarding the State’s financial condition and the potential fiscal impact of legislation and administrative rules.

  The division provides analysis of the annual budget requests submitted by the executive branch departments, followed by an analysis of the governor’s budget recommendations submitted to the General Assembly. In addition, the division provides detailed analysis of the budget requests and governor’s recommendations by department for the appropriations subcommittees.

  The division provides analysis of the fiscal impact of legislative proposals through the issuance of fiscal notes. Joint Rule 17 requires a fiscal note for any legislation having an impact of $100,000 in a fiscal year or $500,000 in a five-year period.

  The division prepares correctional impact statements for bills which create a public offense or significantly change an existing offense or the penalty.

  The division analyzes the fiscal impact of proposed administrative rule changes and provides this information to the Administrative Rules Review Committee prior to each meeting.

- **Appropriations Tracking**
  The Division provides analysis of appropriations bills through the issuance of NOBAs (notes on bills and amendments). NOBAs explain the specific provisions of the bill, as well as providing an overall fiscal impact analysis when appropriate.

  The division maintains a database of current and historical appropriations throughout the legislative process.

- **Revenue Reporting**
The division provides reporting and analysis of state revenue information, including the reporting of daily receipts on the internet and a monthly analysis of state revenue. The division provides staff and research support for the Revenue Estimating Conference (REC), a three-member committee that meets at least quarterly to estimate state revenues and gambling revenues. These estimates are used by both the governor and the General Assembly in the budget process.

- **Issues Analysis**
  The division provides detailed reviews of selected issues concerning state government. In addition, the Division maintains up-to-date graphic presentations highlighting a variety of state programs.

- **Committee Staffing**
  Division legislative analysts staff each of the joint appropriations subcommittees during the regular legislative session. The division also staffs the Legislative Fiscal Committee and Legislative Oversight Committee throughout the year.

- **Oversight**
  The Fiscal Services Division, together with the Legal Services Division, performs review and oversight of state program operations and program evaluation of state agencies.

**Computer Services Division**
The Computer Services Division operates the legislative computer systems used by the Senate, House of Representatives and central legislative staff agencies. The division provides nonpartisan technology solutions, advice and support to the General Assembly and its staff. The division maintains the General Assembly’s mainframe computer system, local area network and the internet and intranet web sites. In 2005 the division had 15 employees. The division provides the following services:

**Training and Support**
- Provides computer training for all legislators and staff
- Staffs the help desk phone line to answer system user questions
- Develops programming to maintain legislative databases and to enable communication of information to and from other computer systems
- During session, provides staff in each chamber to help with any computer-related issues, questions or problems

**Network and Hardware**
- Maintains all hardware required for the legislative network of servers, e-mail, local area network and internet servers
- Installs, maintains and troubleshoots all operating system software
- Upgrades all systems as necessary
- Provides security for all legislative systems

**Software and Web Development**
- Creates software to retrieve and edit information in legislative databases
- Develops and integrates internet and intranet information and documentation
- Provides specialized programming to meet user needs within the General Assembly

**Administrative Services Division**

Iowa

National Conference of State Legislatures

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The Administrative Services Division provides administrative services to support the legal, fiscal and computer services functions of the LSA, distributes print and electronic copies of LSA work products, provides public information and library services to legislators, staff and citizens and provides personnel and finance services to the LSA. In 2005 the division had 26 full-time employees as well as session-only high school pages and part-time capitol tour guides.

- **Accounting**
  - **Budgeting:** Administers the annual budget of the LSA
  - **Accounts:** Pays vendors conducting business with the LSA and collects receipts from the sale of LSA products and services and make deposits into the state treasury
  - **Inventory:** Maintains inventory records for the LSA

- **Human Resources**
  - **Payroll:** Processes biweekly payroll for the LSA
  - **Benefits:** Processes employee benefits for the LSA

- **Support Services**
  - **Text Processing:** Processes all bills, amendments, minutes, reports, legal guides and memoranda and updates the official Iowa Code database
  - **Proofreading:** Proofreads bills, amendments, minutes, reports, legal guides and memoranda and the Iowa Code and Iowa Acts
  - **Library:** Maintains a collection of publications of special interest to the General Assembly and archives information produced by the General Assembly and its staff
  - **Bill Room:** Tracks, stores, copies and distributes bills, amendments, research and minutes of statutory and interim committees to the General Assembly and its staff and prepares and distributes the Interim Calendar and Briefing during the summer and fall
  - **Secretarial Support:** Provides all necessary administrative services to support the functions of the Legal Services, Fiscal Services and Computer Services Divisions

- **Legislative Information Office**
  The Legislative Information Office (LIO) serves as a contact for persons seeking legislative information. The LIO provides nonpartisan information and materials concerning the Iowa General Assembly and the legislative process in Iowa to interested persons:
  - General public
  - International visitors
  - Members of interest groups
  - Governmental agencies
  - Press

In addition, the LIO provides the following services during the legislative session and interim:
  - Publishes informational publications in print and on the internet
  - Acts as the international protocol office, welcoming international guests and dignitaries
  - Responds to inquiries for information on legislative procedures, legislative schedules, legislators and the status and identification of bills
  - Offers educational presentations to groups about the legislative process
  - Provides an assortment of unique Iowa gifts for purchase by legislators and legislative staff

- **Capitol Tour Guides**
The capitol tour guides conduct tours of the capitol and provide general information to building visitors at the Tours and Information Desk.

Citizens’ Aide/Ombudsman
The Citizens’ Aide/Ombudsman (CAO) is appointed by the Legislative Council, subject to approval of the Senate and House. The CAO is charged with the responsibility of providing Iowans with one office to which governmental grievances may be taken for a speedy and impartial review. In 2005 the CAO had 14 employees.

The CAO’s services are available to all Iowans, even those confined in institutions and to nonresidents of Iowa who may have complaints with Iowa government. All services are free of charge.

The following is a summary of the services that the CAO can provide.

- Investigate a complaint against an agency or an official of Iowa state or local government.
- Work with an agency to attempt to rectify a problem when an investigation shows that a mistake or arbitrary action has occurred.
- Make recommendations to the Iowa General Assembly for legislation, when appropriate.
- Answer questions relating to government in cases where a person does not know where or to whom to direct a question.

SENATE

Leadership Staff
In the Senate, the co-floor leaders each have two administrative assistants and the co-presidents have one administrative assistant. In addition, the co-floor leaders and co-presidents each have a secretary.

The Senate leadership staff advises and assists the leaders in legislative and partisan strategic planning; the formulation of public policy decisions and legislative priorities; the scheduling of committee and debate time during the session; the execution of legislative priorities; constituent relations; the coordination of leadership projects; external relations with the leader’s political party, the press and the public; legislative research and analysis; appointment and travel scheduling for the caucus leaders and members; and the coordination of certain activities involving the central nonpartisan staffs, the House and Senate administrative staffs and the partisan caucus staffs.

Members’ Personal Staff
Each senator may employ a personal assistant during the legislative session to maintain bill and committee books and correspondence files and perform other legislative duties assigned by the senator. A committee officer’s assistant generally serves as committee clerk, performing the necessary committee recordkeeping tasks.

Partisan Caucus Staff Services
The Senate Republican caucus staff and the Senate Democratic caucus staff each provide the following services to their respective legislative caucus leaders and members: legislative research and analysis; assistance with constituent requests; partisan staffing of standing, appropriation and interim study committees; assistance to the caucus in the formulation of public policy decisions and legislative priorities; coordination and editing of information released to the press and the public by the caucus or its members; and speech preparation.

Each party caucus has 10 employees. Each staff member generally staffs two standing committees and an appropriations subcommittee.
Committee Staffing
Standing committees are staffed by the Legal Services and Fiscal Services Division of the Legislative Services Agency and the partisan caucus staffs.

Secretary of the Senate
The secretary of the Senate is the chief administrative officer of the Senate and oversees the daily work of the various staff support groups, both session-only and full-time and is the primary contact for information relative to the daily operations of the Senate. The secretary also provides parliamentary advice and assistance to the presiding officer and members during floor debate. The secretary is appointed by the president and confirmed by the Senate. In 2005 the secretary supervised 10 full-time employees as well as session-only secretaries for each legislator, sergeant-at-arms staff, clerical staff and high school pages.

The secretary’s office provides recordkeeping; journal publication; publication of the daily calendar, bills and amendments; bill and amendment review services; recordkeeping for lobbyist activity before the General Assembly; and security, messenger and housekeeping services.

The secretary’s office is open year-round, and the office provides recordkeeping; journal publication; publication of the daily calendar, bills and amendments; bill and amendment review services; record keeping for lobbyist activity before the General Assembly; and security, messenger and housekeeping services.

The secretary of the Senate’s office maintains files on most subjects that affect the daily work of the Senate. Some of the resources available through the secretary’s office include the following.

- Information on housing for the session
- Listing of session secretarial staff
- List of appointments to boards and commissions by the governor requiring Senate confirmation
- Congressional directory

The secretary’s office also coordinates management of internal items for the session, such as parking and seating.

HOUSE

Leadership Staff
In the House, the speaker and the majority and minority leaders each have two administrative assistants, and the minority leader has one administrative assistant. The speaker also has a secretary.

The House and Senate leadership staffs advise and assist the leaders in legislative and partisan strategic planning; the formulation of public policy decisions and legislative priorities; the scheduling of committee and debate time during the session; the execution of legislative priorities; constituent relations; the coordination of leadership projects; external relations with the leader’s political party, the press and the public; legislative research and analysis; appointment and travel scheduling for the caucus leaders and members; and the coordination of certain activities involving the central nonpartisan staffs, the House and Senate administrative staffs and the partisan caucus staffs.

Members’ Personal Staff
Each representative may employ a personal assistant during the legislative session to maintain bill and committee books and correspondence files and perform other legislative duties assigned by the representative.
A committee officer’s assistant generally serves as committee clerk, performing the necessary committee recordkeeping tasks.

Partisan Caucus Staff Services
The House majority caucus staff and the House minority caucus staff each are headed by a caucus staff director and provide the following services to their respective legislative caucus leaders and members: legislative research and analysis; assistance with constituent requests; partisan staffing of standing, appropriation and interim study committees; assistance to the caucus in the formulation of public policy decisions and legislative priorities; coordination and editing of information released to the press and public by the caucus or its members; and speech preparation.

The majority party caucus has nine employees. The minority party caucus has eight employees. Each staff member generally staffs two to three standing committees and an appropriations subcommittee.

Committee Staffing
Standing committees are staffed by the Legal Services and Fiscal Services Division of the Legislative Services Agency and the partisan caucus staffs.

Chief Clerk of the House
The chief clerk is the chief administrative officer of the House of Representatives. The chief clerk’s office is responsible for all legislative documents in possession of the House of Representatives. The chief clerk reads into the record all bill titles and numbers and accepts the filing of all legislation, amendments, official messages and petitions. Through various departments, the office ensures that bills, amendments and other official documents are correctly prepared and handled properly. The office supervises and monitors the flow of legislation as it moves through the legislative process in the House.

The chief clerk, who is elected by the House, also serves as parliamentarian for the House.

As primary administrator of the House of Representatives, the chief clerk oversees the expenditures and payroll of the House and supervises various staff support groups for both full-time and session-only personnel. The chief clerk also provides for the daily administrative support of the House. In 2005 the chief clerk supervised 12 full-time employees as well as session-only secretaries for each legislator, sergeant-at-arms staff, clerical staff and high school pages.

The office of the chief clerk also maintains files and libraries on concerns that affect the daily work of the House, such as housing for legislators during the session, various congressional and association directories, Iowa Official Registers (Redbooks), official legislative directories and many others. The chief clerk’s office also coordinates the allocation of members’ parking and seating and serves as liaison to other state departments to coordinate requests for services for the chamber and its staff.
KANSAS

GENERAL

Most staff services are organized under the auspices of the Legislative Coordinating Council (LCC), a seven-member bipartisan House and Senate leadership group. Three nonpartisan staff agencies operate under LCC direction—the Legislative Research Department, the Revisor of Statutes Office and the Division of Legislative Administrative Services. In addition, the Legislative Division of Post Audit, also a nonpartisan agency, is supervised by a separate legislative committee, the Legislative Post Audit Committee. The LCC determines general personnel policies and salaries for these agencies, although each staff director hires employees and sets office policies. In their role as legislative leaders, LCC members also employ some partisan staff.

SHARED HOUSE/SENATE SERVICE

Legislative Research Department
The department staffs all interim and standing committees and provides them with administrative support as well as substantive policy research and fiscal analysis. Staff members also respond to individual legislator requests for short-term or in-depth policy studies and fiscal analyses. Department staff prepare various publications such as an analysis of the governor’s budget proposals, a summary of legislation enacted during the session, a report on appropriations approved at each session, the reports and recommendations of interim study committees and occasional reports on topics of particular interest. Department staff participate in state revenue estimating and in other consensus forecasts, prepare supplemental information notes on bills and resolutions that proceed beyond the first committee of assignment and review fiscal notes supplied by the executive branch. Staff assigned to the subject matter committees generally have one primary and one or more secondary committee assignments. In contrast, several staff members generally are responsible for budgetary and policy analysis of multiple state agencies. Some of these staff members also have secondary assignments in subject matter areas.

Office of the Revisor of Statutes
The revisor’s office serves as the official bill drafting arm of the Legislature and provides legal consultation and research to members and committees. Each standing and interim committee is staffed by a member of the revisor’s office. The revisor publishes and edits the Kansas Statutes Annotated and the annual supplements thereto and supervises and operates the computerized legislative information system. This includes the weekly publication of a report on Senate and House actions.

Legislative Administrative Services
The division provides administrative staff services to the elected officers and the members of the House and Senate, as directed by the LCC. The division acquires equipment, facilities and supplies; makes provision for computer services; administers the personnel records of members and employees of the Legislature; recruits and supervises administrative, clerical and secretarial personnel as specified by the LCC; provides notices of legislative study committee meetings; and maintains reports, minutes, pamphlets, books or other materials submitted to the Legislature. The new legislative chief information technology officer (CITO) (established by 1998 legislation) is assigned by the LCC to the division under supervision of the director of the division. The CITO reviews legislative branch three-year information technology plans, staffs the legislative Joint Committee on Information Technology and performs other tasks assigned by the LCC. In the role as staff to the joint committee, the CITO reviews and makes recommendations regarding all state agency three-year plans, budgets for threshold information technology projects and deviations from information technology architecture in each branch of government. The legislative CITO also is a voting member of the Information
Technology Executive Council, which establishes the state’s information technology architecture and policies for all branches of government.

**Legislative Division of Post Audit**

Legislative Post Audit is the only staff division not under the direct policy supervision of the LCC, although the LCC approves the division’s budget and sets the pay of the agency head, the legislative post auditor. The joint, bipartisan Legislative Post Audit Committee appoints the post auditor, who can be removed from office only by an affirmative vote of at least seven members of the 10-member committee. The Legislative Post Audit Act, the law governing the operations of the division, requires that the legislative post auditor be “… a person of extensive experience and recognized qualification in the field of governmental fiscal procedures and auditing.” The division’s 26-member staff primarily conduct performance audits. Most are conducted at the direction of the Post Audit Committee; topics for the division’s 5-member school audit team are assigned by the 2010 Commission, a group created by the legislature to consider K-12 school issues. In addition, certain statutorily required financial audits are conducted by certified public accounting firms under contract with the Division. Those audits include an annual audit of the state’s financial statements, with separate reports on the financial management practices of the state treasurer’s office and Pooled Money Investment Board. This statewide audit is conducted to meet federal single audit requirements. Accounting firms also conduct separate annual audits of the Kansas Public Employees Retirement System and the Kansas Lottery. Finally, at the direction of the Post Audit Committee, the division does additional work that ensures a financial audit presence in every state agency at least once every three years.

**SEPARATE HOUSE/SENATE SERVICES**

**Leadership Staff**
In accord with budgets set by the LCC, the presiding officers and majority and minority leaders of each chamber have some full-time staff members and secretarial assistance. Leadership staff conduct partisan projects, monitor committees, do constituent work and assist the leader with other legislative assignments.

**Members’ Personal Staff**
Each senator is provided with a personal secretary during the session.

**Committee Staffing**
Both legal counsel and research assistance are provided to each standing committee by the revisor’s office and the Legislative Research Department. Secretarial services are provided by the Division of Legislative Administrative Services.

**Secretary of the Senate**
The secretary of the Senate is appointed by the presiding officer. The secretary is responsible for staff services and support activities in the immediate chambers. This involves keeping a record of all proceedings of the Senate including the following: calling the roll; reporting correctly the result of all votes along with maintaining voting records of members; reading and numbering all bills, resolutions and petitions; delivering all messages to the House; transmitting all bills for engrossment; certifying and proofing all enrolled bills and resolutions and presenting them to the president of the Senate for signatures; and taking all enrolled bills to the governor for signature. The secretary is also responsible for preparing the daily calendars and journals; the printing of all bills and resolutions and other documents; and recording on bill status the successive stages of all action taken by the Senate. Permanent records also are maintained of communications to both houses, committees and membership. All original documents relating to bills, including bill jackets, amendments and committee reports and proceedings of the Senate are retained in the secretary’s office and later filed with the secretary of state.
HOUSE

Leadership Staff
In accord with budgets set by the LCC, the presiding officers and majority and minority leaders of each chamber have some full-time staff members and secretarial assistance. Leadership staff conduct partisan projects, monitor committees, do constituent work and assist the leader with other legislative assignments.

Members’ Personal Staff
Generally, three House members share a secretary while the Legislature is in session.

Committee Staffing
Both legal counsel and research assistance are provided to each standing committee by the revisor’s office and the Legislative Research Department. Secretarial services are provided by the Division of Legislative Administrative Services.

House Chief Clerk
The chief clerk of the House of Representatives is appointed by the presiding officer. The chief clerk is responsible for staff services and support activities in the immediate chambers. This involves keeping a record of all proceedings of the House including the following: calling the roll; reporting correctly the result of all votes along with maintaining voting records of members; reading and numbering all bills, resolutions and petitions; delivering all messages to the Senate; transmitting all bills for engrossment; certifying and proofing all enrolled bills and resolutions and presenting them to the speaker of the House for signatures; and taking all enrolled bills to the governor for signature. The chief clerk is also responsible for preparing the daily calendars and journals; the printing of all bills and resolutions and other documents; and recording on bill status the successive stages of all action taken by the House. Permanent records also are maintained of communications to both houses, committees and membership. All original documents relating to bills, including bill jackets, amendments and committee reports and proceedings of the House are retained in the clerk’s office and later filed with the secretary of state.
KENTUCKY

GENERAL

Legislative staff services in Kentucky are provided by a centralized, non-partisan agency under the auspices of a bipartisan commission composed of the majority and minority leadership of both the Senate and the House of Representatives. This sixteen member body, the Legislative Research Commission, is chaired jointly by the president of the Senate and the speaker of the House.

SHARED SENATE/HOUSE SERVICES

Legislative Research Commission
Legislative Research Commission is responsible for overseeing all central staff operations and provides administrative functions on behalf of the General Assembly between legislative sessions, such as referral of prefiled bills to interim joint committees, distribution of reports submitted by executive branch agencies and other matters which require timely action. The commission employs a director who is responsible for hiring non-partisan legislative staff to provide bill drafting services, research, program evaluation and oversight and assistance to standing and interim joint committees. Other staff services include maintenance of a legislative library, computer systems and are responsible for the internal finances and administrative functions of the General Assembly. The staff also reviews and publishes administrative regulations promulgated by state agencies and the Office of statute Revision is charged with the responsibility for codification of enacted legislative action into the Kentucky Revised Statutes following each session of the General Assembly. The commission operates an in-house print shop for the printing of bills, amendments, research reports, informational bulletins and administrative regulations. The LRC Public Information Office keeps the public apprised of legislative activities and assists members with press releases and other matters related to their legislative responsibilities. However, that office does not assist legislators with political activities. Also, LRC maintains an extensive public web site that contains information about the General Assembly, its members, the text of bills that have been prefiled or introduced, as well as an electronic version of the legislative record. The web site also contains links to the Kentucky Revised Statutes, Administrative Regulations and all LRC publications. The Office of Constituent Services assists citizens throughout the commonwealth with a myriad of personal situations, acting on behalf of the legislators to attempt to resolve their problems.

SENATE
The Senate is authorized to hire all seasonal session staff for the chamber.

Leadership Staff
While the majority of staff members who serve the General Assembly work on a non-partisan basis, each House and Senate leadership office employs its own partisan staff. These employees work directly with the Democratic and Republican caucuses of each chamber and also work in a cooperative manner with non-partisan staff.

Members’ Personal Staff
Members of the Senate and House of Representatives have access to clerical assistance year round, with the members housed in office suites with at least two assistants at their disposal. These assistants handle information requests, track legislation, prepare correspondence and work with committee staff to perform services required by the members. The members may also, either free or at their own expense, hire interns to assist them during session. These are generally college students and are not participants in the intern program sponsored by LRC.
Committee Staffing
Staff of the Legislative Research Commission staff standing committees during sessions, and interim joint committees between sessions. A full-time committee staff administrator serves as the chief staff for each committee, managing the workloads of legislative analysts under their supervision. Committee staff prepare for meetings, conduct research, draft bills, resolutions and amendments and review administrative regulations within the jurisdiction of their committees. Also, LRC has a legislative intern program for undergraduate students during even-year sessions, and a graduate fellows program which operates year-round.

Senate Chief Clerk
The chief clerk supervises chamber employees, clerical services, calendar, journal and record keeping functions. The Senate elects its chief clerk and other constitutional officers. Several LRC staff are assigned to the Senate clerk’s office during session to supervise and assist in the bill flow process, including engrossing and enrolling of bills, journal preparation, committee minutes and orders of the day.

HOUSE
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OTHER

Education Accountability
The Office of Education Accountability was established by the 1990 General Assembly as part of a massive education reform movement. This office is charged with the responsibility of reviewing the state school finance, verifying the accuracy of school district and state performance, and investigating unresolved allegations of wrongdoing at the state, regional or district level.

Legislative Ethics Commission
The Kentucky Legislative Ethics Commission is an independent authority that has been established by law to administer and enforce Kentucky’s Code of Ethics.

Long-Term Policy Research Center
The Long-Term Policy Research Center was created by the 1992 General Assembly and is attached to the legislative branch for administrative purposes. The center is not under the jurisdiction of the LRC, but is governed by its own board, which is comprised of representatives from the executive and legislative branches, as well as from universities, local government and the private and public sectors. Established to help incorporate the long-range perspective in government decision-making, the center is directed to conduct studies of trends, prepare reports on emerging issues and issues with long-term significance, advise the governor and the legislature on the long-term implications of policies and hold public forums.
LOUISIANA

GENERAL

Substantive research, legal and drafting services are handled by separate House and Senate staffs. Session staff who perform services directly for the houses, including chamber personnel, are hired and supervised through the offices of the presiding officers. Computer services, including facilities management and software development and maintenance of the legislative website, is provided by a third party under contract with the Louisiana legislature.

SHARED SENATE/HOUSE SERVICES

Office of the Legislative Auditor
The largest of the legislative staff offices, the auditor’s staff manage the state’s post-audit function, conducting periodic audits and monitoring the finances of all state agencies and local governments and conducts performance audits and program evaluations. The auditor is responsible to the Legislature and works with the Legislative Audit Advisory Council to follow up audits that disclose irregularities. The auditor’s office also prepares actuarial notes for retirement bills and fiscal notes on proposed legislation affecting expenditures of political subdivisions and of state boards and commissions that are not appropriated funds in any appropriation bill.

Legislative Fiscal Office
The Legislative Fiscal Office, under the general direction and supervision of the Joint Legislative Committee on the Budget, serves both the House and Senate by analyzing budgets of the state and its agencies, preparing fiscal notes on proposed legislation affecting expenditures of state departments, agencies and boards and commissions that have appropriated funding, answering fiscal information requests of individual legislators, and preparing revenue estimates for the Revenue Estimating Conference. The staff provides support services to the Joint Legislative Committee on the Budget.

Legislative Libraries
David R. Poynter Legislative Research Library, staffed by House Legislative Services staff, provides reference and research services to legislators and staff of both the House and Senate as well as to other legislative offices. It maintains an extensive periodical collection, individual research studies related to state issues and matters of public interest and newspaper clipping files on issues of legislative importance. The library also indexes all legislation for easy retrieval by legislators and legislative staff. It operates a toll-free telephone line to advise the public on the status of any legislative instrument.
Huey P. Long Memorial Law Library. Staffed by Senate staff, provides legal reference and research services to legislators and staff of both the House and Senate as well as to other legislative offices. It maintains hard copy and electronic legal and legislative resources.

Louisiana State Law Institute
The Louisiana State Law Institute is an official advisory law revision, law reform and legal research agency of the state, composed of attorneys, judges and professors of law. The law institute was created to promote and encourage the clarification and simplification of state law and its better adaptation to present social needs, secure the better administration of justice and conduct scholarly legal research. The law institute prepares the printer’s copy of the official text of the general laws enacted by the Legislature after each session for incorporation into the Louisiana Revised Statutes.
Caucuses and Delegations
Although the services provided vary among the caucuses and delegations, most provide substantial communication and message services for caucus members. Some provide more services including meeting and telephone facilities, substantive research and tracking of member legislation.

Joint Legislative Committee on Capital Outlay
Staff from the House, Senate and the legislative fiscal office staff the committee, which is a joint interim group that analyzes the capital outlay needs of the state and its political subdivisions and capital outlay and omnibus bond bills presented to the Legislature. The chairmanship is alternated on a two-year basis between the House and Senate.

Joint Legislative Committee on the Budget
Staff from the House, Senate and the legislative fiscal office staff the committee, which is a joint interim group that examines state budget needs and monitors budget changes. The chairmanship is alternated on a two-year basis between the House and Senate.

Joint Legislative Budgetary Control Council
Staff from the Senate support this council, a joint House and Senate leadership group, which has overall budgetary responsibility of the Legislature’s budget, shared supervision of the capitol complex and maintenance of legislatively controlled or occupied areas of the capitol and elsewhere within the capitol complex. The council employs a facility manager and assistant, a reapportionment specialist and emergency medical services personnel. Accounting services are provided by the Senate. The president of the Senate and the speaker of the House of Representatives co-chair the council.

SENATE

President
The president of the Senate is a senator elected by the members of the Senate. The Senate staff is under the general supervision and direction of the President of the Senate through a chief of staff.

Leadership Staff
The Senate president and president pro tempore have their own administrative support. The president has a chief of staff, three administrative secretaries and a secretary/receptionist. The president pro tempore has an administrative secretary.

Members’ Personal Staff
Each legislator may employ one or more legislative assistants to work at their district offices to provide constituent work, support services and limited research with funds from their respective house in amount set by law. During the session, each senator may have an aide at the capitol to assist with legislative matters. Some senators use their legislative assistant at the capitol for this purpose.

Committee Staffing
In the Senate, committee services are provided by Senate Legislative Services. Generally, each committee is assigned one professional researcher and a secretary. These same staff also respond to information requests from within the subject matter jurisdiction of the committee.

Secretary of the Senate
The secretary of the Senate is elected by the members of the Senate for a four-year term and advises the Senate officers and members on parliamentary procedure. The responsibilities of the office include keeping the
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journal, prefiling, engrossing and enrolling bills, maintenance, record keeping and management of the session, staff to the Senate, publication and printing of documents and custody of all Senate documents

Senate Legislative Services
The Legislative Services staff is headed by an administrator and includes three staff divisions and one office. The Business and Resources Division, the Fiscal Services Division and the Judiciary and Government Division are each headed by a division director who makes assignments. The staff of each division works with the committees assigned to each division and the subject matter within the jurisdiction of the committees. The staff provides bill drafting, short-term and in-depth research, special objects and committee staff services. The Documents and Records Office, under the supervision of a coordinator, is responsible for clerical support, word processing, proofreading, supplication services, docketing and maintaining Senate materials. The office also engrosses and enrolls legislation and prepares the daily Senate Journal under the direction of the Senate. The Legislative Services staff also indexes all legislation for easy retrieval by legislators and legislative staff.

Senate Administration Services

Accounting Services Office – The office, headed by the comptroller, is responsible for accounting functions that include compensation of members and staff reimbursement of district office expenses. It also provides accounting functions for the Joint Legislative Budgetary Control Council and the Legislative Fiscal Office.

Communication Office – The office, headed by the Communication Officer, provides media relations and communication support services to members and staff of the Senate. This office researches and writes news releases, media advisories and public service announcements, develops and maintains civic education projects, produces still photographs for legislators and maintains an historical photographic archive of Senate activities and newspaper clippings on legislative issues and Senators. This office also provides coordination and operating support for the various audio, video and projection used in audio/visual capable Senate committee rooms. The communication officer advises the president and Senate members concerning media relations.

Internet/Intranet – This staff area provides information resources for the Senate Internet and Intranet sites, which include member and staff information and an expanding list of text, audio and video resources relative to the Senate. This staff is also responsible for providing technical support and management services to assist members and staff with the use of software tools and also for providing oversight of the software and hardware that comprise the internet and intranet systems. Further responsibilities include staff training on effective use of available internet resources and civic education that allows citizens to interact with their elected representatives and the legislative process.

Information Systems – The area encodes the video stream of the plenary sessions of the Senate and of its committees for real-time access via the internet.

Operations Support Services – This area includes member services, receptionist and switchboard services, purchasing, telecommunications and property control services, maintenance of facilities, equipment and furniture in Senate areas within the capitol and the capitol complex and Senate Dining Room support services. Purchasing includes acquisition of supplies, furniture, equipment and services for the Senate, including members’ district offices and maintaining a supply inventory. Property control includes maintaining inventory control and the sale or surplus of Senate equipment and furnishings. Telecommunications includes handling new telecommunication installations, disconnects, moves, directory listings and changes in statewide directories and equipment for Senate staff, members and members’ district offices.

Parliamentarian

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The parliamentarian of the Senate is appointed by the speaker from the membership of the Senate. The parliamentarian is to develop expertise on parliamentary procedure and the Rules of Order of the Senate.

Sergeant-at-Arms
The sergeant-at-arms is elected for a four-year term and is required to maintain order in the Senate chamber and committee rooms, as well as overseeing facilities of the chamber and committee rooms and offices. The sergeant-at-arms works at the direction of the president and secretary of the Senate.

HOUSE

Leadership Staff
The House speaker and speaker pro tempore have their own administrative support. The speaker has a receptionist, an executive assistant, a special assistant, an aide and an executive counsel. The Speaker pro tempore has an administrative assistant.

Members’ Personal Staff
Each legislator may employ one or more legislative assistants to work at their district offices to provide constituent work, support services and limited research with funds from their respective house in amount set by law. During the session, House members are provided secretarial assistance through the caucus staffs and leadership offices.

Speaker
The speaker of the House is a representative elected by the members of the House. The house staff is under the general supervision, and direction of the speaker and the House Legislative Services staff is under the direction and supervision of a House Legislative Services Council composed of House members appointed by the speaker.

Committee Staffing
In the House, committee services are provided by House Legislative Services. Generally, each committee is assigned one or two professional researchers and a secretary. These same staff also respond to information requests from within the subject matter jurisdiction of the committee. During the session, House committee chairs are authorized to employ an additional committee clerk to provide clerical support.

Parliamentarian
The parliamentarian of the House is appointed by the speaker from the membership of the House. The parliamentarian’s duties are to develop expertise on parliamentary procedure, the Rules of Order of the House and Mason’s Manual of Parliamentary Procedure, to advise the speaker and other members on parliamentary procedure and House procedure when called upon to do so and to attend the sessions of the House.

Clerk of the House
The clerk is elected by the House members for a four-year term. If the elected Clerk is a licensed attorney, the clerk also serves as general counsel for the House. The clerk is tasked to give the speaker advice on parliamentary procedure and on the Rules of Order of the House. The responsibilities of the office include the journal, prefiling, enrolling and engrossing, bill processing tasks, maintenance, recordkeeping and management of the session staff of the House. The clerk is also the custodian of the records of the House.

House Legislative Services
House Legislative Services is headed by an executive director and is composed of five divisions: commercial regulation, fiscal, governmental affairs, legal and resource and infrastructure. Each division has a director who makes assignments and reviews staff work. The staff of each division work with the committees assigned to Louisiana

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each division. One or two research analysts or attorneys and a secretary staff each committee. House Legislative Services also includes the David R. Poynter Legislative Research Library and administrative services. Administrative services is headed by a supervisor and assistant supervisor and performs services relating to word processing, proofing; duplication of research documents, bill drafts and other publications as well as maintenance of bill files. At the direction of the House clerk, administrative services also engrosses and enrolls legislation.

Internet/Intranet
This office provides information resources for the House Internet and Intranet sites, which include member and staff information and an expanding list of text, audio and video resources relative to the Legislature and the House. The office also encodes the video stream of the plenary sessions of the House and of its committees for real-time and archival public access via the internet. This staff also is responsible for providing technical support and management services to assist members and staff with the use of software tools and also for providing oversight of the software and hardware that comprise the Internet and Intranet systems. Further responsibilities include staff training on the effective use of available internet resources and civic education that allows citizens to interact with their elected representatives and the legislative process.

Audio/Visual
This office provides operating support for the various audio, video, projection and transcribing systems used by the House in the House chamber, committee rooms and the capitol. Includes operation maintenance and coordinating service of the systems and equipment, as well as staff training on the use of committee room audio/visual equipment.

Sergeant-at-Arms
Appointed by the speaker, the sergeant-at-arms maintains order in the House chamber and committee rooms and oversees the facilities of the chamber, committee rooms and House offices. The sergeant works at the direction of the speaker and the House clerk.

House Accounting Office
House accounting is responsible for accounting functions that include compensation for members and staff and reimbursement of district office expenses.

