**Legislative Summit Meeting**

**Schedule for Executive Committee and Legislative Staff Coordinating Committee**

**WESTIN BOSTON WATERFRONT HOTEL**

425 Summer Street | BOSTON, MA 02210 | PHONE: (617) 532-4600

**SCHEDULE OF MEETINGS**

(Updated as of 7/25/2017 — Subject to changes in times and events)

All meetings take place at the Westin Boston Waterfront Hotel unless indicated otherwise.

<table>
<thead>
<tr>
<th>Saturday, August 5</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>8:30 – 11 a.m.</strong></td>
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</tbody>
</table>
| **9 – 10 a.m.** | LSCC WORK GROUPS  
Staff Section Officers  
Standing Committees  
Strategic Planning | Hancock  
Revere  
Paine |
| **10 – 11 a.m.** | LSCC SUBCOMMITTEE MEETINGS  
Legislative Institution  
Information Technology, Social Media, E-Learning and Outreach  
Programs and Professional Development | Hancock  
Revere  
Paine |
| **11 a.m. – 5 p.m.** | NCSL TASK FORCE ON ENERGY SUPPLY | Grand Ballroom B |
| **11 a.m. – 12 p.m.** | FULL LSCC | Faneuil |
| **12 – 4 p.m.** | NCSL TASK FORCE ON IMMIGRATION AND THE STATES | Stone |
| **12 – 1 p.m.** | EXECUTIVE COMMITTEE WORK GROUP ON STANDING COMMITTEES | Commonwealth Ballroom ABC |
| **1 – 5 p.m.** | NCSL TASK FORCE ON STATE AND LOCAL TAXATION | Grand Ballroom CDE |
| **1 – 2 p.m.** | MEMBER OUTREACH AND COMMUNICATIONS SUBCOMMITTEE | Faneuil |
| **2 – 3 p.m.** | BUDGET, FINANCE AND RULES SUBCOMMITTEE | Faneuil |
### Saturday, August 5 continued

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 - 5:30 p.m.</td>
<td>NCSL Task Force on Innovations in State Health Systems</td>
<td>Commonwealth Ballroom ABC</td>
</tr>
<tr>
<td>3:15 – 4:30 p.m.</td>
<td>Full Executive Committee</td>
<td>Harbor Ballroom 2 &amp; 3</td>
</tr>
<tr>
<td>5 – 6 p.m.</td>
<td>NCSL Legislator Nominating Committee Meet the Candidates Reception</td>
<td>Griffin</td>
</tr>
</tbody>
</table>

The Fall Executive Committee meeting will be held Oct. 12-14 at the Hilton Garden Inn in Sioux Falls, S.D.

The Winter Executive Committee meeting will be held Jan. 25-28 at the Mill House – Wyndham Grand Hotel in Charleston, SC.
Executive Committee Meeting  
Saturday, August 5, 2017  
3:15 – 4:30 p.m.  
Harbor Ballroom 2 & 3  
Westin Waterfront

AGENDA

Call to Order, Roll Call and Recognition of Guests  
Executive Committee Meeting Minutes from Santa Fe ........................................... 1  
Executive Director’s Report and NCSL Strategic Plan ....................................... 7  
State-Federal Affairs Report ................................................................................ 13  
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Work Group on Standing Committees ................................................................. 60  
Legislative Staff Coordinating Committee ......................................................... 74  
NCSL Foundation for State Legislatures Report ................................................. 92  
International Program – Speaker: President Jacques Chagnon of Quebec  
Bylaws and Rules of Procedure ......................................................................... 98

The Executive Committee meeting will be held on Saturday, August 5, 2017, at the Westin Boston Waterfront. The Legislative Summit will follow August 6-9, 2017.

The Fall Executive Committee will be held October 12-14 at the Hilton Garden Inn Downtown in Sioux Falls, South Dakota.
<table>
<thead>
<tr>
<th>Executive Committee 2016 - 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Member Roster</strong></td>
</tr>
<tr>
<td><em>(Last update July 17, 2017)</em></td>
</tr>
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</table>

### NCSL OFFICERS

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>President</strong></td>
<td>Senator Dan Blue</td>
<td>Senator Democratic Leader&lt;br&gt;North Carolina General Assembly&lt;br&gt;Legislative Building, Room 1129&lt;br&gt;16 West Jones Street&lt;br&gt;Raleigh, NC 27601-2808&lt;br&gt;(919) 715-2880&lt;br&gt;<a href="mailto:Dan.Blue@ncleg.net">Dan.Blue@ncleg.net</a>&lt;br&gt;Year 1</td>
</tr>
<tr>
<td><strong>Staff Chair</strong></td>
<td>Raúl Burciaga</td>
<td>Director&lt;br&gt;Legislative Council Service&lt;br&gt;New Mexico Legislature&lt;br&gt;490 Old Santa Fe Trail, Suite 411&lt;br&gt;Santa Fe, NM 87501&lt;br&gt;(505) 986-4671&lt;br&gt;(505) 986-4680 – FAX&lt;br&gt;<a href="mailto:raul.burciaga@nmlegis.gov">raul.burciaga@nmlegis.gov</a>&lt;br&gt;Year 4</td>
</tr>
<tr>
<td><strong>President-Elect</strong></td>
<td>Senator Deb Peters</td>
<td>Senate Assistant Majority Leader, National Policy&lt;br&gt;South Dakota Legislature&lt;br&gt;705 North Sagehorn Drive&lt;br&gt;Hartford, SD 57033-2380&lt;br&gt;(605) 321-4168&lt;br&gt;(605) 773-6806 – FAX&lt;br&gt;<a href="mailto:deb@debpeters.com">deb@debpeters.com</a>&lt;br&gt;Year 3</td>
</tr>
<tr>
<td><strong>Staff Vice Chair</strong></td>
<td>Chuck Truesdell</td>
<td>Legislative Fiscal Analyst&lt;br&gt;Office of Budget Review&lt;br&gt;Legislative Research Commission&lt;br&gt;Kentucky General Assembly&lt;br&gt;Room 136, Capitol Annex&lt;br&gt;702 Capitol Avenue&lt;br&gt;Frankfort, KY 40601&lt;br&gt;(502) 564-8100 EXT 578&lt;br&gt;(502) 564-6543 – FAX&lt;br&gt;<a href="mailto:chuck.truesdell@lrc.ky.gov">chuck.truesdell@lrc.ky.gov</a>&lt;br&gt;Year 3</td>
</tr>
<tr>
<td><strong>Vice President</strong></td>
<td>Senator Toi Hutchinson</td>
<td>State Senator&lt;br&gt;Room 121-C&lt;br&gt;Illinois General Assembly&lt;br&gt;Capitol Building&lt;br&gt;301 South Second Street&lt;br&gt;Springfield, IL 62706&lt;br&gt;(217) 782-7419&lt;br&gt;<a href="mailto:twhutch@gmail.com">twhutch@gmail.com</a>&lt;br&gt;Year 1</td>
</tr>
<tr>
<td><strong>Immediate Past Staff Chair</strong></td>
<td>Nancy Cyr</td>
<td>Director&lt;br&gt;Legislative Research Office&lt;br&gt;Nebraska Legislature&lt;br&gt;PO Box 94604&lt;br&gt;Lincoln, NE 68509-4604&lt;br&gt;(402) 471-0077&lt;br&gt;<a href="mailto:ncyr@leg.ne.gov">ncyr@leg.ne.gov</a>&lt;br&gt;Year 1</td>
</tr>
<tr>
<td><strong>Immediate Past President</strong></td>
<td>Senator Curtis S. Bramble</td>
<td>Senate President Pro Tempore&lt;br&gt;Utah Legislature&lt;br&gt;3663 North 870 E.&lt;br&gt;Provo, UT 84604&lt;br&gt;(801) 361-5802&lt;br&gt;(801) 376-8297 – Cell&lt;br&gt;(801) 812-8297 – FAX&lt;br&gt;<a href="mailto:curt@cbramble.com">curt@cbramble.com</a>&lt;br&gt;Year 7</td>
</tr>
</tbody>
</table>

*Years served as an NCSL officer or ex-officio member do not count toward the three-year maximum on the NCSL Executive Committee.*
AT LARGE MEMBERS

Senator Pamela Althoff
Republican Caucus Chair
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5400 W. Elm St.
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Year 3

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Year 2

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Year 3
Representative Jennifer Williamson
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Year 2

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Year 3

EX-OFFICIO MEMBERS
Co-Chairs, Standing Committees

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Year 3

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Co-Staff Chairs, Standing Committees

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Year 1
<table>
<thead>
<tr>
<th>Chair, Council of State Governments</th>
<th>International Affiliate</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1" alt="Senator Kelvin Atkinson" /></td>
<td><img src="image2" alt="Francois Ouimet" /></td>
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</tbody>
</table>
| **Senator Kelvin Atkinson**  
Nevada Legislature  
Room 2158  
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Canada  
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(418) 643-1865 – FAX  
Karol-Anne.Smith@assnat.qc.ca  
Year 3 |

<table>
<thead>
<tr>
<th><strong>CSG REGIONAL MEMBERS</strong></th>
<th><strong>Eastern Region</strong></th>
<th><strong>Midwestern Region</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image3" alt="Representative Helene Keeley" /></td>
<td><img src="image4" alt="Senator Wally Horn" /></td>
<td></td>
</tr>
</tbody>
</table>
| **Representative Helene Keeley**  
Delaware Legislature  
Legislative Hall  
411 Legislative Avenue  
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(302) 739-2313 – FAX  
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(319) 396-0691 – FAX  
lyledem@msn.com  
Year 1 |

<table>
<thead>
<tr>
<th><strong>Southern Region</strong></th>
<th><strong>Western Region</strong></th>
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<tbody>
<tr>
<td><img src="image5" alt="Speaker David Ralston" /></td>
<td><img src="image6" alt="Senator Randi Becker" /></td>
</tr>
</tbody>
</table>
| **Speaker David Ralston**  
Georgia Legislature  
Georgia General Assembly  
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Year 1 | **Senator Randi Becker**  
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(360) 786-7819 – FAX  
Randi.becker@leg.wa.gov  
Year 1 |
<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Role</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCSL Advisory Committee</td>
<td>(Past Officers still in legislative service)</td>
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<tr>
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<tr>
<td><strong>Michael P. Adams</strong></td>
<td>Director, Strategic Planning</td>
<td>Senate of Virginia</td>
</tr>
<tr>
<td></td>
<td></td>
<td>P. O. Box 396</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Richmond, VA 23218</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(804) 698-7405</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(804) 698-7651 – FAX</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:madams@senate.virginia.gov">madams@senate.virginia.gov</a></td>
</tr>
<tr>
<td><strong>Terry Anderson</strong></td>
<td>Director, Legislative Research Council</td>
<td>PO Box 2536</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Madison, WI 53701-2536</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(608) 266-1304 Capitol</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(608) 266-3830 – FAX</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:terry.anderson@legis.wisconsin.gov">terry.anderson@legis.wisconsin.gov</a></td>
</tr>
<tr>
<td><strong>John Martin</strong></td>
<td>State Representative</td>
<td>Maine Legislature</td>
</tr>
<tr>
<td></td>
<td></td>
<td>State House</td>
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<tr>
<td></td>
<td></td>
<td>2 State House Station</td>
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<tr>
<td></td>
<td></td>
<td>Augusta, ME 04333-0002</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Phone: (207) 287-1430</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(207) 287-1456 – FAX</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:John.Martin@legislature.maine.gov">John.Martin@legislature.maine.gov</a></td>
</tr>
<tr>
<td><strong>Patrick J. O’Donnell</strong></td>
<td>Clerk of the Legislature</td>
<td>State Capitol, Room 2018</td>
</tr>
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National Conference of State Legislatures
Minutes of the Spring Executive Committee Meeting
Santa Fe, New Mexico
April 22, 2017

