ASLCS Professional Development Seminar

1943 - 2013

Sacramento 70th Anniversary
This year, the American Society of Legislative Clerks and Secretaries (ASLCS) will hold its annual Professional Development Seminar in Sacramento, California. The ASLCS seminar is the premier training opportunity that brings together participants from across the country and internationally to learn important skills and procedures, build relationships, and bring home new tools and ideas aimed at enhancing the effectiveness of America’s state legislatures.
Legislative clerks, secretaries and their staffs work in a unique environment for which little formal training is available. ASLCS responds to these training needs by offering the only national training seminar specifically for those critical members of legislative staff. The purpose of the ASLCS Professional Development Seminar is threefold: to improve the administrative and parliamentary effectiveness of state legislatures; to develop procedures that enhance lawmaking; and to provide a forum where legislative staff can network and learn from their counterparts in other states. Don’t miss out on continuing your education and becoming a part of NCSL’s most dynamic staff section. If you can attend only one training seminar this year, plan to attend the ASLCS Professional Development Seminar in Sacramento!
ASLCS is proud to be celebrating its 70th anniversary in Sacramento, California. In 1943, under the leadership of Joseph A. Beek, secretary of the California Senate, ASLCS was formed. Secretary Beek served as the Society’s president for 25 years. His goals were to improve legislative administration and to establish better communication among clerks and secretaries throughout the United States and its territories. These goals remain true today.

Sacramento also has another important link to ASLCS—Paul Mason. Paul Mason served as the chief assistant secretary of the California Senate from approximately 1920 to 1950. He is more widely recognized, however, as the author of *Mason’s Manual of Legislative Procedure*. Mr. Mason published the first seven editions of *Mason’s Manual*. Now, the book is published by NCSL, with assistance from ASLCS through the Mason’s Manual Commission. *Mason’s Manual* serves as the “back-up” parliamentary authority or reference for most legislative chambers.
Preliminary Agenda

**Tuesday, October 8** (Pre-Conference Meetings)
- 9 a.m.-1 p.m. Mason’s Manual Commission
- 1-8 p.m. Registration/Information Desk
- 3-5 p.m. Nominating Committee
- 5-7 p.m. 2012-2013 Executive Committee
- 7-8:30 p.m. International Reception

**Wednesday, October 9**
- 8 a.m.-5 p.m. Registration/Information Desk
- 8-9 a.m. Breakfast
- 9-11:30 a.m. Plenary Session
- Noon-2 p.m. Lunch on Your Own
- 2-3:30 p.m. Concurrent Sessions
- 3:35-5 p.m. New Attendee Orientation
- Evening Opening Event at Sutter’s Fort

**Thursday, October 10**
- 8 a.m.-4 p.m. Registration/Information Desk
- 8-9 a.m. Breakfast
- 9:30-11:30 a.m. Legislative Expo
- Noon-2 p.m. Lunch on Your Own
- 2-3:30 p.m. Concurrent Sessions
- 3:35-5 p.m. Concurrent Sessions
- Evening Reception at California State Railroad Museum

**Friday, October 11**
- 8 a.m.-4 p.m. Information Desk
- 8-9:30 a.m. Breakfast on Your Own
- 9:45-10:30 a.m. Capitol Tour
- 10:30 a.m.-Noon Staff Breakouts
- 12:15-3 p.m. Lunch and 70th Anniversary Celebration at Stanford Mansion
- Evening Dinner at Old Sugar Mill

**Saturday, October 12**
- 8 a.m.-4 p.m. Information Desk
- 8:30-9:30 a.m. Breakfast
- 9:45-10:30 a.m. Capitol Tour
- 10:30 a.m.-Noon Staff Breakouts
- 12:15-3 p.m. Lunch and 70th Anniversary Celebration at Stanford Mansion
- 3:50-4:30 pm “C” Committee Meetings
- 6-7 p.m. State Dinner and Dancing
- 7-11 p.m. President’s Reception

**Sunday, October 13**
- 8-9:30 a.m. Business Meeting and Breakfast
- 9:30 a.m.-Noon 2013-2014 Executive Committee
- Noon Meeting Adjourned
Bill Kennedy has been an anti-poverty and civil rights attorney since 1974. He has tried more than 400 cases in state and federal courts, seeking equity mostly for clients who live in low-income communities of color. He is currently the managing attorney of Legal Services of Northern California, located in Sacramento, CA.