Purchasing, Telecommunications and Property Control Office
This office handles purchasing of all supplies, furniture, equipment and services for the House, including all of the 105 members’ district offices. The staff is responsible for maintenance and insurance of all items, maintains a supply room and handles inventory control and the sale or surplus of all House equipment and furnishings. Further responsibilities include all House telecommunications. This involves handling all new telecommunication installations, disconnects, moves, directory listings and changes in statewide directories and equipment for House staff, members and members’ district offices.

Public Information Office
The House Office of Public Information works under the direction of the speaker and clerk to provide media relations and public information support services to members and staff of the Louisiana House of Representatives. This office researches and writes news releases, media advisories and public service announcements; designs new marketing strategies such as publications and videos to promote current and upcoming services; develops and maintains civic education projects; produces still photographs for legislators; and maintains a historical photographic archive of House activities. The public information officer advises the speaker and House members concerning media relations.
MAINE

GENERAL

Most staff services in the Maine Legislature are nonpartisan and are provided under the overall policy direction of the Legislative Council. The executive director of the Legislative Council is responsible for direction and supervision of the nonpartisan staff offices and for implementation of policy decisions of the council. The presiding officers and majority and minority leaders are permitted to hire staff with the approval of the presiding officers. Session staff are hired by the secretary of the Senate and the clerk of the House with the approval of the presiding officers.

SHARED SENATE/HOUSE SERVICES

Legislative Council
The Legislative Council consists of the 10 elected members of leadership: the president of the Senate, the speaker of the House and the Republican and Democratic floor leaders and their assistant floor leaders for both the House and Senate. The council chair and vice-chair are elected by the Legislative Council at the beginning of each legislative biennium. By tradition, the chair alternates every two years between the House and Senate. The council is responsible for the overall management of the entire Legislature. Its powers and duties are set forth both in statute (3 MRSA §162) and in the joint rules that the Legislature adopts at the beginning of each legislative biennium. Its powers and duties include preparing legislative budget requests and providing oversight of legislative funds; establishing salary and benefit schedules for all legislative employees, except as otherwise provided by law; approving employment practices; appointing of directors of the nonpartisan staff offices; planning and overseeing projects designed to improve the organization, operation and physical facilities of the Legislature; and assigning work to legislative committees when the Legislature is not in session. Policies adopted by the council are implemented under the direction of the executive director of the Legislative Council.

Further responsibilities of the council include consideration of requests to introduce bills after cloture (after-deadline bills) during any legislative session. In addition, the council screens all bill requests before they are introduced in the Legislature’s second regular session and all special sessions. The Legislative Council is required by statute to meet at least once monthly.

Office of the Executive Director
The Office of the Executive Director supervises the four nonpartisan staff offices pursuant to policy established by the Legislative Council. The office is divided into two divisions: general administrative services and informational services. The Administrative Services Division coordinates agenda preparation for the Legislative Council and implements policy decisions of the council. It coordinates the work of committee clerks during the legislative session and schedules legislative hearing rooms. The staff also provide general administrative support for the Legislature, including legislators’ expense reimbursements, payroll, accounting and budgeting.

The Information Services Division provides services that include the direct operation of legislative computer systems. Staff work with legislative offices to develop computer applications to support legislative functions. They record and compile current status of all matters considered by the Legislature and provide information about legislation considered in the current biennium. The office also compiles information about boards, commissions and study groups, including the entity’s legal authority, responsibility and membership.

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The Legislative Information Office is a nonpartisan public information office serving the legislature and the public. The office, a division of information services, operates under the direction of information services and the auspices of the Legislative Council. Through the bill status system, the office staff can provide information on the status of bills before the Legislature. The bill status system includes information on house and senate actions, legislators’ profiles, committee reports and committee schedules. The information office also provides administrative support to the joint standing committees, including facilitating the gubernatorial appointment/confirmation process.

**Office of Fiscal and Program Review**
The office provides staff support to the joint standing committees on appropriations and financial affairs, taxation, transportation and other legislative committees as assigned. The staff collect and analyze fiscal and program information related to the finances of state government and monitor state agency financial status, including transfer of funds. The office conducts special budget studies, including revenue and expenditure projections and trends, reviews all bills and amendments for fiscal impact and prepares fiscal notes for those having a projected fiscal impact. The staff conduct detailed compliance, programmatic and fiscal reviews of state agencies, boards and commissions, pursuant to Maine’s statutory sunset review process. The office also provides staff support to interim study committees and commissions.

**Office of Policy and Legal Analysis (OPLA)**
The office provides research and analysis support to the 15 joint standing committees except the appropriations and financial affairs and taxation committees. This includes providing policy and legal research and analysis on pending bills, helping organize and facilitate the committee decision-making process, preparing management reports of bills in committees and committee studies, preparing committee amendments and new drafts and helping design study research requests. The office also staffs interim study subcommittees and special commissions and task forces convened by the Legislature. This includes providing background research and analysis of bills, helping organize and facilitate study group decision-making processes and drafting final reports and associated legislation.

OPLA also prepares approved staff studies, including researching and analyzing background information on assigned topics, defining options for addressing issues suggested or utilized by others and drafting final reports. In cooperation with the revisor of statutes, the office drafts all bills for introduction and provides statutory analysis of all budget bills.

**Revisor of Statutes**
The office provides drafting assistance and reviews all legislative instruments for form prior to introduction. The office also is responsible for engrossing and preparing bills for final enactment. The revisor has ongoing responsibility for statutory revision and oversees production of the state’s session laws. The revisor’s office also serves as clerk of the committee on bills in the second reading for both the Senate and the House. The revisor’s office engrosses all bills, publishes all laws enacted during each legislative session as the *Laws of the State of Maine* and tracks legislation by title and section number to detect potential duplication and conflicts.

**Law and Legislative Reference Library**
The library functions as the State Law Library, serving all agencies of state government, the judiciary attorneys and citizens of Maine. The library provides research and information services primarily for use by legislators and legislative staff. Library services include: automated access to library catalog and other catalogs of other major Maine libraries; collection and distribution of information and data on specialized legislative topics; coordination of extensive lending collection of state and federal documents; extensive collection of primary legislative materials including complete Maine statutes and session law, legislative
records, journals, study reports, roll calls and sponsor lists; standing committee master files; newspaper clippings; and biographical files on state legislators, other political figures, attorneys and judges.

SENATE

Leadership Staff
The president of the Senate and the floor leaders of both houses are entitled to hire aides to assist them in their legislative and partisan functions. These partisan aides provide a variety of services, including assisting party members with all areas of constituent services involving issues related to state government (federal issues generally are handled by the offices of the congressional delegation); producing press releases and newsletters; arranging media interviews and providing media training for party members; assisting party members in developing and handling legislation, including gathering information, conducting research and preparing testimony; monitoring legislation for party members; and providing research for committee review of gubernatorial nominations.

The president may employ legal counsel to aid in their review of legislation before its referral to a committee or as it comes to the floor.

Members’ Personal Staff
Members of the Senate have access to a stenographic pool for secretarial services during the session. These pools are supervised by the secretary of the Senate and the clerk of the House, respectively.

Committee Staffing
In addition to nonpartisan, professional support staff, each joint standing committee is authorized to hire a committee clerk during the session. The committee’s co-chairs hire the clerk subject to the approval of the presiding officers. Committee clerks handle scheduling and administrative tasks for the committee. Responsibilities include scheduling hearing rooms, preparing and posting public notices for upcoming hearings, maintaining witness lists, maintaining custody of committee bills until they are reported out of committee, obtaining committee members’ signatures on the committee report jackets and providing secretarial services. Committee clerks are under the general administrative supervision of the Office of the Executive Director of the Legislative Council.

Secretary of the Senate
The Secretary of the Senate is the chief administrative officer of the Senate. Elected by the Senate at the beginning of each biennium, the secretary performs a variety of tasks necessary to the efficient operation of the Senate. The secretary keeps a journal of proceedings; a verbatim record of floor debate; prepares the advance journal and calendar of the Senate; reads bills, messages and documents; is responsible for all papers, bills and documents in possession of the Senate; and transmits messages and papers to the governor, clerk of the House and the secretary of state. The secretary also maintains a record of votes and other actions by the Senate.

Aided by an assistant secretary of the Senate and staff, the secretary performs a variety of additional duties including selecting, hiring and maintaining personnel files of the office staff; ordering necessary equipment and supplies; supervising the work flow of the office; providing information for individual senators; and supervising the printing of all Senate papers. The secretary approves vouchers for officers and employees of the Senate. With the clerk of the House, the secretary suggests committee references for bills and processes the various gubernatorial nominations that require Senate confirmation. The following additional chamber staff, appointed by the president and supervised by the secretary of the Senate, also serve the Senate: sergeant-at-arms, postmaster, pages and daily honorary pages.
HOuse

Leadership Staff
The speaker of the House and the floor leaders of both houses are entitled to hire aides to assist them in their legislative and partisan functions. These partisan aides provide a variety of services, including assisting party members with all areas of constituent services involving issues related to state government (federal issues generally are handled by the offices of the congressional delegation); producing press releases and newsletters; arranging media interviews and providing media training for party members; assisting party members in developing and handling legislation, including gathering information, conducting research and preparing testimony; monitoring legislation for party members; and providing research for committee review of gubernatorial nominations.

The speaker also may employ legal counsel to aid them in their review of legislation before its referral to a committee or as it comes to the floor.

Members’ Personal Staff
Members in each chamber have access to a stenographic pool for secretarial services during the session. These pools are supervised by the secretary of the Senate and the clerk of the House, respectively.

Committee Staffing
In addition to nonpartisan, professional support staff, each joint standing committee is authorized to hire a committee clerk during the session. The committee’s co-chairs hire the clerk subject to the approval of the presiding officers. Committee clerks handle scheduling and administrative tasks for the committee. Responsibilities include scheduling hearing rooms, preparing and posting public notices for upcoming hearings, maintaining witness lists, maintaining custody of committee bills until they are reported out of committee, obtaining committee members’ signatures on the committee report jackets and providing secretarial services. Committee clerks are under the general administrative supervision of the Office of the Executive Director of the Legislative Council.

Clerk of the House
The clerk of the House is the chief administrative officer of the House of Representatives. The clerk is elected by House members at the beginning of each biennium. Among other duties, the clerk keeps a journal of House proceedings; reads bills, messages and papers before the House; notifies committees of their membership and refers business to them; certifies vouchers for the officers and employees of the House; has charge of all papers and documents in the possession of the House; and transmits messages and documents to the governor and Senate.

The clerk, in association with the secretary of the Senate, is responsible for suggesting committee references for bills. They jointly edit the House and Senate registers. The clerk’s office keeps copies of each House roll call vote. All House printing is under the direction of the clerk. In addition to preparing each day’s House Calendar and the House portion of the legislative record, the clerk issues the weekly legislative report, listing all bills printed and all bills enacted. The weekly legislative calendar lists meetings of legislative committees, commissions and other groups of interest to legislators; it is published year-round. The clerk schedules school bands for weekly concerts on the opening legislative day of each week of a session and the services of a member of the clergy to provide an opening prayer on each day of the session. The clerk is assisted in all matters by the assistant clerk, who also is elected by the House. The following additional staff also serve the House: sergeant-at-arms, assistant sergeant-at-arms, document clerk, two doorkeepers, House reporter, courier, five pages and daily honorary pages. Each of these positions is filled by appointment of the Speaker, unless the House otherwise directs.
MARYLAND

GENERAL

The Legislative Policy Committee, co-chaired by the Senate president and the House speaker, provides broad general guidance and coordination for the operation of the General Assembly’s personnel. Professional staff services are provided by the Department of Legislative Services. Employment of session and chamber staff is at the direction of the president and speaker, with salary levels and staff allocations detailed in the annual budget.

SHARED SENATE/HOUSE SERVICES

Department of Legislative Services
The Department of Legislative Services (DLS) of the Maryland General Assembly is a central nonpartisan legislative staff agency that traces its roots to one of the oldest legislative staff agencies in the nation. DLS has more than 350 employees who provide legal, fiscal, research, reference, administrative, technical and auditing support to the members of the legislature and its various committees. Additionally, DLS serves as a major source of information for the public regarding legislative activity.

Fiscal, Legal and Committee Staff Services
Policy analysts perform a variety of services that support the functions of the General Assembly. Responsibilities include drafting legislation, staffing committees, analyzing proposed executive agency regulations, revising state statutes and reviewing decisions of the state courts. Policy analysts also analyze the state budget, prepare fiscal estimates related to proposed legislation and estimate state revenues. Finally, analysts evaluate state agencies and programs.

Library and Information Services
Library and Information Services provides reference, research and information services to the General Assembly, legislative staff, other government agencies and the public. Librarians and information specialists respond to requests on a wide variety of topics. Library staff is in frequent contact with legislators and their staff and prepare research.

DLS performs its functions within four offices:

- The Office of the Executive Director (OED);
- The Office of Policy Analysis (OPA);
- The Office of Information Systems (OIS); and
- The Office of Legislative Audits (OLA)

Office of the Executive Director
The executive director provides overall direction and has ultimate authority and responsibility for the administration of the Department of Legislative Services and the functions and activities of its offices. The executive director is assisted by a special assistant and support staff in performing the many diverse activities of this office, including helping to formulate and implement department policies and coordination of multiple functions. The office provides staff support to the Legislative Policy Committee and its Management Subcommittee, the Joint Advisory Committee on Legislative Data Systems and the Joint Committee on the Selection of the State Treasurer. Additionally, finance and administrative
services, legislative document management, and personnel services for the department of the General Assembly are carried out under this office.

Office of Policy Analysis
The Office of Policy Analysis (OPA) provides fiscal and legal policy analysis support to the General Assembly and its committees. OPA’s Library and Information Services unit provides reference, research and information services to legislators, staff and the public. [An intern program provides an opportunity for talented students in graduate and professional schools to gain work experience.] OPA is the largest unit within the Department of Legislative Services.

Office of Information Systems
The Office of Information Systems (OIS) is the primary information technology support group for the Department of Legislative Services and the Maryland General Assembly. The services of OIS include design, development, maintenance and support of custom legislative systems such as legislative drafting, bill status and chamber automation. OIS supports about 400 personal computers in the Annapolis complex, operates a legislative data center including NT and Novell servers, a Unisys mainframe and other related facilities. In addition, most members of the General Assembly have computers supplied and supported by OIS with an integrated legislative office computing package. OIS has dedicated user-support and training activities and a core team that develops and supports DLS and General Assembly applications. OIS is structured and operated as an “in-house” consulting group.

The Office of Information Systems is the primary information technology support group for the Department of Legislative Services and the Maryland General Assembly. The services of OIS include design, development, maintenance and support of custom legislative systems such as legislative drafting, bill status and chamber automation. OIS supports approximately 1200 computers in the Annapolis complex, operates a legislative data center including Windows and several ES7000 Unisys server farms and other related facilities. In addition, most members of the General Assembly have computers supplied and supported by OIS with an integrated legislative office computing package. OIS has dedicated user support and training activities and a core team that develops and supports DLS and General Assembly applications. OIS is structured and operated as an “in-house” consulting group.

Office of Legislative Audits
The Office of Legislative Audits (OLA) is responsible for auditing all agencies within the executive and judicial branches of state government and reporting the findings to the Joint Audit Committee of the Maryland General Assembly. OLA conducts three types of audits.

- Fiscal/compliance audits are designed to determine whether an agency has properly managed its fiscal operations, established effective systems and controls, used state resources as intended and complied with legal requirements.
- Performance audits are designed to evaluate whether an agency or program is operating in an economic, efficient and effective manner and to determine whether desired program results have been achieved.
- Financial statement audits express an opinion about whether an agency’s financial statements are fairly presented.
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SENATE

Leadership Staff
The Senate president officially appoints all Senate staff, including committee, delegation and support staff. The personal staff of the presiding officers consists of an administrative assistant, an administrative secretary, a legislative assistant and secretarial support. The staff is assigned to the leader’s personal correspondence, partisan tasks, constituent affairs, personnel matters and House management. The majority and minority leaders of both houses are allowed to hire an administrative assistant and a secretary in addition to staff employed as part of their district office accounts.

Members’ Personal Staff
Each senator is authorized to hire a full-time secretary with pro forma approval by the Senate president. Each senator receives a district office allowance to fund district office expenses. The use of district office accounts is determined by the individual member, and bookkeeping work is handled by Finance and Administrative Services in the Department of Legislative Services.

Committee Staffing
In addition to professional staff provided and coordinated by the Department of Legislative Services Office and Policy Analysis, clerical and administrative support staff are provided for the session for each committee. Full-time assistants to the chairs are hired for the session. The employment of committee staff is decided by the speaker and the Senate president on the recommendation of the committee chair. All committees retain their year-round secretarial assistance. Both presiding officers also are authorized to appoint seven to 10 bill analysts to assist committees or delegations as necessary during the session.

Secretary of the Senate
The secretary is appointed by the Senate and serves full-time during the session only. The secretary is responsible for recordkeeping, calendars, bill processing and chamber staff. The Senate president appoints all chamber and support staff of the Senate and the secretary’s office. As in the House, journals are prepared and printed under the direction of the journal clerk, who also is an appointed officer of the chamber.
HOUSE

Leadership Staff
The House speaker officially appoints all House staff, including committee, delegation and support staff. The personal staff of the presiding officers consists of an administrative assistant, an administrative secretary, a legislative assistant and secretarial support. The staff is assigned to the leader’s personal correspondence, partisan tasks, constituent affairs, personnel matters and House management. The majority and minority leaders of both houses are allowed to hire an administrative assistant and a secretary in addition to staff employed as part of their district office accounts.

Members’ Personal Staff
Each delegate receives a district office allowance to fund district office expenses. During the session, clerical help is available to delegates through their county delegations, and during the interim some delegates pool interim funds to share secretarial staff so that shared assistance is available at least one day per week. The use of district office accounts is determined by the individual member, and bookkeeping work is handled by Finance and Administrative Services in the Department of Legislative Services.

Committee Staffing
In addition to professional staff provided and coordinated by the Department of Legislative Services Office and Policy Analysis, clerical and administrative support staff are provided for the session for each committee. Full-time assistants to the chairs are hired for the session. The employment of committee staff is decided by the speaker and the Senate president on the recommendation of the committee chair. All committees retain their year-round secretarial assistance. Both presiding officers also are authorized to appoint seven to 10 bill analysts to assist committees or delegations as necessary during the session.

Chief Clerk of the House
Appointed by the House, the clerk is responsible for the calendar, recordkeeping, bill processing and chamber staff. All employees of the clerk’s office are recommended by the clerk and appointed by the speaker.

Delegation Staff
There are 10 county or multi-county delegations of House members that are provided with clerical support. During the session the support is full-time, while during the interim the support is at least part-time, but increasingly full-time. The delegation chair is authorized to hire a personal secretary, and additional clerical help is hired for all delegation members, with concurrence of the speaker. A contingency staff fund controlled by the speaker may be used to hire interim clerical staff for the delegations. The Department of Legislative Services provides professional staff to the specific delegations for research, bill drafting and amendment drafting purposes.
MASSACHUSETTS

GENERAL

The Massachusetts General Court utilizes the staff services of several joint staffs plus staff hired, organized and supervised by the separate chambers. Most fiscal staff, bill drafting personnel and administrative staff are employed separately by each chamber, while joint committee research, security and support services are provided jointly. The House Rules Committee chair and the Senate Ethics and Rules Committee chair play central roles in employment matters through their positions as chairs of the respective chambers’ rules committees. The presiding officers also work with a designated administration committee in each chamber to determine hiring, staff organization and salary issues.

SHARED SENATE/HOUSE SERVICES

Legislative Service Bureau
The Legislative Service Bureau provides research services for all members and committees of the General Court. The bureau provides spot research, intergovernmental research, computerized data base searches and analysis of census data and statistics, as well as a myriad of media services including videotaping, press assistance, photography, central printing, audiovisual aids and micro-fiche services.

Legislative Reference Division
As a division of the Massachusetts State Library, the reference division provides spot research assistance and library services for members and staff of the General Court. By statute, the state library is part of the Executive Office of Administration and Finance.

Legislative Bulletin
The Legislative Bulletin is printed during the session and interim and consists of three sections: the bulletin of committee work, the legislative record and the list of acts and resolves signed by the governor. The bulletin staff also coordinate hearing room assignments and arrange for the printing of bills that must be available for hearings.

Sergeant-at-Arms of the General Court
The sergeant’s office is charged with providing messengers, security, maintenance, purchasing and other support services for the General Court. The chief sergeant is elected jointly by the House and Senate and oversees the management of document distribution, business affairs and office functions.
SENATE

Leadership Staff
In the Senate, the president has a chief of staff, an executive assistant, a press aide and a legal counsel. The majority leader, president pro-tem, assistant majority leader, majority whip, post audit and oversight committee chair and ways and means committee chair also have leadership staff.

Members’ Personal Staff
In the Senate, members are allowed to hire at least four staff people and may assign titles and job responsibilities as they see fit. Based on seniority or committee responsibilities, other senators may be authorized additional staff positions. A senator’s staff may be assigned to constituent matters, research or administrative tasks.

Senate Post Audit and Oversight Committee
The seven-member Senate Post Audit and Oversight Committee oversees the development and implementation of legislative auditing programs, with particular emphasis on performance auditing.

Committee Staffing
Each joint committee is assigned two or more full-time professionals with the approval of the speaker and Senate president. In addition, the chairs of some of the committees, because of seniority, may have additional personal staff who assist with committee business. The Senate ways and means committee has a separate staff that operates independently. The ways and means staff generally is hired by the committee chair. The fiscal staff reviews the governor’s budget, monitors agency expenditures, conducts some program evaluations between budget cycles, prepares fiscal notes and staffs the two committees during budget hearings and deliberations. The ways and means committee also has a legal staff.

Clerk of the Senate
Elected by the Senate, the clerk is the official parliamentarian of the Senate. Duties and responsibilities of the position include preparing a daily calendar of matters to be considered by the Senate. The clerk of the Senate also must keep a journal of the proceedings of the Senate, as well as publishing the rules of the Senate and the joint rules of the two branches. The Senate clerk also is the clerk and parliamentarian of the joint session that considers proposed constitutional amendments.

Counsel to the Senate
The counsel to the Senate is the primary legal advisor and bill drafting office for the Senate. In addition, the staff of the counsel are available at all times for consultations with the Senate president and members of the Senate on matters pending before the Senate. The counsel’s office also provides legal research services for senators.

Senate Ethics and Rules Committee
The Senate Committee on Ethics and Rules recommends procedures that govern the Senate. Consisting of six members, of which the Senate president is included, the committee considers all orders, resolutions and petitions referred to it relating to recess studies and rules changes. The Senate Committee on Ethics and Rules may sit concurrently with the House Committee on Rules. The Senate Committee on Ethics and Rules has also been given the additional responsibility of identifying the major matters that require consideration by the General Court during the pending session. The committee is also responsible for advising the Senate president and the membership on the priority, urgency and scheduling of legislative matters before the Senate.
HOUSE

Leadership Staff
In the House, the speaker has a chief of staff and chief legal counsel, two legislative and policy analysts, a director of communications and a special assistant. The majority leader, the assistant majority leader and the second assistant majority leader also have leadership staff.

Members’ Personal Staff
In the House, each member is allowed to hire one staff member to be assigned to administrative, constituent or research duties as desired by the member. The salary for House aides is uniform, but the members are free to select whomever they wish.

House Rules Committee
The House Committee on Rules consists of 15 House members. It is the duty of this committee to establish and recommend policy procedures to the House, as well as to consider all orders, resolutions and petitions referred to it relating to recess studies and rules changes. The House Committee on Rules may sit concurrently with the Senate Committee on Rules.

House Post Audit and Oversight Committee
The House Committee on Post Audit and Oversight, which consists of 11 members, has the responsibility to oversee the development and implementation of legislative auditing programs conducted by the Legislative Post Audit and Oversight Bureau.

House Committee on Personnel and Administration
The House Committee on Personnel and Administration, which consists of 13 representatives, establishes staffing levels and positions for each joint and standing committee of the House together with a reclassification plan for all employees. In addition, the committee is charged with conducting various employee development seminars and programs.

Committee Staffing
Each joint committee is assigned two or more full-time professionals with the approval of the speaker. In addition, the chairs of some of the committees, because of seniority, may have additional personal staff who assist with committee business. The House ways and means committee has a separate staff that operates independently. The ways and means staff generally is hired by the committee chair. The fiscal staff reviews the governor’s budget, monitors agency expenditures, conducts some program evaluations between budget cycles, prepares fiscal notes and staffs the two committees during budget hearings and deliberations. The ways and means committee also has a legal staff.

Clerk of the House
The clerk of the House of Representatives is the official reader of the matters and rules of the House. The clerk’s duties and responsibilities include the printing of a calendar of petitions to be considered before the House, as well as a journal recording of each day’s proceedings.

Counsel to the House
The counsel to the House assists in the drafting of petitions designed to either add to or amend the General Laws of Massachusetts. In addition to preparing a table of changes in the General Statutes and an index to the Acts and Resolves, the House counsel’s attorneys review enactments before the House Committee on Bills in Third Reading. The counsel’s office also is responsible for the publication of the General Laws Official Edition.
MICHIGAN

GENERAL

The Michigan Legislature uses a combination of central, nonpartisan staff agencies, separate chamber nonpartisan fiscal agencies and very active caucus staff organizations that, taken together, provide a full range of services to legislators. The legislative council administrator, at the direction of a Legislative Council Committee, oversees most central staff operations. The Legislative Service Bureau provides traditional staff support to all members, including bill drafting, general research, printing and specialized science and technology research. Committee support and additional research and some amendment drafting is provided by each caucus staff. Caucus staff also provide a wide range of services, including media relations, constituent services and administrative support. Members also are provided with personal staff. In addition, each chamber operates a nonpartisan fiscal agency that supports the key money committees and provides fiscal research and analysis to all members. Administration of facilities, personnel and other operational matters is somewhat decentralized.

SHARED SENATE/HOUSE SERVICES

Most shared, central staff services operate under the auspices of the Legislative Council, a 12-member committee composed of six House members and six Senate members appointed by the speaker and Senate majority leader. The council is a constitutionally created body with responsibilities established in statute that include providing bill drafting, research and other services for members of the Legislature.

Legislative Council Administrator
The Legislative Council Administrator (LCA) is the chief executive officer for all Legislative Council Agencies. The LCA provides oversight and general supervision to all Legislative Council agencies and has overall responsibility for their personnel policy, budgets and performance. The LCA serves as secretary to the Legislative Council and also as a member of the Library of Michigan Board of Trustees, The Library of Michigan Foundation Board and the Law Revision Commission.

Legislative Service Bureau
The Legislative Service Bureau provides bill drafting, research and other administrative services to the Legislature. It is organized into the following divisions.

Administrative Services Division
The Administrative Services Division includes the director of the Legislative Service Bureau and performs internal management functions for the agency and its divisions. This division also operates a legislative document room that provides copies of pending bills, conference committee reports, enrolled bills and other documents from the current session.

Legal Division
The Legal Division is responsible for drafting all bills and joint resolutions considered by the Legislature. Attorneys in this division also draft substitute bills and amendments, prepare conference committee reports, provide legal memoranda on issues involving bill drafting and offer guidance on the drafting process.
Legislative Research Division
The Legislative Research Division provides general research to members and staff and drafts business resolutions for members. It maintains and updates a collection of standardized booklets on key state issues, prepares reports on issues facing the Legislature, assists work groups and committees and gathers data relevant to legislative research information needs.

Science and Technology Division
The Science and Technology Division staff includes science and engineering professionals who work with legislators, staff and committees on complex scientific, environmental and technological issues. Division staff prepare background reports, brief members and staff on technical issues, testify before committees and prepare a regular newsletter on Science and Technology issues. The division also houses a geographic information system specialist capable of developing detailed county, district or regional maps that can illustrate a variety of key statistical features.

Legal Research Division
Legal Research Division staff address legal questions on legislative issues and conduct research on constitutional matters and legislative procedure. Other significant duties include providing in-house legal research for the Legislative Council and council administrator on internal administrative matters. The Michigan Law Revision Commission and Michigan Commission on Uniform State Laws are staffed by employees from this division.

Legislative Printing Division
The Legislative Printing Division provides nonpartisan printing services to the Legislature, including the printing of introduced bills, daily journals and calendars, enrolled bills, the Michigan Register, standardized informational booklets, stationery, business cards and newsletters. This division operates under guidelines established by the Legislative Council.

Legal Editing and Law Publications Division
The Legal Editing and Law Publications Division indexes, compiles and publishes Michigan’s laws, maintains a computerized database of Michigan Law, reviews and approves the form and numbering of administrative rules, publishes the Michigan Register and publishes the Michigan Manual, the state’s biennial handbook on state government.

Information Technologies Division
The Information Technologies Division maintains and develops the computer system used by Legislative Council agencies (except the Library of Michigan) and maintains the Legislature’s telecommunication system, which includes more than 2,500 phone, fax and modem lines.

The Library of Michigan
In 1983, the Library of Michigan was transferred to the legislative branch from the Department of Education. It is the official state library agency for Michigan. In addition to the broad range of activities characteristic of a state library, the Library of Michigan offers research and reference services and collections targeted to the information needs of the Legislature and state government agencies.

Legislative Council Facilities Agency
The Legislative Council Facilities Agency provides building management services for the Capitol (except for areas under the authority of the executive branch, House and Senate) and the Michigan Library and Historical Center and monitors safety systems in all legislative buildings. It also manages parking lots under the authority of the Legislative Council and operates the Capitol Tour and Information Service.

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Legislative Corrections Ombudsman
The Legislative Corrections Ombudsman (LCO) assists legislators with concerns about the state’s correction system. The ombudsman also investigates complaints and reports findings related to corrections system problems. Investigations may be initiated by legislator request, prisoner request or independently by the LCO under specified circumstances.

Joint Committee for Administrative Rules
The Joint Committee for Administrative Rules (JCAR) is a 10-member committee of the House and Senate that reviews rules submitted by state agencies. JCAR staff work with committee members to review proposed rules, maintain committee records and respond to requests about rules and the administrative process.

Michigan Sentencing Commission
The Michigan Sentencing Commission is a 19-member body that develops and monitors guidelines for sentencing criminals in order to protect the public, ensure sentences that are appropriate to offenses and the offender and to reduce disparity of sentencing across the state. The commission includes members from the Legislature; the judiciary; the legal, law enforcement and corrections communities; crime victims advocates; and the public. Staff are assigned to provide clerical and research assistance to the commission as needed.

The following two shared legislative offices operate independently from the Legislative Council.

Office of the Auditor General
The Office of the Auditor General (OAG) has the constitutionally established responsibility to conduct post financial and performance audits of state government operations. Certain specific audit requirements are identified in state law.

The office is directed by the auditor general, who has ultimate responsibility for OAG policies and practices. The OAG is divided into four areas of responsibility.

Bureau of Audit Operations
The bureau conducts post financial and performance audits of Michigan’s executive, judicial and legislative branches of government, including universities and community colleges.

Office of Professional Practice
This area performs quality assurance reviews of audit reports and working papers.

Office of Information Technology
The technology group manages the OAG computer network, maintains the management information system and provides computer support to all OAG staff.

Office of Administration
The administration area provides human resource management, accounting and budgeting, audit report preparation, printing, purchasing and clerical support.

Legislative Retirement Committee
The joint Legislative Retirement Committee oversees the administration of the legislative retirement system, which provides retirement allowances, survivors’ allowances and other benefits for members of the Michigan Legislature and their spouses, dependents, survivors and beneficiaries. A small staff manages the payment of benefits to qualified recipients.
SENATE

Leadership Staff
The Senate majority and minority leaders are elected by their respected caucuses every four years. The Senate majority leader allocates all budgets and benefits for both caucuses. He also is responsible for the hiring of his staff and all Republican and central staff. The Senate majority leader oversees and directs the general operation of the Republican policy and communication central staffs. The senate majority leader has a larger staff budget, in addition to an administrative operations budget that allows him or her to hire a staff four times larger than the majority allocation.

The Senate minority leader handles the hiring of the Democratic central staff and his or her own personal staff. The minority leader also has a larger staff budget and an administrative budget that allows him or her to hire a larger staff than the minority allocation.

Senate Republican Staff
The Senate Republican staff is hired by the Senate Republican leader and serves all members of the caucus under the direction of the Senate Republican chief of staff. The caucus staff monitor and assist with committee work, research issues, develop program proposals, provide legal assistance, advise members on public relations, support constituent service needs and assist in the preparation of news releases, speeches, newsletters and radio feeds.

Senate Democratic Staff
The Senate Democratic staff reports to the Senate Democratic leader and works under the supervision of an executive director. Caucus staff are divided into four units, each with its own director. The policy staff conduct research, assist standing committee members, provide bill analyses, assist in bill drafting and help answer constituent questions. The caucus communications staff provide press releases, speeches, constituent newsletters, photographic services, audio and video taping and graphic design services. Information services staff support the computer systems within the caucus. Office support staff provide administrative assistance to caucus members.

Members’ Personal Staff
In the Senate, all members may appoint necessary staff in accordance with Senate rules and subject to policies established by the Senate majority leader. These employees are directly responsible to the senator. Each member is provided with an equal operations budget for expenses such as mailings and supplies. Each year, the Senate majority leader allocates majority party members a staff budget with five staff benefit packages; minority members are allocated a smaller staff budget with three benefit packages. Senators may hire additional staff if their budget allows.

Secretary of the Senate
The secretary of the Senate is elected by the Senate at the beginning of the four-year term. The secretary’s staff is responsible for the traditional chamber management duties, including calendars, journals, bill processing, bill enrolling and record keeping. In addition to these duties, the secretary of the Senate serves as the chief administrative and information officer of the Senate. The following staff groups report to the secretary:

Senate Finance Unit
This unit provides internal budgeting, accounting and purchasing services for the Senate.