President Dan Blue called the meeting to order. The following officers and members were present:

**Officers**
- Senator Daniel T. Blue, Jr., Democratic Leader, North Carolina
- Senator Deb Peters, South Dakota
- Senator Toi Hutchinson, Illinois
- Senator Curt Bramble, President Pro Tem, Utah
- Raul Burciaga, Director, Legislative Council Service, New Mexico
- Chuck Truesdell, Legislative Fiscal Analyst, Kentucky
- Nancy Cyr, Director, Legislative Research Office, Nebraska

**Executive Committee Members**
- Senator Pam Althoff, Illinois
- Jonathan Ball, Utah
- Senator Bill Cowsert, Georgia
- Randy Dowell, Oklahoma
- Representative Dan Flynn, Texas
- Sonia Gavin, Montana
- Assemblyman Adam Gray, California
- J.J. Gentry, South Carolina
- Senator Wayne Harper, Utah
- Senator Brent Hill, Idaho
- Senator Sara Howard, Nebraska
- Wendy Jackson, Wisconsin
- Delegate Sally Jameson, Maryland
- Representative Jay Kaufman, Massachusetts
- Senator Delores Kelly, Maryland
- Representative Brian Kennedy, Rhode Island
- Wayne Kidd, Utah
- Representative Greg Leding, Arkansas
- Senator Karen McConnaughay, Illinois
- G. Paul Nardo, Virginia
- Representative Joyce Peppin, Minnesota
- Member Francois Quimet, Quebec Assembly
- Speaker David Ralston, Georgia
- Joel Redding, Kentucky
- Speaker Cliff Rosenberger, Ohio
- Representative Julie Stokes, Louisiana
- Speaker Robin Vos, Wisconsin
- Martha Wigton, Georgia

A quorum was present with 35 members in attendance. Several guests and NCSL staff also were present. President Blue provided special recognition to Mr. Jeremiah Nyegenye, Clerk of the Kenya Senate, members of the Kenya delegation, MLE Chris Nelson from Alberta, Canada and David Kettles of the Economic Development and Trade Division of Alberta.

The Executive Committee meeting was held in the New Mexico Roundhouse in the House of Representatives chamber. NCSL President Blue thanked Raul Burciaga, Director of the New Mexico Legislative Council Bureau, and the staff of the New Mexico legislature for their work and hospitality.

**Approval of Minutes**

NCSL President Dan Blue referred members to the minutes from the NCSL Executive Committee meeting in Scottsdale, Arizona, on January 15, 2017. The minutes were approved unanimously.
Executive Director’s Report
William Pound, referred members to page seven of the agenda book. He noted the health care plan savings of $45,000 ($90,000 annual) that had occurred since the change in NCSL employee health care premiums on January 1. Mr. Pound told members that registrations for the NCSL Legislative Summit in Boston were over 900 individuals which is double the registration for the previous year’s meeting at this same time. Three very senior staff members have left NCSL in the past two months: Lee Posey, Danielle Jarchow and Donna Lyons. Both Lee and Danielle have moved to Georgia and Donna has retired. Lee Posey will continue her career in the education field at the Southern Regional Education Board. The FY 2018 budget is before the Executive Committee at this time. The budget does include money for a salary pool. Mr. Pound told the members of the Executive Committee that the Washington office staff will be doing briefings on state-federal issues for legislators from Wisconsin and Massachusetts in the next week. NCSL staff also have been to Ohio for briefings. Mr. Pound referred members to the social media report adding that NCSL’s social media presence continues to grow as does the conference’s website.

State Federal Report
Delegate Sally Jameson, Co-Chair of the NCSL Standing Committees, reported that NCSL has been working with several groups and coalitions to urge Congress, should it pursue a comprehensive tax reform package, to maintain both the tax exemption for municipal bond interest and the deductibility of state and local taxes.

NCSL has also been closely monitoring actions by Congress to roll back regulations adopted by the previous administration. In some cases, supporting action and in others opposing. NCSL supported HJR 57, a measure blocking regulations on teacher preparation programs. For over two years, NCSL pushed back saying the regulation “goes beyond the statutory requirement of the Higher Education Act (HEA) and fails to recognize the authority of states and localities to govern education.” Delegate Jameson added that the President signed this resolution last month. NCSL opposed HJR 66, which would overturn the Department of Labor’s final rule on “Savings Arrangements Established by States for Non-Governmental Employees.” In a letter to Congress, NCSL stated that “passage of the resolution ... will result in an unwarranted preemption of state innovation, will restrict the ability of millions of hardworking Americans to save for retirements, and will prove costly to federal and state budgets.” The House passed HJR 66 but at this time, Senate consideration has not been scheduled.

NCSL is working with the National Governors Association and other state-based groups to present a united front against potential efforts by Congress to preempt state legislative and regulatory efforts concerning autonomous vehicles. Delegate Jameson referred members to the Washington office activities update on page 13 of the agenda book.

Report of the Budget, Finance and Rules Committee
Senator Deb Peters, NCSL President-Elect and chair of the committee, reported that committee members reviewed the NCSL budget for Fiscal Year 2018. Discussion focused on setting aside funds for travel stipends and savings to maintain contact with states. Senator Peters noted the budget included stipend funds and a line item for merit increases for NCSL staff. Senator Peters made a motion to approve the FY 2018 budget designating travel stipend funding. The motion was seconded and the budget was approved unanimously.
Senator Peters made a motion to approve the following grant and contract projects: Building the Next Generation of Legislative Higher Education Leaders ($500,000 – Smith Richardson Foundation; Knight Foundation), Engaging State and Local Policymakers in Partnerships to Eliminate Health Disparities ($400,000 – Office of Minority Health), National Indoor Environments Program: Reducing Public Exposure to Indoor Pollutants ($292,000 – U.S. Environmental Protection Agency), Three Branch Institute on Improving Child Safety and Preventing Child Fatalities ($175,696 – Casey Family Programs Foundation) and, State Policy Options and Opportunities to Improve Oral Health ($167,874 – DentaQuest Foundation). The grants and contracts were unanimously approved.

Member Outreach and Communications Subcommittee
Senator Toi Hutchinson, NCSL Vice President and chair of the subcommittee, reported that members discussed options for strengthening state visits. Subcommittee members had a presentation on social media. Since January 1, NCSL has continued outreach activities through social media, 36 state visits where NCNL liaisons met with more than 883 legislators and 875 legislative staff, the launch of a new podcast titled Our American States, and in-state technical assistance programs including professional development trainings, testimony and technical assistance presentations. Representative Jay Kaufman, Massachusetts host state representative, talked about the upcoming NCSL Legislative Summit in Boston, August 5-9. He presented pre- and post- tour opportunities, programming during the week and reminded members to register and book their hotel early.

Committee on Committees Report
Speaker Robin Vos reported there had been a long discussion on a stipend proposal to provide new opportunities for legislators and staff to get involved in NCSL. The committee also discussed the development of a program to establish an NCSL chair in the legislative chambers and enhanced training programs in the states. The goal of these programs is to provide additional opportunities for members and staff to interact with NCSL.

Standing Committees Report
Randy Dowell, Staff Co-Chair of the NCSL Standing Committees, reported that the biennial appointment process for NCSL’s standing committees had started. In January, NCSL removed over 1,100 legislators from the standing committee rosters which represented the 36 legislative chambers where there was a change in the presiding/appointing officer. In February, a letter from Senator Dan Blue, NCSL President and Sen. Deb Peters, NCSL President-elect, was sent to 36 new presiding/appointing officers asking for appointments to the NCSL standing committees. Members of the Executive Committee from those states where there was a leadership change received copies of the letters. Appointments have been received to date from 12 of these chambers. In the chambers where the presiding/appointing officer has not changed, the legislators appointed previously by the leader remain on the NCSL standing committees’ rosters. A letter from Senators Blue and Peters also was sent to these leaders asking that they review their previous appointments and make new ones if they would like to do so. As of this meeting NCSL has received updates from 21 legislative chambers where the leaders did not change. Legislative staff do not have a set term on the standing committees. They can serve until they either leave the legislature, take themselves off the committee or are removed by their appropriate staff director. A letter will be going out soon from Raul Burciaga, NCSL Staff Chair, and Chuck Truesdell, NCSL Staff Vice Chair, to all legislative staff directors asking them to review their previous appointments and make new ones if they choose.
This year, NCSL Standing committee staff have developed a new orientation packet that will be sent to all new standing committee members. The orientation packet contains information on each committee’s jurisdiction, its policy directives and resolutions, how the policy and committee process works, the role of committee members, and a welcome letter from the co-chairs of the appropriate standing committee.

NCSL standing committee staff have all had conference call meetings with their committee officers in the last two months to finalize agendas for the Legislative Summit in Boston. The deadline for legislators to introduce new policy directives, resolutions, and amendments to existing policy directives and resolutions is the close of business on July 7, 2017. All standing committee documents will be available digitally during the Legislative Summit.

Report of the Legislative Staff Coordinating Committee

NCSL Staff Chair Raul Burciaga reported on the LSCC workgroup, subcommittee and full committee meetings. LSCC members heard from the Kenyan delegation about their meetings with legislative staff.

Attendance at the Legislative Summit in Boston looks strong. There are several programs geared toward staff professional development. The LSCC is working to increase staff participation by creating communication tools to share with staff directors in the states. These include updating Power point presentations and a comprehensive overview of NCSL as an organization. Three big speakers are confirmed for the meeting. They include Celeste Headlee on conversation, Willow Jacobson on conflict resolution and Barbara Dershowitz on change management. LSCC will be coordinating a volunteer program during the meeting.

The committee continues to explore a certificate program. One idea is to offer core competency training and then build with more specialized certificates. The committee will follow-up on its Santa Fe meeting and call on the SGAC and Connecticut legislature’s programs. Jim Tamburro, Director of Human Resources for the Connecticut General Assembly will meet with committee members in Boston.

Committee members continue to discuss the usefulness of LinkedIn as an online tool for staff professional organizations and the LSCC.