Through his case work on behalf of his clients and as the director of the Race Equity Project Bill has developed a keen understanding of cognitive science, the process by which the brain perceives, sorts, associates, and recalls information. This exploration helps to explain how bias is formed and how it affects a human being's decision making process. Importantly, it also helps us to understand how we must act consciously to insure that the outcomes of our work match our stated mission.

As a speaker, he is in great demand and has delivered his interactive presentation to groups nationwide, including the National Legal Aid & Defenders Association, the American Leadership Forum, the Nehemiah Emerging Leaders Program, the California Association of Redevelopment Agencies, Judges of the Federal District Court, Northern District of California, the Coalition On Regional Equity (CORE) and Ubuntu Green. He has also lectured on the subject at UCLA, UC Berkeley, UC Davis, University of San Francisco, and Seattle University School of Law.

Bill has published articles on social cognition in many professional journals and periodicals.

Social Cognition: Why in the Real World, Believing is Seeing!

Ninety percent of what we know about the human brain and its function has been uncovered by cognitive scientist in the past 30 years. The findings are astounding and have implications about how we see the world, engage others in day to day tasks, form and act upon biases, and ultimately how well we accomplish our goals.

This presentation will take the audience through a series of interactive cognitive experiments that will allow each person to see how their own brain processes information. Many of the demonstrations will be surprising and will reveal how we often, with the best of intentions, act in ways that prevent us from reaching our goals. The audience will also learn of the brain’s capacity for change, called plasticity and how we may adjust our perceptions to better conform to our values.
Dave Logan is a #1 New York Times best-selling author, management consultant, and USC faculty member. He co-founded CultureSync, a management consulting firm specializing in cultural change, executive coaching, and strategy, in 1997. Dave is also a faculty member in the Management & Organization department at USC’s Marshall School of Business. From 2001-2004, he served as Associate Dean/Executive Director of Executive Education. During that time, he started the Master of Medical Management (MMM), a business degree for mid-career medical doctors. He also managed programs in the United States and Japan in financial services, manufacturing, and high tech. Dave regularly serves as faculty at NCSL’s Legislative Staff Management Institute (LSMI).

Dave is also a best-selling author, having written (or co-authored) dozens of articles, training programs and four books, including *The Three Laws of Performance* and *Tribal Leadership*. He has been interviewed on CNN, Fox, National Public Radio and most major networks. Dave has a Ph.D. in Organizational Communication from the Annenberg School at USC.
This seminar will feature eight sessions that provide in-depth information and analysis on various institutional, procedural, and administrative topics.

**Teaching Custom, Usage and Practices**
Custom, usage and practices (CUPs) guide the operations of a chamber. But how do you teach these important, but often unspoken procedures to new legislators and staff? Hear from colleagues who have mastered this skill.

**The Benefits of Being an Associate Member**
Being a member has its perks! Learn about the many scholarship and professional development programs for ASLCS Associate members and how to take advantage of them.

**Comparing International Legislative Practices**
A discussion about the similarities and differences between the U.S. and international legislative systems. International guests will share their information about their legislative practices and the differences between various systems.

**Succession Planning and Surviving Change**
Review the greatest challenges and discuss ideas around succession planning and staffing changes. Learn how to survive stressful situations and achieve a smooth transition.

**Reflections on Legislative Service from an Associate’s Perspective**
Hear perspectives and reflections from other ASLCS Associate members about their legislative service over the years.

**With Liberty and Accessibility for All?**
Learn the technological, legal, and practical perspectives of providing documents and maintaining websites that are accessible to people with disabilities.

**If It’s Nice and Sunny Outside, Can I Still Save Files to “The Cloud?”**
It’s time for a pop quiz! This interactive session will test attendees knowledge about technology - new terms and cutting-edge concepts. Take the test and learn about best technology practices in legislatures across the country.

**Lessons on Parliamentary Procedure**
The 2020 Mason’s Manual Commission will teach a course on parliamentary procedure. Learn from your fellow colleagues about parliamentary situations and how to best handle them.
Other Sessions

Staff Breakouts
Take your networking and problem solving efforts to the next level! Staff breakout sessions provide a forum where attendees can discuss specific parliamentary situations and administrative challenges. Talk to experienced colleagues, obtain helpful solutions, and discuss shared experiences with your peers across the country. Four breakout sessions will be offered to attendees based on their positions:

- Principal clerks and secretaries;
- Assistant clerks and secretaries;
- Staff that cover legislative operations; and
- Staff that provide support services.