Senate General Services
Senate General Services provides mail and postal services; maintains Senate public address and sound systems; provides Senate photocopying services; maintains, repairs and moves furniture and Michigan
equipment; stocks and distributes office machines and supplies; monitors inventory of all Senate equipment; reproduces Senate session and committee audio tapes.

*Senate Human Resources*
Senate Human Resources oversees Senate staff budgets and administers payroll, other personnel matters and parking.

*Senate Physical Properties*
This unit is responsible for maintenance of the Senate office building (Farnum Building) and some Senate space in the Capitol. It also operates the Senate carpentry and paint shop.

*Senate Information Services*
This office coordinates all computer services for the Senate, including maintenance of network infrastructure, installation of software and hardware, provision of training and operation of a help desk.

*Senate Security*
This office provides security, emergency response and general assistance to Senate members, staff and visitors. It also supervises Senate pages and messengers.

*Senate Fiscal Agency*
The Senate Fiscal Agency (SFA) is a statutory, nonpartisan staff agency that provides support to the Senate Appropriations Committee and assists all members of the Senate on state budget-related issues. The SFA also provides the Senate with projections of the United States and Michigan economies and forecasts of state revenue collections. SFA staff prepare a fiscal analysis of all proposed legislation being considered by the Senate. The agency is governed by a five-member governing board composed of the majority and minority leaders of the Senate, the Appropriations Committee chair and two other members of the committee, one of whom must be from the minority party. The SFA budget and payroll are separate from other Senate operations.

*Committee Staffing*
In the Senate, each standing committee chair appoints one person from his or her staff to serve as committee clerk. The committee clerk performs all duties established by the State Constitution and Senate rules and attends committee clerk training sessions provided by the secretary of the Senate. Each committee chair may appoint additional committee personnel to the extent their committee budget allows, and the Senate majority leader may authorize additional personnel upon request. The majority leader may authorize joint utilization of personnel with the House of Representatives and may authorize the Senate to share in the cost.
HOUSE

Leadership Staff
The speaker of the House is elected by the majority caucus for a two-year term. The speaker controls the budget for the entire House and is responsible for the hiring of all central staff for the majority caucus. The speaker also has oversight responsibility for all nonpartisan support staff.

The minority leader is responsible for hiring and supervising the minority caucus central staff.

House Republican Staff
The House Republican staff is under the immediate supervision of the House Republican leader and chief of staff. The staff is divided into two units.

*Programs and Research*
Programs and Research staff assist in the development of the caucus’ legislative agenda. They provide policy analysis and research and also serve as advisors to all caucus members. Program and research staff also support caucus members on standing committees and appropriations subcommittees.

*Communications Services*
Communications Services staff provide constituent services support and media relations services, including television production, radio and photographic services.

House Democratic Staff
The House Democratic staff is under the immediate supervision of the House Democratic leader and chief of staff. The House Democratic staff is divided into three units.

*Policy Staff*
Policy staff answer members’ information requests, provide constituent services support, conduct research, draft bills and amendments and support caucus members on standing and other legislative committees.

*Office of Publications*
Publications staff produce booklets, newsletters and speeches. The staff includes designers and writers who develop customized printed products at the direction of caucus members.

*Communications Office*
The communications staff provide media and constituent services to caucus members through a press office and a communications office. The press office staff write press releases, produce news reports and programs for radio and television, manage new conferences and hearings and other media events for caucus members. The communications office provides constituent relations and other community outreach services to caucus members.

Members’ Personal Staff
In the House, all representatives are provided with a secretary who is hired by the member. The majority of members also hire an aide. If the member is a committee chair, this aide functions as the committee aide.

Committee Staffing
In the House, the speaker determines committee staff allocations. Each standing committee is provided with at least one professional aide who assists the committee with research, analysis and management. Major committees may be provided with additional analysts. In all cases, the speaker determines the number of
positions and salary ranges. The committee chairs select the staff. Committee clerks, who provide clerical and administrative support, are assigned from the office of the House clerk.

**Clerk of the House**
The clerk of the House is elected by the members and oversees the traditional chamber responsibilities, including calendars, journals, bill processing, bill enrolling and record keeping. The clerk also serves as House parliamentarian. The clerk’s staff includes committee clerks who are assigned to assist chairs with clerical, scheduling, record keeping and administrative tasks of the standing committees. The clerk’s office also is responsible for the issuance of press credentials and for other administrative matters, including preparation of commemorative resolutions and messenger services.

**House Business Office**
The House Business Office operates under the auspices of the clerk of the House and is responsible for the overall administration and financial operations of the House. Four sections report to the Business Office director:

*Financial Operations*
Purchasing; accounts payable; travel and expense reimbursement.

*Human Resources*
Payroll; benefits; other personnel matters for the House.

*Information Systems*
Computer hardware/software; programming; network management; computer training.

*Technical Services*
Carpenter shop; building maintenance; supplies; duplicating center; mail room services.

**House Legislative Analysis Section**
The House Legislative Analysis Section operates under the auspices of the clerk of the House and prepares summaries and analyses of introduced bills that provide background on the intention of the bill, cost estimates, pro and con arguments and a listing of supporting and opposing groups.

**House Fiscal Agency**
The House Fiscal Agency (HFA) is a nonpartisan, statutory agency with a budget and payroll separate from other House operations. The agency provides information to House members on budget-related issues, provides projections of the Michigan economy and develops estimates of state revenues and expenditures. The agency also analyzes proposed legislation to determine potential revenue and expenditure impacts. A six-member governing board oversees HFA operations and appoints its director. Members of the board include the speaker of the House, the House minority leader and chairs and vice chairs from the key money committees in the House.
MINNESOTA

GENERAL

Most staff services are organized by chamber, the Senate and the House of Representatives in the Minnesota Legislature. Staff resources also are provided by joint agency and commission staff, executive branch resources and a wide variety of other means. A substantial number of staff are assigned to either partisan legislative research activities or nonpartisan research, information and administrative services. In addition, each committee is staffed with a committee administrator and a committee legislative assistant who works for the vice chair. Administrative control is the responsibility of the respective rules committees, which must approve personnel and budget decisions. The Senate staff is more centralized under the secretary of the Senate, while each individual House department reports directly to the Rules and Legislative Administration Committee. Joint staff are under the jurisdiction of the Legislative Coordinating Commission. The Legislature depends on the executive branch for certain fiscal notes, housekeeping and other miscellaneous services.

SHARED SENATE/HOUSE SERVICES

Legislative commissions and joint agencies are nonpartisan and serve both bodies. They maintain separate budgets, and staff salaries are set by the Legislative Coordinating Commission.

Legislative Coordinating Commission (LCC)
The presiding officer of each body annually alternates as chair. The commission has jurisdiction over the employees of legislative commissions and joint agencies, reviews the budget requests, determines the staffing complement and sets the compensation levels of the unclassified joint employees. The LCC adopts plans pertaining to sick leave and annual leave that apply to all permanent employees of the Legislature. It adopts a plan that establishes the insurance benefits (medical, dental, life) for all legislative employees and legislators. It also arranges sign language interpreters for legislative hearings and meetings involving members. The LCC also serves as the main point of contact in scheduling meetings and arranging itineraries for visiting international and state delegations to the Legislature. LCC/Geographic Information Services (GIS) is the repository for statewide boundary information for legislative use, LCC-GIS focuses on mapping and data services for legislators and staff. The LCC is also charged with studying issues related to the economic status of women in Minnesota and makes recommendations to the governor and the Legislature. Additionally, the LCC staffs several joint commissions, task forces, subcommittees and councils that serve the Legislature.

Legislative Coordinating Commission Subcommittee on Employee Relations
The subcommittee monitors the collective bargaining process between the state and its employees and provides interim approval of negotiated agreements, arbitrated awards and pay plans. Commission staff perform research and conduct studies on the state civil service system and the public employee labor relations act.

Office of Revisor of Statutes
The Office of the Revisor of Statutes provides services to members of both houses of the Legislature, the governor and other constitutional officers and state agencies and departments. The services of the office are nonpartisan and confidential. The office drafts bills, resolutions, amendments, motions, committee reports and other documents of the Legislature. The office consists of attorneys, editors, computer specialists and support personnel. Duties of the office include drafting House committee reports for consideration by the House, integrating amendments into bills as they are adopted, drafting conference committee reports for consideration by the House and Senate and preparing comparisons for House and Senate desks and
conference committees. The office also prepares and transmits formal copies to the governor for signature, publishes laws passed at each annual session of the Legislature, approves and drafts administrative rules for state agencies and publishes a collection of administrative rules.

The Legislative Reference Library
The library provides information to legislators and their staffs, serves as a depository of all publications issued by state agencies and maintains an index to all state governmental data files and information systems. The library also serves as custodian for the recordings of committee meetings and floor sessions, committee logs and minute books.

Legislative Audit Commission
As a bipartisan, House-Senate body, the audit commission oversees the operation of the Office of the Legislative Auditor.

Office of the Legislative Auditor
The office conducts financial audits of state government agencies and evaluates the performance of state funded programs. This is a professional nonpartisan office. The head of the office, the legislative auditor, is appointed for a six-year term; most other staff are in the classified civil service.

Legislative Commission on Minnesota Resources
The purpose of the commission is to provide the Legislature with the background necessary to evaluate programs proposed to preserve, develop and maintain the natural resources of the state. It monitors natural resources, conservation and development programs, recommends expenditures from several funds and accounts and reports its findings to the standing environmental committees in the House and Senate. The commission recommends expenditures from the oil overcharge monies, Environmental Natural Resources Trust Fund (40% of net proceeds from the Minnesota lottery) and Great Lakes Protection Account (state share of interstate compact trust fund). Unique in the legislative process, there is a citizen advisory committee appointed by the governor.

Legislative Commission on Pension and Retirement
The commission is directed to make a continuing study and investigation of public employee retirement plans in Minnesota. It is the first legislative entity to consider and make recommendations concerning proposed pension legislation.

Legislative Commission on Planning and Fiscal Policy
This commission studies state expenditures and revenue sources and the state’s future fiscal needs. The commission also analyzes the governor’s appropriations and revenue proposals and conducts independent budget studies, management analyses of state agencies, state economic analyses and studies of the state’s physical plant needs.
SENATE

Leadership Staff
The presiding officers and ranking majority and minority leaders each employ one or two professional staff members plus secretarial help. The majority leader also chairs the Senate Rules Committees, which provides additional staff resources.

Members’ Personal Staff
Each committee chair and division chair has a legislative assistant who serves as both personal and committee secretary. Secretarial services are matched with member needs and work load. In addition, both houses maintain word processing centers to assist legislators who have overflow work.

Secretary of the Senate
Elected by the Senate, the secretary is the chief operating officer of the Senate and acts as parliamentarian. The secretary works under the jurisdiction of the Committee on Rules and Administration Committee to administer the internal operations of the Senate. The majority leader chairs the Rules Committee, which ultimately has responsibility to hire staff office directors. The secretary’s staff is responsible for human resources and payroll; public information services; technology services, safety and security, chamber functions including calendar, journal and the engrossment and enrollment of bills; and support services, including information systems, media services and bill status.

Senate Information Systems
The Senate Information Systems Department (SIS) is responsible for the operation, installation and coordination of all information processing functions in the Senate. This includes desktop and laptop computers, the senate local area network, the word processing office and the duplicating facility. The total staff is 13, with some support personnel added during session.

Media Services
Senate Media Services provides television coverage of Senate floor sessions and committee meetings. The office also produces a weekly public affairs program featuring legislators’ views on pressing state issues. A variety of the civic education videos are offered to the public. Produced programming is broadcast on public television stations and cable outlets throughout the state.

Senate Information Office
The Senate Information Office serves as the central information office and is responsible for handling public inquiries and distributing Senate publications. Public information staff handle questions concerning the content, status and progress of bills before the Senate; senators’ phone numbers and addresses; and Senate district identification. If it does not have the requested information, it will put the person inquiring in contact with the appropriate office. The most common referrals are to state agencies and federal representatives. Because most information is accessible via the Internet, staff can answer most on-line related questions.

Senate Index Department
The Senate Index Department maintains bill number, author subject, committee, revisor number, companion bill and chapter number indexes and compiles content summaries for each Senate and House file introduced in the Senate through the use of an on-line computer system. Floor action is immediately entered into the data base and Senate journal page numbers reflecting those actions are entered the following morning. Information maintained by the department is disseminated through the Senate
Information Office. The index department also compiles and disseminates certain statistical reports or lists upon Senator, committee, staff or patron request.

Senate Publication Office
The Senate Publication Office provides bipartisan information to interested citizens concerning the Minnesota Senate, its members and the legislative process. The office publishes a weekly newsletter, a periodical magazine and a post-session magazine. In addition, the office publishes a variety of pamphlets and brochures designed to assist the public in understanding the Legislature and its process. The office also provides daily schedules by e-mail via a listserv and maintains content on the Senate’s worldwide web site.

Sergeant-at-Arms
Sergeant-at-arms staff are responsible for the security of the Senate, including the chamber, galleries, offices and hearing rooms. In addition, staff assist with many of the administrative and housekeeping functions.

Human Resources Office
The Human Resources Office provides leadership to all facets of human resources, including policy development, staffing, employee relations, orientation and training. The director assists the Rules and Administration Personnel Subcommittee in regard to employment/compensation issues and administers the Senate performance appraisal system.

Committee Staffing
In addition to research help from the Office of Senate Counsel and Research, each committee is staffed with a committee administrator and a committee legislative assistant. The administrative staff do some research, but primarily assist the chair with public hearings and committee management. In the Senate, some leadership positions and vice-chairs also have the services of an administrative or legislative assistant. The Senate Committee on Taxes has a director of tax analysis, a leadership assistant and a legislative assistant. The Senate finance committees also have leadership assistants and legislative assistants.

Office of Senate Counsel and Research
The Office of Senate Counsel and Research is a nonpartisan organization that provides legal research services to the Senate. The staff includes 14 attorneys, 10 legislative analysts and support personnel. Each attorney and analyst is assigned to one or more Senate committees. Staff services are available to all members of the Senate. The staff supports the Senate in four general ways: 1) as counsel and analyst to committees; 2) as a confidential research service for Senate members; 3) as an interim resource for the study of emerging issues; and 4) as general policy experts in various subject areas.

Majority and Minority Research
The Senate partisan offices are primarily assigned to general, short-term research requests, constituent casework and public and press information. The minority caucus and other minority party staff are under the supervision of the minority leader and a minority chief of staff. The majority staff is responsible to the majority leader.

Office of Fiscal Policy Analysis
The Office of Policy Analysis provides internal fiscal policy analysis services to Senate members and employees. The office and its staff are not tied a particular members or committees, but staff are assigned to subject areas. The office consists of 10 fiscal analysts. The office director reports to the Senate Committee on Rules and Administration.
HOUSE

Leadership Staff
The presiding officers and ranking majority and minority leaders each employ one or two professional staff members plus secretarial help. The majority leader also chairs the House Rules Committee, which provides additional staff resources.

Members’ Personal Staff
Each committee chair and division chair has a legislative assistant who serves as both personal and committee secretary. Secretarial services are matched with member needs and work load. In addition, both houses maintain word processing centers to assist legislators who have overflow work.

Chief Clerk of the House
Elected by the House, the Chief Clerk has general supervision over all clerical duties pertaining to the law making process and serves as a parliamentary advisor to the presiding officer and members. The chief clerk’s office serves as a resource center providing assistance, advice and information on the legislative process to members, staff and the public. The Minnesota constitution and Minnesota statutes require that the chief clerk’s office publish a daily and permanent journal which documents all official House action on bills from their introduction to enactment into law. The office also oversees comprehensive indexes of all bills in the legislative process by number, topic and author. Additionally the office is responsible for the management of information technology and the development, design and maintenance of the House website.

Committee Staffing
In addition to research help from the House Research Department, each committee is staffed with a committee administrator and a committee legislative assistant. The administrative staff do some research, but primarily assist the chair with public hearings and committee management.

House Administrative Services
The department provides nonpartisan support services to the House in areas of finance and accounting, purchasing, data information services, facilities and personnel. The office also provides information on the benefits available to employees as well as job opportunities. House Administrative Services provides the planning and project management of House technology projects, such as the Members’ Mobile Computing Project and changes to the House local area network. The office also provides evaluation of new technology options and performs the centralized backup of files on the House network.

House Research Department
The department is a nonpartisan agency of the House. The staff publishes research studies and background reports pertinent to legislative analysis of government programs. Staff provide services to members and committees that include information gathering, formulating proposals, staffing committees and drafting and summarizing bills and amendments. The department serves as legal counsel to the House.

House Television Services
House Television Services was established in 1994 as a nonpartisan legislative office to open the political process to the public. House Television Services, in conjunction with Senate Media Services, broadcasts floor sessions and committee hearings live throughout the state via satellite. An interactive television site has been implemented at the Capitol and is connected to more than 80 sites around the state.

House Public Information Office
The nonpartisan office provides information about the Minnesota House and the legislative process, as well as other information that helps the public interact with state government. The Session Weekly is published by the Public Information Office. It provides a synopses of and updates on bills pending before the House. The

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Photography division takes photos for Session Weekly as well as candid photos of members in committee, on the floor and with constituents. In addition, it documents House floor sessions and House committee hearings. The office also is responsible for organizing the operation of the Minnesota House of Representative exhibit at the Minnesota State Fair each year.

Sergeant-at-Arms Office
The chief sergeant’s office is responsible for House facilities management, security, messengers, telecommunication services, purchasing of supplies, parking and transportation, distribution of the mail, document duplication and similar services. The office coordinates the High School Page Program and the College Internship Program. The office includes three full-time assistant sergeants (one of whom is the postmaster), an assistant postmaster, two duplicating technicians, a facilities services director, a telecommunication expert and an administrative assistant. During the legislative session, the office supervises 30-35 pages, who provide services to the House committees and, during floor sessions, the House chamber. The chief sergeant is appointed by the speaker. The assistant sergeants and the assistant postmaster are elected by the House members.

OTHER

Legislative Commission on Long Term Health Care
The commission monitors health inspections and regulation activities and studies long-term health care service and funding.

Mississippi River Parkway Commission
The commission aids in the development of a scenic parkway and highway along the Mississippi River in Minnesota and promotes economic development opportunities along the Great River Road.

Minnesota Great Lakes Commission
The commission was established in the Great Lakes Basin Compact to promote the orderly, comprehensive use of the Great Lakes basin.

Electric Energy Task Force
The task force studies future electric energy sources and costs and makes recommendations for legislation for an environmentally and economically sustainable and advantageous electric energy supply. The task force was established in 1994.

Regent Candidate Advisory Council
The Regent Candidate Advisory Council (RCAC) was established to advise in the election of regents of the University of Minnesota. Its duties are to develop a description of the duties of regents, outline criteria to be applied in recommending candidates and recruit, screen and recommend at least two, and not more than four, qualified candidates to the governor for each opening on the University of Minnesota Board of Regents. The council consists of 24 citizen members.

Trustee Candidate Advisory Council
The Trustees Candidate Advisory Council (TCAC) was established to advise in the election of trustees of the Minnesota State Colleges and Universities (MnSCU). Its duties are to develop a description of the duties of trustees, outline criteria to be applied in recommending candidates and recruit, screen and recommend at least two, and not more than four, qualified candidates to the governor for each opening on the MnSCU Board of Trustees. The council consists of 24 citizen members.
Joint House-Senate Subcommittee on Claims
The Joint House/Senate Subcommittee on Claims hears and decides whether to pay claims against the state by various persons who cannot proceed against the state under the State Tort Claims Act (Minn. Stat. 3.732). The joint subcommittee also handles other claims that cannot be litigated. The subcommittee consists of three senators and three representatives.
MISSISSIPPI

GENERAL

The Mississippi Legislature relies on joint staff for bill status, printing, library, budget analysis and program evaluation. Each chamber has independent bill drafting and administrative staff. Three executive agencies provide regular assistance: the State Personnel Board provides salary cost projections, the Research and Development Center’s state economist furnishes economic and revenue forecasts and the State Tax Commission staff provides tax forecasts.

SHARED SENATE/HOUSE SERVICES

Legislative Reference Bureau
A service operated jointly by the House and Senate, the bureau was created by statute to answer the Legislature’s short-term research and information requests. The bureau also administers a library for the Legislature.

Joint Legislative Budget Committee
The committee, composed of legislators and the lieutenant governor, is the legislative budget-making arm of state government. The Legislative Budget Office assists the money committees with their review of the committee’s proposed budget. The office also is charged with estimating revenues and monitoring state spending. The office’s data processing staff support both chambers’ administrative and journal functions.

Joint Legislative Committee on Performance Evaluation and Expenditure Review (PEER)
The staff conducts operational audits, program evaluations and investigations of local and state agencies, provides short-term research for members’ information requests and prepares fiscal notes as requested by the standing committees. PEER staff also provide information to the Senate during advice and consent proceedings.

Joint Printing Office
The office provides printing services to both chambers and is responsible for production of bills, calendars, journals and other official documents.

Public Relations
Both chambers have one full-time professional to prepare press releases and assist members with media relations.
SENATE

Leadership Staff
The presiding officer has full-time secretarial and administrative assistance.

Members’ Personal Staff
Senators are provided secretarial support at a ratio of one secretary per five senators.

Secretary of the Senate
The secretary of the Senate is elected every four years and is responsible for the Senate journals; calendars; all bill processing, engrossing and enrolling; and public information. The secretary is in charge of the day-to-day operations of the Senate Management Committee, which includes the hiring of Senate staff and the assignment of office space to members.

Committee Staffing
The appropriations committee is assigned a full-time analyst who is employed by the Legislative Budget Office. Major committees such as judiciary, finance, and appropriations are assigned their own secretaries, while other committees share secretaries. Secretaries are provided by the Senate Legislative Services Office.

Senate Management Committee
The Senate Management Committee is composed of the president, the president pro tem and five senators. The president selects the chair from the five elected members of the committee. The committee manages all business affairs of the Senate, including personnel, members’ travel expenses and committee scheduling.

Senate Legislative Services
The Senate Legislative Services Office is a nonpartisan office that provides legislative drafting and other legal services to 52 senators. It is composed of five licensed attorneys, including the director; three full-time legal secretaries; one part-time legal secretary; and two part-time proofreaders. In addition, to drafting all the bills and resolutions that will be introduced and offering legal counsel on all legislative and parliamentary matters, each attorney serves as committee counsel for up to seven standing Senate committees, plus interim joint and select committees. The staff also are responsible for all engrossing and enrolling of Senate bills, resolutions and amendments to House bills.
HOUSE

Leadership Staff
The presiding officer has full-time secretarial and administrative assistance.

Members’ Personal Staff
House members are provided secretarial support at a ratio of one secretary per 10 representatives.

Clerk of the House
The clerk of the House is elected every four years and is responsible for the House journals; calendars; all bill processing, engrossing and enrolling; and public information. The clerk also serves as the director of the House Management Committee. As such, the clerk manages all professional and clerical House staff and may hire the professional, technical, secretarial and stenographic staff needed to serve individual members.

Committee Staffing
The appropriation committee is assigned a full-time analyst who is employed by the Legislative Budget Office. Secretaries are provided by the House Management Committee.

House Management Committee
All House employees are hired by the House Management Committee, which is chaired by the speaker pro tempore. The committee manages all business affairs of the House, including personnel, members’ travel expenses and committee scheduling. The staff also are responsible for bill drafting and some legal research.

House Legislative Services
The House Legislative Services Office (LSO) is a nonpartisan office that provides legislative drafting and other legal services to 122 House members. It is composed of eight attorneys, including the director; three legal secretaries; one general secretary; and several proofreaders. In addition to drafting all the bills that will be introduced and offering legal counsel on all legislative matters, each LSO attorney serves as committee counsel for one to four standing legislative committees. The LSO also is responsible for all engrossing and enrolling that takes place in the House.
MISSOURI

GENERAL

Missouri’s staff services come from bipartisan agencies in each chamber. House and Senate staff are hired through the accounts committees. In the Senate, the president pro tem makes all appointments to the Senate Accounts Committee. In the House, the speaker makes all appointments to the Accounts Committee and plays a central role in all employment decisions. The chief clerk of the House and the Senate administrator seek the presiding officers’ approval on all hiring decisions.

House staff members are hired by the speaker, while business transactions of the House are handled by the Administration and Accounts Committee (hiring no longer goes through the committee, although the committee still annually approves the number of employees hired by the Speaker and their rates of pay).

SHARED SENATE/HOUSE SERVICES

Committee on Legislative Research
Established by the state constitution, the office provides legal services and bill drafting to the General Assembly and does some short-term and in-depth research. The staff also are responsible for code revision, publication of the session law and management of the legislative library which provides research, historical information and interlibrary loan services to the staff and members of the General Assembly. By statute, the office is required to staff the Joint Committee on Corrections. The Oversight Division of the office prepares fiscal notes on bills and conducts management and performance evaluations of selected state agencies.

SENATE

Leadership Staff
In the Senate, the president pro tem, majority floor leader and minority floor leader are allotted $85,455 per year for clerical or professional staff. The allotments also cover district office rent and telephone charges. Similarly, the assistant minority leader and committee chairs receive $73,351. In addition to their allotments, the president pro tem, majority floor leader, minority floor leader, the senior member of each party and the chairman of the Appropriations Committee are allowed to hire an administrative assistant. The president pro tem is allowed to hire a secretary to provide clerical support to the administrative assistant.

Members’ Personal Staff
Senators are each allowed $66,403 per year for professional staff, district office rent and telephone charges.

Senate Administrative Office
Supervised by the Committee on Administration, the office is in charge of Senate financial matters, personnel, purchasing, maintenance, security and sessional support services. The administrative office handles management functions for all Senate offices.

Secretary of the Senate
The secretary’s staff is responsible for chamber functions, calendars, journals and recordkeeping. The secretary is elected by the Senate membership.
Committee Staffing
Research analysts from the Senate Division of Research staff most standing committees. The Senate Appropriations Committee is the only standing committee assisted by a separate staff. With four or five budget analysts assigned to the committee, the staff is responsible for reviewing the executive budget, studying budget questions and monitoring executive agencies. The appropriations staff is hired through the accounts committee with the approval of the committee chair and the president pro tem. The four joint committees that hire their own staff are the Joint Committee on Capital Improvements, the Joint Committee on Administrative Rules, the Joint Committee on Public Employee Retirement and the Joint Committee on Gaming and Wagering.

Senate Division of Research
Under the general direction of the Senate administrator and the administration committee, the research division includes the research office and, for administrative purposes, the appropriations office. Research analysts staff standing committees and provide subject matter expertise for the Senate. They also provide bill drafting services along with the Committee on Legislative Research. The office responds to requests from committees, individual members and leadership.

Data Processing
The Senate has a medium-sized computer installation that is used for a bill tracking service, statute search and retrieval, appropriations projections, mailing list maintenance and a host of special applications. The staff jointly maintains the Missouri General Assembly’s website with the House computer operations staff.

Communication Services
The Senate communications office is very similar to that of the House and handles all communication needs for the Senate. A staff of approximately five people assist the senators with speech writing, newsletter preparation, weekly columns and taped radio interviews. They also help coordinate the activities of the local press corps, jointly produce Capital Dialogue, a monthly educational television program and Missouri Legislative Update. Both of these programs help educate children in the Missouri schools, citizens and media about the legislative process and important policy issues.

Graphics
A staff of approximately 20 people is available for the typography, layout and printing of senators’ newsletters and other publications. They also prepare the layout and provide the printing for the Senate bills and journals. One of the graphics staff is a professional photographer.
HOUSE

Leadership Staff
In the House, the speaker employs a chief of staff, a legislative director and two executive assistants. The majority leader, speaker pro tem, assistant minority leader and budget chair each have an administrative assistant who helps with research and an executive assistant who provides clerical support. The minority floor leader also has an administrative assistant and executive assistant, but hires an additional administrative aide, during session.

Members’ Personal Staff
Representatives are allowed to employ one full-time, year-round employee. During session, this employee usually is working full-time at the capitol. During the interim, a member may choose to have one person work two days at the capitol and another work three days in the district office or any other combination of time.

Chief Clerk/Administrator
As the chief administrative officer of the House, the chief clerk is elected by the House and works at the direction of the speaker on personnel and financial affairs of the House. The clerk’s staff are responsible for the traditional chamber and bill processing functions of that office as well as maintenance, security, purchasing, payroll, printing, electronic data processing and public information services. The clerk supervises all the House agencies and the directors of these agencies report directly to the clerk.

Committee Staffing
Most standing committees receive staff assistance from the House Research Office. The House Budget Committee is the only standing committee assisted by a separate staff. With four or five budget analysts assigned to the committee, the staff is responsible for reviewing the executive budget, studying budget questions and monitoring executive agencies. The appropriations staff is hired through the accounts committee with the approval of the committee chair and the speaker. The four joint committees that hire their own staff are the Joint Committee on Capital Improvements, the Joint Committee on Administrative Rules, the Joint Committee on Public Employee Retirement and the Joint Committee on Gaming and Wagering.

House Research Staff
The research office is bipartisan and provides committee staff assistance, with one researcher assigned to handle three to four committees. The research staff also answer requests for information from individual members.

House Communication Center
The information office handles the communication needs of the House. The office is responsible for the written communication needs of the members, such as speeches, news releases, articles, columns, editorials and House publications; works as press liaison to the Capitol press corps; arranges media events; and handles media relations. The office also provides Missouri schools, citizens and media with information regarding the House through its three monthly video programs produced during the school year on the legislative process and legislative issues; its one-half hour statewide video program Capitol Dialogue; its sound bites for radio stations from House members; and its other public education publications for the use of the general public. The office also jointly produces Missouri Legislative Update and employs an in-house photographer.

Publications Office
The graphics office designs and lays out House publications and publications of individual members.

Computer Operations
The computer office provides general data processing support for House members and staff and maintains the House bill tracking service and website. This office also handles the administration and maintenance of the members' laptops.
MONTANA

GENERAL

In Montana, most staff services are provided from a single legislative agency organized into administratively consolidated but functionally independent divisions. The administrative aspects of the Senate and House of Representatives function within this consolidated agency as do the Legislative Services Division, Legislative Fiscal Division and Legislative Audit Division. Separate legislative committees—the Legislative Council, Legislative Finance Committee and Legislative Audit Committee—oversee the services of these divisions.

SHARED SENATE/HOUSE SERVICES

Legislative Services Division
The Legislative Services Division provides research, reference, legal, technical, information technology, administrative support services to the House, Senate and other divisions of the legislative branch in support of effective and efficient operation of the legislative branch and to support the mission of the Legislative Council. Legal services include the following: bill and amendment drafting; preparation of bills for introduction; engrossing and enrolling of bills; publication of legislative documents of record; legal counseling on legislative matters and legal support for the legislative branch, preparation, publication and distribution of the Montana Code Annotated text and annotations; and review of the text of all proposed ballot measures. The staff also provide legislative research and reference services, manage business services for the Legislative Branch and provide legislative information to the public. The office supports the computer network and applications planning, installation and maintenance for the legislative branch.

The Legislative Services Office also provides committee staffing for the Administrative Code Committee, the Districting and Apportionment Commission, joint interim subcommittees, standing and select committees, the Legislative Branch Computer Systems Planning Council, the Revenue Oversight Committee, the Committee on Indian Affairs, the Committee on Public Employee Retirement Systems, the Committee on Children and Families, the Committee on State Management Systems and the Environmental Quality Council.

Legislative Fiscal Division
The Legislative Fiscal Division provides the Legislature with objective fiscal information and analysis relevant to Montana public policy and budget determination. Division services include the following: provision of staffing and support to the Legislative Finance Committee, staffing and providing research and analysis for the Joint Committee on Post-Secondary Education Policy and Budget, review of supplemental appropriations, budget amendments and biennially earmarked revenue and statutory appropriation provisions, preparation of the General Appropriations Act and post-session Legislative Fiscal Report, provision of general fund status reports and legislator fiscal training.

The general statutory duties of the legislative fiscal analyst include: provision of fiscal analysis of state government and the furnishing of information bearing upon the financial matters of the state relevant to issues of policy and of statewide importance; identification of ways to effect economy and efficiency in state government; estimation of revenue and analysis of tax policy; analysis of the executive budget; furnishing reports and recommendations on fiscal issues as considered appropriate, as well as those requested by the Legislative Finance Committee and the Legislature; and assisting legislative committees and individual legislators in compiling and analyzing fiscal information.
Legislative Audit Division
The Legislative Audit Division conducts independent audits under supervision of the Legislative Audit Committee, as provided by law, and provides factual and objective information to the legislative and executive managers of the public trust. Division services include the following: conducting and reporting of financial compliance, performance and information systems audits and special audits as needed; reporting of violation of penal statutes; instances of misfeasance, malfeasance or nonfeasance and shortages discovered in an audit that are covered by surety; auditing records of entities under contract with the state as needed; and assisting the Legislature, its committees and its members during legislative sessions by gathering and analyzing information relating to the fiscal affairs of state government.

SENATE

Leadership Staff
The presiding officer and ranking majority and minority party leaders each employ secretarial help and administrative or policy aides during the session only. Hiring is at the discretion of the leader. Interns and aides also may be used by leadership during the session.

Members’ Personal Staff
A word processing pool is available to members during the session only. Legislative interns are assigned by the Legislative Council to assist selected members when they are available. Some members hire aides at their own expense.

Secretary of the Senate
The duties and powers of the secretary are similar to those of the House chief clerk. Retention of responsibility in the president and the legislative administration committee are also similar; however, the committee has slightly more authority in the Senate. It is accepted practice for the majority caucus to elect the secretary of the Senate.

Committee Staffing
Committee secretaries are, in practice, hired by the secretary of the Senate. In addition, a Legislative Services Division research analyst, environmental analyst, paralegal or attorney may be assigned to work with each committee. The legislative fiscal division provides fiscal analysts to support the Senate finance and claims committee as well as supporting the taxation committee in its revenue estimating role.