Upcoming training for legislative staff includes the Legislative Staff Management Institute which has an early confirmed attendance of 18 and two webinars. The NCSL podcasts have been popular. The Young and New Professionals group will hold a preconference session in Boston. Many of the staff sections plan for joint sessions at the Legislative Summit. Mr. Burciaga noted the staff professional organizations are planning their fall professional development seminars and there is talk of a super professional development program in 2020.

The Legislative Staff Nominating Committee was presented. Applications for NCSL staff vice chair are due July 1. At-large position applications are due July 15. There will be eight at-large legislative staff vacancies in addition to the position of staff vice chair.

Foundation for State Legislatures

Senator Curt Bramble reported that over $1.7 million had been raised in the Foundation so far surpassing the 2016 figure at this same point in time. Senator Bramble congratulated the Foundation staff. New sponsors include: ACS Cancer Action Network, Alkermes, American Institute of Architects, American Public Power Association, Argentum, BD, Boston Scientific, College Board, DJI, Genentech,
Molina Healthcare, NWEA, Organization for International Investment, Outdoor Industry Association, Premier, Professional Beauty Association, Sanofi, Solar Energy Industries. United Health Group, WellCare Health Plans, Inc. Senator Bramble emphasized the bright future and relationships members have with Foundation sponsors in each of the states. He added that Foundation members contribute greatly to work in the states.

**International Programs**

Representative Jay Kaufman spoke about the meeting with the Kenyan Delegation and the conversation on the reinvention of democracy in Kenya. International Task Force members heard about immigration and the challenges that exist. Speaker Vos reported on the NAFTA portion of the program and the positives and negatives of the agreement. Vice President Francois Ouimet of the Quebec National Assembly added there is an opportunity to educate legislatures in this area as it impacts every state and Canadian province. A proposal will be presented to the NCSL Executive Committee in the future.

With no other business before the committee, NCSL President Dan Blue adjourned the meeting.
Memorandum

To: Members of the NCSL Executive Committee

Date: July 26, 2017

Re: Executive Director’s Report

NCSL ended Fiscal Year 2017 with a projected budget surplus of $18,000. Dues collection will be $10,075,000 – 91% of assessment. Revenue from indirect cost recovery is growing. The audit is underway and will be reported in October. The Foundation for State Legislatures exceeded its fundraising goal and raised $2,585,000 in FY 2017.

This Legislative Summit will have the largest attendance since 2007. Legislator and legislative staff attendance will be around 2,000 and total attendance projects to five to six thousand. The Massachusetts Host Committee under the leadership of House Majority Ron Mariano and Senate Majority Leader Harriette Chandler has done a superb job of organizing and fundraising for the Summit.

I want to acknowledge the continued support of Thomson Reuters for their renewal of a long-standing commitment to NCSL of the resources of Westlaw on a complimentary access basis. The information provided is a valuable tool for our staff in their work with state legislatures.

We have implemented the stipend program directed by the Executive Committee. Two stipends have been offered to the presiding officer of each chamber with more than 100 acceptances by mid-July. We have also initiated the appointment of an NCSL state liaison in legislative chambers by obtaining appointments in 20 legislative chambers. There will be an initial meeting for these appointees on Tuesday, August 8. A draft Strategic Plan is attached. This is the result of the discussions held in Santa Fe.

As you may know, Julie Bell, the director of NCSL’s Education Program, died from cancer in June. Julie contributed greatly to legislative education policy in her work with legislators and legislative staff and built an excellent education staff at NCSL. The work she did and the staff she mentored is a tribute to her.
NCSL STRATEGIC PLAN

NCSL Mission Statement

- Improve the quality and effectiveness of state legislatures.
- Promote policy innovation and communication among state legislatures.
- Ensure state legislatures a strong, cohesive voice in the federal system.

IMPROVE THE QUALITY AND EFFECTIVENESS OF STATE LEGISLATURES

I. LEGISLATURE CAPACITY, PROFESSIONAL DEVELOPMENT & INFORMATION SERVICES

Ensure effective and efficient skills for supporting state legislatures, disseminating relevant information and assisting legislators and staff with model and best practices.

A. BALANCE OF POWERS – Support Legislatures’ capacity to be co-equal branch of government.
   1. Develop and communicate materials that will educate legislators and strengthen capacity of the legislative institution
      a. Provide support and services developed for Legislatures with term limits.
      b. Assist legislatures to maintain and assert institutional authority and promote importance of the legislative institution.
      c. Advance principles of representative democracy and promote narrative of civil society, dialogue and compromise.

B. LEARNING NETWORKS – strengthen opportunities for networking through professional development and education.
   1. Tap expertise of legislators and staff for peer-to-peer training/skills development.
   2. Provide better and affordable ways to provide professional development and education.
   3. Offer training for newly elected legislators and new staff.
   4. Improve practices for stronger engagement and for optimum participation of legislators and staff.
      a. Use adult learning principles at meetings.
      b. Promote NCSL at all invitational meetings
c. Encourage invitational attendees to engage more broadly in NCSL.
d. Provide specialized programs in targeted states.
e. Consider issue/interest certificate programs for legislators and staff.

C. STAFF OPPORTUNITIES
1. Explore more ways to support participation in staff sections
2. Evaluate new access platforms for legislative staff
3. Develop programs and stronger personal contact for targeted staff (e.g.: partisan staff, staff directors)

D. INFORMATION SERVICES – Identify emerging topics for advanced policy research and programming.
   1. Seek funding for critical policy issues.
   2. Find new ways to get info to constituents

PROMOTE POLICY INNOVATION AND COMMUNICATION AMONG STATE LEGISLATURES

II. STRONG STATE INVOLVEMENT & ENGAGEMENT
   Energize and sustain legislator and staff participation in NCSL and promote the organization as an extension of State Legislatures.

A. INSTITUTIONAL RELATIONSHIP – Strengthen NCSL as extension of the Legislatures.
   1. Maximize role of NCSL Executive Committee members in their states.
      a. Invite Leaders to appoint NCSL state liaisons from their chamber.
      b. Establish protocols and roles/responsibilities for state chairs.
   2. Strengthen state assignments.
   3. Increase visits to states for discrete session with legislative staffs, aligning with legislative schedules when not in session.

B. CREATE NETWORKING OPPORTUNITIES
   1. Organize peer-to-peer NCSL relationships.
   2. Ensure for broader state participation on Executive Committee and in NCSL by identifying issue experts in the states.
C. **LEADERSHIP** – Elevate exposure and use voices of legislative leaders.
   1. Expand programs and fact-finding tours to establish ongoing relationships with legislative leaders
   2. Strategically recruit for Executive Committee membership
   3. Coordinate schedule of leaders conducting visits to contiguous states

D. **REGIONALISM** – help develop a regional context for NCSL
   1. Increase opportunities for legislators and staff around shared and or regional interests/issues
   2. Offer regional meetings that can be attended by legislators and professional and partisan staff; empower states to host such meetings
   3. Use NCSL Foundation to encourage regional and national participation in NCSL.

E. **COMMUNICATIONS** – Target communications based on legislator and staff interests/issues and communicate with states about lobbying work and what we already do (e.g. letters).
   1. Organize resources on the NCSL website to ensure legislators and staff can access resources and develop policy expertise.
   2. How NCSL is organized.
   3. How to get involved.
   4. How to use NCSL services and products.
   5. Policy expertise.
   6. Effectively market post-meeting outcomes and relevant resources.
   7. Build capacity for effective digital targeting based on legislator and staff interests, issues and affinities;
   8. Employ better data analytics to reach legislators and staff with information they value.

F. **BRAND AUTHORITY** – Evaluate and update NCSL’s brand authority.

G. **LEGISLATURES INNOVATION**
   1. Promote and showcase state innovations and successes.
   2. Highlight state legislature model programs/best practices.
ENSURE LEGISLATURES A STRONG, COHESIVE VOICE IN THE FEDERAL SYSTEM

III. FEDERALISM

*Be the premier organization for ensuring balance of power through federalism and support the essential role and responsibilities of the State Legislatures in the Federal System.*

A. STATES ADVOCATE – Lead in advocacy for the States.

1. Better communicate with the states about NCSL’s lobbying agenda and actions on behalf of states; promote legislative or federal successes.
2. Tap legislative committee chairs/other experts to visit Capitol Hill and testify before Congress (include chairs, leaders on correspondence with congressional delegations).
3. Highlight and communicate actions by states on federalism issues.
4. Educate members on federalism.
5. Promote creation of federalism committees in the states.
6. Re-energize constituents about role states/legislatures play in federal system.
7. Make policy development transparent and communicate to NCSL constituents.
8. Monitor and report actions by Congress on federalism issues.
   a. Issue annual report card.
   b. Issue press releases on report card and federalism issues.

B. AGENDA – Re-establish annual “Agenda of the States” to engage policy committees in proactive rather than reactive actions

1. Design/ create process/protocols for agenda setting.
2. Annually ratify the “Agenda of the States.”

C. NCSL POLICY DIRECTIVES – Establish policies based on issues of highest relevance

1. Focus on what matters based on federalism and the Agenda of the States.
2. Use key lawmakers to deliver the “Agenda of the States” to Congress and the administration.

D. RELATIONSHIP MANAGEMENT

1. Establish stronger collaboration with colleague organizations.
2. Enhance ties with Congress and the administration.
To: NCSL Executive Committee

From: Molly Ramsdell, Director, Washington Office
       Neal Osten, Director, Washington Office

Date: August 5, 2017

Subject: Update on State-Federal Activities

This report summarizes NCSL’s state-federal activities since the April 22, 2017 Executive Committee meeting in Santa Fe, New Mexico.

Task Force on Intergovernmental Relations

In mid-May Speaker Paul Ryan (R-Wisc.) and Democratic Leader Nancy Pelosi (D-Calif.) announced the creation of the Speaker’s Task Force on Intergovernmental Affairs, a bipartisan group of lawmakers focused on balancing the interests between federal, state, tribal, and local governments. NCSL was named as a member of an advisory council to the task force, which is being chaired by Rep. Rob Bishop (R-UT). Under Chairman Bishop’s leadership, the Task Force on Intergovernmental Affairs will study ways “to restore the proper balance of power between the federal government and states, tribal, and local governments, and eliminate unnecessary regulatory burdens facing communities across the nation.”

NCSL Opposes No Regulation Without Representation Act

In June, NCSL sent a letter to the U.S. House of Representatives that expressed strong opposition to H.R. 2887, the "No Regulation Without Representation Act of 2017." The legislation, filed by Representative Jim Sensenbrenner (R-Wis.), provides that "to the extent otherwise permissible under federal law, a state may tax or regulate a person's activity in interstate commerce only when such person is physically present in the state during the period in which the tax or regulation is imposed." While the full scope and constitutionality of the legislation remain in question, the legislation would prohibit states from enforcing their laws, from protecting agriculture and natural resources, to licensing of doctors, nurses, lawyers and other professionals, to corporate taxation. NCSL wrote that the legislation "is one of the most coercive, intrusive, and preemptive legislative measures ever introduced in Congress" as it would "preempt countless laws in all 50 states." The letter goes on to declare that “it is the obligation of the states to remind Congress that there are 50 stars on the American flag, not 535.”