Legislative Expo
Show—and share—the way you do your job with your ASLCS colleagues! Bring journals, calendars, publications, programs, rule books, manuals, and any other documents related to your legislative duties to share with your peers from chambers across the country. This session is a great way to see how different chambers handle similar administrative challenges.
Sacramento, Spanish for “Holy Sacrament,” became California’s state capitol in 1854. The capitol building and its grounds cover 37 acres and was formally used for the first time by the legislature in 1869. The California Host Committee is looking forward to hosting clerks, secretaries and their staff.

Several events at historic state parks have been planned for your enjoyment:

- Welcoming reception at Sutter’s Fort
- Evening reception at the California State Railroad Museum
- 70th anniversary luncheon at the Stanford Mansion
- California Host Committee dinner at the Old Sugar Mill

What better way to celebrate the 70th anniversary of ASLCS than to attend its Professional Development seminar in California, where it all began!

The average temperature in October ranges from a high of 83 to a low of about 50 degrees.
Registration

Please register online or complete and return the printable registration form available on the seminar’s website. The deadline to register is Monday, September 30, 2013.

**Online Registration**

Registration online requires a credit card for everyone except legislators and legislative staff. Confirmations will be sent by e-mail. Those without an e-mail address may request their confirmation in the mail.

**Onsite Registration**

If you are unable to meet the Monday, September 30, 2013 registration deadline, please register onsite at the Sheraton Grand Hotel.

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**REGISTRATION FEES**

- **Legislative Staff**: $325
- **Spouse/Guests**: $195
- **Business/All Others**: $500
Guest Registration

The $195 spouse/guest registration fee includes admission to all scheduled meal functions and evening social events. It must be paid in full at the time of registration.

Cancellations

Cancellations received in the NCSL Denver office by Monday, October 7, 2013 will be refunded, minus a $50 processing fee. Cancellations must be made in writing and faxed to (303) 364-7811 or e-mailed to registration@ncsl.org. Fees cannot be refunded for registrations cancelled after the conference begins.

Confirmations

Confirmations will be e-mailed if an address is provided. Letter confirmations will be mailed upon request.
Reservations must be held by a credit card. The deadline for making hotel reservations is **Friday, September 13 2013**. After that date, reservations will be accepted at the seminar rate based on room availability. Room reservations must be cancelled 72 hours prior to the arrival date. Each attendee is responsible for making his or her own hotel and travel arrangements. To make a reservation, contact the Sheraton Grand directly at 1-800-325-3535 or 1-916-447-1700, and indicate that you are attending the “**ASLCS Professional Development Seminar**.” You may also make your hotel reservation online.
Sacramento is served by the Sacramento International Airport. The following airlines provide service into the Sacramento area: American Airlines, United Airlines, Delta, US Airways, Alaska Airlines, JetBlue and Southwest. Sacramento International Airport is approximately 11 miles from the Sheraton Grand Sacramento Hotel.

The California Host Committee and the Sheraton Grand Hotel will not provide transportation from the airport to the hotel. Super Shuttle has offered attendees a discounted rate of $11/each way with advanced registration.

Taxi service from the airport to the hotel is approximately $30 one-way. The airport supports a variety of rental car companies including Advantage, Alamo, Avis, Budget, Dollar and Hertz. Parking at the Sheraton Grand Sacramento Hotel is offered at a discounted rate of $12.00/day.

For flight arrangements, we invite you to use Christopherson Business Travel, the official travel agency of NCSL, at (800) 685-0038 or (303) 694-3322 from 7 a.m. to 6 p.m. Mountain Time. Airline reservations should be made at least seven days in advance. Christopherson Business Travel maintains a 24-hour toll-free line for flight changes and emergencies.
To ensure full participation and accessibility for all meeting attendees, please notify Joanne Stroud in the NCSL meetings department at (303) 856-1538 of any special accommodations you may require.

**USEFUL LINKS**

- **MEETING WEBSITE**
  for the most up-to-date information
- **ONLINE REGISTRATION**
  **deadline is September 30, 2013**
- **CALIFORNIA BLOG**
  ride the Wave to the Golden State Blog
MORE INFORMATION

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