HOUSE

Leadership Staff
The presiding officer and ranking majority and minority party leaders each employ secretarial help and administrative or policy aides during the session only. Hiring is at the discretion of the leader. Interns and aides also may be used by leadership during the session.

Members’ Personal Staff
A word processing pool is available to members during the session only. Legislative interns are assigned by the Legislative Council to assist selected members when they are available. Some members hire aides at their own expense.
Chief Clerk of the House
The chief clerk is appointed by the speaker and is a session employee responsible to the speaker for the management of the chamber, bill flow, calendars, journals and record keeping. The clerk and legislative services division personnel handle the recruiting and processing of session personnel. The speaker and the legislative administration committee retain ultimate responsibility for hiring and personnel management decisions in the House subject to branch personnel policy adopted by the Legislative Council.

Committee Staffing
Committee secretaries are, in practice, hired by the chief clerk of the House. In addition, a Legislative Services Division research analyst, environmental analyst, paralegal or attorney may be assigned to work with each committee. The legislative fiscal division provides fiscal analysts to support the House appropriations committee as well as supporting the taxation committee in its revenue estimating role.
NEBRASKA

GENERAL

With the only unicameral legislature in the nation, Nebraska’s 49 lawmakers are staffed by several autonomous, co-equal offices. Leaders, committee chairs and all other members are allotted personal staff according to their respective positions. The Executive Board of the Legislature, the management committee, generally oversees the Legislature’s internal operations and policy development.

STAFF SERVICES

Leadership Staff
The speaker of the Legislature employs one assistant, one legal counsel or research analyst and one administrative assistant. The chairperson of the executive board employs one committee clerk, one legislative aide, one legal counsel or research analyst and a coordinator of legislative services (who also has a part-time assistant).

Members’ Personal Staff
Members who are not committee chairs can hire one administrative assistant and one legislative aide.

Clerk of the Legislature
The clerk of the Legislature’s office is the chief administrative arm of the Legislature. The clerk is responsible for the overall management of the office and for ensuring that all constitutional, statutory and policy positions for the Legislature are followed. The office is responsible for assembling, distributing and preserving all records related to a legislative session. The office transcribes verbatim floor debates and committee records and can provide legislative histories as far back as 1937. Other administrative offices include the Legislative Bill Room and the Lobby Registration/Reporting unit. The office also provides a variety of subscription services.

In addition, the Legislature’s computer services, information office, sergeants-at-arms and legislative pages are under the direct supervision of the clerk. The computer services staff manages and maintains all computer hardware and software within the Legislature. The information office staff updates and maintains the Legislature’s homepage and information available on the internet. The information office also publishes the Legislature’s weekly newsletter, the Unicameral Update.

The clerk’s office publishes the Nebraska Blue Book and several informational brochures that are available for public distribution, as well as a slide show and videotapes. The Clerk’s office handles most printing services, including legislative bills and journals, senators’ stationery and rules, rosters and informational pamphlets.

Committee Staffing
Standing committee chairpersons of “one-day committees” may hire up to three staff persons.

Generally, standing committee chairpersons of “two-or three-day committees” may hire up to four staff persons: One administrative assistant, one committee clerk, one legislative aide and one legal counsel or research analyst. Because of the large number of bills assigned to the Judiciary Committee, the committee can hire an additional legal counsel.
Chairpersons of non-standing (select) committees may hire one administrative assistant, one legislative aide and one-half legal counsel or research analyst, or one administrative assistant and one legal counsel or research analyst.

**Legislative Research Division**

Under the guidance of the director of research, the Legislative Research Division has three major areas of responsibility: public policy research (general and legal), performance audit and the legislative reference library. Members of the research staff perform long-term, in-depth research projects and assist other legislative staff in performing research and analysis. The Legislature’s Performance Audit Section is housed within the Legislative Research Division. The section staffs the Legislature’s Performance Audit Committee. The Director of Research also serves as the director of the Performance Audit Section. Generally, a performance audit is a systematic review of any aspect of a given state agency and any program(s) it administers for the purpose of assessing compliance with legislative intent and the overall effectiveness and efficiency of the program(s). The Performance Audit Committee is established as a special committee of the Legislature. It is comprised of the speaker of the Legislature, the chairpersons of the Executive Board and the Appropriations Committee and four other members of the Legislature chosen by the Executive Board. The Performance Audit Committee functions as a legislative oversight committee and is responsible for the performance audit process.

The Legislative Research Division is also home to the legislative reference library. The library maintains a collection of approximately 6,000 titles, including books, periodicals, videotapes and other reference materials on topics of interest to policymakers and their staffs. The library staff manages this collection and responds to reference requests from senators and their staffs.

**Revisor of Statutes and Bill Drafting Division**

The responsibilities of the revisor of statutes and the bill drafters are combined in one office. The office is comprised of bill drafters (who are lawyers) and statute technicians under the direction of the revisor of statutes. The statute technicians computerize and proofread the materials that are processed through the office. The primary responsibilities of the office of the revisor of statutes are to: draft legislation proposing changes to the statutes and the Constitution of Nebraska, prepare amendments to legislation, provide legal services for the Enrollment and Review Committee, issue a supplement volume at the end of each legislative session, reissue the permanent volumes of statutes as needed, maintain a computer database of the statutes, prepare revisor’s bills, prepare and issue the general index to the statutes and review the language of initiative measures for form and draftsmanship.

**Legislative Fiscal Office**

Under the direction of the Legislative Fiscal Analyst staff of the Legislative Fiscal Office, assist the Appropriations Committee, analyze state government financial and program issues, analyze the governor’s budget recommendation and assist the committee in developing a budget recommendation to be considered by the legislature. The specific roles and responsibilities of the office are defined in statute and in the *Rules of the Nebraska Unicameral Legislature*, linking office function to the responsibilities of the Legislature’s Appropriations and Revenue committees. The Legislative Fiscal Office evaluates requests for appropriations, assists the Appropriations Committee in their duties to make a budget recommendation, studies capital outlay requirements, plans for legislative appropriations, monitors control of funds and conducts oversight of the management and accomplishments of state government operations and aid programs. Fiscal notes are prepared for introduced bills during legislative sessions and revenue forecasts are prepared and evaluated throughout the year.

During the interim, the fiscal staff provides support to the standing committees in their work on interim studies, works on studies assigned to the Appropriations Committee and works with the Legislature’s Performance Audit Section as needed.
Legislative Accounting and Budget Office
The Legislative Accounting and Budget Office prepares the Legislative Council budget under the direction of the executive board. Other responsibilities of this office include handling personnel benefits and payroll for legislative offices, payment of all bills, including expense vouchers, inventory, ordering of supplies, purchasing equipment and furniture in senators’ offices, securing loaner equipment and arranging typewriter and telephone repair requests.

Public Counsel (Ombudsman) Office
The public counsel or ombudsman investigates and seeks informal resolutions of citizens’ miscellaneous complaints involving administrative agencies of state government. The staff of the ombudsman’s office includes a deputy public counsel for corrections, who is primarily responsible for investigating prison-related complaints and a deputy ombudsman for welfare services, who investigates and resolves complaints arising from the administration of the state’s human services system.

This office also provides general information about state government to the public and is authorized to initiate or participate in general studies that may enhance knowledge about or lead to improvements in the way state government administrative agencies function.
NEVADA

GENERAL

The Nevada Legislature, which has one of the country’s most centralized legislative staff structures, provides staff services through a single agency that is responsible for everything from building maintenance to legal research. The Legislative Counsel Bureau provides nonpartisan staff support to all members of the Legislature.

SHARED SENATE/ASSEMBLY SERVICES

Legislative Counsel Bureau
The bureau is the umbrella agency responsible for all full-time staff services. The Legislative Commission has supervising authority over the bureau. This commission of 12 legislators (six members from each house) hires a bureau director who acts as a nonvoting recording secretary of the Legislative Commission. The Legislative Counsel Bureau is divided into five divisions, each with its own division director. The five divisions are administrative, audit, fiscal analysis, legal and research. The total number of employees in the Legislative Counsel Bureau is approximately 285, with about 90 in administration, 95 in legal (including the printing office) and 40 in research and about 30 each in fiscal analysis and audit.

Administrative Division
This division is headed by the director of the Legislative Counsel Bureau (LCB), who runs the Administrative Division and supervises the chiefs of the other divisions. The administrative division includes the following units.

Director’s Office
The Director’s Office includes the director, the operations manager for the Administrative Division, the assistant to the director and two other clerical employees. For organizational purposes, the four-person Las Vegas office also is considered to be in the director’s office, but it functions like an independent unit, consisting of a legislative services officer, his assistant, a receptionist and a videoconferencing technician. The operations manager supervises every unit in the administrative division except the accounting unit, the information systems unit and the Las Vegas office, whose chiefs report directly to the chief of the administration division (the Director of the LCB).

Accounting Unit
This six-person unit is responsible for payroll, personnel, purchase orders and budgets for the LCB and the Legislature.

Building Unit
This unit was formed to do building maintenance, but has expanded into a great deal of minor remodeling work. The 10-person unit includes electricians, a heating and air conditioning specialist, a painter and some general maintainers. This unit also does woodworking.

General Services Unit
This unit is responsible for the distribution of mail, supplies and furniture. It has also done a lot of furniture moving during the recent construction phase. There are seven employees in this unit.

Grounds Unit
This unit consists of five employees who maintain the legislative grounds, including snow removal.

Information Services Unit
This unit is constantly expanding and has grown to 21 employees. In addition to installing and maintaining our computer, this unit now has responsibility for the phone system and the web page and now provides the programming of the computer system for the Legislature to reduce reliance on outside vendors.

Janitorial Unit
This unit now has nine Full-time employees, expanding as the legislative building expands and the legislature moves into additional buildings. The unit adds a number of janitors during the biennial session to deal with the tremendous increase in the number of people in the building.

Legislative Police
This unit also grows dramatically during session, expanding from 10 officers to about 20. The officers are certified peace officers. In addition to providing security, they transport legislators to and from the Reno airport. The safety coordinator and head of the EMT’s on the legislative staff is also an employee of this unit.

Media Services Unit
This unit was created for videoconferencing, sound systems, video systems and technical support for committee meetings. It is also a rapidly-growing unit, having expanded from three to eight full-time employees in the past few years. The unit also employs part-time videoconference operators.

Audit Division
Headed by the legislative auditor, the division conducts performance audits of various departments and programs in the executive branch. These audits are used to improve the efficiency of the state agencies (as well as their internal financial controls) and to assist the Legislature in reviewing the budgets of the agencies. The division consists of 31 employees, only three of whom are clerical. The remainder are auditors, audit supervisors and the legislative auditor and his chief deputy.

Fiscal Analysis Division
The Fiscal Analysis Division provides services to the taxation committees and the two budget committees (Assembly Ways and Means and Senate Finance). Since the budget committees both meet every morning, the supervision of the staff is divided between the Senate fiscal analyst and an Assembly fiscal analyst. Each has a chief deputy and two other fiscal analysts staff the tax committees. The division also includes program analysts, who are responsible for various budgets and work with both budget committees and several clerical employees. The primary responsibility of the division is to assist the Legislature in reviewing the executive budget and developing legislative recommendations for revenues and expenditures for the biennial budget. This division also includes a “bureau” to oversee education, taking it to about 28 full-time employees.

Legal Division
The Legal Division is large, but has a wide range of duties. The 24 attorneys include the legislative counsel, who heads the division, two chief deputies and several principal deputies. The attorneys draft all the bills and resolutions introduced by the Legislature as well as all the amendments. Attorneys are assigned to the judiciary committees and government affairs committees of both houses to provide legal advice and draft the committees’ bills and amendments and to other standing committees at the request of Senate or Assembly. The Legal Division also has a large technical services unit that helps the attorneys produce their work. Once bills are introduced or amended, the technical services unit prepares camera-ready copy of the bills for the printing office, which prints the bills overnight so that they are ready the

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next morning. The Legal Division recently assumed control of the Printing Office (it is now a part of the LCB rather than an executive branch. The attorneys also provide legal advice to the Legislature (on issues such as the constitutionality of proposed legislation) and represent the Legislature in court when necessary. After session, the legal division prepares the advance sheets to the Statutes of Nevada (the compilation of passed legislation) and the codified Nevada Revised Statutes. In the interim, the division also reviews executive branch regulations. Including clerical employees and the technical services unit, the legal division has about 94 employees, including the Printing Office.

Research Division
The Research Division provides research services for the Legislature. One research analyst is assigned to each legislative committee except the taxation and budget committees. They assist the chairmen in running the committees and provide research services for all the members of the committees. They also do research for legislators on request and provide general information to the public. The division also includes the research library. The library includes materials for researching legislative history, as well as general reference materials. The library is open to the public. The division consists of 40 employees.

SENATE

Leadership Staff
Executive assistants and other support staff are assigned to the presiding officer, majority floor leaders and minority floor leaders during the session only.

Members’ Personal Staff
The Senate provides secretarial staff to its members. This staff is available during session only; however, the office of the secretary of the Senate assists members with clerical support during the interim, upon request. University and community college interns also are available to assist members.

Committee on Legislative Operations and Elections
Majority and minority party composition is determined by the majority floor leader. Majority members are appointed by the majority floor leader and the minority members are appointed by the minority floor leader. The committee has the same functions and powers as the Assembly Committee on Elections, Procedures, Ethics and Constitutional Amendments; however, does not function on rules and credentials.

Secretary of the Senate
The secretary of the Senate is recommended by the majority floor leader and elected by the members of the Senate to serve as chief administrative officer and parliamentarian and reports directly to the majority floor leader. The secretary of the Senate has the same functions and responsibilities as the Assembly chief clerk.

Committee Staffing
In addition to bureau research, fiscal and legal staff, the Senate assigns a variety of administrative and support staff to its standing committees. Each standing committee is assigned a committee manager who manages the operation of the committee, supervises other committee staff and also serves as personal secretary to the committee chair. Depending on the workload of the committee, one to six committee secretaries are assigned to each standing committee. These staff members are responsible for writing detailed minute reports of committee hearings.
ASSEMBLY

Leadership Staff
Executive assistants and other support staff are assigned to the presiding officer, majority floor leaders and minority floor leaders during the session only.

Members’ Personal Staff
The Assembly provides secretarial staff to its members. This staff is available during session only; however, the office of the chief clerk of the Assembly assists members with clerical support during the interim, upon request. University and community college interns also are available to assist members.

Committee on Elections, Procedures and Ethics and Constitutional Amendments
Appointed by the speaker, this committee has subject matter jurisdiction over election laws, ethics laws and legislative matters. The committee also has jurisdiction over matters relating to personnel and recommends by resolution the appointment of session attaches. It functions as the committee on rules and the committee on credentials of the Assembly.

Chief Clerk of the Assembly
The chief clerk is recommended by the speaker and elected by the members of the Assembly to serve as chief administrative officer and parliamentarian and reports to the speaker. The clerk also serves as the Committee on Elections, Procedures and Ethics and Constitutional Amendments with hiring session support staff. The clerk is responsible for coordinating daily activities of floor sessions; recordkeeping; bill processing; supervising the publishing of histories, journals and calendars; and assigning and supervising session support staff.

Committee Staffing
In addition to bureau research, fiscal and legal staff, the Assembly assigns a variety of administrative and support staff to its standing committees. Each standing committee is assigned a committee manager who manages the operation of the committee, supervises other committee staff and also serves as personal secretary to the committee chair. Depending on the workload of the committee, one to six committee secretaries are assigned to each standing committee. These staff members are responsible for writing detailed minute reports of committee hearings.
NEW HAMPSHIRE

GENERAL

Legislative staff services in New Hampshire are provided through six nonpartisan joint offices and separate House and Senate administrative offices. The director or manager of each joint legislative office—including the Office of Legislative Services, General Court Information Systems, Legislative Accounting and the State House Visitor’s Center—hires its own professional and administrative support staff subject to the approval of the statutorily created Joint Committee on Legislative Facilities. This committee consists of the Senate president, speaker of the House, the majority and minority leaders of each legislative body, the chairperson of both the Senate and House finance committees and two additional Senate and House members appointed by the president of the Senate and speaker of the House, respectively. House and Senate subcommittees oversee the legislative management of the individual House and Senate administrative offices. All aforementioned staff members and the State House operations officer are subject to the general personnel policies and legislative salary ranges approved and adopted by the joint committee, but individual offices may have their own internal office policies. General personnel policies and salary ranges for the staff of the Office of the Legislative Budget Assistant (LBA) are established and enforced by a 10-member Fiscal Committee of the General Court, made up of three members from both the Senate and House finance committees and two additional members from each body appointed by the Senate president and House speaker.

SHARED SENATE/HOUSE SERVICES

Office of Legislative Services
The Office of Legislative Services provides unbiased and nonpartisan professional bill drafting, research and administrative rules assistance to all 424 members of the New Hampshire General Court. The legal services division is charged with the responsibility of preparing legislative proposals for consideration by the General Court. All bills and amendments—and any resolutions concerning policy matters introduced in either legislative body—must be drafted by an attorney in this division. Each attorney employed in the office specializes in several subject areas and is responsible for scrutinizing the substantive and technical aspects of each legislative proposal and writing a factual, impartial and complete analysis of it. The attorneys in the division also assist in the proofreading and editing of the supplements and replacement volumes of the Revised Statutes Annotated.

Research Division
The research division is responsible for collecting and making available information that will aid legislators in the performance of their duties. The professional research staff offer services to all individual members of the General Court to assist them during all phases of the legislative process, including bill drafting, public hearing presentations, floor debates and interim study work. The research staff prepare unbiased public policy analyses, statistical reports, legislative histories and multi-state statutory and case law comparisons. The division also assists in the proofreading and editing of the annual compilations of the New Hampshiresession laws.

Administrative Rules Division
The administrative rules division offers both legal and clerical support to the Joint Legislative Committee on Administrative Rules. This committee provides legislative oversight in the area of administrative rulemaking by executive agencies. The division produces a weekly publication called the New Hampshire Rulemaking Register, which contains rulemaking notices of proposed rules, agency public hearing dates,
adopted rules, declaratory rulings and the text of executive orders. It also publishes a New Hampshire Rulemaking Manual to guide executive branch agencies through the rulemaking process.

Office of Legislative Budget Assistant
The Legislative Budget Assistant Office (LBAO) was created in 1953 to conduct investigation of, analyses of or research into the financial activities of state government entities. The office consists of two divisions, the audit division and the budget division. The legislative budget assistant is appointed by the Joint Legislative Fiscal Committee before the beginning of each regular session of the legislature and is responsible for the proper execution of the respective function of the audit and budget divisions.

Audit Division
The audit division’s mission is to be a catalyst for good government by promoting efficiency and effectiveness in state government. The LBA staff performs audits that determine whether the state’s resources are properly safeguarded and prudently used. The staff also determine whether an auditee has complied with all legal requirements and they evaluate the cost and benefit to state programs.

Budget Division
The budget division provides technical staff assistance in the areas of finance, accounting and budgeting to members of the legislature and its committees. It also assists in preparing the operating and capital budgets, and it provides assistance to special study committees and commissions. It reviews all programs or activities of state government, which are required by statute to determine discretionary and nondiscretionary state spending. The budget staff monitor bills that hold appropriations and revenue implications and write fiscal notes, as they are needed. Additionally, the LBAO staff estimate state revenues for the forthcoming biennium and track actual state revenues and compare them to projected state revenues. In addition to the Joint Fiscal Committee, the budget division of the LBAO provides staff services to the House and Senate finance committees, the Senate Ways and Means Committee, the Senate Capital Budget Committee, the Capital Budget Overview Committee and the Long—Range Capital Planning and Utilization Committee. The budget staff also write fiscal impact statements for new and amended rules submitted by executive agencies under the Administrative Procedures Act.

General Court Information Systems
The General Court Information Systems manager and staff are responsible for all aspects of the computer needs of the New Hampshire General Court. The office coordinates and provides all phases of computer training for other legislative staff members and does all programming and hardware maintenance of the legislative network and mainframe. The staff is under the direction of the Joint Committee on Legislative Facilities and the Senate chief of staff.

Legislative Accounting
This office provides all administrative accounting services to members of the General Court. The staff provides all administrative support to the Joint Committee on Legislative Facilities and is under the direction of that committee and the Senate chief of staff.

State House Operations Officer
The operations officer is charged with year-round maintenance and scheduling of legislative facilities. Under the direction of the Joint Committee on Legislative Facilities, the operations officer also provides maintenance assistance to all legislative offices and reports administratively to the House chief of staff.

Visitor’s Center
The staff of the Visitor’s Center is under the direction of the Joint Committee on Legislative Facilities and reports administratively to the House chief of staff. An informational resource for the general public on all matters of historical significance involving the state of New Hampshire, the staff conducts private tours of the
State House for school groups, visiting dignitaries and interested tourists. It also operates a small gift shop with items commemorative of New Hampshire history.

SENATE

Leadership Staff
The Senate president employs a chief of staff for administrative and policy initiatives, as well as a part-time legal counsel and a communications director. Administrative support services also are available through the Senate president’s office. Subject to the approval of the Senate Subcommittee of the Joint Committee on Legislative Facilities, the Senate minority leader hires an administrative support staff as well as a limited number of legislative aides to provide clerical and partisan research services to its members during the legislative session.

Committee Staffing
During the legislative session, each Senate committee has a correspondence secretary who is responsible for recording and transcribing testimony offered during public hearings on pending legislation. The secretaries field constituent inquiries from the committee members’ home district and act as the committee’s liaison with the staff of joint legislative agencies. A special legislative assistant with a background in economics and government finance is assigned to assist the chairperson of the Senate Finance Committee. The special assistant provides economic policy analyses and fiscal impact reports. Special assistants and correspondence secretaries are hired by the Senate president’s office, subject to approval of the Senate Subcommittee of the Joint Committee on Legislative Facilities.

Senate Research Office
The Senate Research Office is a nonpartisan office that provides legal, historical, statistical and substantive background information and analyses on issues under consideration by the Senate. Senate researchers provide services to all senators, both in their capacity as individual members and as members of standing committees and subcommittees. During each legislative session, the office assists in the supervision of college interns who are assigned by the Senate president’s office to each of the standing committees. The Senate research staff is hired by the Senate president’s office, subject to the approval of the Senate Subcommittee of the Joint Committee on Legislative Facilities.

Senate Clerk
Elected by members of the Senate, the clerk is responsible for fielding all questions of parliamentary law, printing all Senate calendars and journals, scheduling committee hearings and providing current information on the status of all bills. The clerk hires the office staff, including a calendar clerk and journal clerk, subject to the consent and approval of the Senate president and the Senate Subcommittee of the Joint Committee on Legislative Facilities.

Sergeant-at-Arms
Elected by the full Senate, the sergeant-at-arms is responsible for security in and around the Senate chambers and distributes legislative documents and mail to individual members and their staff.
HOUSE

Leadership Staff
The speaker employs a chief of staff responsible for administration of the House staff and an executive assistant who handles correspondence and scheduling. The House majority leader and minority leader employ full-time professional aides who handle partisan projects and research assignments.
Members’ Personal Staff
A stenographic pool for House members is available year-round, with secretarial help hired by the director of committee services with oversight from the House chief of staff and the speaker.

Committee Staffing
Committee secretaries are assigned to the House committees during sessions.

House Committee Research Staff
The House Committee Research staff is hired and supervised by the director of committee services with oversight from the House chief of staff and the speaker. With the exception of the House Finance Committee, the House Committee Research staff provides nonpartisan, impartial research services to House standing committees, subcommittees and study committees at the direction of the committee chairperson. Researchers prepare historical, statistical, legislative and other substantive informational reports to aid committees in their deliberations. Assignments include bill analyses, bill comparisons, legislative histories and statutory and case law analyses, as well as comparative state statutory surveys.

House Information Officer
Hired by the speaker, the public information officer handles media relations and provides assistance to members with web pages and media releases.

House Clerk
Elected by members of the House, the clerk is responsible for all scheduling, bill status and questions of parliamentary law. The office is responsible for printing the House calendar and the journal and for other forms of legislative record keeping, including the progress of bills. This office provides assistance to members, staff and general public. Members of the clerk’s staff are hired with the approval of the speaker.

House Sergeant-at-Arms
The sergeant-at-arms is elected by members of the House and responsible for security within the House chamber. In addition to assisting in the maintenance of House decorum, the sergeant-at-arms also oversees the distribution of mail and other legislative material.
NEW JERSEY

GENERAL

Each party in each house is served by a full-time staff that operates under the direction of the party leadership. These partisan staffs provide research, policy, public relations and administrative services for their respective party leaders, committee chairs and individual legislators.

The Office of Legislative Services is a central agency established by law to provide professional, nonpartisan staff support services to the Legislature and its officers, members, committees and commissions. These services include legal, fiscal, research, committee staff and administrative services.

Each member receives an annual allowance (set at $100,000 in January 1998) to hire staff for their district office operation. Session staff—consisting of part-time personnel, employed by each house—perform functions related to the conduct of session activities.

SHARED SENATE/ASSEMBLY SERVICES

Office of Legislative Services (OLS)
The Office of Legislative Services is the Legislature’s nonpartisan agency that provides legal, fiscal, research, bill-drafting and administrative services; committee staffing; computer database management; and public information programs and publications. It operates under the jurisdiction of the Legislative Services Commission, a bipartisan body consisting of eight members of each House appointed by the respective presiding officers. The commission appoints the OLS executive director, legislative counsel, legislative budget and finance officer and public information director and establishes general operating policies. By law, all communications between legislators and OLS personnel are confidential. The agency will not disclose to a third party the nature of an assignment nor the name of the legislator requesting the information or research unless so authorized by the legislator. Similarly, bill drafts and other research products are released to other parties or the public only at the legislator’s direction. A summary of the agency’s organization and duties follows.

Office of the Executive Director
The executive director is the chief executive officer of OLS and serves as secretary to the Legislative Services Commission. The executive director supervises the day-to-day operations of OLS, including employing and placing all OLS personnel (other than the officers appointed directly by the commission) and coordinating OLS budgetary matters. Also the Office of the Executive Director administers the legislative district office program and reviews state office leases on behalf of the presiding officers.

Legislative Counsel
The legislative counsel is the chief legal officer of the Legislature and counsel to the Legislative Services Commission, OLS and the Joint Legislative Committee on Ethical Standards. The legislative counsel is available to advise legislative leadership, committees and commissions, with respect to parliamentary procedures and legal matters affecting the Legislature and on issues pertaining to the Conflicts of Interest Law and the Legislative Code of Ethics.

Legislative Budget and Finance Office

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The legislative budget and finance officer is the chief fiscal officer for the Legislature. The legislative budget and finance officer collects and assembles fiscal information for the Legislature, examines requests for appropriations and ascertains the correctness of claims made against the state. The legislative budget and finance officer attends upon the Appropriations Committee(s) during review of the governor’s budget recommendations and reports on such matters as the committee(s) or Legislature may direct. The legislative budget and finance officer has certain statutory responsibilities for the review of state fiscal transactions. The officer also administers the fiscal note process, in which an estimate of the fiscal impact of proposed legislation is prepared by either an executive branch agency or by OLS.

Office of Public Information
The director of public information supervises legislative public information services and programs which include a telephone hotline, bill status tracking, bill room, ceremonial resolutions, hearing reporters, publications, exhibits, videos, a clipping service and an in-house library. In addition, the office oversees subscription services for bills, laws and other documents and administers the State House Tour Program, the New Jersey Legislature’s Internet site and the Capitol Complex Public Use Program. The director also is the receiving agent of annual reports and executive documents for the members of the Legislature.

State Auditor
The state auditor performs comprehensive financial post-audits of state agencies and makes independent verifications of all assets, liabilities, revenues and expenditures. At the request of the Legislature or the Legislative Services Commission, the state auditor conducts studies on the operation of state and state-supported agencies with respect to their economy, internal management control and compliance with applicable laws and regulations. The state auditor is a constitutional officer, appointed for a five-year term by the Legislature meeting in joint session.

Administrative Unit
The OLS Administrative Unit provides general administrative services, including payroll, purchasing, general fiscal operations, facilities management and legislative printing, to the Office of Legislative Services and upon request to the Legislature, its committees and commissions. In addition, the unit handles the legislative district office program on behalf of the executive director.

Human Resources Unit
The OLS Human Resources Unit provides such services as recruiting, employee and benefit counseling, records maintenance and policy and salary program administration to the OLS staff and certain legislative commissions.

Data Management Unit
The OLS Data Management Unit oversees the planning, operation, maintenance and security of the legislative computer and information system. The unit provides application and development planning, training and user support services to all users, including legislators and staff in their district offices, OLS and the partisan staffs.

Legislative Computer and Information System
Computer and information services for the New Jersey Legislature are provided by the Legislative Information System, which is operated and maintained by the Data Management Unit of the Office of Legislative Services. Host minicomputers located in Trenton provide services to users throughout the State House complex. Personal computers provide legislators with access to the system from their district offices. Legislators can send and receive documents and electronic mail through the Legislative Information System. Currently, all members of the New Jersey Legislature are users. The system also serves all OLS and partisan staffs, bringing the total number of system users to more than 500. A major component of the Legislative Information System is access to the Legislative Inquiry
and the New Jersey Statutes. Access to the Legislative Inquiry allows users to find any bill before the Legislature through query menus. Pursuant to N.J.S.A. 52:11-78, the Office of Legislative Services maintains an Internet web site for the state Legislature. The address is www.njleg.state.nj.us. Contents include the full text of bills, the New Jersey Statutes and Constitution, members’ pictures and biographical sketches, committee listings, legislative calendars and digests and district maps. The site also includes a children’s page and other public information items. In addition, questions on legislative matters can be submitted by the public and answered through the web site’s e-mail address.

Central Management Unit
The OLS Central Management Unit provides a variety of legal, fiscal, research and administrative services to individual legislators, legislative officers, legislative committees and commissions and partisan staff. The unit is organized into 10 subject area sections headed by a section chief. Each section includes legal, fiscal and research staff. Besides overseeing the assignment and performance of the sections, the central management unit trains central staff and handles special legislative projects. The OLS central staff performs bill drafting services for legislators and reviews all bills prior to introduction for compliance with proper form. Other typical services include preparing research reports, briefing materials, fiscal analysis and regulatory analyses. Also within the central management unit is the Bill Processing Unit (BPU). After the formal introduction of legislation, the BPU is responsible for preparing bills for print production. The OLS central staff provides staff to all standing reference committees of the Legislature and, upon request, to study commissions created by the Legislature. The central staff assists the legislative budget and finance officer in providing services to the appropriations committees.

SENATE

Leadership Staff
The partisan staff offices function both as caucus staff available to all party members and as leadership staff to the presiding officers and ranking minority members.

Members’ Personal Staff
Each legislator receives a staff allowance with which to fund staff positions in his/her district office. The allowance may be utilized at the discretion of the member to employ part-time or full-time staff. Staffing patterns vary with each legislator, but most district staff are assigned to constituent relations, district correspondence and legislative projects.

Partisan Staff
Each party in each chamber is served by a full-time staff that operates under the direction of the party leadership. These partisan staffs provide research, policy, public relations and administrative services for their respective party leaders, committee chairs and individual legislators. Each of the four partisan staffs is headed by an executive director.

Majority Staff
The Senate majority staff is hired by the Senate president and is supervised by an executive director. The staff provides policy and political analysis and administrative services to the leaders, the caucus and individual legislators. To that end, the staff monitor committees, conduct special projects on major policy issues and perform general research for the majority members. The staff also prepare publications and other public information about the Senate’s activities and provide press services to the members.

Minority Staff
Under the direction of the executive director, the minority staff provide policy and political analysis to the leadership and members of the caucus and prepare bill analysis and research for committee meetings.
and voting sessions. Staff also assist members in developing legislative initiatives, prepare press releases and speeches and assist members' district office staff in responding to constituents/inquiries.

Secretary of the Senate
The secretary of the Senate is the chief administrative officer. The main responsibility is to keep a record of the entire proceedings at each legislative session, including the action taken on bills, resolutions and motions. The secretary also is in charge of the care, custody and accuracy of the record, known as the *Journal of the Senate*. Some of the other functions of the Senate secretary are to: call the house to order at the commencement of the annual session and call the roll of members; read all bills and resolutions on first, second and third readings and all communications addressed to the Senate; and record the votes on all motions, bills and resolutions. In addition, the Senate secretary supervises the session day staff. The functions of the session day personnel include keeping the official record of proceedings, processing bills and official messages and maintaining security and decorum in the houses. The session day staff consists of the sergeants-at-arms, assistant secretaries, deputy clerks, calendar clerks, journal clerks, bill clerks, supervisors of bills, pages and other assistants.

The secretary is elected by the members of the Senate. The position was part-time until 1992. However, it has evolved into full-time position due to the increase in the volume of bills, expanded committee activity and growing public awareness of the legislative process. The Senate secretary's office includes one other full-time employee, the personnel officer.

Committee Staffing
The Office of Legislative Services, through the Central Management Unit, provides full-time professional staff to assist each standing reference and select committee on a nonpartisan basis. Similarly, the partisan offices assign staff to each committee. The committee aides are assigned on the basis of their knowledge of the committee's subject areas. They serve the committees in administrative, legal, fiscal and research capacities.

ASSEMBLY

Leadership Staff
The partisan staff offices function both as caucus staff available to all party members and as leadership staff to the presiding officers and ranking minority members.

Members’ Personal Staff
Each legislator receives a staff allowance with which to fund staff positions in his/her district office. The allowance may be utilized at the discretion of the member to employ part-time or full-time staff. Staffing patterns vary with each legislator, but most district staff are assigned to constituent relations, district correspondence and legislative projects.

Partisan Staff
Each party in each House is served by a full-time staff that operates under the direction of the party leadership. These partisan staffs provide research, policy, public relations and administrative services for their respective party leaders, committee chairs and individual legislators. Each of the four partisan staffs is headed by an executive director.