Planning Begins for Convocation of State Federalism Committees in Washington, D.C.

At the request of several state legislative leaders and federalism committee chairs, NCSL will convene legislative leaders and the chairs of state committees that have state-federal relations responsibilities during the Summit. The meeting, scheduled for Tuesday, Aug. 8 from 10:30 a.m.
August 5, 2017
p. 2

to 12:30 p.m., will provide an opportunity to discuss the state of federalism, how the committees can partner with NCSL to restore the balance between Washington D.C. and state capitols, and to being preparations for a convocation of state federalism committees in Washington, D.C.

**NCSL Hosts State Federal Committees**
In late April, NCSL hosted members of the Massachusetts Senate Committee on Intergovernmental Affairs and the Wisconsin Assembly Committee on Federalism and Interstate Relations for a briefing on state-federal issues, while they were in our nation’s capital to meet with their congressional delegations and officials of various federal agencies. NCSL encourages state legislators and state legislative delegations to reach out to NCSL when visiting Washington D.C. NCSL staff will be happy to assist in arranging meetings as well as provide policy briefs on important state-federal issues.

**State and Local Tax Deduction (SALT)**
In early July, NCSL joined with other state and location organizations to brief congressional staff on the importance of the SALT deduction. Both the House Republican and the White House tax reform plans propose to repeal SALT. “…any alterations to the deduction would upset the careful balanced fiscal federalism that has existed since the permanent creation of the federal income tax over 100 years ago,” according to the groups.

**Infrastructure Week**
In May NCSL, represented by immediate past NCSL President Curt Bramble, joined state and local leaders from the National Association of Counties, United States Conference of Mayors, and National League of Cities for a robust conversation on infrastructure with members of Congress. The conversation, held during Infrastructure Week, focused on the role of state and local governments in building, maintaining and improving America’s infrastructure and how Congress can help support the nation’s infrastructure needs.

**NCSL Leaders’ Meeting**
Legislative leaders from around the country convened in Washington, D.C., in early June for the NCSL Symposium for Legislative Leaders. This year, leaders had the opportunity to meet with U.S. Department of Health & Human Services Secretary Tom Price, senior staff from the U.S. Senate Finance Committee and expressed their thoughts and concerns on the new health care bill that is being formulated in Congress to modify the Affordable Care Act. State leaders also heard from U.S. Representative Rob Bishop (R-Utah), chair of the new bipartisan Task Force on Intergovernmental Relations.

While in town for the leaders meeting, Speaker Robin Vos of Wisconsin attended a White House meeting for discussions on infrastructure with President Donald Trump, Vice President Mike Pence, several cabinet secretaries and other state and local officials. This event, part of the White House Infrastructure Week, provided an opportunity for the administration to hear from some 30 state and local leaders and explore ways to improve our nation’s infrastructure and build better intergovernmental working relationships.
Drones
NCSL, in coordination with the National Governors Association and the National Association of State Aviation Officials, has been working with members of Congress to ensure federal legislation regarding drones includes provisions that would give statutory authority to states over low altitude drone operations. The current House and Senate bills would give statutory authority to states over low altitude drone operations. As of today, 40 states have enacted legislation pertaining to drones. Without the statutory protection of the Drone Federalism Act and Drone Innovation Act, these laws may be pre-empted.

In mid-July, Senator Wayne Harper (Utah) and Assemblymember Elliott Anderson (Nevada) were in D.C. to participate in a panel discussion led by several Senate sponsors of the Drone Federalism Act of 2017. The target audience was congressional staff.

Autonomous Vehicles
NCSL staff is also highly engaged with both House and Senate committees to ensure that any federal legislation regarding autonomous vehicles does not preempt or prevent a state from taking necessary action to address this groundbreaking technology. To learn more, please visit NCSL’s public database for more information on state action regarding autonomous vehicles.

Allow States to Decide on Sports Betting
NCSL joined the American Sports Betting Coalition (ASBC), which aims to repeal the Professional and Amateur Sports Protection Act (PASPA), as a member of the coalition’s advisory council. PASPA is a 25 year old federal law that prohibits sports betting outside Nevada. Repealing PASPA would mean that states could decide if they want to have sports betting or not. In 2017, seven states introduced sports betting bills despite the federal prohibition: Pennsylvania, Michigan, South Carolina, New York, Maryland, West Virginia and Connecticut. New Jersey is currently in litigation with the federal government over its efforts to allow sports betting.

Other
Please see letters and comments and the advocacy activity report for a more comprehensive look at NCSL’s recent activities in Washington, D.C.

Recent NCSL Letters and Comments

- NCSL Letter to U.S. House Leaders regarding H.R. 3003, the “No Sanctuary for Criminals Act”. (June 29, 2017)
- NCSL Letter to U.S. Senate Chair and Ranking Member regarding S. 1312 “Trafficking Victims Protection Act of 2017. (June 29, 2017)


- NCSL letter to Administrator Scott Pruitt (EPA) on modifications to the "waters of the United States" definition. (June 16, 2017)


- NCSL letter to the U.S. House of Representatives urging them to oppose The No Regulation Without Representation Act, which if enacted, would prove congressional indifference for the role of states in American governance. (June 13, 2017)


- NCSL Letter to the House and Letter to the Senate in support of the “Preserve Rights of States and Political Subdivisions To Encourage Retirement Savings Act”. (May 22, 2017)

- NCSL, NGA and NASDA letter on Farm Bill Reauthorization. (May 2017, 2017)


- Big 7 State and Local Government Groups Statement on Trump Tax Reform Proposal (April 26, 2017)


- State and Local Governments Urge Funding Support for Census Planning and American Community Survey in Appropriations Process. (April 21, 2017)