**Majority Staff**
Under the direction of the speaker, the majority staff is responsible for assisting the caucus members and leaders in policy, communications, administrative and other matters. The staff is hired by the speaker and serves all majority members. The executive director of the majority staff oversees all administrative services, scheduling of facilities, purchasing and payroll. The staff is organized in the following six divisions. The Division of Legislative Management provides information on legislative and policy matters.
and manages committee activity. The Division of Budget and Fiscal Affairs provides information relative to financial affairs in state government. The Division of Special Projects provides research and administrative support to task forces and special panels that are studying specific topics. The Division of Communications handles all media and communication products for the caucus. The Division of District Operations provides advice, assistance, coordination and oversight of members’ district office operations. The Division of Clerical Services handles the day-day activities of the majority office.

Minority Staff
Under the direction of the minority leader, the minority staff provide a wide range of services to the caucus. The staff is divided into three major areas: research and budget/fiscal analysis, media relations and constituent relations. The research and budget sections monitor all legislative and state policy activities, including the entire state budget process. The media relations staff work with the caucus on any issue related to the media, both reactive and proactive in nature. The constituent relations staff work with the members and their local staffs to increase interaction with local citizenry and statewide constituent groups and to assist in the operation of the individual district offices.

Clerk of the General Assembly
The clerk of the General Assembly the chief administrative officer. The main responsibility is to keep a record of the entire proceedings at each legislative session, including the action taken on bills, resolutions and motions. The clerk also is charge of the care, custody and accuracy of the record, known as the Minutes of the General Assembly. Some of the other functions of the General Assembly clerk are to: call the House to order at the commencement of the annual session and call the roll of members; read all bills and resolutions on first, second and third readings and all communications addressed to the respective House; and record the votes on all motions, bills and resolutions. In addition, the clerk supervises the session day staff. The functions of the session day personnel include keeping the official record of proceedings, processing bills and official messages and maintaining security and decorum in the houses. The session day staff consists of the sergeants-at-arms, assistant secretaries, deputy clerks, calendar clerks, journal clerks, bill clerks, supervisors of bills, pages and other assistants.

The clerk is elected by the members of the General Assembly. The position was part-time until 1986. However, it has evolved into full-time position due to the increase in the volume of bills, expanded committee activity and growing public awareness of the legislative process. The General Assembly clerk’s office comprises three other full-time positions—a budget and personnel officer, an administrative assistant and a staff associate.

Committee Staffing
The Office of Legislative Services, through the Central Management Unit, provides full-time professional staff to assist each standing reference and select committee on a nonpartisan basis. Similarly, the partisan offices assign staff to each committee. The committee aides are assigned on the basis of their knowledge of the committee’s subject areas. They serve the committees in administrative, legal, fiscal and research capacities.
NEW MEXICO

GENERAL

The New Mexico Legislature has joint staff offices that provide year-round support and professional research assistance to lawmakers and committees of both chambers. Session staff are hired by the chief clerk of the Senate and the chief clerk of the House with approval of the leadership of their respective chambers.

SHARED SENATE/HOUSE SERVICES

Legislative Council Service
The Legislative Council is a 16-member governing body, comprised of the leadership of both parties and both chambers, that sets the policy for the legislative council service, the legal research and bill drafting agency for the legislature. The Legislative Council Service staff are responsible for all bill drafting requests, for legal and some fiscal research, interim studies and member information requests. The council service staffs most of the interim committees created by the council or the legislature, provides printing for the Legislature and accounting and library services. The council service also is responsible for maintaining the integrated legislative information system. The director of the council service also is responsible for overseeing the maintenance of the state capitol and capitol north.

Legislative Finance Committee
The Legislative Finance Committee is comprised of eight senators and eight representatives. Political parties are represented in proportion to membership in each house of the legislature. The chairs of House Appropriations and Finance, House Taxation and Revenue and Senate Finance Committees are members by law. The Legislative Finance Committee was first established as a fiscal and management arm of the legislature in 1957. During the interim, the committee conducts public hearings once a month throughout the state on various public policy issues pertinent to the finance and management of state governments. The committee makes budgetary recommendations to the whole legislature for the funding of state government, higher education and public schools. The committee maintains a permanent staff of fiscal analysts, performance auditors and economists. During the legislative sessions, the staff assists the legislature’s finance committees in enacting the state budget and revenue measures.

Legislative Education Study Committee
The Legislative Education Study Committee (LESC) is a bicameral, bipartisan interim committee that consists of 10 voting members (four senators and six representatives) and 17 advisory members (seven senators and 10 representatives). By state law, the LEAC is charged with conducting a continuing study of all education in New Mexico (including higher education as it pertains to teacher training), the laws governing such education and the policies and costs of the state educational system, recommending changes in laws relating to education and making annual reports of its findings and recommendations. To perform its duties, the LESC meets monthly during the interim (July excepted) to hear testimony on a wide range of education issues that affect the achievement and well-being of preschool, elementary and secondary students in New Mexico. In addition, the committee holds its meetings in various cities throughout the state to provide a forum for students, school personnel, members of the public and other interested parties to express their views on education issues. The staff of the LESC works under the guidance of a director, who is also provided by statute. During legislative sessions, staff members monitor and assist the education committees of each house and other committees as needed or appropriate.
SENATE

Leadership Staff
The president pro tempore has two session secretaries, a chief of staff and several analysts during the session. The other Senate leaders have a secretary and leadership analysts for the session. Year-round leadership staff include two positions in the president pro tempore’s office and one to two positions each in the majority and minority offices.

Members’ Personal Staff
Senators have individual secretaries during session only.

Chief Clerk of the Senate
Elected by the Senate members, the chief clerk supervises chamber staff, committee attendant and session clerical personnel; bill distribution to the members; and journal, calendar and record keeping tasks. Personnel policies, salaries and employment decisions are handled by the chief clerk, the president pro tempore and the Senate Committees Committee. During the interim, the clerk’s staff provides clerical assistance to the members and assists them with constituent requests.

HOUSE

Leadership Staff
The speaker has two session secretaries, a chief of staff and several analysts during session. The other House leaders have a secretary and leadership analysts for the session. Year-round leadership staff include two positions in the speaker’s office and one to two positions each in the majority and minority offices.

Members’ Personal Staff
Members have secretaries during the session only. House members share secretaries.

Chief Clerk of the House
Elected by the members, the chief clerk supervises chamber staff, committee attendant and session clerical personnel; bill distribution to the members; and journal, calendar and record keeping tasks. Employment decisions and salaries are set by the clerk, the speaker of the House and the House Committee on Printing and Supplies. During the interim, the chief clerk reports to the Legislative Council and the clerk’s staff provides clerical assistance to the members, assists them with constituent requests and performs a public outreach function to educate the public about the House of Representatives and the process.
NEW YORK

GENERAL

Staff services are structured by chamber and party lines with few joint, nonpartisan entities. The Assembly speaker and the Senate president pro tem determine personnel levels and policies. The two leaders set staff allowances for each committee and allocations for other staff under direct member supervision. Members, however, have considerable independence in hiring personnel and committee staff once the funding levels are established. Although staff services are similar in each chamber, the actual organization of each house is the responsibility of the legislator who serves as leader.

SHARED ASSEMBLY/SENATE SERVICES

Legislative Bill Drafting Commission
The commission drafts and examines legislative bills, advises as to the constitutionality of proposed legislation and researches legislation for members or committees. The commission operates and monitors the joint legislative computer system. The commission consists of two commissioners: one for administration and one for operation. Each commissioner is jointly by the temporary president of the Senate and the speaker of the Assembly.

Legislative Library
As the legislature’s library of record, the library is a bipartisan office with personnel appointed by the Assembly speaker and the Senate president pro tem. An administrative officer oversees the general library operations. The staff provide general information services, with an emphasis on legal material, to members and staffs.

Administrative Regulations Review Commission
The commission was established by statute in 1978 as a permanent, bipartisan legislative body empowered to exercise continuous oversight of state agency rulemaking. The review commission staff examine rules to determine their statutory authority, to ensure compliance with legislative intent and to assess the effects of agency rules on the economy and on state and local government operations.

Joint Legislative Commissions
The Legislature has several joint legislative committees that handle issues of interest to both houses. Among these joint committees are the Legislative Task Force on Demographic Research and Reapportionment, the Legislative Commission on Critical Transportation Choices, the Legislative Commission on Government Administration and the Legislative Commission on the Development of Rural Resources.

Temporary Study Commission
The New York Legislature sometimes utilizes study commissions as a mechanism to initiate oversight programs or to develop legislation on a selected topic. Typically, such study commissions are bipartisan, appointed by the Senate president pro tem and the Assembly speaker and assisted by an independent staff. In recent years, temporary commissions have been created to examine issues such as dairy industry development, solid waste management and real property taxation.
SENATE

Leadership Staff
Leadership staff is frequently integrated with the rest of the majority and minority party staff. The Senate president pro tem and the minority leader are served by legal counsel, press aides, program or research analysts, correspondence pools and administrative personnel. Majority and minority leaders receive staff allowances in addition to a member’s basic allowance or a committee chair’s allotment.

Members’ Personal Staff
Each senator receives a base staff allowance of $130,000 to hire staff for research, constituent, legal or clerical work. The use of the allowance is up to the individual member. Generally, the allowance is expended on district staff devoted to constituent casework and relations and on session research and administrative personnel. Additional staff allocations are distributed by the majority and minority leaders based upon committee work load, seniority or leadership responsibilities.

Secretary of the Senate
Elected by the senators, the secretary oversees the Senate’s administrative and support activities and serves as an advisor to the majority leadership. The secretary’s office also acts as the Senate’s center for public information. The secretary is responsible for general systems development and preparation and review of the senate’s operating budget. Under the secretary’s jurisdiction are the offices of home rule counsel, local fiscal impact notes, public functions coordination, sergeants-at-arms, documents and records, personnel, fiscal management, maintenance and operations, health services and journal preparation. The secretary coordinates all majority appointments and member assignments to committees. In addition to administrative functions, the secretary’s office oversees research and member service groups. These include the following.

Senate Research Service
The research staff respond to member requests for information and conduct in-depth or long-range studies on selected issues. On request, the research staff assist standing committees on studies and produce a number of legislative-related publications and assist Senate offices with statistical analyses.

Washington, D.C., Senate Office
The Washington, D.C., staff are responsible for federal liaison activities and supplement Senate research activities.

Student Programs Office
The office oversees the fellows program for graduate students, as well as other staff training activities and senate internships.

Senate Office Automation Project
The office provides every member with a variety of computer services. It maintains hardware, installs and maintains software and trains members and staff to use these tools. Under the auspices of SOAP, the Senate office services unit provides word processing and data entry support to members’ offices.
Majority Staff
Members of the president pro tem’s personal staff are responsible for administrative liaison and coordination. The president pro tem’s staff services are organized into three divisions.

* Counsel for the Majority*
  The counsel’s office is responsible for legal research, drafting and monitoring the flow of Senate legislation. The counsel’s staff coordinates negotiations with the Assembly and manages the Senate majority legislation in committee, on the calendar and on the floor.

* Program Office*
  The program staff is responsible for developing legislative initiatives for the president pro tem. The program staff assists standing committees, particularly in the processing of majority legislation through the Senate.

* Communications Office*
  The communications office provides media services to all Senate members. The office assists with radio and television feeds, press releases, graphic arts, printing and all communication needs.

Minority Staff
Although the administrative structure for minority staff differs somewhat from the majority staff structure, the minority leader’s staff provide functions similar to those listed above, including the office of the counsel to the minority leader, the office of program and minority communications.

Committee Staffing
In the Senate, committee and subcommittee chairs receive staff allowances to be used for support, research and legal personnel as the committee chair deems necessary. Committee staff size traditionally varies significantly from session to interim, with many more session-only employees than year-round staff members. In the Senate, committee staff may range from two to 10 or more professionals plus clerical staff.

* Senate Finance Committee*
  The committee is budgeted separately from the rest of the Senate. With the president pro tem’s approval, the committee chair determines the allocation of minority and majority funds. The majority staff of full-time professional analysts is organized into two divisions. One division deals primarily with all tax and other revenue matters, while the other reviews agency budgets and expenditures. The minority staff has a single group of professional analysts performing fiscal and budget studies, including analyses of all legislation that has an effect on state and local finances.
**ASSEMBLY**

**Leadership Staff**
Leadership staff is frequently integrated with the rest of the majority and minority party staff. The Assembly speaker and the minority leader are served by legal counsel, press aides, program or research analysts, correspondence pools and administrative personnel. Majority and minority leaders receive staff allowances in addition to a member’s basic allowance or a committee chair’s allotment.

**Members’ Personal Staff**
Assemblymen are allotted an average staff allowance of $33,000. Members’ personal staff are generally assigned to constituent and clerical duties in the district or to session secretarial positions in Albany.

**Clerk of the Assembly**
Elected by the members, the clerk of the Assembly is responsible for ensuring that the procedural requirements of the State Constitution, statutes and Assembly rules are adhered to in the enactment of legislation. Pursuant to the Constitution, the clerk presides as acting clerk over the opening day proceedings at the start of each legislative term until a speaker is elected. The clerk officiates in reading the calendar and recording votes that come before the Assembly during the regular course of the daily session. The clerk is responsible for the care and custody of official papers and records of the Assembly, including the certification of Assembly roll calls.

The clerk, under the supervision of the speaker:

- Supervises the staff of the Office of the Clerk/Journal Operations;
- Supervises the entering of the status of bills onto the bill drafting computer system; and
- Supervises the operation of the electronic attendance and voting system and performs such other duties as are necessary to the proper operation of the office.

**Majority Staff**
Under the direct supervision of the speaker, the majority staff includes program services, Assembly operations and administration, communications support and legal counsel. In the recent past, Assembly staff has been organized under the auspices of several senior staff officials.

*Director of Administration*
The director of administration is responsible for management and operations of member support services, including Assembly operations, personnel and fiscal services, data processing and automation.

*Director of Communications and Information Services*
The director of communications and information services is responsible for regional services, retrieval services, public information and radio, television and photography services.

*Counsel to the Speaker*
The counsel to the speaker oversees legal staff.

*Director of Program and Counsel*
The director of program and counsel oversees the program counsel staff for the leadership and the speaker. Analysts are assigned to each standing committee by issue area function. The Program and Counsel staff develop programs, review legislation, assist committee operations and prepare committee materials.

*Director of Speaker’s Communication*
The director of speaker’s communication serves as press secretary to the speaker.
Office of the Minority Leader

The chief counsel and secretary to the minority leader supervises the operation and management of all minority central staff. The office of the minority leader includes the director of communications, who administers all the public information programs of the minority leader, the director of operations and the director of policy and issue development. Also under the direction of the chief counsel are the Office of Legislative Resources and the Office of Minority Administration and Personnel. The latter office budgets, proposes and processes administrative activities of the Assembly minority, including payroll, personnel selection, purchasing, inventory, travel, room and space assignments, maintenance and operation funding and computer training.

Minority Office of Research and Program Development

The research and program development staff consists of legislative analysts who are responsible for specific issue areas and committees. The services that research and program development provides include bill summaries; bill development; constituent service assistance; staffing for committee ranker and preparation of the end of session highlights, which summarizes major legislation passed during the session.

Minority Staff Legal Office

The minority staff legal office provides a broad range of legal and legislative services to members and their staffs. Services provided during the legislative session include preparation of pre-committee bill summaries for the Codes and Judiciary Committees, preparation of “Counsel’s Memos” for each bill reported to the floor, drafting of floor amendments and counsel on rules and procedures.

Assembly Minority Ways and Means Staff

The staff of the Assembly Ways and Means Committee serve as the primary advisory staff to the minority leader, ranking member of the Ways and Means Committee, other minority members of the committee and all minority members on the state’s annual budget and fiscal plans; local government budgets and fiscal plans; state government expenditure, tax and fiscal issues; local government expenditure, tax and fiscal issues; and major economic development at state and local levels. The staff is divided into two groups: the budget studies unit and the fiscal studies unit.

Office of Member Services

The member services unit primarily consists of “coordinators” who serve as the direct liaison between members and the services of operations. The primary responsibilities of a coordinator center on a program of public relations and member in-house services. This program is based on the development and implementation of effective communications and relationships between members and their constituents.

Office of Production Services

This office works as a liaison between Republican members and majority house operations. All printing and graphic requests are processed through the production unit.

Radio and Television Services

The radio and television unit, which is part of communications, produces and distributes member interview programs. At member option, the radio/TV unit also produces regular “news beepers” for telephone feed to radio stations. Members also can record public service announcements on timely topics.
Committee Staffing

In the Assembly, committee and subcommittee chairs receive staff allowances to be used for support, research and legal personnel as the committee chair deems necessary. Committee staff size traditionally varies significantly from session to interim, with many more session-only employees than year-round staff members. Assembly committee chairs are assigned analysts from the central program and committee staff, and they may hire two to 10 additional employees with their committee staff allocation.

Assembly Ways and Means Committee

Budgeted as a separate line-item, the Ways and Means Committee staff is divided along partisan lines with the majority secretary exercising some control over salary and personnel levels in both offices. The majority and minority staffs both are structured with two divisions: budget studies and fiscal studies. Each staff analyzes agency budgets and makes recommendations to its respective party leaders. The staff also evaluates agency performance and monitors the expenditure of funds by state departments. The majority staff has responsibilities to both the chair and the speaker, while the minority staff works closely with the minority leader and the ranking minority members of the committee.
NORTH CAROLINA

GENERAL

Legislative services are centralized under the auspices of the North Carolina Legislative Services Commission, which is composed of seven members from each chamber, with the speaker of the House and president pro tempore of the Senate alternating as chairman.

SHARED SENATE/HOUSE SERVICES

Legislative Services Office
Under the direction of the Legislative Services Commission, the central staff is responsible for all legislative functions except session chamber support. The Legislative Services Office is responsible for overall staff policy matters and administrative matters. The legislative services officer serves as chief staff officer for the Legislative Services Commission. The Legislative Services Office is composed of five divisions: administrative, bill drafting, fiscal research, information systems and research. Each division has a director who directs and supervises the activities of the division.

Administration Division
The Administrative Division staff is available on matters concerning payroll, budget, insurance, retirement and legislative staff leave policies and records. In addition, building maintenance and services are among this division’s responsibilities, including housekeeping, food services, print shop, printed bills, General Assembly police and mail room.

Bill Drafting Division
The Bill Drafting Division is primarily comprised of a legal staff available to draft legislation and staff interim study committees. The enrolling office, which prepares enacted legislation for signature by the presiding officers and the governor, is located within the division. The bill typing and proofreading sections also are administratively under the Bill Drafting Division.

Fiscal Research Division
The staff of the Fiscal Research Division monitor the budget making process and staff the money committees of each chamber. The Fiscal Research Division also is responsible for preparing fiscal notes when required.

Information Systems Division
The Information Systems Division supports the computer hardware, software and connecting network. It also provides application support, trains and assists users and manages the various databases that make up the legislative system.

Research Division
The Research Division is primarily comprised of a legal staff as well as policy specialists. The division provides staffing support (a broad range of legal and nonfiscal research and drafting and redrafting of amendments and committee substitutes) to substantive and revenue standing committees on a regular basis and, where requested, to conference committees. The division also provides, subject to availability of personnel, a significant amount of initial drafting of bills where the subject matter concerns legislative procedure, internal legislative operations or other matters within the expertise of individual staff
members. Administratively, the legislative library is attached to the Research Division. The legislative library was created to support the research and information needs of the legislature and its staff. In addition, the library offers limited reference services to the general public, primarily with regard to the status of bills, bill histories and copies of study reports.

SENATE

Leadership Staff
The lieutenant governor is the presiding officer of the Senate and, as a member of the executive branch of government, has an independent budget from which professional staff members and secretarial personnel are employed for administrative, constituent and research work.

Members’ Personal Staff
Each member is authorized to hire a personal secretary during the session.

Principal Clerk of the Senate
The members of the Senate elect the principal clerk and a reading clerk. The principal clerk, as authorized by the Legislative Services Commission, hires a limited number of session staff. The principal clerk is responsible for the production of the Senate journal and also serves as parliamentarian.

Senate Sergeant-at-Arms
The members of the Senate elect the sergeant-at-arms. The sergeant-at-arms also employs session staff.

Committee Staffing
The professional staff of the standing committees and subcommittees of the Senate is provided by divisions of the Legislative Services Commission. The substantive, non-appropriations standing committees are primarily staffed by attorneys and policy analysts of the Research Division. The appropriations standing committee is primarily staffed by the policy analysts of the Fiscal Research Division and the attorneys of the Bill Drafting Division. The finance committee is staffed by all three of the above-mentioned divisions of the Legislative Services Commission. Usually a minimum of three professional staff are assigned to each committee. Occasionally, committee consultants are hired on a contractual arrangement.
HOUSE

Leadership Staff
The speaker of the House and Senate president pro tempore receive a budgeted allowance for staff services. In addition to administrative support, both leaders have a full-time staff to assist with constituent and research projects.

Members’ Personal Staff
Each member is authorized to hire a personal secretary during the session.

Principal Clerk of the House
The members of the House of Representatives elect the principal clerk. The speaker of the House appoints a reading clerk. The principal clerks of each chamber, as authorized by the Legislative Services Commission, hire a limited number of session staff. The principal clerk is responsible for the production of the House journals and also serves as parliamentarians.

House Sergeant-at-Arms
The speaker of the House appoints a reading clerk and sergeant-at-arms. The sergeant-at-arms also employs session staff.

Committee Staff
The professional staff of the standing committees and subcommittees of House is provided by divisions of the Legislative Services Commission. The substantive, non-appropriations standing committees are primarily staffed by attorneys and policy analysts of the Research Division. The appropriations standing committee is primarily staffed by the policy analysts of the Fiscal Research Division and the attorneys of the Bill Drafting Division. The finance committee is staffed by all three of the above-mentioned divisions of the Legislative Services Commission. Usually a minimum of three professional staff are assigned to each committee. Occasionally, committee consultants are hired on a contractual arrangement.
NORTH DAKOTA

GENERAL

North Dakota has biennial legislative sessions in odd-numbered years. A session lasts about three and one-half months. Most staff services are provided on a nonpartisan basis by the North Dakota Legislative Council. There are 32 full-time employees on the council staff. The council provides centralized services for the legislative branch and is the only permanent staff in that branch of state government. University faculty and private consultants sometimes are used to supplement permanent legislative staff. Temporary staff of the Legislative Assembly generally are considered patronage employees hired by legislative employment committees.

SHARED SENATE/HOUSE SERVICES

Legislative Council
The 17-member Legislative Council selects the council director, who in turn is responsible for the day-to-day management of all central staff services. Council attorneys staff interim committees, draft bills and amendments, handle code revision projects and publish an Administrative Code and provide general research services to legislators and legislative committees. The Legislative Council fiscal division is headed by the legislative budget analyst and auditor, who is also appointed by the council. The fiscal division is responsible for reviewing state spending, staffing interim study committees on budget issues and advising legislators and legislative committees on appropriations matters. The fiscal staff also reviews audits of state agencies submitted by the state auditor and private accounting firms. The council is responsible for information technology services for the legislative branch, including advising the Legislative Assembly on information technology planning by all branches of state government. All legislators are provided notebook computers, and the Legislative Council staff provide training and servicing for those computers. The council maintains a reference library of legislative documents. The council is responsible for making arrangements for legislative sessions, including the preparation of contracts for various legislative services.

SENATE

Leadership Staff
Majority and minority leaders are authorized a secretary and additional supportive staff, who are temporary employees during sessions. The caucuses sometimes hire additional employees to provide press relations and other services to legislators, but these employees are not paid with state funds. The lieutenant governor presides over the Senate, but is a full-time official with offices and staff support in the governor’s office.

Members’ Personal Staff
Secretarial services and telephone attendants are provided by a private employment firm. The Legislative Assembly provides the equipment and stationery, but the employees are hired by a private contractor. The telephone attendants take telephone messages for legislators and provide bill status information to callers. Incoming WATS lines are installed during each session so constituents can call and leave messages for legislators free of charge. Messages usually are sent to legislators on their notebook computers.

Committee Staffing
Interim committees are staffed by the Legislative Council. Standing committees are staffed by committee clerks who are hired by the respective employment committees. The Legislative Council manages a legislative
Internship program, consisting of law school students and graduate school students who are assigned to standing committees during sessions. The Legislative Council fiscal staff provide professional assistance to the appropriations committees.

Other Senate Employees
Senate employees are hired by the Senate Employment Committee. The secretary of the Senate, a journal reporter and a sergeant-at-arms are elected by the Senate. The Senate employees operate in much the same manner as the House employees.

The legislative bill and journal room has been privatized and contracts are let for the management of this service. Private printing firms bid for the job of printing bills and journals, but a private employment firm contracts to run the bill and journal room to deliver these documents to legislative entities and members of the public during sessions.

HOUSE

Leadership Staff
Majority and minority leaders of both houses and the speaker of the House are authorized a secretary and additional supportive staff, who are temporary employees during sessions. The caucuses sometimes hire additional employees to provide press relations and other services to legislators, but these employees are not paid with state funds. The lieutenant governor presides over the Senate, but is a full-time official with offices and staff support in the governor’s office.

Members’ Personal Staff
Secretarial services and telephone attendants are provided by a private employment firm. The Legislative Assembly provides the equipment and stationery, but the employees are hired by a private contractor. The telephone attendants take telephone messages for legislators and provide bill status information to callers. Incoming WATS lines are installed during each session so constituents can call and leave messages for legislators free of charge. Messages usually are sent to legislators on their notebook computers.

Committee Staffing
Interim committees are staffed by the Legislative Council. Standing committees are staffed by committee clerks who are hired by the respective employment committees. The Legislative Council manages a legislative internship program, consisting of law school students and graduate school students who are assigned to standing committees during sessions. The Legislative Council fiscal staff provide professional assistance to the appropriations committees.

Other House Employees
House of Representatives employees are hired by the House Employment Committee, which is appointed by the leadership. The House of Representatives elects a chief clerk of the House, a journal reporter and a sergeant-at-arms. The chief clerk of the House is responsible for managing the paperwork on the House floor. The journal reporter is responsible for preparation of daily journals, which are published by the Legislative Council staff. The Legislative Council staff train session staff, particularly committee clerks, who are responsible for preparing minutes and other records of standing committee hearings.

The legislative bill and journal room has been privatized and contracts are let for the management of this service. Private printing firms bid for the job of printing bills and journals, but a private employment firm contracts to run the bill and journal room to deliver these documents to legislative entities and members of the public during sessions.
OHIO

GENERAL

The Legislative Service Commission (LSC) a joint, nonpartisan agency, supplies bill drafting, legal, fiscal and general research support services for the Ohio General Assembly. Under the umbrella of the LSC, specialized committees provide corrections research and computer services. Staff that work for the majority and minority members in each chamber conduct policy research. The leadership, with their chief administrative officers, determines administrative operations of the House and Senate.

SHARED SENATE/HOUSE SERVICES

Legislative Service Commission
The Ohio Legislative Service Commission was created by statute in 1953. The 14-member, bipartisan, joint commission oversees the operation of nonpartisan, professional staff services. Day-to-day administration of the LSC staff is delegated to the commission’s director. The professional staff is organized into fiscal and non-fiscal subject matter divisions. The groups are responsible for staffing House and Senate standing committees, drafting legislation and amendments, preparing bill analyses fiscal notes and local impact statements and researching member and committee requests in their respective subject matter areas. Each group’s work is coordinated by a supervisor who is responsible for four to seven staff members. At least one fiscal and one non-fiscal LSC staff member is assigned to each standing committee. The legal review and technical services division maintains the laws of Ohio in an orderly and uniform codified system and oversees statutory revision projects. The commission director is also the codifier of state administrative agencies’ rules. The LSC sponsors a paid, 13-month legislative intern program designed to provide college graduates with practical experience in the legislative process. LSC staff also conduct program reviews and other studies as directed by the commission or by legislative directive, maintain a small research library, a legislative information office and a documents distribution center and draft letters of commendation and congratulatory resolutions. The LSC staff publish the Digest of Enactments, Budget Footnotes, Ohio Facts and A Guidebook for Ohio Legislators the status report of legislation and “members only” briefs. There are about 165 staff members, of whom about one-third are support staff. The address is http://www.lsc.state.oh.us

Correctional Institution Inspection Committee
The eight-member, bipartisan, Correctional Institution Inspection Committee (CIIC) was established by statute in 1977. Its staff implement the duties of the committee, which are to inspect state correctional institutions, evaluate and assist in the development of programs to improve the condition and operation of the institutions and prepare reports about the inspections and programs. Staff do not investigate individual inmate complaints. There are about six staff members. Budgetary and personnel matters are handled through LSC. The web address is http://www.ciic.state.oh.us

Legislative Information Systems Office
An eight-member, joint, bipartisan Legislative Information Systems Committee (LIS) was established in 1995 and oversees the LIS Office. LIS assists the Senate, House and legislative agencies with the design, installation, testing and implementation of information systems used to conduct the business of the General Assembly and provide public access to legislative information. LIS operates a computer education center to provide training to the members of the General Assembly and their staff and other legislative agency staff. Budgetary and personnel matters are handled through LSC. There about 20 staff members. The web address is http://www.lis.state.oh.us
SENATE

Leadership Staff
The Senate leadership positions generally have an additional legislative aide. The Senate president and Senate minority leader have an additional administrative assistant. The leaders also utilize the caucus staff for support with research, bill analysis, media relations and other tasks. The web address is http://www.senate.state.oh.us

Members’ Personal Staff
Each senator has a staff of one administrative assistant and one legislative aide. The legislative aides and administrative assistants are responsible for the day-to-day activities in each member’s office, such as scheduling, constituent services, committee work, letter writing, speech writing and research. In addition, a member may use a Legislative Service Commission intern, who would be shared with a number of other members and may have a constituent aide and a page.

Chief of Staff
The chief of staff is responsible for the overall management of the Senate. The chief of staff administers and oversees the personnel operations and policies of the Senate. The chief of staff directly supervises majority caucus staff and oversees the legislative and communications work of the caucus. The chief of staff is directly responsible to the Senate president and majority senators.

Majority and Minority Caucus Staff
Each Senate caucus has a number of assistants responsible to the leadership and members of their respective caucus. Caucus staff generally provide assistance with press relations, legal research, committee activities, budget issues, education matters and other issues before the General Assembly.
**HOUSE**

**Leadership Staff**
In the House, the speaker, minority leader, committee chairs and vice-chairs, have an additional legislative aide who handles policy research. The Ohio House of Representatives website is http://www.house.state.oh.us.

**Members’ Personal Staff**
Each House member has one administrative assistant. House members who chair full standing committees have both an administrative assistant and a legislative aide. The legislative aides and administrative assistants are responsible for the day-to-day activities in each member’s office, such as scheduling, constituent services, committee work, letter writing, speech writing and research. In addition, a member may use a Legislative Service Commission intern, who would be shared with a number of other members and may have a constituent aide and a page.

**Chief Administrative Officer**
By rule, the chief administrative officer of the House is responsible to the speaker. The officer, subject to the speaker’s approval, supervises all House employees except those employees under the direct supervision of the House clerk. In addition, the officer coordinates various aspects of the hiring and termination of House employees. The officer oversees the financial management of the House, personnel policy, computer services and acquisition and maintenance of office equipment and supplies.

**Clerk of the House**
The clerk, under the general supervision of the speaker, is responsible for those employees directly involved in the legislative process, namely the assistant clerk, the engrossing clerk, the message clerk, the journal clerk and other clerks. The clerk is responsible for compiling, printing and distributing journals, calendars, bills, resolutions and other official documents of the House. In addition, the care and preservation of these documents falls under the jurisdiction of the clerk. The clerk is responsible for the maintenance and condition of committee rooms. The clerk advises the speaker and members regarding the House rules and general rules of parliamentary procedure.

**Majority and Minority Caucuses**
The speaker and the minority leader maintain a staff of caucus assistants who provide research assistance, policy analysis and public relations/communications services to legislative leaders and other members of the caucus. These caucus staff work under the direction of the respective chief of staff. In addition, interns, selected by the Legislative Service Commission, supplement the services provided by caucus staff and also assist individual legislators on constituent, research and media projects.
OKLAHOMA

GENERAL

The Oklahoma Legislature has divided most of its staffing services. The leadership of each house is responsible for session personnel as well as permanent employees.

SHARED SENATE/HOUSE SERVICES

Legislative Services Bureau
The Legislative Service Bureau (LSB) is a central bipartisan office that serves both the House and the Senate. The LSB houses the main copy center and maintains the legislature's mainframe for the legislative information system, provides reproduction services for the House and staff and provides digital photography services to all three branches of state government. The LSB also houses the Criminal Justice Resource Center, which provides staff support to the Oklahoma Sentencing Commission. The center provides research services, produces studies and makes recommendations to the legislature on sentencing legislation and related topics.

SENATE

Leadership Staff
In the Senate, leadership staff is hired at the discretion of the president pro tem and the Republican floor leader. Staff usually deal with constituent matters, lobbyists, other staff and government officials as required.

Members' Personal Staff
The Senate provides a full-time executive assistant for each member. Usually, this is an administrative secretary who handles constituent requests and keeps the member up-to-date on legislative activities.

Secretary of the Senate
The secretary of the Senate is elected by the Senate membership and also serves as the secretary of the Elections Board. The secretary is responsible for the preparation of the calendar and journals, record keeping and bill processing.

Chief of Staff
The chief of staff is appointed by the president pro tempore. The various duties of the chief of staff include directing and overseeing the general operations of the Senate services staff, coordinating and developing policies and procedures for various staff units and assistance and coordination relative to the administrative, personnel and training responsibilities of the Senate. The chief of staff also handles research, policy studies and public information for the Senate and the general public.

Administrative Division
The Administrative Division is responsible for providing financial services to the Senate, as well as providing for the supplies needed, mail service and duplication, telephone and message service, custodial services and Senate security. The division also is responsible for the expenditure records of all appropriated funds, including all Senate payrolls, group insurance, retirement, travel claims/records and all vendor payments.
Communications Division
The Communications Division facilitates communication between the Senators, the public and the news media. The services provided include the production of press releases and production of columns and speeches for individual members.

Information Systems Division
The mission of the information systems division is to provide information and systems services to senators and staff. The division operates and maintains the hardware and software for the Senate. The Senate system is connected to the Oklahoma Legislative Information System, which is operated by the Legislative Service Bureau.

Records and Information Division
The Records and Information Division maintains the official records of the Oklahoma Senate. The division maintains the Senate bill status system and provides information on legislation, past and present, to the Senate staff and the public. The division also maintains the Senate citator and the subject index. The division compiles, edits and produces the official daily and permanent Senate journals.

Senate Fiscal Staff Division
The fiscal staff consists of seven analysts and a director. The fiscal staff reviews and scrutinizes budget requests by state agencies and provides research and analysis on fiscal information to help the Senate make decisions. The fiscal staff also organizes and provides support for subcommittee meetings, draft appropriations bills and assess agencies’ progress toward meeting fiscal policy goals.

Support Services Division
The Support Services Division performs administrative support and clerical duties for various divisions of the Senate staff and for the various committees of the Senate. The division’s staff prepare meeting notices, agendas, committee files and any other related documents for committee and subcommittee meetings, attends meetings to provide administrative support to the analysts, prepares major fiscal and/or committee staff publications, provides bill processing and production services, provides engrossing and enrolling services and proofs various documents and archive certain records. They also are responsible for typing and assembling committee reports and conference committee reports and for maintaining committee files and records.

Committee Staff Division
The Committee Staff Division consists of 10 legislative analysts, six attorneys and a director. Each analyst and attorney is assigned to one or more standing legislative committees. Committee staff perform similar services for subcommittees, interim committees, special committees, task forces and joint legislative committees. Members of the committee staff also perform a number of other duties in the subject areas of the committees they serve, including bill drafting and general research. Additionally, attorneys conduct legal research and provide legal assistance and advice for the Senate.

HOUSE

Leadership Staff
In the House, the speaker has a chief of staff and a leadership assistant. The chief of staff works closely with the speaker in responding to the needs of members, coordinating the legislative agenda and attending meetings. The leadership assistant works with the chief of staff to develop the agenda for the House. The speaker has other assistants who provide various staffing needs.

The minority leader has a legislative assistant who provides staff assistance to the minority caucus and the minority leader. This assistant tracks legislation, serves as a liaison to state agencies, drafts press releases,
attends meetings for the minority leader, handles constituent issues for the minority leader and provides legislative research for the minority caucus meetings.

**Members’ Personal Staff**
Each member is provided with an assistant. Usually, this is an administrative secretary who handles constituent requests and keeps the member up to date on legislative activities. In the House, some of the more junior members share a secretary who may serve only for the duration of the legislative session.

**Chief Clerk/Administrator**
Under the direction of the speaker, the chief clerk/administrator is responsible for all House staff divisions, the general charge and supervision of legislative procedures of the House, official acts of the House, indexing the subject matter of bills and resolutions, the preparation and publishing of House journals and calendars and the printing and distribution of bills. The custody and safeguarding of all bills and resolutions pending in the House at the final adjournment of the first regular session of the Legislature and all official papers, records, reports and other matters are entrusted to the chief clerk’s care. The chief clerk is also responsible for the maintenance of official copies of bills and resolutions. The clerk, under the direction and in the name of the speaker, prepares and signs all communications. Under the direction of the chief clerk, the comptroller prepares warrants, vouchers and expenditure accounts for the House.

**Media Division**
The Media Division is under the direction of the chief clerk’s office. The Media Division produces—on a nonpartisan basis for members—news releases on legislative-related activities, radio news packages for transmission to their districts, speeches and citations. The division also produces a weekly wrap-up of session activities and daily newspaper clips for members.

**Committee Staff**
The Committee Staff is responsible for drafting legislation, assisting in preparation of committee and floor amendments, preparing legislative analyses, staffing House committees and helping prepare the budget bills for the state of Oklahoma. This staff is composed of permanent, full-time professionals. During the interim, the staff provides support for interim committees and assists members in preparing issues, legislation and information for the next session.

**Legal Division**
The primary duty of the legal staff is the drafting of bills, amendments and resolutions for legislators. The staff perform legal research for legislators and committees. Staff attorneys also attend committee meetings, where they are available for on-the-spot legal questions, the drafting of amendments and committee substitutes and assisting to conduct committee investigations.

**Research Division**
The research staff is involved in general review and oversight of executive agencies and their operations. They assist House members with information and policy analysis requests from individual members and provide staff support for House committees during session and interim periods. Each researcher has expertise in one or more legislative policy areas. At the request of an individual member or committee, this oversight can involve more specific concentration on a particular program or function of a state agency. As part of work performed for House committees, researchers may provide summaries and analyses of legislation for committees.

**Office of Budget and Performance Review**
The primary responsibility of the House Office of Budget and Performance Review is to provide budgetary analysis and data to the House Appropriations and Budget Committee. Fiscal analysts also perform fiscal research and analysis for all other House committees and individual House members, as time permits. Fiscal...
analysts staff all appropriations subcommittees and serve as liaisons between the House and staff of the governor, the Senate and state agencies on all budgetary issues. The duties of the Office of Budget and Performance Review include budgetary analysis, revenue tracking, fiscal research and policy analysis, drafting of appropriations and budget legislation, preparation of fiscal analysis for bills and amendments under consideration on the House floor and oversight of budget implementation through field work at state agencies.

Bill Processing Division
The Bill Processing Division consists of the bill processing manager, data entry analysts, proofing specialists and a duplicating equipment operator. This unit encodes, proofs and produces the bills for official filing.

Information Systems Division
The Information Systems Division is responsible for the daily operations and support of the computers, printers and software applications used by the House. This division maintains the network and server used to link all the computers to the central file server. The Division is also responsible for the internet web site, internet email and internal email for the staff and House members.
OREGON

GENERAL

Legislative staff services are provided by employees of the Senate president, the House speaker, the Democratic and Republican caucuses and five statutory committees. Additional staff is hired to meet increased staffing demands during session. Personnel policies adopted by the Legislative Administration Committee apply to specified committee and other permanent staff. Other staff function under informal personnel policies adopted by the speaker and president and individual statutory committees.

SHARED SENATE/HOUSE SERVICES

Legislative Administration

Legislative Administration provides many of the administrative support functions for the Legislative Assembly and other legislative agencies. The Legislative Administration Committee (LAC) is co-chaired by the president of the Senate and the speaker of the House. The president appoints three additional senators and the speaker appoints four additional representatives. The committee appoints the legislative administrator, who oversees delivery of services through the following functional units.

Administrator’s Office

This office is responsible for the overall coordination of agency services. It also coordinates training for session staff hires, coordinates special projects, maintains the legislative website (www.leg.state.or.us) and provides services to capitol visitors, including the Capitol Gift Shop.

Employee Services

This unit provides human resource services, including recruiting, payroll and benefits, personnel rules and retirement.

Facility Services

This unit manages the infrastructure of the Capitol, including maintenance, mechanical and electrical systems, capitol improvement projects and space planning. The unit distributes legislative publications, reports and information brochures, coordinates publication collating and delivery and provides mail services. The unit also coordinates hearing room scheduling, meeting room rental and parking.

Financial Services

This unit provides budgeting, accounting and fiscal reporting.

Information Systems

This unit provides mainframe and personal computer services, composition and printing of legislative publications, electronic access to legislative information, closed-circuit television coverage, production of video programming and maintenance of computer and sound system equipment.

Policy, Research and Committee Services

This unit coordinates legislative meetings, recording and record keeping of committee meetings, publishing schedules and summaries of committee meetings and preparing research reports. Library services include maintenance of the library collection, research and referral services.
Legislative Staff Services: Profiles of the 50 States and Territories 2005-06

Legislative Counsel
The Legislative Counsel Committee oversees the Office of Legislative Counsel, which provides legal services to the Legislative Assembly, including opinions on and drafts of bills and which publishes the session laws and Oregon Revised Statutes. The office also reviews administrative rules for compliance with law.

Legislative Fiscal Office
The Legislative Fiscal Office operates under the auspices of the Joint Committee on Ways and Means during legislative sessions and the Emergency Board during the interim. The office is charged with analyzing the governor’s budget, studying selected fiscal programs, preparing fiscal recommendations and estimates of the fiscal effect of proposed legislation and staffing the Joint Committee on Ways and Means and its subcommittees. During the interim, the office staffs the Emergency Board, which approves budget changes; the Joint Legislative Committee on Information Management and Technology, which sets statewide technology policy and reviews agency compliance; and the Joint Legislative Audit Committee, which oversees performance audits and program evaluation.

Legislative Revenue Office
The Legislative Revenue Office (LRO) was established by the 1975 Oregon legislature to provide nonpartisan analysis of tax and school finance issues. LRO staffs the House and Senate committees that are responsible for tax or school finance issues, writes revenue impact statements on bills affecting state or local revenue and researches tax and school finance issues for any legislator or committee. LRO’s primary function is analysis of legislative proposals on taxes, state and local revenue and school funding. LRO maintains major simulation models of Oregon’s income tax, property tax and school funding formulas. LRO also analyzes many other current and proposed taxes and produces reports on Oregon’s revenue system and its history.

SENATE

Leadership Staff
The presiding officer has continuing staff. The staff helps coordinate operations of the chamber, assists the presiding officer in performing official duties, provides research and policy support in issue areas, serves as liaison to the news media and assists legislators in constituent problem solving and other work.

Members’ Personal Staff
Members are allocated a set amount for funding personal staff, services and supplies during session. Most members hire a legislative assistant and an administrative assistant during session. Members are allocated an amount each month during the interim that can be used for staff, services and supplies. Members are authorized by Senate rules to appoint personal staff, that typically are a legislative assistant and an administrative assistant. The primary duties of the legislative assistant may include measure tracking, monitoring committee meetings, conducting legislative research, responding to constituent concerns and office management. The administrative assistant would likely be responsible for member scheduling appointments; maintaining bill, subject and constituent files; ordering office supplies; and serving as office receptionist. Responsibilities will vary according to the needs of individual members. Members may choose to supplement paid staff with volunteers or interns. Legislative Administration’s employee services maintains files of qualified applicants and information about legislative intern programs.

Secretary of the Senate
The secretary, an elected officer of the Senate, is responsible for and supervises Senate employees who are engaged in keeping official measures, papers and records of proceedings and actions of the Senate, supervises preparation of the daily agenda, all measures, histories, journals and related publications and is in charge of publication of documents related to the Senate, has custody of all measures and official papers and records of the Senate except when released to authorized persons by signed receipt and serves as parliamentary consultant to the Senate and advises officers of the Senate and the Rules Committee on parliamentary procedure. The
secretary’s office also manages the daily invocation program and the honorary page program for the Senate. During the interim, the secretary receives messages from the governor announcing executive appointments that require Senate confirmation, prepares the agenda for the convening of the Senate and supervises publication of the official record of proceedings. The secretary’s office also manages special projects involved with training and orientation programs for Senate members and staff.

**Majority and Minority Caucuses**
The caucus leaders have continuing staff to assist them and their caucus members in various activities, including research projects, media relations, constituent services, member and staff training, organizing meetings and serving as the members’ primary legislative contact during the interim.

**Committee Staffing**
All committees, standing and interim, are provided with an administrator and a committee assistant.

The Legislative Administration Committee provides staff for all standing and interim committees except for revenue and budget committees. The Legislative Fiscal Office staffs the Joint Ways and Means Committee, the Emergency Board and the Joint Legislative Audit Committee. The Legislative Revenue Office staffs the House and Senate revenue committees. Staff services, including committee organization, bill analysis, research and committee minutes, are provided by continuing committee administrators and assistants. Additional session committee staff are hired to deal with the number of session committees.

**HOUSE**

**Leadership Staff**
The presiding officer has continuing staff. The staff helps coordinate operations of the chamber, assists the presiding officer in performing official duties, provides research and policy support in issue areas, serves as liaison to the news media and assists legislators in constituent problem solving and other work.

**Members’ Personal Staff**
Members are allocated a set amount for funding personal staff, services and supplies during session. Most members hire a legislative assistant and an administrative assistant during session. Members are allocated an amount each month during the interim that can be used for staff, services and supplies. Members are authorized by House rules to appoint personal staff, that typically are a legislative assistant and an administrative assistant. The primary duties of the legislative assistant may include measure tracking, monitoring committee meetings, conducting legislative research, responding to constituent concerns and office management. The administrative assistant would likely be responsible for member scheduling appointments; maintaining bill, subject and constituent files; ordering office supplies; and serving as office receptionist. Responsibilities will vary according to the needs of individual members. Members may choose to supplement paid staff with volunteers or interns. Legislative Administration’s employee services maintains files of qualified applicants and information about legislative intern programs.

**Chief Clerk of the House**
The chief clerk, an elected officer of the House, serves as chief administrative officer and parliamentarian. As the official custodian of all legislative measures and records of proceedings and actions of the House, the clerk supervises all nonpartisan employees of the House, including the sergeant-at-arms, floor staff and those engaged in the preparation, production and distribution of the daily agenda, measure histories, journals and related publications. The chief clerk also manages special projects involved with designing and implementing automated systems for the House of Representatives, training and orientation programs for members and staff and developing educational programs for youth.
Majority and Minority Caucuses
The caucus leaders have continuing staff to assist them and their caucus members in various activities including research projects, media relations, constituent services, member and staff training, organizing meetings and serving as the members’ primary legislative contact during the interim.

Committee Staffing
All committees, standing and interim, are provided with an administrator and a committee assistant.

The Legislative Administration Committee provides staff for all standing and interim committees except for revenue and budget committees. The Legislative Fiscal Office staffs the Joint Ways and Means Committee, the Emergency Board and the Joint Legislative Audit Committee. The Legislative Revenue Office staffs the House and Senate revenue committees. Staff services, including committee organization, bill analysis, research and committee minutes, are provided by continuing committee administrators and assistants. Additional session committee staff are hired to deal with the number of session committees.
PENNSYLVANIA

GENERAL

The Pennsylvania General Assembly takes a caucus-based approach to organizing staff in each chamber. Leadership, committee and member support staff are all organized along party caucus lines. Roughly equivalent resources are allocated to each caucus in both chambers to provide for staffing. There are several joint, nonpartisan service agencies, most of which predate the existence of caucus staff, that serve both chambers of the General Assembly. In addition, both chambers have central support staffs that handle day-to-day administrative and housekeeping functions.

SHARED SENATE/HOUSE SERVICES

Legislative Reference Bureau
The bureau provides bill drafting, legal research and law library services to both chambers, all members and all branches of the state government. The bureau staff undertake statutory revision projects and edit, compile and publish the official codified Pennsylvania statutes. In addition to drafting and legal services, the bureau oversees the entry of bills and resolutions in the computer system and the printing of all acts. Administrative rules and regulations are reviewed and edited by the bureau prior to publication in the Pennsylvania Bulletin and the Pennsylvania Code.

Local Government Commission
The commission, composed of five legislators from each house, oversees a small staff assigned to local government issues and research. The commission staff provide information and liaison services between lawmakers and local government officials. The commission conducts a great deal of research for the Senate and the House in the field of local government.

Joint State Government Commission
The Joint State Government Commission, the research arm of the General Assembly, is directed by an executive committee of 14 legislative leaders. The commission staff provides in-depth and long-range research on a wide range of issues. The staff may be assigned research studies by joint or single house resolution or on request from a committee or individual member. In recent years, the commission has specialized in oversight activities and studies on topics such as divorce, custody, adoption, powers of attorney, trust law, biomedical research, primary election dates, energy policy, children and youth services, stroke prevention, medical malpractice, geriatric and seriously ill inmates, administrative shortages in Pennsylvania’s public school districts and part-time faculty in higher education. Currently, commission task forces are addressing the following areas: domestic relations law, decedents’ estates law, adoption law, assisted reproductive technologies, real property law, guardianships and consumer credit.

Legislative Budget and Finance Committee
The committee is composed of 12 members drawn in equal numbers from each caucus and chamber. The committee oversees a staff of researchers and evaluators who are assigned to conduct program evaluation, administrative procedure analysis and other oversight studies associated with state agencies and their programs.
Legislative Staff Services: Profiles of the 50 States and Territories 2005-06

Legislative Data Processing Center
The data processing center provides computer support to the Senate and House for production of floor calendars, bills, session histories, journals, statutes and slip laws. The center also supports the administrative functions of accounting, personnel, payroll, benefits and inventories. In addition, the center provides some analytical computer services to legislative committees. Each legislative caucus also maintains separate computer systems and services for its caucus members.

Joint Legislative Air and Water Pollution Control and Conservation Committee
A statutory body created in 1968, the pollution control committee is responsible for studying selected air and water issues and for monitoring related state agency activities.

Capitol Preservation Committee
The Capitol Preservation Committee is an independent Commonwealth committee established by the General Assembly in 1982 for the purpose of coordinating and overseeing programs to conserve, restore, preserve and maintain the Pennsylvania State Capitol and its historic contents for the future.
The Capitol Preservation Committee consists of 14 members who are appointed by officials of the legislative, executive and judicial branches of Commonwealth government, or who hold membership by virtue of office. This committee meets regularly in Harrisburg to make decisions concerning the ongoing restoration and preservation programs. In creating the committee, the legislature provided for the establishment of a “Capitol Restoration Trust Fund” that may receive contributions from the private sector. This fund is independent of the Commonwealth general fund and is used for various preservation projects.

Center for Rural Pennsylvania
The Center for Rural Pennsylvania is a bipartisan, bicameral legislative agency that serves as a resource for rural policy within the Pennsylvania General Assembly. Since its creation in 1987, the center has worked with the legislature, executive agencies and federal, regional and community organizations to maximize resources and strategies to serve the needs of Pennsylvania’s 3.7 million rural residents. The center fulfills its mission by awarding grants for applied research and model projects; maintaining a comprehensive statewide database; disseminating information on rural trends and conditions; publishing research and project results; and sponsoring local, state and national forums on rural issues.

Pennsylvania Commission on Sentencing
The Pennsylvania Commission on Sentencing was created by the General Assembly in 1978 and is comprised of 11 members—four legislators, one from each caucus and chamber, appointed by the leadership; four judges appointed by the chief justice; and three members appointed by the governor. The commission is charged with the responsibility to develop sentencing guidelines that must be considered by all judges in Pennsylvania. The guidelines are intended to promote sentencing equity and fairness by providing every judge with a common reference point for sentencing similar offenders who are convicted of similar crimes. In addition to promulgating sentencing guidelines, the commission also establishes a research and development program, serves as a clearinghouse of information on Commonwealth sentencing practices, serves in a consulting capacity to state courts, collects and publishes information regarding the effectiveness of sentences and makes recommendations to the General Assembly concerning modification or enactment of sentencing and correctional statutes.
SENATE

Leadership Staff
Legislative leaders in each caucus of the Senate control staff accounts used for hiring full-time staff support. Senate leaders hire staff in approximately the following numbers: president pro tem (10); majority leader (eight plus oversight of large caucus staff); majority whip (six); majority caucus chairman (five); majority caucus secretary (four); majority policy committee chairman (three); majority caucus administrator (five); minority leader (oversight of large caucus staff); minority whip (five); minority caucus chairman (five); minority caucus secretary (five); minority policy committee chairman (three); and minority caucus administrator (three).

Members’ Personal Staff
Each senator currently serves as a majority or minority committee chair or in a leadership position and, as such, receives funding for employment of committee and leadership staff. Senators, therefore, each control significant personal staff resources.

Secretary of the Senate
Elected by the Senate, the secretary serves as the chief legislative officer of the Senate. During Senate sessions, the secretary acts as parliamentarian and assists the presiding officer in conducting session business. Responsibilities under the secretary’s direction include amending bills in the Senate, publishing the Senate calendar and journal, transmittal of bills and resolutions to the House and certifying passage of Senate bills and executive nominations. The secretary also oversees security, pages, the library, the document room and the print shop.

Chief Clerk of the Senate
Elected by the Senate, the chief clerk serves as the fiscal officer of the Senate. Responsibilities under the chief clerk’s direction include the financial management of all payrolls for members and staff, committee accounts and office and expense accounts. The chief clerk also is responsible for personnel benefits administration, purchase of supplies and equipment, fixed asset inventories, mail distribution, contracts administration and improvements to Senate facilities. The chief clerk also serves as secretary to the Senate Committee on Management Operations.

Majority and Minority Caucus Staff
Caucus staff for both parties are under the direction of the majority and minority leaders. Each caucus staff provides a full range of services to caucus members including legal counsel; media relations support including radio, television, photography and newsletter production; computer systems; constituent relations; some clerical support; committee support and research and policy analysis.

Committee Staffing
Committee staff services are highly decentralized with primary support provided by each party caucus. See section on Senate caucus staff for additional details.

Senate Appropriations Committee
Funds allocated to support committee activities and staffing are statutorily established in the annual budget. The majority and minority parties each receive equal funding and operate separate staff support groups that report to the majority and minority appropriations committee chairs. Each party’s appropriation staff generally provides services, include reviewing the executive budget, monitoring agency expenditures and preparing fiscal notes for legislation.
HOUSE

Leadership Staff
Legislative leaders in each caucus of the House control staff accounts used for hiring full-time staff support. House leaders hire staff in approximately the following numbers: speaker of the House (nine); majority leader (12 plus oversight of large caucus staff); majority whip (five); majority caucus chairman (six); majority caucus secretary (two); majority caucus administrator (four); majority policy chairman (four); minority leader (sixteen plus oversight of large caucus staff); minority whip (twelve); minority caucus chairman (five); minority caucus secretary (four); minority caucus administrator (five); and minority caucus policy chairman (seven).

Members’ Personal Staff
Rank and file House members receive at least one clerical staff person for their Harrisburg office and one or two district office staff persons.

Chief Clerk of the House
The chief clerk is selected by the House Bipartisan Management Committee and is subject to confirmation or removal by a two-thirds vote of the House membership. The clerk’s duties include day-to-day supervision of the administrative and housekeeping functions. The Office of the Chief Clerk oversees the administration of the chamber and other House functions, including messenger services, purchasing and office supplies, nurses, pages, a reporters office and chamber security.

Bipartisan Management Committee
The central administrative and housekeeping services for the House are provided under the supervision of the Bipartisan Management Committee. This committee, created by statute, is composed of the speaker, the two floor leaders and the two whips, who together appoint an executive director from each party and other necessary staff. It exercises overall supervision of the central administration of House services and is authorized to promulgate, subject to House approval, uniform rules and regulations governing personnel, payroll processing and other procedures. In addition to selecting a chief clerk, the committee also selects the comptroller, who prepares and processes payrolls and expense reimbursements.

Majority and Minority Caucus Staff
With the exception of the budget staff for the speaker, each caucus receives equal allowances for the hiring of staff and payment of other legislative expenses. Several staff accounts (i.e., leadership account, legislative management accounts) are under the control of the caucus majority leaders and are used to provide staff for leadership, committees, member support services and central research. Funding for appropriations committee staff for each caucus is controlled by the majority and minority party appropriations committee chairs. Both House caucuses maintain central research operations that serve the needs of rank and file members. The Republican caucus committee staff are housed within the caucus research office. The Democratic caucus committee staff operate under the direct control of the committee chairs. Both House caucuses maintain computer services, personnel departments, clerical services, press and communication offices, research support and print shops to assist caucus members.

Legislative Office for Research Liaison (LORL)
Although funded by the House, the staff is available to Senate as well as House members and staff. The office serves as a liaison between the legislature and university research in 20 state-affiliated colleges and universities. LORL utilizes its own staff as well as university personnel to respond to scientific or technical questions from members or committees. In addition, LORL offers seminars, workshops and conferences on policy issues for members and staff of the legislature in collaboration with its participating universities.

Committee Staffing
Committee staff services are highly decentralized with primary support provided by each party caucus. See sections on House caucus staff for additional details.
RHODE ISLAND

GENERAL

The Rhode Island General Assembly is comprised of a 75-member House of Representatives whose presiding officer is the speaker and a 38-member Senate chamber whose presiding officer is the president of the senate. (This is a reduction of legislators as a result of redistricting and a constitutional change that became effective in 2003. Previously, there were 100 House members and 50 members of the Senate).

Staffing levels of the Rhode Island Legislature have also been reduced as a result of new leadership elected in 2003 and their commitment to controlling expenditures. Full-time equivalent positions were reduced from a high of 313.9 in 2002 to below the authorized cap of 280.0 in 2003. The legislative staff services of the Rhode Island General Assembly fall within the following two categories:

The Joint Committee on Legislative Services and the Legislative Council, both bipartisan agencies. The staff of the offices of these agencies, maintain year-round full-time or part-time positions. In addition, the Rhode Island General Assembly employs part-time, session-only staffers to work with joint and standing committees as well as the full House and Senate, while in session.

SHARED SENATE/HOUSE SERVICES

Joint Committee on Legislative Services

The Joint Committee on Legislative Services is chaired by the speaker of the House and its members include the president of the Senate, the House majority leader, the House minority leader and the Senate minority leader. The JCLS directs the management services of the Rhode Island Legislature. The staff of the JCLS includes an executive director who oversees all matters pertaining to the budget, personnel and payroll, operations and the purchasing and accounts payable functions. Offices of the JCSL include: the Office of the Auditor General, the Office of Law Revision, Legislative Data Systems, Legislative Press Bureau, Office of Radio and Television, the State Internship Office and the JCSL Administrative Office.

In addition to these bipartisan offices, the House and Senate majority and minority leadership offices have partisan staff members that carry out the respective objectives of each office and include constituent services, operations, policy work, select research and clerical support.

Legislative Council

The council staff is the primary research and legal arm of the legislature. Legislative Council’s principal activity is the drafting of legislation for individual members. The staff responds to members’ requests for studies and spot research information. Research assistants monitor the implementation of state statutes. Council attorneys handle bill drafting requests from members and from committees. Support staff personnel handle the typing, proofing and duplicating of the bill and its delivery to legislators in the House and Senate chambers. The Office of Legislative Council oversee the Legislative Research Office and the Proofing Office.

Throughout the recess period, the lawyers and support staff review and compile the public laws for the Legislative Digest as well as handle memos and legal opinions for legislators.
SENATE

Leadership Staff
The president of the Senate and the majority and minority leaders are assisted by their own administrative assistants, legal counsel and secretarial staff as well as staff from the fiscal, policy, legislative and constituent services offices. Ranking leadership members have assigned secretarial services to assist them with their duties.

Members’ Personal Staff
Support staff personnel for the members are hired by the president of the Senate. Generally, one full-time support staffer will be assigned up to five or six legislators.

Secretary of the Senate
By law, the secretary of state serves as the Senate secretary, but in 1994, the General Assembly passed legislation for the election of its own clerk of the Senate, who is elected by the full Senate every two years. The clerk is responsible for the calendar, journal, recordkeeping and general bill processing tasks. The clerk also works closely with the Senate staff, legislative data staff, the legislative press office, the Legislative Council, the Secretary of State’s Office, the Documents Office, the State Library and the Office of the Governor.

Committee Staffing
The Senate finance committee has year-round professional staff assistance. The other standing committees are authorized to hire committee clerks and legal advisors for the session. The research and legal staff for these committees are generally employed on a seasonal contractual basis. In addition, the eight joint standing committees hire committee clerks and share session attorneys. The Legislative Council does not staff standing committees.

HOUSE

Leadership Staff
The speaker and the majority and minority leaders are assisted by their own administrative assistants, legal counsel and secretarial staff as well as staff from the fiscal, policy, legislative and constituent services offices. Ranking leadership members have assigned secretarial services to assist them with their duties.

Members’ Personal Staff
Support staff personnel for House members are hired by the speaker. Generally, one full-time support staffer will be assigned up to five or six legislators.

Fiscal Advisory Staff
Assigned to the House Finance Committee, the fiscal staff reviews the executive budget, makes budgetary recommendations and studies tax and finance issues, as assigned. Other duties include examination of revenues, review of appropriations and expenditures and analysis of the state’s indebtedness and Capital Improvement Program. The committee’s chairperson, with the approval of a majority of the members, is empowered to employ a fiscal assistant, a federal coordinator, expert and technical assistants and research and secretarial assistance. The staff is hired by the speaker of the House upon the recommendation of the House Finance Committee Chair.

Reading Clerk of the House
The House clerk is responsible for chamber staff, the calendar, journal, record-keeping and bill flow tasks. The clerk also works closely with the House staff, the staff of Legislative Data Systems, the Legislative Council, the Secretary of State’s Office-Documents Division and the state library.

Rhode Island

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Committee Staffing
The House finance committee has year-round professional staff assistance. The other standing committees are authorized to hire committee clerks and legal advisors for the session. The research and legal staff for these committees are generally employed on a seasonal contractual basis. In addition, the eight joint standing committees hire committee clerks and share session attorneys. The Legislative Council does not staff standing committees.
SOUTH CAROLINA

GENERAL

The House and Senate have a decentralized, committee-based staffing pattern. In addition, the Senate has a central research office housed under the clerk of the Senate that provides bill drafting and amendments upon request of a member or committee. Certain library resources, bill drafting, computer services and audit responsibilities are under joint supervision. In the House, the speaker ultimately decides employment and personnel matters. The House Operations and Management Committee advises the speaker on these issues. In the Senate, each department head (chairperson) is responsible for employment matters within his or her department. The Senate Operations and Management Committee was established in 1978 to provide and establish general policy under which each department operates.

SHARED SENATE/HOUSE SERVICES

Legislative Council
The Legislative Council is under the general supervision of a group composed of the Senate president, the House speaker, chairs of the Senate and House judiciary committees and the secretary of state. The council elects a code commissioner who is also the director of the legislative council office. The council provides bill drafting and limited legal and subject matter research services for the General Assembly, state agencies and departments. Other responsibilities include publication of the Acts and Joint Resolutions of the General Assembly, supervision of the publication of the annual supplement to the code and the recodification of state laws. The council maintains a legislative library and a duplication service.

Legislative Audit Council
The council staff is supervised by a board comprised of three citizens elected by the legislature. The council executive director serves a four-year term. The staff audit state agencies for fiscal management and program efficiency and effectiveness.

Legislative Printing and Information Technology Systems
The Office of Legislative Printing operates and maintains a computer network of more than 650 remote devices. This unit is under the direction and supervision of the clerks of the Senate and House. It is responsible for providing word processing capabilities to House and Senate offices and the legislative council and manages the printing of all legislative material except the Code of Laws. Data bases maintained on this system include full text of all bills, bill history, regulations, state reports, the State Register and the Code of Laws.

SENATE

Leadership Staff
Senate leaders employ full-time secretarial support.

Members’ Personal Staff
Senators who are not committee chairs share year-round clerical help. Those senators occupy a two-member office suite and the member with greater seniority in that office makes the hiring decision for one clerical position.
Clerk of the Senate
The clerk supervises the support services of the Senate, including bill printing, recordkeeping, calendar and journal preparation, maintenance and clerical staff, mail, payroll and personnel records. The clerk also has responsibility for the Senate research office, a small, centralized research staff that conducts a full range of research and bill drafting activities and answers individual members’ requests. The clerk is elected by the Senate membership.

Committee Staffing
The major committees of the Senate are authorized to hire a research director who is responsible for committee management, analysis of legislation and in-depth research projects. Committee executive secretaries are hired by standing committees to handle clerical duties. In the Senate, committee chairs, upon approval of the Operations and Management Committee, are the sole hiring authority of committee staff.

HOUSE

Leadership Staff
The speaker employs a research assistant to work on special projects and to monitor legislative actions. The speaker also is authorized to hire support staff for his capitol office. Other House leaders employ full-time secretarial support.

Members’ Personal Staff
Representatives do not have full-time personal staff, but a word processing center, along with other centralized services such as receptionists, are available year-round for all members. Additionally, House members receive a very limited allowance with which they can retain a part-time aide to assist them during session.

Clerk of the House
Elected by the House members, the clerk is responsible for the preparation and printing of bills, journals, calendars and other documents. The clerk is also responsible for payroll, personnel records, staff training, new member orientation, coordinating work with committee research staff, processing members’ expense accounts and supervising clerical services of the House.

Office of House Research
The House research office handles research requests from members, in addition to publishing a newsletter with research reports on key issues (weekly during session, monthly in the interim), which is sent to all members.

Committee Staffing
The major committees of the House are authorized to hire a research director who is responsible for committee management, analysis of legislation and in-depth research projects. Committee executive secretaries are hired by standing committees to handle clerical duties. House chairpersons may hire their own secretaries, but must confer with the speaker on the employment of professional research personnel.
SOUTH DAKOTA

GENERAL

All staff services are provided by two joint nonpartisan agencies. Both agencies are supervised by the Executive Board, a body of 15 legislators elected by the House and Senate.

SHARED SENATE/HOUSE SERVICES

Legislative Research Council
The council staff is responsible for session administration, bill drafting, legal research, fiscal analysis, budget review, short-term and in-depth studies and code revision. The council structure is divided into three main offices: fiscal analysis, research analysis and code counsel. The council staffs all interim and standing committees. The director of the council is responsible for recruiting session employees and processing their payroll and records. The council handles printing, record keeping, data processing, library functions and the legislative page program.

Although there are three distinct offices in the council, staff from all three often work together on projects.

Department of Legislative Audit
The audit staff is the largest legislative agency. The office monitors the financial practices of state programs and departments. The staff conduct periodic audits of state agencies and local governments.

SENATE

Leadership Staff
The Senate majority leader is assigned a personal secretary during the session. Interns are hired and assigned to staff the partisan caucuses during the session. The majority and minority leaders have their own interns. Committee chairs share interns. The Legislative Council screens all intern applications.