### Washington, DC Advocacy Activities Report
**April 1 – July 14, 2017**

<table>
<thead>
<tr>
<th>Date</th>
<th>NCSL Representative</th>
<th>Other Attendees</th>
<th>Topic of Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/23/2017</td>
<td>Ben Husch</td>
<td>Misty McGowen – House T&amp;I Director of Outreach</td>
<td>All areas under T&amp;I committee’s jurisdiction</td>
</tr>
<tr>
<td>3/24/2017</td>
<td>Max Behlke</td>
<td>Congressional Staff</td>
<td>Spoke on Tax Foundation panel on how tax reform could impact the states</td>
</tr>
<tr>
<td>3/31/2017</td>
<td>Ben Husch, NGA and ECOS</td>
<td>EPA Intergovernmental Political Appointees</td>
<td>Introductions and discussion of cooperative federalism</td>
</tr>
<tr>
<td>4/03/2017</td>
<td>Ben Husch and Kristen Hildreth</td>
<td>FAA Intergovernmental</td>
<td>Drone regulation and the states</td>
</tr>
<tr>
<td>4/04/2017</td>
<td>Rachel Morgan</td>
<td>Senate Finance Minority Staff, Laura Berntsen, Senior Human Services Advisor for Senator Wyden, Emily Douglas, SRCD/AAAS Congressional Fellow</td>
<td>Child Welfare Workforce legislative draft</td>
</tr>
<tr>
<td>4/04/2017</td>
<td>Rachel Morgan</td>
<td>Senate HELP Cmte, Majority Staff, Alec Hinojosa, Research Assistant</td>
<td>Requesting information on state insurance rate filing procedures and dates</td>
</tr>
<tr>
<td>4/05/2017</td>
<td>Rachel Morgan</td>
<td>Dr. Sonja Rasmussen, Director, Division of Public Health Information Dissemination, CDC</td>
<td>CDC’s MMWR, and community publication</td>
</tr>
<tr>
<td>4/06/2017</td>
<td>Ben Husch</td>
<td>Sydney Paul – Sen. Gary Peters of Michigan</td>
<td>AV and UAS bills</td>
</tr>
<tr>
<td>4/07/2017</td>
<td>Ben Husch</td>
<td>FAA Drone Advisory Committee Subcommittee</td>
<td>Drones</td>
</tr>
<tr>
<td>4/11/2017</td>
<td>Rachel Morgan</td>
<td>Dr. Ellen Wheatley, Acting Director of the Office on Child Care, ACF, Andrew Williams, Office of Child Care, ACF, Laura Larson, Committee Administrator, HHS Reform Cmte., MN House of Representatives, Sarah Sunderson, MN House Research, Mary Frake, MN House Research</td>
<td>An opportunity for MN House staff to ask questions concerning the implementation of the CCDBG final rule on child care facilities</td>
</tr>
<tr>
<td>4/11/2017</td>
<td>Ben Husch and Kristen Hildreth</td>
<td>DHS Intergovernmental</td>
<td>REAL ID Implementation</td>
</tr>
<tr>
<td>4/11/2017</td>
<td>Jon Jukuri and Lucia Bragg</td>
<td>House Education and Workforce Committee (Majority), Alex Ricci – Legislative Assistant, Higher Ed</td>
<td>Connecting with new Labor and Education Committee staff, reviewing current and future legislative priorities (HEA, ESSA, budget, WIOA), explaining a bit about NCSL/what NCSL is working on/our committee policies</td>
</tr>
<tr>
<td>4/11/2017</td>
<td>Jon Jukuri and Lucia Bragg</td>
<td>House Education and Workforce Committee (Minority), Kimberly Knackstedt – Disability Policy Advisor (Education), E Eunice Ikene – Labor Policy Advisor, Kevin McDermott – Senior Policy Advisor</td>
<td>Connecting with new Labor and Education Committee staff, reviewing current and future legislative priorities (HEA, ESSA, budget, WIOA), explaining a bit about NCSL/what NCSL is working on/our committee policies</td>
</tr>
<tr>
<td>Date</td>
<td>NCSL Representative</td>
<td>Other Attendees</td>
<td>Topic of Meeting</td>
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<tr>
<td>4/11/2017</td>
<td>Jon Jukuri and Lucia Bragg</td>
<td>Senate HELP Committee (Minority) Allie Kimmel – Education Policy Advisor</td>
<td>Connecting with new Labor and Education Committee staff, reviewing current and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Amanda Beaumont – Senior Education Counsel Joe Shantz – Labor Counsel</td>
<td>future legislative priorities (HEA, ESSA, budget, WIOA), explaining a bit about</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>NCSL is working on/our committee policies</td>
</tr>
<tr>
<td>4/11/2017</td>
<td>Jon Jukuri and Lucia Bragg</td>
<td>Senate HELP Committee (Majority) Jordan Hynes – Education Professional Staff</td>
<td>Connecting with new Labor and Education Committee staff, reviewing current and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(K-12 Education) Jake Baker – Education Professional Staff Gregory Proseus –</td>
<td>future legislative priorities (HEA, ESSA, budget, WIOA), explaining a bit about</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Labor and Pensions Counsel Will Campbell – Labor Research Assistant</td>
<td>NCSL is working on/our committee policies</td>
</tr>
<tr>
<td>4/19/2017</td>
<td>Kristen Hildreth</td>
<td>EPA and USACE staff, along with intergovernmental groups</td>
<td>Federalism Briefing- Water of the U.S.</td>
</tr>
<tr>
<td>4/20/2017</td>
<td>Ben Husch</td>
<td>House Transportation and Infrastructure Highways and Transit Subcommittee Staff</td>
<td>General Check-in and Issues with E&amp;C AV legislation</td>
</tr>
<tr>
<td>4/20/2017</td>
<td>Max Behlke</td>
<td>Staff from the offices of Senators Mike Enzi, Wyoming; Pat Toomey, Pennsylvania;</td>
<td>Opposition to H.J.R. 66 which would limits states’ abilities to offer state</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Corey Gardner, Colorado; and, Dean Heller, Nevada</td>
<td>retirement savings plans.</td>
</tr>
<tr>
<td>4/26/2017</td>
<td>Rachel Morgan and Berkley</td>
<td>HHS CMS Staff Meeting with WI Legislators Judith Cash, Deputy Director, State</td>
<td>Meeting to discuss state options for Medicaid Waivers</td>
</tr>
<tr>
<td></td>
<td>Teate</td>
<td>Demonstrations Group, CMS Andrea Casart, Director, Division of Medicaid</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Expansion Demonstrations, CMS Laura Trueman, Deputy Director, IEA</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Verlon Johnson, HHS Regional Director</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>(phone) Jennifer Snow, IEA</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Representative Tyler Vorpagel</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Representative Michael Schraa</td>
<td></td>
</tr>
<tr>
<td>4/26/2017</td>
<td>Ben Husch</td>
<td>EPA Intergovernment State Rep. Tyler Vorpagel (Wisconsin)</td>
<td>OZONE Air quality measurements</td>
</tr>
<tr>
<td>4/26/2017</td>
<td>Ben Husch and Kristen</td>
<td>EPA Intergovernment Other representatives of the Big 7</td>
<td>WOTUS</td>
</tr>
<tr>
<td></td>
<td>Hildreth</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4/27/2017</td>
<td>Jon Jukuri &amp; Lucia Bragg</td>
<td>NLC, CSG, NACO, NGA DoD OEA: Tara Butler Association of Defense Communities:</td>
<td>Big 7 Military Contact Meeting to touch base on what each attendee’s organization/</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tim Ford and Matt Borron DoD REPI: Jaime Simon</td>
<td>department is working on, identify points of collaboration and overlap</td>
</tr>
<tr>
<td>5/02/2017</td>
<td>Rachel Morgan and Ann Morse</td>
<td>House Agriculture Committee Staff - Jennifer Tiller</td>
<td>Meeting to discuss activities concerning the 2018 Farm Bill reauthorization</td>
</tr>
<tr>
<td>5/03/2017</td>
<td>Jon Jukuri</td>
<td>DOL VETS Staff, Advisory Committee on Veterans Employment, Training and</td>
<td>focusing on domestic food assistance programs</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Employer Outreach (ACVETEO) members</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>NCSL Representative</td>
<td>Other Attendees</td>
<td>Topic of Meeting</td>
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</tr>
<tr>
<td>05/03/2017</td>
<td>Ben Husch</td>
<td>Energy and Commerce Digital Commerce and Consumer Protection Subcommittee staff AAMVA</td>
<td>Autonomous vehicle legislation</td>
</tr>
<tr>
<td>5/04/2017</td>
<td>Jon Jukuri and Jim Reed</td>
<td>Barbara Carson, Star Wilbraham and Holly Turner Small Business Administration Office of Intergovernmental Affairs and Veterans Business Development</td>
<td>Discussed current priorities moving forward and future avenues for possible collaboration</td>
</tr>
<tr>
<td>5/04/2017</td>
<td>Danielle Dean</td>
<td>Nick Leiserson, Staff for Rep. Langevin, Rhode Island</td>
<td>Discussed cyber priorities for the house, connect over possible work product for the NCSL Cybersecurity Task Force</td>
</tr>
<tr>
<td>5/08/2017</td>
<td>Susan Frederick &amp; Danielle Dean</td>
<td>Senate Judiciary Staff</td>
<td>Discussed priorities for end of the year; confirmation hearings and possibly victims’ rights/trafficking victims’ bills</td>
</tr>
<tr>
<td>5/10/2017</td>
<td>Ben Husch</td>
<td>DOE Intergovernmental and Other Divisions Big 7 representatives</td>
<td>New DOE political appointees and introduction of POTUS budget</td>
</tr>
<tr>
<td>5/10/2017</td>
<td>Bill Pound and Molly Ramsdell</td>
<td>Aaron Willard, Director, Intergovernmental Office at the U.S. Department of Commerce and other representatives of the Big 7</td>
<td>Department of Commerce priorities and ways to work with the Big 7 organizations</td>
</tr>
<tr>
<td>5/10/2017</td>
<td>Bill Pound and Molly Ramsdell</td>
<td>Tim Quinn, Executive Director, Office of Intergovernmental Affairs, U.S. Customs and Border Protection (CBP)</td>
<td>Provided overview of all the CBP activities and offered to work with state and local governments</td>
</tr>
<tr>
<td>5/10/2017</td>
<td>Bill Pound and Molly Ramsdell</td>
<td>U.S. Democratic Leader Chuck Schumer, New York</td>
<td>Discussed tax reform and SALT as well as infrastructure</td>
</tr>
<tr>
<td>05/11/2017</td>
<td>Ben Husch</td>
<td>Anthony Bedell, DOT Dep. Asst. Secretary for Intergovernmental Affairs</td>
<td>Introductions, discussions of priorities and potential “infrastructure package”</td>
</tr>
<tr>
<td>05/12/2017</td>
<td>Ben Husch</td>
<td>Blake Rollins, USDA Dpt. Asst. Secretary for Intergovernmental Affairs</td>
<td>Introductions and discussion of priorities</td>
</tr>
<tr>
<td>05/17/2017</td>
<td>Ben Husch and Sen. Curt Bramble</td>
<td>Utah Congressional Delegation</td>
<td>NCSL’s Infrastructure priorities</td>
</tr>
<tr>
<td>5/16/2017</td>
<td>Rachel Morgan &amp; Ann Morse</td>
<td>U.S. Senate Committee on Agriculture, Nutrition and Forestry Julian Baer, Senior Policy Adviser for Nutrition Katherine Thomas</td>
<td>Discussion on the 2018 Farm Bill reauthorization and the domestic food programs</td>
</tr>
<tr>
<td>5/16/2017</td>
<td>Rachel Morgan, Max Behlke, and Jake Lestock</td>
<td>Senate Finance Cmte. Majority Staff Kim Brandt, Chief Oversight Counsel</td>
<td>To discuss the activities in the Senate related to the AHCA</td>
</tr>
<tr>
<td>5/16/2017</td>
<td>Rachel Morgan, Max Behlke, and Jake Lestock</td>
<td>Senate Finance Cmte. Minority Staff Anne Dwyer, Health Counsel</td>
<td>To discuss the activities in the Senate related to the AHCA</td>
</tr>
<tr>
<td>5/19/2017</td>
<td>Danielle Dean</td>
<td>Director Jordan Morris, Rep. Meek’s office, new York Counsel- Patrick Malloy, Rep. Cuellar’s office, Texas</td>
<td>Discuss FCC Advisory Committee on Diversity and Digital Empowerment; met to discuss infrastructure appropriations and telecommunications priorities</td>
</tr>
<tr>
<td>5/25/2017</td>
<td>Rachel Morgan, Max Behlke, and Jake Lestock</td>
<td>Senate HELP Cmte. Staff Jennifer Boyer, Senior Health Policy Advisor, Majority Staff</td>
<td>To discuss the activities in the Senate related to the AHCA</td>
</tr>
<tr>
<td>Date</td>
<td>NCSL Representative</td>
<td>Other Attendees</td>
<td>Topic of Meeting</td>
</tr>
<tr>
<td>------------</td>
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<td>--------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>5/25/2017</td>
<td>Max Behlke and Jake</td>
<td>Representative Kristi Noem, South Dakota</td>
<td>Remote Transaction Parity Act</td>
</tr>
<tr>
<td></td>
<td>Lestock</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5/30/2017</td>
<td>Ben Husch</td>
<td>House Appropriations THUD Subcommittee</td>
<td>Federal Funding for Autonomous Vehicle Initiatives</td>
</tr>
<tr>
<td>6/05/2017</td>
<td>Ben Husch</td>
<td>Rep. John Lewis Office, Georgia – Sponsor of Drone Innovation Act (DIA) NGA</td>
<td>Release, and letter of support for DIA</td>
</tr>
<tr>
<td>6/15/2017</td>
<td>Ben Husch</td>
<td>FAA Drone Advisory Committee Subcommittee</td>
<td>Drones (NCSL is an official member of the DACSC)</td>
</tr>
<tr>
<td>6/20/2017</td>
<td>Max Behlke</td>
<td>Representative Terri Sewell, Alabama</td>
<td>Tax Reform Impacts on States</td>
</tr>
<tr>
<td>6/23/2017</td>
<td>Ben Husch</td>
<td>Senate Commerce Majority and Minority Staff, NGA, AASHTO, AAMVA</td>
<td>Autonomous vehicle legislation in the House Digital Commerce Consumer Protection Subcommittee</td>
</tr>
<tr>
<td>6/28/2017</td>
<td>Ben Husch</td>
<td>DOT Intergovernmental and FHWA Policy Office</td>
<td>New Infrastructure for Rebuilding America (INFRA) Grant Program</td>
</tr>
<tr>
<td>6/28/2017</td>
<td>Max Behlke</td>
<td>Kara Getz, House Ways &amp; Means Minority</td>
<td>Tax Reform Impact son States</td>
</tr>
<tr>
<td>6/30/2017</td>
<td>Ben Husch</td>
<td>LAs/LDs from Sens. Feinstein (California), Lee (Utah) and Blumenthal (Connecticut)</td>
<td>Drone Federalism Act</td>
</tr>
<tr>
<td>7/05/2017</td>
<td>Ben Husch and Amanda</td>
<td>FAA Intergovernmental and Legal Counsel</td>
<td>Draft Massachusetts Drone Legislation</td>
</tr>
<tr>
<td></td>
<td>Essex</td>
<td>Senator Michael Moore and staff</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>NASAO, NGA</td>
<td></td>
</tr>
<tr>
<td>7/10/2017</td>
<td>Ben Husch</td>
<td>FAA Drone Advisory Subcommittee Task Group 1</td>
<td>Drones (NCSL is an official member of Task Group 1 – roles and responsibilities)</td>
</tr>
<tr>
<td>7/10/2017</td>
<td>Danielle Dean</td>
<td>Katherine Bates and Aimee Meachem- Dept. of Commerce</td>
<td>Broadband USA</td>
</tr>
<tr>
<td>7/12/2017</td>
<td>Kristen Hildreth</td>
<td>Aimee Collins-Mandeville, Sr.LA-Congresswoman Val Demings, Francesca M. McCray,</td>
<td>Federalism consultation, preserving the APA, and WOTUS rider in Energy-Water Appropriations Bill</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Minority Staff, Committee on Oversight and Government Reform; Christia Aizcorbe, Staff Director for Subcommittee on Intergovernmental Affairs, Ryan M. Hambleton, Staff Director, Subcommittee on Interior, Energy and Environment; NLC, USCM, NGA, NACo</td>
<td></td>
</tr>
</tbody>
</table>
Budget, Finance and Rules Committee

Saturday, August 5, 2017
2:00 – 3:00 p.m.
Westin Waterfront Faneuil

AGENDA

1. Welcome and Introductions – Senator Deb Peters, NCSL President-Elect

2. FY 2017 Appropriations Received

3. FY 2018 Appropriations Received

4. NCSL Budget
   a) FY 2017 General Fund Revenues and Expenses by Conference Program
   b) Preliminary Balance Sheet and Statement of Revenue and Expense as of June 30, 2017

5. Briefing on the NCSL Budget

6. Grant and Contract Report

7. Other Business
2016 – 2017 Budget, Finance and Rules Committee

**Jurisdiction:** The Budget, Finance and Rules Committee develops NCSL’s budget and fiscal policies; oversees the audit; reviews grant and contract proposals; reviews proposed changes in the NCSL Rules of Procedure, and reviews proposed amendments to the NCSL bylaws.