Members’ Personal Staff
During the session, members use their committee secretaries for personal secretarial services if needed.

Secretary of the Senate
The secretary of the Senate is a session-only partisan position. The secretary supervises certain session staff and is responsible for the preparation of the calendar and journal. The Legislative Research Council handles administrative duties for both chambers. The council director recruits the staff in the secretary’s office, but the Senate majority leader makes all appointments. Compensation is set by a Joint Select Committee, a bipartisan committee with three members from each chamber.

Committee Staffing
The Legislative Research Council assigns a secretary to each standing committee. All other research and support staff are provided by the council. Each of the council’s research analysts serves two or three committee assignments, with five staff members sharing responsibility for the appropriations committees.
HOUSE

Leadership Staff
The speaker is assigned a personal secretary during the session. Interns are hired and assigned to staff the partisan caucuses during the session. The majority and minority leaders have their own interns. Committee chairs share interns. The Legislative Council screens all intern applications.

Members’ Personal Staff
During the session, members use their committee secretaries for personal secretarial services if needed.

Chief Clerk of the House
The House chief clerk is a session-only partisan position. The clerk supervises certain session staff and is responsible for the preparation of the calendar and journal. The Legislative Research Council handles administrative duties for both chambers. The council director recruits the staff in the clerk’s office, but the speaker of the House makes all appointments. Compensation is set by a Joint Select Committee, a bipartisan committee with three members from each chamber.

Committee Staffing
The Legislative Research Council assigns a secretary to each standing committee. All other research and support staff are provided by the council. Each of the council’s research analysts serves two or three committee assignments, with five staff members sharing responsibility for the appropriations committees.
TENNESSEE

GENERAL

The 1977 reorganization of the staff agencies in Tennessee led to the creation of the Joint Legislative Services Committee to oversee the operation of most nonpartisan, joint staff services. Other legislative and constitutional offices provide additional staff support on a joint nonpartisan basis. The committee makes recommendations on management, policies and procedures to be employed in providing services to the General Assembly or either house thereof. The committee appoints the directors of the offices of legislative administration, legal services and management information systems. The speakers of both houses decide all personnel matters and together they chair the services committee. In the Senate, the lieutenant governor serves as speaker.

The speaker of the Senate and the speaker of the House appoint the director of the Office of Budget Analysis. This office provides policy consultation and budget and financial analysis for the Senate, the House of Representatives, joint services and select and oversight committees and for both speakers.

Joint Legislative Services Committee

The committee oversees the operations of three offices and appoints the directors of the offices of legislative administration, legal services and management information systems. The speakers of both houses chair the committee.

Office of Legislative Administration

This office has the responsibility to prepare the budget for the General Assembly; to maintain accounting, payroll and personnel records; to purchase and distribute supplies and materials; to disburse funds for expenses of the General Assembly and to provide maintenance services for all legislative facilities.

This office also is responsible for human resources management and administration, including classification and compensation, policy development, employee relations, recruitment and interviewing, work environment issues and ensuring compliance with state and federal employment policies for the General Assembly.

Office of Legal Services

This office prepares and assists in the preparation of proposed legislation and amendments; reviews legislation as to form and style; enters all proposed legislation in the legislative data base; submits recommendations on defective or anachronistic laws; provides legal and research staff services to legislators and committees as requested by committee chairmen; provides staff services to the Tennessee Code Commission; and advises the General Assembly on provisions of the Tennessee Code Annotated that have been repealed by implication or that have been held unconstitutional by the Tennessee Supreme Court or by the U.S. Supreme Court. During each session, the office also provides summaries and abstracts of proposed legislation. In addition, legal staff is assigned to all committees.

Office of Management Information Systems

This office has the responsibility to operate, maintain and enhance all legislative computer information. The office was created by statute during the 95th General Assembly and is mandated to have available the current Tennessee Code Annotated in computer form in order to maintain a complete and accurate bill cross-referencing activity reporting system, to supply automated office functions, to provide legislative computer training and to evaluate computer requirements for the legislative branch. This office provides
the equipment, expertise and assistance when performing legislative reapportionment. Additionally, this office reports on the content of pending legislation; arranges for the printing, distribution and sale of the *Tennessee Legislative Record*, the daily service, proposed legislation, amendments and a wide variety of other legislative publications during each legislative session.

**Office of Legislative Budget Analysis**
This office is responsible for conducting detailed analysis of the state’s budget and its content; summarizing the short- and long-term financial impact of legislation on the state’s funding sources and methods; and making recommendations on the financial impact of public policy decisions and changes designed to bring about economies for the state. The speaker of the House and the speaker of the Senate appoint the office’s director.

**Fiscal Review Committee**
The function of this committee is to conduct a continuing review of such items as revenue collections, budget requests, the recommended executive budget, appropriations, work programs, allotments, reserves, impoundments, the state debt and the condition of the various state funds. The committee also is responsible for preparing fiscal notes for all general bills or resolutions that are introduced in the General Assembly and that have a fiscal effect on state or local government.

**Select Oversight Committee on Correction**
This committee was created by statute during the 1985 Special Session on Correction for the purpose of reviewing capital expenditures for prison construction projects and Department of Correction operations and programs, including alternative sentencing programs, release policies and programs and the use of local jails for incarcerating felons. The committee prepares written comments for the State Building Commission with regard to capital projects involving correction and prepares written comments for standing committees of the General Assembly with regard to all bills with a potential impact on correction.

**Select Committee on Children and Youth**
This committee is recognized as a national leader in advancing model legislation for children and families. Created in 1987, it is composed of the members of each house representing the standing committees of finance, ways and means, judiciary, education and health and human resources.

**SENATE**

**Leadership Staff**
The speaker of the Senate—who also serves as the lieutenant governor—has five staff, including a chief of staff, an executive assistant for policy and research, an executive assistant for scheduling, an administrative assistant and an executive secretary. The Senate majority and minority leaders have an executive assistant for policy and research and an administrative assistant.

**Members’ Personal Staff**
Each member of the Senate is assigned one executive secretary to perform administrative and clerical functions for the office.

**Office of the Chief Clerk of the Senate**
As a full-time employee, the chief clerk is responsible for the record-keeping, bill processing, calendars, journals and session clerical support for members and committees. The chief clerk’s office administers the daily activities of the floor sessions. The chief clerk of the Senate also has the responsibility for enrolling and engrossing bills.

**Committee Staffing**
In the Senate, each standing committee is assigned a full-time research analyst and an executive secretary to provide research and handle the administrative functions for the chair and the committee. In addition, legal staff from the Office of Legal Services is assigned to all committees.

**HOUSE**

**Leadership Staff**
The speaker of the House has the assistance of five staff, including a chief of staff, an executive assistant, a legislative assistant and two administrative assistants. The House majority and minority leaders have three staff persons—one legislative assistant, one executive assistant and one administrative assistant.

**Members’ Personal Staff**
Every two House members share one executive secretary to perform their administrative and clerical functions.

**Office of the Chief Clerk of the House**
As a full-time employee, the chief clerk is responsible for the record-keeping, bill processing, calendars, journals and session clerical support for members and committees. The chief clerk’s office administers the daily activities of the floor sessions. The Office of the Chief Engrossing Clerk of the House has the responsibility for enrolling and engrossing bills for the House of Representatives.

**Committee Staffing**
The House of Representatives utilizes the House Research Division—created in 1995 and consisting of eight research analysts and a director—to provide research services for the standing committees of the House of Representatives. House committee offices are assigned a minimum of two executive secretaries year-round and one intern during session to perform administrative and clerical support functions for the committee. In addition, legal staff from the Office of Legal Services is assigned to all committees.
TEXAS

GENERAL

Although much administration and support is under the direct control of the presiding officers of each chamber, some research services in the Texas Legislature are decentralized to the committees. Other professional staff services are provided by joint central agencies, notably budget and audit and the Legislative Council. Each chamber has formalized personnel procedures, job descriptions and qualifications and personnel management under the auspices of the House and Senate administration committees.

SHARED SENATE/HOUSE SERVICES

Legislative Council
The council is composed of 14 members. Two of the members are the speaker and the lieutenant governor, who serve as the joint chairs of the council. Six of the members are state representatives, of whom five are appointed to the council by the speaker and one of whom serves on the council by virtue of being the chair of the house administration committee. Six of the members are state senators appointed to the council by the lieutenant governor. The council was created in 1949 to handle the Legislature’s general research needs, particularly during the interim. The council, headed by an executive director, provides services regarding bill drafting, statutory revision, legal research, research projects for interim committees and short-term research. The council handles computer services for the Legislature and legislative agencies, printing and distribution of bills and all document preparation and processing for the House. A legal editing staff does enrolling and engrossing of House bills.

Under the general direction of the executive director, the council staff is organized into five major divisions: administration, document production, information systems, legal and research.

Administration Division
The administration division is responsible for directing and coordinating the day-to-day operations of the council. The division assists the Legislature by enhancing the ability of other divisions to provide direct services to the presiding officers, members of the Legislature and their staffs, legislative committees and other legislative service agencies.

Document Production
The document production division provides text and data input, proofreading, graphic design and layout, printing and photocopying and delivery and document distribution support for various agency responsibilities. These include: the preparation of council documents, including legislative document drafts, correspondence, reports and publications, preparation and distribution of house official printings, engrossments and enrollments, and updating of council-maintained databases, including an elections database.

Information Systems
The information systems division of the council administers computer support services to members of the Legislature, the lieutenant governor and their administrative offices, the Texas Legislative Council, the Legislative Reference Library, the State Auditor, the Legislative Budget Board and the Sunset Advisory Commission. The division’s services include: providing computer hardware and software to satisfy the needs of the legislative offices, training legislative officials and staff in the use of the hardware and

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software, consulting with legislative officials and staff to evaluate their computer needs, providing maintenance and support through personal contact, telephone and online methods, supporting web development and maintaining internet access for the Legislature and of the legislative agencies. During the session, the division offers real-time internet viewing of the House and Senate floor proceedings and committee meetings to viewers in the legislative community.

**Legal Division**
The legal division provides professional, nonpartisan legal services for all members of the Texas Legislature and the lieutenant governor. The staff provides bill drafting, legislative counseling and legal research and writing. Additionally, it manages the statutory revision program and provides legal support on a variety of special legislative projects, such as removal proceedings and election contests.

**Research Division**
The research division of the council provides nonpartisan research, analysis, writing, data compilation, mapping and redistricting services for all legislators, legislative committees and the lieutenant governor. Specific services include: resolution and conference committee report side-by-side analysis drafting, legislative research and writing, interim committee research support, general legislative reference and research and analysis publication preparation, redistricting information and support, statistical and demographic data compilation and analysis and computer mapping and analysis.

**Legislative Reference Library**
The library offers spot research assistance, provides a clipping service and maintains various reference materials, including sizeable collections of state and federal statutes and sessions laws and general reference works. During the session, the library operates a toll-free, public information telephone service.

**Legislative Budget Board**
With strong budgetary powers vested in the Legislature, the budget board plays a critical role in developing the state’s biennial budget. The budget board is headed by a 10-member board (five from each chamber), with the lieutenant governor and speaker serving as co-chairs. The staff director oversees the following functions:

- Preparation of budget recommendations at the outset of each regular session and assistance in key legislative committees (House Appropriations and Senate Finance), with deliberations on the appropriations bill;
- Preparation of estimates associated with the budget, such as school finance analysis, health and human services caseloads and correctional populations;
- Preparation of fiscal notes analyzing the five-year impact of proposed legislation; and
- Development of policy recommendations based on efficiency reviews of state agencies, institutions of higher education and public school districts.

During the interim, the staff assists legislative committees with interim charges, conducts ongoing budget analysis and research on policy matters and works with the governor’s office to prepare instructions to agencies for the next legislative budget cycle.

**Legislative Audit Committee**
The Legislative Audit Committee is composed of six members, all of whom serve ex officio by virtue of their elective or appointive positions. The members include the lieutenant governor and speaker of the House and the chairs of the Senate Finance Committee, The House Appropriations Committee, the House Ways and Means Committee and a Senate member appointed by the lieutenant governor. The audit office develops an annual audit plan based on statutory requirements and a risk assessment process. The proposed audit plan is submitted to the audit committee for their consideration and approval.
Sunset Advisory Commission
The commission is charged with the periodic review of most of the state’s agencies. Agencies are evaluated as to the continued need for their existence, whether duplication exists with other agencies and whether changes—either statutory or management—are needed to improve and strengthen the way the agencies operate in order to save state funds. The commission is composed of 12 members—five senators and a public member appointed by the lieutenant governor and five representatives and a public member appointed by the speaker. The commission recommends action to the Legislature on each agency reviewed and a bill must pass to continue the agency in the subsequent session of the Legislature or it is automatically abolished.

SENATE

Leadership Staff
The lieutenant governor—who presides over the Senate—receives additional allowances to hire administrative, research, press and clerical staff. The lieutenant governor employs 15 to 30 professional and support staff on a year-round basis with additional session staff.

Members’ Personal Staff
The Senate provides each member with an allowance to pay for district and capitol office expenses and staff. Most Senate members have year-round staff in their district and capitol offices. However, among members, however, staffing patterns vary widely.

Each senator receives $36,000 per month during session and $34,000 per month during the interim for office staff and for intrastate travel expenses for staff. Unexpended portions may be carried forward from month-to-month. Senators may set staff salaries within the limitations of a job classification schedule that includes position titles and salary ranges.

Senate Committee on Administration
The Senate Committee on Administration is responsible for all support services, chamber operations, financial management and personnel for the Senate.

Secretary of the Senate
The secretary of the Senate is elected by the members and serves as chief administrative officer of the Senate and manages the general budget and oversees all expenditures. The secretary is responsible for both legislative and administrative operations in the Senate.

Legislative responsibilities of the secretary include scheduling of facilities, providing session support staff and chamber operations. Legislative operations oversees those offices whose functions primarily relate to recordkeeping and bill processing. The offices include the engrossing and enrolling clerk, journal clerk, calendar clerk, sergeant-at-arms, doorkeeper, committee coordinator and research and bill analysis.

Administrative responsibilities of the secretary include the daily administrative functions of the Senate. The offices include accounting, payroll, post office, clerical staff, inventory, custodial, purchasing and supplies, printing, staff services, human resources and media services.

Committee Staffing
The administrative committee determines the appropriations for each committee. The chair has autonomy in using the appropriation, but must follow minimum job qualifications and standard personnel policies that have been set by the administration committees. The number of staff hired by each committee may range from two to 15 full-time employees. Staff size may vary from the session to the interim. Working conditions and committee research responsibilities are determined by the chairperson.
HOUSE

Leadership Staff
The speaker receives additional allowances to hire administrative, research, press and clerical staff. The presiding officer employs 15-30 professional and support staff on a year-round basis with additional session staff.

In addition to full time staff members, each session 10-15 students participate in the speaker’s internship program gaining legislative experience in various policy areas of their choosing.

Members’ Personal Staff
The House provides each member with an allowance to pay for district and capitol office expenses and staff. Most House members have year-round staff in their district and capitol offices. However, among members, however, staffing patterns vary widely.

Each House member receives $11,250 per month for office and staff expenses. Unexpended portions may be carried forward from month to month.

Committee on House Administration
The Committee on House Administration is directly responsible for the daily operations of the House. Responsibilities include managing the general budget and overseeing expenditures, maintaining and protecting House facilities and property and establishing policies governing all House functions. The committee and the speaker’s office set policy and generally oversee the operations of two divisions.

Legislative Operations
The legislative division is responsible for scheduling of facilities, session support staff and chamber operations. Legislative operations consist of those offices whose functions primarily relate to recordkeeping and bill processing. The offices include the journal clerk, chief clerk, voting clerk, committee coordinator and sergeant-at-arms.

House Business Operations
The business operations division is responsible for the daily administrative functions of the House. This includes accounting, payroll, personnel, post office, inventory, purchasing, supply, printing, custodial, media and photography functions. House Video & Audio Services offers live House and committee proceedings via the internet and television, allows members to produce public service announcements and maintains the House web site.

Committee Staffing
The administrative committee determines the appropriations for each committee. The chair has autonomy in using the appropriation, but must follow minimum job qualifications and standard personnel policies that have been set by the administration committees. The number of staff hired by each committee may range from one to six staff. Staff size may vary from the session to the interim. Working conditions and committee research responsibilities are determined by the chairperson.
GENERAL

Three subcommittees of the Legislative Management Committee, a joint bipartisan leadership group, direct the operations of four professional staff offices that serve the Utah Legislature. The research and general counsel, budget and audit subcommittees: 1) review and approve the respective office budgets; 2) make recommendations to fill vacancies in the positions of research and general counsel director, general counsel, fiscal analyst and auditor general; and 3) provide an annual performance review of the respective director, fiscal analyst and auditor general. Each subcommittee has equal representation from each major political party.

House and Senate sessional employees are generally considered patronage appointments and are hired by a special employment committee of majority party legislators. The employment committees consult with the minority party before hiring sessional employees for the minority.

SHARED SENATE/HOUSE SERVICES

Office of the Legislative Auditor General
The auditor general’s office is responsible for auditing state departments, institutions, school districts and state colleges and universities; conducting studies of department performance and effectiveness; making recommendations for actions that need to be taken; and evaluating the implementation, administration and cost-effectiveness of the programs.

Office of the Legislative Fiscal Analyst
The fiscal staff assists the appropriations committees of both houses and performs duties relating to legislative fiscal oversight. Staff members review the executive budget before the Legislature convenes; recommend budget and tax policies; study revenue and spending issues; prepare revenue estimates for existing and proposed legislation; and monitor state agency expenditures during the interim.

Office of Legislative Printing/Bill Room
The legislative printing office is under the direction of the legislative fiscal analyst. The office provides printing, typesetting and graphic services to the Legislature. The staff also prepare the daily and final Senate and House journals and distribute copies of House and Senate bills, agendas and bill status sheets.

Office of Legislative Research and General Counsel
The largest of the four offices operating under the Legislative Management Committee, the Office of Legislative Research and General Counsel is the research and legal staff arm of the Utah Legislature. This office provides all the research and legal staffing for the standing and interim committees. The staff provide legal and policy review of current law and proposed legislation; assist in the identification of critical legislative issues; draft legislation; recodify state laws; and represent the Legislature in litigation. In addition to the legal and research staff, the office houses a legislative research library and information center that provides resources and information to legislators, their interns, committees, staff, executive agencies and the general public.
Computer Services
Each staff office has at least one computer specialist. The Office of Legislative Research and General Counsel has four computer specialists who oversee the technical development and maintenance of electronic access to information and legislation, statutory retrieval, the automated drafting system and legislative bill tracking from a bill’s introduction to final action.

Internet
The Utah Legislature’s web site, maintained by the Office of Legislative Research and General Counsel, provides users with information about individual legislators, the legislative processes and performance audits, legislative publications, schedules, notices, agendas minutes and audio of standing, interim and appropriations meetings, audio of Senate and House floor debates, real-time floor calendars and bill status, text of bills and amendments, fiscal notes and votes and legislative histories back to 1990. The web site provides several ways to search for information and was named best legislative web site in the nation with the first Online Democracy Award in 2005.

SENATE

Leadership Staff
The Senate president employs assistants who are responsible for administrative duties, respond to constituent, public and lobbyist inquiries and act as liaisons with other legislative and state agencies. The Senate minority leadership has a full-time assistant throughout the year.

Members’ Personal Staff
Because members do not have personal staff, clerical support provided by full-time staff members is available on a limited basis to all members of the Senate year-round.

The Senate staff has increased by one and one-half FTEs over the past six years. One FTE was hired to handle media relations and to work as an assistant to the majority leadership. One-half FTE was hired to convert recordings of past floor debate (from the 2005 session back to 1965) so it can be put on the internet for research purposes. This same person works as the docket clerk during session.

The Senate has one full-time person who handles the computer services. During the session, one individual is hired to assist the computer specialist.

Secretary of the Senate
Appointed by the Senate president, the secretary has duties and responsibilities similar to those of the House clerk but also serves as the chief administrative officer, chief of staff and assistant to the president of the Senate. A Senate patronage committee determines personnel matters for temporary employees hired during the session.

Committee Staffing
Committees are provided legal, research and fiscal staff drawn from the central offices.
HOUSE

Leadership Staff
The House speaker employs assistants who are responsible for administrative duties, respond to constituent, public and lobbyist inquiries and act as liaisons with other legislative and state agencies. The House minority leadership has a full-time assistant during the session only and temporary assistance as needed during the interim.

Chief Clerk of the House
Appointed by the speaker, the clerk is responsible for chamber administration, calendars, journals, record keeping, session personnel, training of staff and related support tasks. Temporary session employees are hired by a patronage committee composed of legislative leaders. Salaries are set by resolution.

Committee Staffing
Committees are provided legal, research and fiscal staff drawn from the central offices.
VERMONT

GENERAL

Six nonpartisan staff agencies serve the Vermont legislature. Staff personnel are employed by one of these agencies that, in turn, are responsible to the corresponding legislative committee. Since the total number of staff employed by the Vermont General Assembly is small, most legislative staffing functions are not performed exclusively by any one staff agency, but are shared with others.

SHARED SENATE/HOUSE SERVICES

The Legislative Council
The legislative council is an eight-member joint legislative committee consisting of the speaker of the House and three members appointed by the speaker and the Senate president pro tem and three senators appointed by the Senate Committee on Committees. The staff of the council is headed by the chief legislative counsel and consists of fourteen attorneys or professional personnel. It also has 10 to 12 operations and administrative personnel. The council staff also hires and supervises approximately twelve temporary employees who provide clerical assistance to standing committees during each legislative session.

The permanent council staff are responsible for all bill drafting, amendments, legal and general research, staff for all standing committees and interim committees, some program audits, review of agency rules and provision of library facilities. The council staff also provide and maintain the State House automatic data processing system used for bill drafting, bill tracking and all other legislative support functions. This system is used by all other staff agencies of the legislature and by the committees and members. The council staff also create and maintain the state legislative web page.

The council staff provide general administrative and management support to the legislature. This includes preparing and administering the legislature’s own budget, which provides funds for the salary and operating expenses of the legislature and its members. The council processes members’ payroll and expense vouchers and maintains personnel records for the legislature. The legislature’s budget also includes the budgets for the House clerk’s Office and the Senate secretary’s Office. The council also prepares and administers its own budget, which is mostly for cost of personnel employed by it. The three other legislative staff agencies—the Joint Fiscal Office, the Office of Legislative Information Technology and the Sergeant-at-Arms—each administer and manage their own budgets.

The council also procures and provides most supplies used by members and committees, provides central copying services and contracts for printing.

The Joint Fiscal Committee and the Joint Fiscal Office
The Joint Fiscal Committee is comprised of 10 members, five House members, including the two House fiscal committee chairs (Appropriations and Ways and Means) and three others appointed by the speaker; and five Senators, including the two Senate fiscal committee chairs (Appropriations and Finance) and three other Senators appointed by the Senate Committee on Committees.

The staff of the Joint Fiscal Committee is the Joint Fiscal Office. It is headed by the legislative fiscal officer and employs six or seven other fiscal analysts and operations personnel. The fiscal office reviews the executive
budget, conducts fiscal studies, provides staff to the fiscal and transportation committees, monitors state revenues and expenditures and provides revenue estimates and fiscal impact analyses.

Office of Legislative Information Technology and the Joint Legislative Technology Oversight Committee
The Legislative Information Technology Committee is an eight-member committee consisting of four members fro the House and four members from the Senate. It provides strategic direction to the Legislative Information Technology staff.

The Legislative Information Technology staff provide computer services and support to all of the staff offices and to the staff members in support of the legislative process. They also provide computer services and support directly to the members, and they maintain the web site to provide the public with access to the legislative process. They operate under the direction of the Staff Oversight Committee, a committee consisting of the heads of the six staff agencies and the direction of the Legislative Information Technology committee.

Joint Rules Committee and the Sergeant at Arms
The Joint Rules Committee is an eight-member committee consisting of the speaker and the elected party leaders of the House, the president pro tem and the elected party leaders of the Senate. It provides overall management direction for the entire General Assembly.

The sergeant-at-arms is elected biennially by the members of the House and the Senate in joint session. The position is nonpartisan. The sergeant-at-arms employs an assistant sergeant-at-arms and during the session employs two administrative assistants and four official doorkeepers. The office also selects and supervises 20 to 30 student legislative pages during each session. The Office of the Sergeant-at-Arms is supervised by the Joint Rules Committee, which sets compensation and personnel policy for the office. The sergeant-at-arms is responsible for maintaining State House security and order and also provides numerous services and supplies to both Houses and all members.

SENATE

Leadership Staff
The leadership of the Vermont Senate have no staff, with the exception of one part-time assistant employed by the Senate president pro tem. Assistance is provided to the leadership by any of the five staff agencies and, depending on the issue, is usually shared among two or more of them. For example, assistance on legislative management issues (e.g. session length, adjournment resolutions, rules amendments) usually is provided by the Legislative Council and the Senate secretary. Policy and issue analysis may be provided by the Legislative Council and Joint Fiscal Office.

Members’ Personal Staff
Individual members have no personal staff (nor do they have personal offices either in their districts or in the State House). They are assisted in certain clerical tasks (such as constituent correspondence) by a secretarial pool employed by the Legislative Council, or in data processing (including word processing) by the council’s State House data processing managers, or in policy analysis by the council staff or the Joint Fiscal Office, or on legislative procedural matters by the Senate secretary or the council staff.

Office of the Secretary of the Senate
The Secretary of the Senate is elected each biennium by the Members of the Senate. The Secretary of the Senate employees an Assistant Senate Secretary and 2 or 3 other administrative personnel. Only the Secretary and one administrative person are full time employees, the others are employed for the session only. The office is non-partisan. It is supervised by the Senate Rules Committee, which sets staff compensation and
other personnel policies. The Senate Secretary’s Office assists in the supervision and management of the Senate chamber. It advises on parliamentary procedure, produces the daily calendars and journals, supervises bill tracking and maintains all official Senate records.

Committee Staffing
Both the Legislative Council staff and the Joint Fiscal Office provide services to standing, interim, joint and special committees. Unless the issue before the committee is exclusively fiscal or exclusively non-fiscal, committee services are provided jointly by the two offices. On major committee issues and projects, such as education property tax reform, a team of two or three council staff and one or two fiscal staff is designated by the heads of the staff offices.

HOUSE

Leadership Staff
The leadership of the Vermont House have no staff, with the exception of one administrative assistant employed by the speaker. Assistance is provided to the leadership by any of the five staff agencies and, depending on the issue, is usually shared among two or more of them. For example, assistance on legislative management issues (e.g. session length, adjournment resolutions, rules amendments) usually is provided by the Legislative Council and the House clerk. Policy and issue analysis may be provided by the Legislative Council and Joint Fiscal Office.

Members’ Personal Staff
Individual members of the Vermont legislature have no personal staff (nor do they have personal offices either in their districts or in the State House). They are assisted in certain clerical tasks (such as constituent correspondence) by a secretarial pool employed by the Legislative Council, or in data processing (including word processing) by the council’s State House data processing managers, or in policy analysis by the council staff or the Joint Fiscal Office, or on legislative procedural matters by the House clerk or the council staff.

Office of the Clerk of the House
The clerk of the House is elected each biennium by the members of the House of Representatives. The clerk employs two assistant clerks and three or four other administrative personnel. Only the clerk and one administrative person are full-time employees; the others are employed for the session only. The office is nonpartisan. It is supervised by the House Rules Committee, which sets staff compensation and other personnel policies. The House clerk’s office assists in the supervision and management of the House chamber. It advises on parliamentary procedure, produces the daily calendars and journals, supervises bill tracking and maintains all official House records.

Committee Staffing
Both the Legislative Council staff and the Joint Fiscal Office provide services to standing, interim, joint and special committees. Unless the issue before the committee is exclusively fiscal or exclusively non-fiscal, committee services are provided jointly by the two offices. On major committee issues and projects, such as education property tax reform, a team of two or three council staff and one or two fiscal staff is designated by the heads of the staff offices.
VIRGINIA

GENERAL

Three legislative agencies serve specific needs of the entire General Assembly and each is accountable to a joint House-Senate entity. The offices of the clerks of the House and Senate provide administrative and clerical support to their respective committees and chambers. Each member has an administrative assistant allowance that enables them to hire an administrative assistant.

SHARE HOUSE/SENATE SERVICES

Division of Legislative Services
This agency was created as the Division of Statutory Research and Drafting, a legal service agency, in 1930. In 1973, it was reorganized and redesignated. In addition to bill drafting and providing legal counsel, the division now handles all types of in-depth and short-term research and library services and provides professional staff for all standing committees, most permanent legislative commissions and all interim study groups. The Virginia Code Commission, the agency responsible for continuous code revision, is staffed by the division. The division is the repository for the filing of all administrative rules and regulations and the Code Commission has the added responsibility of publishing the periodic Register of Regulations and the Virginia Administrative Code. Recently added duties include the rendering of formal advisory opinions on Virginia’s Freedom of Information Act to citizens, the press and the public bodies. DLS also provides the technical and professional staff for all legislative redistricting processes in the Commonwealth. Subject to confirmation of the General Assembly, the division director is appointed by and serves at the pleasure of the rules committees of both houses. Services are provided by four operational sections in the division, each of which specializes in broad subject areas. The director makes all hiring and personnel policy decisions within the agency.

Joint Legislative Audit and Review Commission (JLARC)
A statutory agency of the legislature, JLARC has responsibility for conducting and reporting performance evaluations, operational and administrative audits and reviews and special studies. JLARC staff is organized into two divisions, and work is done by ad hoc teams. A director supervises staff activity and has responsibility for all personnel and organizational management matters. The commission consists of 14 legislators and the auditor of public accounts, who is an ex officio and nonvoting member. The commission appoints the JLARC director for a six-year term, subject to confirmation by the General Assembly and authorizes, reviews and acts on JLARC reports. The commission also has statutory responsibility for certain supervisory aspects of the office of the auditor of public accounts, which makes financial audits of all state agencies and some local jurisdictions. The commission may appoint the auditor in the event of a vacancy, subject to election by the General Assembly, for a four-year term, establishes positions and pay scales for audit staff and receives reports of audit exceptions. The audit and performance evaluation units operate independently of each other.

Division of Legislative Automated Systems
The Division of Legislative Automated Systems (DLAS) was created in 1980 to “… represent the interests of the General Assembly in activities involving obtaining and maintaining data processing services, electronic components and other related items.” Specific duties and responsibilities identified in the Code of Virginia include operate a data processing center, establish and maintain a legislative information system, obtain and manage publishing and printing services, perform computing and programming services, provide technical assistance and collect fees to offset service and printing costs. The Joint Rules Committee of the House and
Senate appoints the director of the division. The director serves at the pleasure of the Joint Rules Committee and is charged with day-to-day supervision of the employees of the division.

**SENATE**

**Leadership Staff**
The lieutenant governor, the president pro tempore and ranking majority and minority leaders are authorized to hire a full-time aide who is assigned to administrative tasks, limited research and constituent responsibilities. The lieutenant governor may hire additional full-time professionals as permitted by the budget and the other leaders are provided with session secretaries.

**Members’ Personal Staff**
Every member receives a staff allowance of $35,013 to be used for salaries for an aide or clerical person. The members have complete authority to hire their own staff, but the payroll is administered by the Senate clerk’s offices. The clerk’s office provide secretarial support during the session.

**Clerk of the Senate:**
The clerk of the Senate administers the Senate budget and is responsible for facilities management and support services for the Senate. The clerk of the Senate’s staff is responsible for the daily Senate calendar, Senate Journal, indexing, recordkeeping, bill flow, public information, security, pages, computer services, facilities management and personnel. The clerk is responsible for hiring the Senate temporary staff for session and administers the accounting functions for members’ allowances. Elected by the members of the Senate for a four-year term, the clerk also is responsible for referring bills and resolutions to the appropriate Senate committee.

**Committee Staffing**
The House Appropriations Committee is the only committee with its own professional staff. The Division of Legislative Services provides legal and research staff to all other committees. Each team from the services division is assigned to assist two to six committees. Committee clerks are provided through the Senate clerk's office.
HOUSE

Leadership Staff
The speaker and ranking majority and minority leaders are authorized to hire a full-time aide who is assigned to administrative tasks, limited research and constituent responsibilities. The leaders are provided with session secretaries.

Members’ Personal Staff
Every member receives a staff allowance of $35,013 to be used for salaries for an aide or clerical person. The members have complete authority to hire their own staff, but the payroll is administered by the House clerk’s offices. The clerk’s offices provide secretarial support during the session.

Clerk of the House
The clerk’s staff is responsible for the calendar, House Journal, indexing of legislation, recordkeeping, bill flow, security, public information, pages and computer services. The clerk also handles accounting for members’ allowances and hires most session staff with the approval of the speaker. Elected to a two-year term by the House, the clerk is keeper of rolls of the Commonwealth and as such enrolls and has custody of all acts of the General Assembly.

Committee Staffing
The Senate Finance Committee is the only committee with its own professional staff. The Division of Legislative Services provides legal and research staff to all other committees. Each team from the services division is assigned to assist two to six committees. Committee clerks are provided through the House clerk’s office.
WASHINGTON

GENERAL
The Washington Legislature has separate partisan staff who provide support for each caucus and separate House and Senate nonpartisan research staff who provide support to the standing committees of their respective houses. The chief clerk of the House and the secretary of the Senate serve as the top administrative officers of each chamber. The Senate Facilities and Operations Committee and separate caucus and nonpartisan House Employment Committee determine overall operating and personnel policies.

SHARED SENATE/HOUSE SERVICES

Code Revisor's Office
The agency, under the direction of the Legislature, is the official bill drafting office charged with technical review of all legislation prior to introduction. The staff also is responsible for publishing the revised code and administrative rules and provides technical legal support. The office is responsible for code revision to the independent Statute Law Committee appointed by the Legislature, the governor, the state Supreme Court and the Washington Bar Association.

Joint Legislative Audit and Review Committee (JLARC)
The committee oversees audit staff services. Headed by the legislative auditor, the staff’s primary responsibility is to conduct performance evaluations and other reviews of state programs and agencies. The staff is also responsible for conducting sunset reviews and carrying out special studies.

Legislative Evaluation and Accountability Program (LEAP)
Jointly operated by the House and Senate, the LEAP is a computer analysis unit and fiscal information system. Its governing body is a joint eight-member committee.

Office of Actuary
The smallest of the joint offices, the actuarial staff is overseen by a special joint committee of six members. The staff is responsible for monitoring the state’s retirement program.

Legislative Service Center
The Legislative Service Center supports all information technology needs of the Legislature. Services include hardware, software, telecommunications, applications development, system operations, training, consulting and planning.

Legislative Ethics Board
Authority over legislators and legislative staff on ethics issues is vested in a nine-member board, made up of four legislators and five non-legislators. The board can issue formal advisory opinions as well as adjudicate complaints. Penalties up to $5,000 can be assessed for violations. The board has a full-time legal counsel as staff. Additional support is provided by the House and Senate.
SENATE

Leadership Staff
In the Senate, the two top leadership positions in each caucus have a full-time executive assistant and a legislative assistant, both of whom work year-round. In addition, each caucus employs an attorney to serve as senior leadership counsel.

Members’ Personal Staff
Senators have a full-time legislative assistant on a year-round basis and an additional legislative aide during session. Upon request, senators also may have an undergraduate intern assigned to their offices.

Caucus Staff
The caucus staff perform a variety of functions, including policy and legal analysis, preparation of legislation, constituent communication and administrative support. The caucus staff also respond to member requests for assistance on research projects and constituent problems. The chief of staff of each caucus works closely with the leadership when hiring caucus staff.

Secretary of the Senate
The secretary of the senate is elected by members to administer the daily operations of the Senate, including the traditional chamber and bill processing duties. The secretary works closely with the Senate Facilities and Operations Committee on issues relating to personnel and administrative policies, hiring professional staff and overseeing the Senate budget. The committee consists of leadership from each caucus.

Senate Committee Services
Senate Committee Services consists of bipartisan professional staff. The staff support the Senate standing committees by providing legal analysis of laws, court decisions and proposed legislation; suggested legislative approaches to issues and bill drafting; and analysis of state agency programs and emerging federal, state and local issues. The staff coordinator works closely with the committee chairs to prepare the committee hearing agendas and the staff make the logical arrangements for the hearings.

Most staff are assigned to only one committee, although a few work with two or three committees. The staff are hired by the Senate Employment Committee with the assistance and advice of the committee services director.

Committee Staffing
Standing committees are provided with staff primarily by the Senate Committee Services. Committee staff in are hired through the Senate Facilities and Operations Committee with the assistance of the director of Senate Committee Services. The only exception is the Senate transportation committee, which has its own budget and handles its own personnel.
HOUSE

Leadership Staff
In addition to the support and research services provided by the caucus, the speaker and caucus leaders employ an administrative assistant and secretarial staff. The speaker also has some independent research staff.

Members’ Personal Staff
House members are provided with a full-time legislative assistant on a year-round basis.

Caucus Staff
The caucus staff perform a variety of functions primarily policy analysis and media relations. Caucus staff is hired by and reports to the caucus chief of staff, who coordinates with members of leadership.

Office of the Chief Clerk
The chief clerk is elected by a vote of the membership and serves the House as chief administrative officer and advisor. The clerk is responsible for chamber activities, calendars, journals, bill processing, financial management, record keeping, printing and administrative support to all House staff. Employment committees hire most permanent staff.

Office of Program Research
The Office of Program Research is responsible for research and legal support for all committees and members. The office consists of a staff of attorneys, policy analysts and fiscal analysts who serve the appropriations, capital budget and finance committees and the other standing committees of the House. The staff director reports to the speaker and the chief clerk. The staff are hired by a bipartisan employment committee with input by the director. One to three professionals are assigned to each committee except the Appropriations Committee, which has 12. The staff serve both parties. Staff conduct short-term and in-depth studies, bill and budget analysis, drafting and program review.

Committee Staffing
Standing committees are provided with staff primarily by the House Office of Program Research. Committee staff are hired through House Executive Committee with the assistance of the director of House Office of Program Research. The only exceptions is the House transportation committee, which has its own budget and handles its own personnel.
WEST VIRGINIA

GENERAL

The Legislature is provided with legal, professional and administrative staff services on a year-round basis. The legal and professional staff are supplemented by a few per diem staff during the regular session. The administrative staff is substantially increased by per diem staff during the regular session.

SHARED SENATE/HOUSE SERVICES

Joint Committee on Government and Finance
There are approximately 100 employees of the Joint Committee on Government and Finance who provide services to both the House and the Senate. The joint committee employees, with the exception of the Commission on Special Investigations, report to the legislative manager, who is also the legislative auditor. The legislative manager and the director of the Commission on Special Investigations are selected by the 14 legislative members of the Joint Committee on Government and Finance. Joint services provided to both the House and the Senate include the following.

Office of Legislative Services
The office is responsible for bill drafting, statutory revision, general and legal research and operation of the Legislature’s central printing service.

Legislative Auditor’s Office
The office is responsible for the financial audits and performance evaluations of state agencies. The budget division also assists the House and Senate finance committees with budget and fiscal analysis.

Legislative Automated System Division
The division is responsible for maintaining and operating the 300-computer legislative computer system and the legislative web site.

Office of Public Information and Library
The office is responsible for media relations and inquiries from outside the Legislature. Duties include assisting members with weekly newspaper columns and press releases. The office is also operates the legislative library and works with the Legislative Automated System Division to maintain the legislative web site.

Court of Claims
The court is a division of the Legislature that hears claims against the state. It makes recommendations to the Legislature for its consideration of payments as moral obligations of the state.

Legislative Rule-Making Review Committee
The committee is responsible for drafting legislative rules proposed by state agencies and for general and legal research dealing specifically with state rules.

Commission on Special Investigations
The commission is responsible for investigation of allegations of malfeasance, misfeasance or mismanagement in state government.

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SENATE

Leadership Staff
The Senate president is provided with professional and administrative staff. The Senate majority and minority leaders are provided a secretary. The president and majority and minority leaders are provided additional professional staff during regular sessions.

Members’ Personal Staff
Other than leadership and the chairmen of the major committees, individual members are not provided permanent personal staff. However, during session there is a secretary assigned to each senator.

Committee Staffing
The major standing committees of the Senate have permanent legal, professional and support staff, under authority of a Senate resolution adopted at the beginning of each regular session. The president has authority under the resolution to appoint this staff.

Some standing committees are authorized to meet as joint standing committees between regular sessions. These committees are staffed by the House and Senate committees’ legal, professional and administrative staff. Assistance also is provided by the joint committee staff.

A number of statutory committees that function mainly between regular sessions also are provided legal, professional and support staff services by the joint committee staff.

A number of interim committees authorized to make studies between regular sessions are provided professional and support staff services as noted above for joint standing and statutory committees.

Clerk of the Senate
The 38 members of the Senate staff report to the Senate clerk. The clerk is elected by the Senate members for a two-year term. Other staff in the Senate clerk’s office are authorized by the adoption of a Senate resolution at each regular legislative session, with actual appointment being made by the Senate president, who is authorized to add additional employees as needed. This resolution authorizes both permanent year-round staff and extra staff required during regular and extraordinary sessions.
HOUSE

Leadership Staff
The House speaker, the House majority leader, the House majority whip and the House minority leader are provided with professional and administrative staffs. The speaker and majority and minority leaders are provided additional professional staff during regular sessions.

Members’ Personal Staff
Other than leadership and the chairmen of the major standing committees, individual members are not provided permanent personal staff. For House members, there is a pool of secretaries to provide individual members with administrative support.

Committee Staffing
Each of the major standing committees has permanent legal, professional and administrative staff, under authority of a House resolution adopted at the beginning of each regular session. The speaker have authority under these resolutions to appoint this staff.

Some standing committees are authorized to meet as joint standing committees between regular sessions. These committees are staffed by the House and Senate committees’ legal, professional and administrative staff. Assistance also is provided by the joint committee staff.

A number of statutory committees that function mainly between regular sessions also are provided legal, professional and support staff services by the joint committee staff.

A number of interim committees authorized to make studies between regular sessions are provided professional and support staff services as noted above for joint standing and statutory committees.

Office of the House Clerk
Other staff members are centered in the House clerk’s office. The clerk is elected by the House members for a two-year term. All House staff are authorized by the adoption of a House resolution at each regular legislative session, with actual appointment being made by the House speaker, who is authorized to add additional employees as needed. This resolution authorizes both permanent, year-round staff and extra staff required during regular and extraordinary sessions.
WISCONSIN

GENERAL

The Wisconsin Legislature provides a variety of staff services ranging from nonpartisan, joint agencies to individual member staff. The Joint Committee on Legislative Organization with Assembly and Senate leaders as members, oversee the joint agencies. Most chamber services are administered under the chief clerk or the sergeant-at-arms, with policy set by the leadership committees on Assembly and Senate organization.

SHARED ASSEMBLY/SENATE SERVICES

Joint Committee on Legislative Organization
The 10-member Joint Committee on Legislative Organization (JCLO) is the policymaking body for the legislative branch. It is composed of the presiding officers, majority leaders, minority leaders and four assistant leaders. The JCLO supervises and makes policy for all legislative staff services, as well as speaking and standing for the legislative branch.

Legislative Audit Bureau
The Legislative Audit Bureau is a nonpartisan legislative service agency responsible for conducting financial and program evaluation audits of state agencies. The bureau’s purpose is to provide assurance to the Legislature that financial transactions and management decisions are made effectively, efficiently and in compliance with state law, and that state agencies carry out the policies of the Legislature and the governor. Audit bureau reports typically contain reviews of financial transactions, analyses of agency performance or public policy issues, conclusions regarding the causes of problems found and recommendations for improvement.

The Legislature’s JCLO appoints the state auditor, who is the director of the Legislative Audit Bureau. The Joint Legislative Audit Committee, which has advisory responsibilities for the bureau, may direct it to conduct audits and evaluations, receives reports issued, may conduct hearings on audit bureau reports and may introduce legislation pertaining to audit bureau recommendations.

Legislative Reference Bureau
The bureau operates under the general direction of the JCLO and is nonpartisan. The bureau provides bill and amendment drafting services, legal research on proposed legislation and general policy research. The bureau prepares a plain language analysis that is printed with each bill. The bureau provides library services and maintains a data processing system for indexing legislation and record keeping. The bureau chief and staff assist with enrolling and engrossing of bills and publishes each act on its date of publication. In odd-numbered years, the bureau publishes the Wisconsin Blue Book.

Legislative Fiscal Bureau
Under the general direction of the JLCO, the nonpartisan fiscal bureau and its director are responsible for analyzing agency budget requests, answering research requests from members, preparing fiscal notes, estimating state revenues and evaluating state agency programs. The bureau provides staff assistance to the Joint Committee on Finance.
Legislative Council
Headed by a director appointed by the JCLO, the Legislative Council staff provide professional, nonpartisan legal and research assistance to study committees created by the Joint Legislative Council and to the standing committees of both houses of the Legislature. The council staff also function as the administrative rules clearinghouse. Council staff members generally are assigned to two study committees and to two or more standing committees. The staff also provide administrative, secretarial and research support to the Joint Legislative Council, the JCLO, the Joint Committee on Employment Relations and other joint committees. The staff also provides legal background research for individual legislators.

Legislative Technology Services Bureau (LTSB)
Under the general direction of the JCLO, the nonpartisan LTSB is the single point of responsibility committed to providing timely technology services and support for the Wisconsin Legislature and the bureaus that serve the Legislature. The bureau provides enterprise-level consulting and support in the areas of office automation, payroll and accounting, constituent database support, Internet access, bill drafting, statute production, administrative code, legislative document publication and demographic and geographic analysis.

Revisor of Statutes Bureau
Also under the supervision of the JCLO, the nonpartisan revisor’s bureau edits and publishes the Wisconsin Statutes and Annotations and the Wisconsin Administrative Code and Register. The bureau publishes on CD-ROM and the Internet as well as in print. The bureau prepares revision and correction bills and performs related law publishing and advisory functions.

Joint Survey Committee on Retirement Systems
The 10-member retirement committee is assisted by a small research staff assigned to assess the actuarial soundness of the state’s public employee retirement system. The research staff also maintain a library of pension information.

SENATE

Leadership Staff
In the Senate, the presiding officer, majority leader, assistant majority leader, minority leader and assistant minority leaders are provided with an additional legislative assistant along with the basic staff positions allowed other senators.

Members’ Personal Staff
In the Senate, each member may select a full-time capitol secretary who is part of the clerk’s payroll. In addition, each senator has a staff allowance for hiring capitol or district office staff. The allowance may be used to hire two full-time staff members with full benefits and, with the approval of the Senate Organization Committee, other part-time or contractual employees who do not receive state benefits. The senators are free to hire whomever they wish, but maximum salary levels are determined by the chief clerk based on the prospective employee’s qualifications and the position duties. Senate members of the Joint Finance Committee and standing committee chairs are allowed one additional staff person. On average, each senator has three to four full-time staff.

Chief Clerk of the Senate
Like the Assembly clerk, the Senate chief clerk is responsible for both traditional chamber duties and administrative services for the Senate and serves as the chief administrative officer. The office includes a person to handle liaisons with private printing firms for production of newsletters and other documents. In addition, the clerk supervises management of each senator’s staff allowance. In hiring committee staff,
personal secretaries and other aides, the senator selects the employee, but the clerk determines the maximum salary based on the employee’s qualifications and the position requirements. The clerk is elected by the Senate and works closely with the Committee on Senate Organization. The committee determines the allocation of staff and is comprised of the five top Senate leaders, including the Senate majority leader as chair.

**Sergeant-at-Arms**
The Senate sergeant has the same powers and responsibilities as the Assembly sergeant. The sergeants-at-arms and the chief clerks cooperatively staff and operate the document and mailroom. The sergeant’s office schedules hearing rooms, operates photocopy equipment, provides messenger services and handles various clerical tasks.

**Committee Staffing**
The Legislative Council staff provides a professional, nonpartisan legal counsel or analyst to each standing committee and certain joint committees. Each council attorney or analyst has one or more primary committee assignments and serves as backup to other committees. In the Senate, each committee chair is authorized by the Committee on Senate Organization to hire a committee assistant who helps with research tasks, serves as liaison with other government agencies and the media and attends to the administrative affairs of the committee. In addition, the Senate chief clerk’s office provides and supervises an administrative assistant for each committee. Senate committee chairs may recommend to the clerk potential candidates for these positions.

**ASSEMBLY**

**Leadership Staff**
In the Assembly, the speaker and majority leader each have a full-time secretary and three aides who assist with administrative work, research requests, press and constituent affairs. Other Assembly leaders are provided with a full-time aide and a secretary.

**Members’ Personal Staff**
Assembly members hire their own legislative staff. Freshman legislators have one staff member, while more senior members, committee chairs and leadership have between two and six staff members. Staff responsibilities include secretarial and administrative work, along with research requests, press and constituent relations casework.

**Chief Clerk of the Assembly**
Elected by the members, the chief clerk is the chief administrative and chief financial officer. The chief clerk supervises a staff that is responsible for duties prescribed by law and legislative rule, publication and distribution of the Assembly journal, bulletin of proceedings, hearing bulletin, daily calendar and all Assembly proposals and amendments. The clerk and staff produce the official record of all Assembly action, make the required entries in the Assembly Journal, direct the engrossing and enrolling of Assembly proposals, certify to the secretary of state all Assembly proposals that have passed the Legislature, present to the governor for action all Assembly proposals that have passed the Legislature and deposit documents and records with the appropriate state agencies. The clerk is responsible for all proposals while they are on the floor of the Legislature or going to or coming from committee, maintains custody of all Assembly records and documents and is the certifying agent of these records. The clerk advises the members of the Assembly on parliamentary procedure.

The Assembly chief clerk, through the Assembly Committee on Organization, administers the Wisconsin Assembly and manages its payroll, personnel and procurement functions.
Assembly Sergeant-at-Arms
The sergeant-at-arms is elected by the members and is a nonpartisan service agency. The sergeant-at-arms’ staff consists of full-time and part-time employees who provide security, document distribution, bill filing and mail responsibilities to members. Its main function is to assist legislators and their staff with their elected duties, including:

- Supervising the coming and going of all persons to and from the Assembly chamber.
- Maintaining order and quiet in and about the chamber, removing disorderly persons and clearing the galleries and other areas of the chamber when directed to do so by the presiding officer.
- Carrying out the instructions of the presiding officer in compelling the attendance of absent members.
- Ensuring that the U.S. flag is displayed in the room in which an Assembly committee is meeting.

Committee Staffing
The Legislative Council staff provides a professional, nonpartisan legal counsel or analyst to each standing committee and certain joint committees. Each council attorney or analyst has one or more primary committee assignments and serves as backup to other committees. In the Assembly, the major committees are provided with full-time research clerks, while half-time research clerks assist minor committees. Assembly chairs also are provided with a personal secretary to assist with correspondence and other clerical duties.
GENERAL

All permanent staff services for the Wyoming Legislature are consolidated in one office, the Wyoming Legislative Service Office (LSO). The LSO is the permanent, non-partisan central staff office of the Wyoming Legislature. LSO was created by the Legislature in 1971 to provide permanent staffing resources for the legislative branch of government. The staff is selected and services are performed on a non-partisan basis for both the Senate and the House. Thirty-three staff members currently work within LSO. Staffing at the LSO has increased by seven positions in the past five years, with the addition of a new general research section and small increases in other sections. LSO operates under the direction of the Legislature’s Management Council. The council is composed of 13 members, including the presiding officers, party floor leaders and other members selected from each party by the caucus. Policies, rules and regulations governing the general operations of the LSO are made by the management council.

Temporary employees are employed seasonally in the Senate and House to provide administrative and support functions during legislative sessions, which convene for 40 days in odd-numbered years and 20 days in even-numbered years. These staff are hired and supervised by the House and Senate chief clerks, who are also part-time session employees, with the approval of the presiding officers and the body for which they are hired. Wyoming legislators do not have personal staff or caucus staff.

SHARED SENATE/HOUSE SERVICES

Legislative Service Office

The Wyoming Legislative Service Office (LSO) provides year-round services to the Wyoming Legislature and serves as a central staff agency for both the Senate and the House. The LSO has seven sections:

Legal Services Division
This division provides bill and amendment drafting for committees and individual legislators. Members of this division serve as the staff of the Legislature’s joint interim and select committees. Staff is responsible for providing legal research services to committees and individual legislators. The division also performs reviews of agency rules and regulations as required by law under the administrative rule review process.

Budget and Fiscal Section
This section staffs the Joint Appropriations Committee (JAC). The section also provides support to other committees and individual legislators on budget matters and state expenditures. The staff develops information on revenues and prepares fiscal notes for proposed legislation. The section manager also serves as co-chairman of the state’s Consensus Revenue Estimating Group (CREG).

Program Evaluation Section
Staff from the Program Evaluation Section conduct evaluations of the effectiveness and efficiency of state government programs. This section’s work is conducted under the direction of the Management Audit Committee (MAC). The committee selects topics, although all legislators can suggest potential program evaluation topics for the committee’s consideration.
School Finance Section
This section coordinates legislative activities related to K-12 school finance reform and school capital construction efforts. This section serves as staff to the various committees charged with K-12 education responsibilities, in addition to staffing the Education Department of Education, local school districts and education consultants.

Information Technology Section
LSO information technology personnel provide computer support for the LSO staff, the session staff and the Legislature. Computer support includes hardware and software purchase and maintenance, training and application development. The section is responsible for the operation and maintenance of the Legislature’s bill drafting and tracking system and for maintaining and distributing the Wyoming Statutes on diskette to the public. Technology staff also maintain a legislative web site and intranet. Technology staff provides support for the staff computers and the laptop computers provided to each legislator. Beginning in 2001, the Legislature appropriated money to purchase laptop computers for all legislators, so this increased the responsibilities of the information technology section to provide laptop support and training to legislators.

Research and Information Services
In 2003, the Legislature created additional research capacity within the LSO by authorizing a general research function. These staff provide policy analysis on a wide variety of subject matters and respond to general research and information requests from committees and individual legislators. In addition, the Legislature employs a legislative information officer, who coordinates legislator training, media relations, legislative information management and civic education activities.

Administrative Services
In addition to providing staffing support to the LSO, administrative service staff provide information to legislators regarding items such as reimbursement for meetings, stationery, parking issues and other administrative details. These staff members are also responsible for answering many general questions from the public about the Legislature.

SENATE

Leadership Staff
During legislative sessions, majority and minority leadership in the Senate are each provided the services of a secretary.

Members’ Personal Staff
Wyoming legislators do not have personal staff. During legislative sessions, minimal secretarial support is available from a pool to all members.

Chief Clerk of the Senate
Temporary session staff personnel for the Senate operate under the direction of the chief clerk of the Senate. They serve only during the session and provide administrative support and processing services. Session staff help ensure the orderly flow of legislative proceedings during legislative sessions. Session staff in each house include the chief clerk, assistant chief clerk, staff supervisor, assistant staff supervisor, journal clerk, floor team operators, reading clerk, sergeant-at-arms, doormen, watchmen, telephone receptionist, pages, messengers, committee secretaries, copy clerks, leadership secretary, minority secretary, collators, hotline receptionists, bill status clerk and mail clerks.
Committee Staffing
During legislative sessions, secretarial support is provided to standing committees by temporary session staff. The LSO provides all other committee staff services, including serving as staff to interim committees. The LSO’s Legal Services Division staff most of the interim committees. Each Legal Services Division member is assigned to one or two joint interim committees and respective subcommittees during the interim. Legal Services members may also staff an additional select committee or two. Staff provide both administrative and professional services for committees.

Administrative responsibilities include providing a meeting notice to the committee and the public, drafting an agenda, arranging the meeting place and time and drafting minutes of meetings. Professional services related to committee staffing include conducting research, providing legal advice and drafting bills and amendments. In addition to conducting research related to committee topics, staff provides legal advice at the request of the committee and drafts legislation for the committee meetings. Staff drafts the legislation as approved by the committee. Staff from the Research and Information Services section may also assist in committee staffing, primarily providing research services to the committees.

HOUSE

Leadership Staff
One secretary is provided for the majority and the minority leadership in the House during legislative sessions.

Members’ Personal Staff
Wyoming legislators do not have personal staff. During legislative sessions, minimal secretarial support is available from a pool to all members.

Chief Clerk of the House
Temporary session staff personnel for the House operate under the direction of the chief clerk of the House. They serve only during the session and provide administrative support and processing services. Session staff help ensure the orderly flow of legislative proceedings during legislative sessions. Session staff in each house include the chief clerk, assistant chief clerk, staff supervisor, assistant staff supervisor, journal clerk, floor team operators, reading clerk, sergeant-at-arms, doormen, watchmen, telephone receptionist, pages, messengers, committee secretaries, copy clerks, leadership secretary, minority secretary, collators, hotline receptionists, bill status clerk and mail clerks.

Committee Staffing
During legislative sessions, secretarial support is provided to standing committees by temporary session staff. The LSO provides all other committee staff services, including serving as staff to interim committees. The LSO’s Legal Services Division staff most of the interim committees. Each Legal Services Division member is assigned to one or two joint interim committees and respective subcommittees during the interim. Legal Services members may also staff an additional select committee or two. Staff provide both administrative and professional services for committees.

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GUAM

GENERAL

In Guam’s unicameral Legislature, senators serve for two-year terms. The Legislature saw a reduction in the number of senators from 21 senators to 15, as a result of the voting decision of the people during the 1996 general election. Party leadership is responsible for hiring and supervision of full-time partisan staff, who serve at their pleasure. Upon receiving nominations from the majority members to fill staff positions, the Rules Committee is responsible for the selection and the direction of the staff assigned to accomplish administrative services and the duties associated with legislative sessions.

Personnel policy generally follows standard Government of Guam practices. Staffs subject to the direction of the Rules Committee are considered patronage employees. The Rules Committee determines all legislative salaries. The members elect four attaches: legislative counsel, clerk of the Legislature, sergeant-at-arms and chaplain. The Rules Committee chair also selects an executive director, who is responsible for the day-to-day administration of the Legislature and supervises all the attaches except the legislative counsel.

Executive Director
The executive director is appointed by and reports to the chair of the Committee on Rules. The director may recommend policy changes and new procedures to the chairperson on the Committee on Rules. Legislative staff personnel who are not employed by the legislative officers, the standing committees, an individual senator or the minority and who are working for the central staff shall come under the supervision of the director. The director is designated as the Legislature’s disbursing officer and is responsible for the following duties: personnel processing, travel processing, property control and procurement of supplies and maintenance of all records of legislative expenses, including staff salaries, wages and working hours.

Clerk of the Legislature
The clerk of the legislature or, in that person’s absence, a substitute designated by the speaker, shall prepare the legislative journal, keep accounts and records of all proceedings of each session and be responsible for their publication and perform other duties as directed or instructed by the chair of the Committee on Rules.

Legislative Secretary
The legislative secretary keeps members’ attendance records and prepares a quarterly attendance report. The secretary also compiles the voting record of each member on the passage of bills and other matters; attests by signature all bills, resolutions, orders, proceedings, contracts or documents issued by order of the Legislature; certifies and transmits to the governor all bills or other writings of the Legislature required to be presented, immediately after their passage or adoption by the Legislature.

Sergeant-at-Arms
The sergeant-at-arms, or the designee of the chair of the Committee on Rules, performs the following duties: maintains order under the direction of the presiding officer; executes the commands of the Legislature; provides availability of bills, committee reports and other matters of legislation; maintains legislative session folders for each member, serves subpoenas; and performs other duties as specified by the chair of the Committee on Rules or the speaker.
Legislative Staff Services: Profiles of the 50 States and Territories 2005-06

Legislative Counsel
The Office of the Legislative Counsel provides legal services to all members. Assistant legislative counsels may be designated by the speaker and the chairperson of the Committee on Rules in order to assist the legislative counsel when a conflict arises, or when otherwise deemed necessary. The legislative counsel is under the general supervision of the chair of the Committee on Rules and performs the following duties: acts as legal counsel for the Legislature; prepares bills, resolutions and reports at the request of any member; undertakes legal research as requested by a member; advises as to needed revisions of the laws of Guam and of the rules; presents statements to the Legislature calling attention to laws or rules that are obsolete or in conflict with other laws, resolutions or decisions of the courts; prepares, at the counsel’s discretion, a summary or digest pertaining to the intent, purpose and otherwise a general explanation of proposed bills, for distribution to the senators; serves as parliamentarian at all sessions; represents the Legislature in any legal matters before any courts; and maintains a legal library, for use by members, wherein all legal research materials shall be kept, including, but not limited to, all electronic and computerized legal CDs and diskettes, such as the Guam Code Annotated; and presents legal opinions orally or in writing.

Committee Staffing
The committee staff are hired by party leadership. They are partisan, full-time employees and serve at the will of the committee chairs.

Partisan Staff
Party leadership is responsible for hiring and supervising full-time partisan staff, who serve at their pleasure. This staff provides administrative services for party leaders, committee chairs and individual members.
PUERTO RICO

GENERAL

Puerto Rico’s staff services are controlled by the Senate president and the House speaker. Committee chairs and individual legislators make recommendations to the leadership for all appointments to their respective committee and personal staff.

SHARED SENATE/HOUSE SERVICES

Office of Legislative Services
The Office of Legislative Services includes a library, a translation service, a centralized legal and economics research division and a legislative drafting service. The translation service plays an important role in the nation’s only Spanish-speaking jurisdiction. The director of the office is appointed jointly by the chamber leaders. Staff is selected on a nonpartisan basis.

SENATE

Leadership Staff
The leadership of each represented political party receives additional budgetary allotments to staff their respective leadership duties. The amount depends on the size of the party’s delegation in the Legislature. Currently, the three political parties are the Popular Democratic Party, the New Progressive Party and the Puerto Rico Independent Party

Members’ Personal Staff
Members are assigned a budget amount to hire staff for their respective offices.

Committee Staffing
Each standing committee chair receives a budgetary allotment for committee staff, as determined by the Senate president. The committee staff usually are partisan and serve at the will of the committee chairs.

Other Staffing
The Senate president is in charge of the administration of the Senate, aided by an administrative staff. The secretary of the Senate is selected by the members and serves at the will of the president. The secretary is responsible for traditional chamber and bill processing functions.
HOUSE

Leadership Staff
The leadership of each represented political party receives additional budgetary allotments to staff their respective leadership duties. The amount depends on the size of the party’s delegation in the Legislature. Currently, the three political parties are the Popular Democratic Party, the New Progressive Party and the Puerto Rico Independent Party.

Members’ Personal Staff
Members are assigned a budget amount to hire staff for their respective offices.

Committee Staffing
Each standing committee chair receives a budgetary allotment for committee staff, as determined by the speaker. The committee staff usually are partisan and serve at the will of the committee chairs.

Other Staffing
The speaker of the House is in charge of the administration of the House of Representatives, aided by an administrative staff. The secretary of the House is selected by the members and serves at the will of the speaker. The secretary is responsible for traditional chamber and bill processing functions.
VIRGIN ISLANDS

GENERAL

The legislative power and authority of the Virgin Islands, created by Section 5-A of the Revised Organic Act of the Virgin Islands approved July 22, 1954, as amended, is vested in a Legislature that consists of one house, designated as the Legislature of the Virgin Islands.

The Legislature is composed of 15 senators who serve for two-year terms. It adopts its own rules of procedure, establishes standing committees, maintains its own records and elects its own officers. The presiding officer of the Legislature is the president of the Senate.

To be eligible to serve as a member of the Legislature, a person must have attained the age of 21 years, be a U.S. citizen, be a resident of the territory for not less than three years and be a qualified voter of the district from which election is sought.

The leadership of the Legislature consists of the following officers: president, vice president, legislative secretary, majority floor leader, White House liaison and minority leader. Officers, with the exception of the minority leader, are selected by a majority vote at the convening of a new Legislature.

President of the Legislature
This is the presiding officer of the Legislature, whose functions include chairing the sessions of the Legislature, maintaining order in the chamber, appointing members of all committees and designating the chairpersons, appointing legislative employees and other duties required by law or by the rules of the Legislature.

Vice President
This office performs the duties of the president in his absence.

Legislative Secretary
Duties of the legislative secretary include calling the roll of members, recording the presence or absence of a quorum and transmitting bills passed by the Legislature to the governor.

Standing Committees
Legislative standing committees are named for the program areas over which they have responsibility. Committees review programs and propose legislation. The findings and recommendations of the committees are reported to the Legislature for consideration. Other types of legislative committees include special committees, which are temporarily appointed to consider and report on special matters referred to them; and committees of the whole, which include the entire legislative body.

Centralized Services
The executive director is central to the administration and functioning of everyday legislative business. The director is responsible for the daily administration of the legislative offices on all three islands and is assisted on the islands of St. Croix and St. Thomas by full-time assistant executive directors.

All bills, legislation initiated by the governor, zoning change petitions, commendatory resolutions and formal correspondence pass through the office of the executive director before reaching the floor of the Senate. Acting as clerk of the floor, the executive director reads all bills, resolutions and correspondence and conducts all votes put to a roll call. Additionally, the executive director is responsible for the printing and distribution
of bills, acts, journals and other official documents; the preservation of legislative records; and the supervision of all employees who may be assigned to this office by the president of the Senate.

Post Audit Division
This division is attached to the Legislative Standing Committee on Finance. It monitors the financial affairs and transactions of every department or agency of the executive, legislative and judicial branches of government.

Office of Legal Counsel
This office is responsible for bill drafting and research for members of the Legislature. The legal counsel ensures language of bills introduced is legally correct and consistent with Virgin Islands Code. The office also advises the Senate on points of parliamentary procedure and acts as its legal arm on matters of litigation.

Office of Business Affairs
This entity is responsible for computing payroll, per diem and expense reimbursements for each senator and employee. The office acts as a purchasing clearing house for all items approved by the executive director or the Senate president and performs all legislative bookkeeping and accounting functions. Additionally, the office compiles and maintains all fiscal records.

Office of Media Services
Media services disseminates accurate and timely reports on legislative activities. The office issues daily press releases and reports on legislative activities as well as weekly updates and periodic analysis of controversial or complex bills. The office also provides releases on bill disposition.

Legislative Archive
The archive section is headed by a records analyst who is responsible for effective organizing of documents and archiving of documents and other legislative reference materials. In addition, archives works in concert with the legislative library, which is under the jurisdiction of the legal counsel’s office, giving that office maximum research capability.

Journal Section
The journal section types, prints and distributes all legislative bills and journals. The journal section maintains a bill register that indicates bill number, sponsors, committee assignments, pertinent dates and actions taken. At the end of each year, the journal section prepares a resume of legislation introduced and submits it to the lieutenant governor’s office for printing into the session laws and codification.

Legislative Reporters
The chief recording secretary is the chief recording officer of the Legislature. The responsibility of the area is to record and transcribe verbatim each legislative meeting. Such transcriptions are provided to each member of the Legislature, the executive director and the chief counsel upon request.

Sergeant-at-Arms
The sergeant-at-arms attends the Legislature during all its sittings and executes the commands of the Legislature; enforces rules as they relate to order and decorum in legislative chambers; and establishes a quorum at each meeting of the Legislature as provided for in the rules. The sergeant-at-arms is authorized to arrest for contempt all persons in the gallery who are found in loud conversation or who otherwise disturb the proceedings of the Legislature.
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Maintenance, Construction and Housekeeping
The chief of maintenance and construction supervises maintenance and construction staff who are qualified and trained in building repairs, maintenance and construction.