<table>
<thead>
<tr>
<th>Legislator Members</th>
<th>Staff Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Representative Pam Althoff, IL</td>
<td>1. Lore Christopher, OR</td>
</tr>
<tr>
<td>2. Representative Joe Aresimowicz, CT</td>
<td>2. Susan Furlong, NV</td>
</tr>
<tr>
<td>5. Representative Al Carlson, ND</td>
<td>5. Jim Smith, ND</td>
</tr>
<tr>
<td>7. Assemblyman Adam Gray, CA</td>
<td>7. Martha Wigton, GA</td>
</tr>
<tr>
<td>8. Senator Wayne Harper, UT</td>
<td></td>
</tr>
<tr>
<td>9. Representative Ellie Hill, MT</td>
<td>(Total: 29 members)</td>
</tr>
<tr>
<td>10. Senator Sara Howard, NE</td>
<td></td>
</tr>
<tr>
<td>11. Senator Anna MacKinnon, AK</td>
<td></td>
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<tr>
<td>12. Senator Ryan McDougle, VA</td>
<td></td>
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<tr>
<td>13. Representative Joyce Peppin, MN</td>
<td></td>
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<tr>
<td>14. Speaker David Ralston, GA</td>
<td></td>
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<tr>
<td>15. Speaker Cliff Rosenberger, OH</td>
<td></td>
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<tr>
<td>16. Speaker Robin Vos, WI</td>
<td></td>
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<tr>
<td>17. Representative Angela Williams, CO</td>
<td></td>
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<tr>
<td>18. Representative Jennifer Williamson, OR</td>
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</tr>
</tbody>
</table>

**NCSL Staff**

Diane Chaffin  
Bill Pound  
Laura Tobler

August 2017
# National Conference of State Legislatures
## Appropriations Schedule
### FY2017

Current as of **July 17, 2017**

<table>
<thead>
<tr>
<th></th>
<th>Scheduled / Billed</th>
<th>Received to Date</th>
<th>Remaining</th>
<th>Anticipated</th>
<th>Not Anticipated</th>
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<tbody>
<tr>
<td><strong>Alabama</strong></td>
<td>$188,699</td>
<td>$188,699</td>
<td>-$</td>
<td>-$</td>
<td>-</td>
</tr>
<tr>
<td><strong>Alaska</strong></td>
<td>121,964</td>
<td>107,000</td>
<td>14,964</td>
<td>-</td>
<td>14,964</td>
</tr>
<tr>
<td><strong>Arizona</strong></td>
<td>217,890</td>
<td>217,890</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Arkansas</strong></td>
<td>158,172</td>
<td>158,172</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>California</strong></td>
<td>650,000</td>
<td>475,000</td>
<td>175,000</td>
<td>-</td>
<td>175,000</td>
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<tr>
<td><strong>Colorado</strong></td>
<td>195,765</td>
<td>195,765</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Connecticut</strong></td>
<td>168,543</td>
<td>168,543</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td><strong>Delaware</strong></td>
<td>125,073</td>
<td>119,500</td>
<td>5,573</td>
<td>-</td>
<td>5,573</td>
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<tr>
<td><strong>District of Columbia</strong></td>
<td>120,515</td>
<td>120,515</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td><strong>Florida</strong></td>
<td>428,336</td>
<td>50,000</td>
<td>378,336</td>
<td>-</td>
<td>378,336</td>
</tr>
<tr>
<td><strong>Georgia</strong></td>
<td>272,675</td>
<td>272,675</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Hawaii</strong></td>
<td>132,856</td>
<td>132,856</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
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## National Conference of State Legislatures
### Appropriations Schedule
#### FY2017

Current as of July 17, 2017

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*per cent of total Billed*

|                | 100.0% | 88.1% | 11.9% | 2.9% | 9.0% |
### National Conference of State Legislatures
### Appropriations Schedule
#### FY2018

Current as of July 25, 2017

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## National Conference of State Legislatures
### Appropriations Schedule
#### FY2018

Current as of July 25, 2017

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*per cent of total Billed*

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### GENERAL FUND REVENUE

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<td>9,699,659</td>
<td>94.63</td>
</tr>
<tr>
<td>Legislative Summit</td>
<td>2,334,450</td>
<td>2,356,732</td>
<td>2,356,732</td>
<td>100.95</td>
</tr>
<tr>
<td>Legislative Summit Exhibit Revenue</td>
<td>447,825</td>
<td>447,825</td>
<td>447,825</td>
<td>100.00</td>
</tr>
<tr>
<td>Publications Revenue</td>
<td>310,000</td>
<td>239,325</td>
<td>252,757</td>
<td>81.53</td>
</tr>
<tr>
<td>Interest Income</td>
<td>35,000</td>
<td>40,014</td>
<td>46,943</td>
<td>134.12</td>
</tr>
<tr>
<td>Capitol Forum</td>
<td>200,000</td>
<td>206,362</td>
<td>206,277</td>
<td>103.14</td>
</tr>
<tr>
<td>Seminars &amp; Meetings</td>
<td>28,158</td>
<td>87,278</td>
<td>127,953</td>
<td></td>
</tr>
<tr>
<td>Staff Section PDS Meetings</td>
<td>341,842</td>
<td>342,709</td>
<td>342,709</td>
<td>100.25</td>
</tr>
<tr>
<td>Central Services</td>
<td>150,000</td>
<td>124,569</td>
<td>137,294</td>
<td>91.53</td>
</tr>
<tr>
<td>Building Operating Account</td>
<td>1,104,141</td>
<td>1,000,158</td>
<td>1,126,902</td>
<td>102.06</td>
</tr>
<tr>
<td>Data Processing Revenue</td>
<td>1,217,532</td>
<td>1,124,935</td>
<td>1,241,131</td>
<td>101.94</td>
</tr>
<tr>
<td>Indirect Cost Recovery</td>
<td>1,300,000</td>
<td>1,277,661</td>
<td>1,414,667</td>
<td>108.82</td>
</tr>
<tr>
<td>Miscellaneous Revenue</td>
<td>115,000</td>
<td>112,269</td>
<td>101,805</td>
<td>88.53</td>
</tr>
<tr>
<td><strong>TOTAL REVENUES</strong></td>
<td><strong>17,834,022</strong></td>
<td><strong>16,867,007</strong></td>
<td><strong>17,502,653</strong></td>
<td>98.14</td>
</tr>
</tbody>
</table>

### STATE POLICY RESEARCH

<table>
<thead>
<tr>
<th>Source</th>
<th>FY'17 AMENDED BUDGET</th>
<th>PRIOR PERIOD BALANCE</th>
<th>YTD ACTUAL</th>
<th>PERCENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children, Youth &amp; Families</td>
<td>97,047</td>
<td>105,861</td>
<td>99,429</td>
<td>102.45</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>147,672</td>
<td>123,460</td>
<td>139,779</td>
<td>94.65</td>
</tr>
<tr>
<td>Education &amp; Job Training</td>
<td>148,789</td>
<td>157,730</td>
<td>172,101</td>
<td>115.67</td>
</tr>
<tr>
<td>Health Services</td>
<td>222,350</td>
<td>202,631</td>
<td>216,317</td>
<td>97.29</td>
</tr>
<tr>
<td>Environment, Energy &amp; Transportation</td>
<td>179,786</td>
<td>171,922</td>
<td>206,287</td>
<td>114.74</td>
</tr>
<tr>
<td>Director of State Policy Research</td>
<td>344,531</td>
<td>304,780</td>
<td>319,597</td>
<td>92.76</td>
</tr>
<tr>
<td><strong>Division Totals</strong></td>
<td><strong>1,140,175</strong></td>
<td><strong>1,066,384</strong></td>
<td><strong>1,153,509</strong></td>
<td><strong>101.17</strong></td>
</tr>
</tbody>
</table>

### STATE SERVICES

<table>
<thead>
<tr>
<th>Source</th>
<th>FY'17 AMENDED BUDGET</th>
<th>PRIOR PERIOD BALANCE</th>
<th>YTD ACTUAL</th>
<th>PERCENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Affairs</td>
<td>654,511</td>
<td>592,274</td>
<td>602,053</td>
<td>91.99</td>
</tr>
<tr>
<td>Legislative Staff Services</td>
<td>995,291</td>
<td>868,397</td>
<td>953,289</td>
<td>95.78</td>
</tr>
<tr>
<td>Director of Legislative Studies</td>
<td>51,665</td>
<td>35,045</td>
<td>38,370</td>
<td>74.27</td>
</tr>
<tr>
<td>Leaders’ Center &amp; Legislative Training</td>
<td>352,125</td>
<td>338,659</td>
<td>370,506</td>
<td>105.22</td>
</tr>
<tr>
<td>Director of State Services</td>
<td>383,241</td>
<td>320,392</td>
<td>322,296</td>
<td>84.10</td>
</tr>
<tr>
<td><strong>Division Totals</strong></td>
<td><strong>2,436,833</strong></td>
<td><strong>2,154,767</strong></td>
<td><strong>2,286,513</strong></td>
<td><strong>93.83</strong></td>
</tr>
</tbody>
</table>

### OUTREACH & COMMUNICATIONS

<table>
<thead>
<tr>
<th>Source</th>
<th>FY'17 AMENDED BUDGET</th>
<th>PRIOR PERIOD BALANCE</th>
<th>YTD ACTUAL</th>
<th>PERCENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member Services &amp; Outreach</td>
<td>431,357</td>
<td>477,142</td>
<td>451,050</td>
<td>104.57</td>
</tr>
<tr>
<td>Digital Communications</td>
<td>531,952</td>
<td>535,095</td>
<td>581,717</td>
<td>109.36</td>
</tr>
<tr>
<td>Legislative Summit</td>
<td>1,635,579</td>
<td>1,632,698</td>
<td>1,635,198</td>
<td>99.98</td>
</tr>
<tr>
<td>Exhibits</td>
<td>380,459</td>
<td>380,459</td>
<td>380,459</td>
<td>100.00</td>
</tr>
<tr>
<td>Meetings &amp; Seminars</td>
<td>202,905</td>
<td>208,984</td>
<td>241,631</td>
<td>119.09</td>
</tr>
<tr>
<td>Staff Section PDS Meetings</td>
<td>341,842</td>
<td>342,719</td>
<td>342,792</td>
<td>100.28</td>
</tr>
<tr>
<td>Publications</td>
<td>923,252</td>
<td>854,723</td>
<td>927,106</td>
<td>100.42</td>
</tr>
<tr>
<td><strong>Division Totals</strong></td>
<td><strong>4,447,346</strong></td>
<td><strong>4,431,819</strong></td>
<td><strong>4,559,952</strong></td>
<td><strong>102.53</strong></td>
</tr>
</tbody>
</table>

### EXECUTIVE MANAGEMENT

<table>
<thead>
<tr>
<th>Source</th>
<th>FY'17 AMENDED BUDGET</th>
<th>PRIOR PERIOD BALANCE</th>
<th>YTD ACTUAL</th>
<th>PERCENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of Executive Director</td>
<td>1,106,472</td>
<td>845,292</td>
<td>937,077</td>
<td>84.69</td>
</tr>
<tr>
<td>Officers &amp; Executive Committee</td>
<td>260,950</td>
<td>218,582</td>
<td>239,647</td>
<td>91.84</td>
</tr>
</tbody>
</table>

7/25/2017
# National Conference of State Legislatures

## General Fund

### Revenues and Expenses by Conference Program

**For the Period Ending**  
**June 30, 2017** *(preliminary)*

<table>
<thead>
<tr>
<th></th>
<th>FY'17 Amended Budget</th>
<th>Prior Period Balance</th>
<th>YTD Actual</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>International Programs</strong></td>
<td>404,124</td>
<td>394,396</td>
<td>440,340</td>
<td>108.96</td>
</tr>
<tr>
<td><strong>Division Totals</strong></td>
<td>1,771,546</td>
<td>1,458,270</td>
<td>1,617,063</td>
<td>91.28</td>
</tr>
</tbody>
</table>

**Operations**

<table>
<thead>
<tr>
<th>Account</th>
<th>FY'17 Amended Budget</th>
<th>Prior Period Balance</th>
<th>YTD Actual</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Accounting &amp; Finance</strong></td>
<td>1,257,490</td>
<td>1,166,149</td>
<td>1,264,712</td>
<td>100.57</td>
</tr>
<tr>
<td><strong>Central Services</strong></td>
<td>102,918</td>
<td>125,577</td>
<td>122,783</td>
<td>119.30</td>
</tr>
<tr>
<td><strong>Building Operating Account</strong></td>
<td>1,125,141</td>
<td>994,606</td>
<td>1,127,577</td>
<td>100.22</td>
</tr>
<tr>
<td><strong>Computer Center</strong></td>
<td>1,217,532</td>
<td>1,124,935</td>
<td>1,242,553</td>
<td>102.06</td>
</tr>
<tr>
<td><strong>Director of Operations</strong></td>
<td>596,578</td>
<td>612,571</td>
<td>669,202</td>
<td>112.17</td>
</tr>
<tr>
<td><strong>Division Totals</strong></td>
<td>4,299,659</td>
<td>4,023,837</td>
<td>4,426,828</td>
<td>102.96</td>
</tr>
</tbody>
</table>

**State-Federal Relations**

<table>
<thead>
<tr>
<th>Account</th>
<th>FY'17 Amended Budget</th>
<th>Prior Period Balance</th>
<th>YTD Actual</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Federal Budget &amp; Taxation</strong></td>
<td>933,744</td>
<td>791,625</td>
<td>872,210</td>
<td>93.41</td>
</tr>
<tr>
<td><strong>Human Services</strong></td>
<td>594,734</td>
<td>413,454</td>
<td>443,814</td>
<td>74.62</td>
</tr>
<tr>
<td><strong>Capitol Forum</strong></td>
<td>187,800</td>
<td>157,852</td>
<td>157,852</td>
<td>84.05</td>
</tr>
<tr>
<td><strong>Public Affairs</strong></td>
<td>345,609</td>
<td>289,645</td>
<td>314,599</td>
<td>91.03</td>
</tr>
<tr>
<td><strong>Director of State-Federal Relations</strong></td>
<td>1,664,083</td>
<td>1,519,690</td>
<td>1,652,108</td>
<td>99.28</td>
</tr>
<tr>
<td><strong>Division Totals</strong></td>
<td>3,725,970</td>
<td>3,172,265</td>
<td>3,440,583</td>
<td>92.34</td>
</tr>
</tbody>
</table>

**Merit Pool**

**Total Expenditures**

<table>
<thead>
<tr>
<th></th>
<th>FY'17 Amended Budget</th>
<th>Prior Period Balance</th>
<th>YTD Actual</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>17,821,529</td>
<td>16,307,341</td>
<td>17,484,448</td>
<td>98.11</td>
</tr>
</tbody>
</table>

**Revenue Over Expenditures**

<table>
<thead>
<tr>
<th></th>
<th>FY'17 Amended Budget</th>
<th>Prior Period Balance</th>
<th>YTD Actual</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue Over Expenditures</strong></td>
<td>$ 12,493</td>
<td>$ 559,666</td>
<td>$ 18,206</td>
<td>n/m</td>
</tr>
</tbody>
</table>

7/25/2017
National Conference of State Legislatures
FY 2018 Total Revenue Mix
General Fund and Restricted Fund

Grants and Contracts
$16.1 M
52%

Appropriations
$10.6 M
34%

Meetings
$3.7 M
12%

Other (interest income and publications)
$0.4 M
2%

Grand Total $30.8 Million

Dollars in millions
National Conference of State Legislatures
FY2017 Total Expenditure Mix
Through 5/31/2017

Dollars in millions

- **Salaries & Fringe Benefits**: $15.2 M (57%)
- **Travel, Conferences & Constituent Reimbursements**: $5.8 M (21%)
- **Consultants & Contract Services**: $1.4 M (5%)
- **NCSL Staff Travel**: $1.2 M (5%)
- **Occupancy Cost**: $1.6 M (6%)
- **Office Expenses**: $1.4 M (5%)
- **Other Expenses**: $0.4 M (1%)

**Grand Total**: $26.9 Million
National Conference of State Legislatures
FY 2018 Grant and Contract Revenue

Dollars in millions

- Foundations
  - $8.7 M
  - 54%

- Federal Grants and Contracts
  - $5.6 M
  - 35%

- NCSL Foundation for State Legislatures
  - $1.8 M
  - 11%

Grand Total $16.1 Million
### National Conference of State Legislatures

**FY 2017 Top 10 Funders (preliminary)**

($ in ‘000s)

<table>
<thead>
<tr>
<th>Funders</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Energy</td>
<td>$ 2,230.0</td>
</tr>
<tr>
<td>NCSL Foundation for State Legislatures</td>
<td>1,763.0</td>
</tr>
<tr>
<td>Pew Charitable Trusts</td>
<td>1,582.6</td>
</tr>
<tr>
<td>Department of Health &amp; Human Services</td>
<td>1,037.3</td>
</tr>
<tr>
<td>W. K. Kellogg Foundation</td>
<td>663.0</td>
</tr>
<tr>
<td>MacArthur Foundation</td>
<td>483.5</td>
</tr>
<tr>
<td>Annie E. Casey Foundation</td>
<td>453.7</td>
</tr>
<tr>
<td>Bill &amp; Melinda Gates Foundation</td>
<td>320.2</td>
</tr>
<tr>
<td>Centers for Disease Control</td>
<td>278.5</td>
</tr>
<tr>
<td>Charles Stewart Mott Foundation</td>
<td>268.0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$ 9,079.8</strong></td>
</tr>
</tbody>
</table>
National Conference of State Legislatures

FY 2018 General Fund Revenue Mix

Dollars in millions

- Appropriations $10.6 M (62%)
- Meetings $3.7 M (21%)
- Indirect Cost Recovery $1.5 M (9%)
- Allocation Cost Recovery from Grant Funds $0.9 M (5%)
- Publications $0.3 M (2%)
- Other $0.1 M (1%)

Grand Total $17.1 Million
National Conference of State Legislatures

FY 2018 General Fund Expenditure Mix

Dollars in millions

- State/Federal Activities: $3.3 M (20%)
- Research Services: $4.3 M (26%)
- Meetings: $2.9 M (17%)
- Administration: $3.1 M (18%)
- Information Technology: $1.2 M (8%)
- Building: $1.1 M (6%)
- Publications: $0.9 M (5%)

Grand Total: $16.8 Million
National Conference of State Legislatures

State Dues: Scheduled and Received

$ in millions (nominal)

- Scheduled
- Received

Recession

18 months
Status of NCSL FY2017 Appropriations

- 100% of Scheduled Dues Paid: 41 states/territories
- 91% to 99% of Scheduled Dues Paid: 4 states/territories
- 51% to 90% of Scheduled Dues Paid: 8 states/territories
- 1% to 50% of Scheduled Dues Paid: 1 state/territory
- No Payment: 4 states/territories
National Conference of State Legislatures
Net Results from Revenue Generating Programs

Projected Request


$1,500,000
$1,000,000
$500,000
$0
- $500,000
- $1,000,000

Legislative Summit and Exhibits
Forum
Professional Development Seminars
Advertising & Publications
National Conference of State Legislatures
General Fund
Functional Expense Trend
## National Conference of State Legislatures
### General Fund
#### Functional Expenses

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Compensation Expense</td>
<td>$7,291,692</td>
<td>$6,996,149</td>
<td>$7,112,337</td>
<td>$7,089,820</td>
<td>$7,203,903</td>
<td>$6,858,004</td>
<td>$7,318,104</td>
<td>$7,501,127</td>
</tr>
<tr>
<td>Fringe Benefit Expense</td>
<td>2,448,361</td>
<td>2,448,841</td>
<td>2,398,728</td>
<td>2,512,307</td>
<td>2,729,124</td>
<td>2,513,127</td>
<td>2,730,815</td>
<td>2,742,766</td>
</tr>
<tr>
<td>Travel, Conferences &amp; Constituent Reimbursement</td>
<td>1,642,898</td>
<td>1,428,073</td>
<td>1,487,822</td>
<td>1,855,407</td>
<td>1,601,953</td>
<td>1,485,822</td>
<td>1,700,877</td>
<td>1,751,764</td>
</tr>
<tr>
<td>Rent, Property &amp; Equipment Expenses</td>
<td>1,060,506</td>
<td>1,061,672</td>
<td>1,174,374</td>
<td>1,078,486</td>
<td>967,536</td>
<td>744,728</td>
<td>803,305</td>
<td>767,367</td>
</tr>
<tr>
<td>Other General Fund Expenses</td>
<td>2,589,689</td>
<td>2,116,871</td>
<td>2,330,456</td>
<td>2,377,682</td>
<td>2,271,287</td>
<td>2,460,042</td>
<td>2,506,301</td>
<td>2,873,137</td>
</tr>
<tr>
<td><strong>Total Programmatic General Fund Expenses</strong></td>
<td>$15,033,146</td>
<td>$14,051,606</td>
<td>$14,503,717</td>
<td>$14,913,702</td>
<td>$14,773,803</td>
<td>$14,061,722</td>
<td>$15,059,401</td>
<td>$15,636,161</td>
</tr>
</tbody>
</table>
# National Conference of State Legislatures

## Statement of Activities

For the Year Ended June 30, 2016

<table>
<thead>
<tr>
<th>PROGRAM ACTIVITIES</th>
<th>GENERAL FUND ACTIVITIES</th>
<th>RESTRICTED FUND ACTIVITIES</th>
<th>TOTAL</th>
<th>NET (EXPENSES) / REVENUES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>$6,563,365</td>
<td>$2,459,526</td>
<td>$921,414</td>
<td>$3,380,940</td>
</tr>
<tr>
<td>Office of the Executive Director</td>
<td>1,054,381</td>
<td>2,000</td>
<td>112,151</td>
<td>114,151</td>
</tr>
<tr>
<td>Professional Staff Development</td>
<td>30,641</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Officers &amp; Executive Committee</td>
<td>810,555</td>
<td>4,100</td>
<td>621,370</td>
<td>625,470</td>
</tr>
<tr>
<td>State Travel Funds</td>
<td>68,287</td>
<td>-</td>
<td>(15,639)</td>
<td>(15,639)</td>
</tr>
<tr>
<td>Director of Operations</td>
<td>615,195</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Headquarters Facility Costs</td>
<td>1,273,506</td>
<td>1,211,303</td>
<td>-</td>
<td>1,211,303</td>
</tr>
<tr>
<td>Finance &amp; Accounting</td>
<td>1,253,425</td>
<td>598</td>
<td>-</td>
<td>598</td>
</tr>
<tr>
<td>Information Technology</td>
<td>1,457,376</td>
<td>1,241,525</td>
<td>203,533</td>
<td>1,445,058</td>
</tr>
</tbody>
</table>

| Policy Research | 11,917,003 | 11,200 | 2,236,797 | 2,239,297 | (1,440,006) |
| Children & Families | 1,160,947 | 1,000 | 1,050,414 | 1,051,414 | (109,906) |
| Criminal Justice | 1,264,310 | 1,121,933 | 1,121,933 | 1,121,933 | (124,378) |
| Education | 2,405,746 | 2,368,939 | 2,368,939 | 2,368,939 | (142,378) |
| Health Services | 2,188,765 | 2,188,765 | 2,188,765 | 2,188,765 | (31,318) |
| International Program | 566,902 | 163,190 | 163,190 | 163,190 | (31,318) |
| State Tribal Relations | 385,639 | - | 385,639 | 385,639 | - |
| Women's Network | 28,077 | - | 28,077 | 28,077 | - |
| Director of State Policy Research | 305,447 | - | - | - | (305,447) |

| State Services | 4,962,791 | 300 | 2,644,013 | 2,644,314 | (2,318,477) |
| Fiscal Affairs | 1,639,745 | - | 1,017,826 | 1,017,826 | (621,920) |
| Legislative Management | 1,703,495 | 678,942 | 678,942 | 678,942 | (1,024,553) |
| Legislative Studies | 285,205 | 253,600 | 253,600 | 253,600 | (31,605) |
| Leader's Center & Legislative Training | 906,373 | 623,646 | 623,646 | 623,646 | (282,427) |
| Director-State Services | 427,972 | 0 | 70,000 | 70,000 | (357,972) |

| Communications and Outreach | 6,265,197 | 3,482,425 | 1,852,341 | 5,334,766 | (930,432) |
| Member Services and Outreach | 561,431 | - | 154,418 | 154,418 | (407,013) |
| Digital Communications | 582,771 | - | - | - | (582,771) |
| Legislative Summit | 2,922,198 | 2,297,673 | 1,295,702 | 2,295,702 | (671,176) |
| Exhibits | 332,912 | 436,389 | - | 436,389 | 103,477 |
| Meetings and Seminars | 939,949 | 460,546 | 402,221 | 862,767 | (77,182) |
| Publications | 522,177 | 287,817 | - | 287,817 | (234,360) |
| State Legislatures Magazine | 403,759 | - | - | - | (403,759) |

| State-Federal Relations | 4,010,810 | 233,462 | 412,033 | 412,033 | (3,635,315) |
| Director of State-Federal Relations | 1,534,655 | - | - | - | (1,534,655) |
| Computer Center DC | 40,120 | - | - | - | (40,120) |
| Fiscal & Governmental Affairs | 760,718 | - | - | - | (760,718) |
| Personnel and Office Management | 222,891 | - | - | - | (222,891) |
| Public Affairs | 285,525 | - | - | - | (285,525) |
| Forum and Standing Committees | 157,478 | 233,462 | - | 233,462 | 75,984 |
| Human Services and Education | 1,009,423 | 412,033 | 412,033 | 412,033 | (597,390) |

Total Program Activities: $33,719,166 | $6,186,913 | $16,295,599 | $22,482,512 | (11,236,654)
<table>
<thead>
<tr>
<th>PROGRAM REVENUES</th>
<th>GENERAL FUND ACTIVITIES</th>
<th>RESTRICTED FUND ACTIVITIES</th>
<th>TOTAL</th>
<th>NET (EXPENSES) / REVENUES</th>
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<tbody>
<tr>
<td>Total Program Activities (above)</td>
<td>$ 33,719,166</td>
<td>$ 6,186,913</td>
<td>$ 16,295,599</td>
<td>$ 22,482,512</td>
</tr>
</tbody>
</table>

General Revenues
- Appropriations: $ 9,764,057
- Indirect Cost Reimbursements: 1,296,963
- Reimbursed Services Provided to FSL: 145,047
- Interest and Dividend Income: 37,135
- Miscellaneous Income: 58,513

Total General Revenues: $ 11,301,715

Change in Net Position: $ 65,060

Net Position June 30, 2015: $ 2,713,280
Net Position June 30, 2016: $ 2,778,340
Grant and Contract Report, August 2017

NCSL Grant Solicitation Guidelines

1. NCSL's primary objective in fund raising is to pursue grants on issues that are important to legislators. Among the measures of importance are information requests, requests for technical assistance, currently filed legislation, a federal initiative to which states must respond, priorities set by the Executive Committee, or a topic that NCSL staff foresee coming to center stage.

2. NCSL will consider topics that enhance established strengths of the organization to provide greater depth to legislators as they consider increasingly complex facets of an issue.

3. Where the issue is new to the organization, staff will consider how quickly it can develop expertise to ensure sustainability should future grant funding end.

4. NCSL will focus its fund raising on topics where reliable and impartial sources of information are not readily available to legislators to avoid duplication of efforts. Where credible resources exist, NCSL will serve as a broker to facilitate access to information.

5. NCSL will not accept funding from a source unless it agrees that:
   - NCSL will not advocate the funder's position on an issue (unless it is consistent with NCSL policy adopted under NCSL bylaws); and
   - NCSL will maintain total direction and editorial control over the operation and work produced under the grant.

Despite being able to ensure that these guarantees are in place, NCSL understands that there may be a perceived conflict of interest in pursuing grant funding from certain sources. Staff must thoroughly assess these risks and be confident that it can justify any such funding to NCSL's Executive Committee, which retains final authority to approve or reject any grant proposal, before proceeding with negotiations.

6. In negotiating final grant conditions, NCSL and the funder must agree to the scope and timing of the proposal, project deliverables and budget.
New Projects Requiring Executive Committee Approval

1. Legislative Staff Exchange Program in the Western Hemisphere
   Source: U.S. Department of State, Bureau of Educational and Cultural Affairs
   Amount: $499,528 @ 40% Likelihood of Funding
   Direct/Indirect Costs: $451,887 – Direct Costs; $47,641 – Indirect Costs (@ 10.5% of direct costs)
   Description: NCSL will select 20 mid-level legislative staff from Mexico, Costa Rico, Guyana, Trinidad and Tobago and Jamaica to engage in a six-week fellowship program in a state legislature. There will be a reciprocal program for 10 U.S. legislative staff to travel to the target countries.
   Time Period: October 1, 2017 to March 31, 2019
   Deliverables: First cohort professional fellows; first group U.S. fellows; second cohort professional fellows; and second group U.S. fellows.
   Submitted to EC: August 5, 2017

2. Educating State-Level Stakeholders on Injury and Violence Prevention
   Source: U.S. Department of Health and Human Services, Centers for Disease Control and Prevention
   Amount: $188,000 @ 80% Likelihood of Funding
   Direct/Indirect Costs: $156,558 – Direct Costs; $31,442 – Indirect Costs (@ 53.5% of salaries)
   Description: In coordination with partners, NCSL will assess policy interventions, develop and disseminate evidence-based information and policy strategies to state policymakers, and support them through technical assistance as they develop plans to reduce injuries and violence in their own states.
   Time Period: September 1, 2017 to August 31, 2020
   Deliverables: One fellows program; one state team meeting; three educational publications; and one meeting session.
   Submitted to EC: August 5, 2017

3. Developing Legislative Capacity to Improve High-Quality Postsecondary Education Outcomes
   Source: Laura and John Arnold Foundation
   Amount: $350,425 @ 50% Likelihood of Funding
   Direct/Indirect Costs: $318,568 – Direct Costs; $31,857 – Indirect Costs (@ 10% of Direct Costs)
   Description: This proposal describes a two-year initiative that is designed to provide support to state legislatures to design and implement policies that improve student success and lead to high-quality employment outcomes.
   Time Period: September 1, 2017 to August 31, 2019
   Deliverables: One 50-state analysis and database; four web-based briefs; eight sessions at NCSL meetings/workshops; and one legislator’s toolkit.
   Submitted to EC: August 5, 2017

4. Regional Multi-State Approach to Aligning Systems to Advance Employment Equity and Economic Stability for Parents
   Source: W.K. Kellogg Foundation
   Amount: $350,000 – FUNDED at $350,000
   Direct/Indirect Costs: $305,000 – Direct Costs; $45,000 – Indirect Costs (@ 15% of Direct Costs)
   Description: NCSL will develop and pilot a state team regional learning collaboration in the northeast to identify policy opportunities, lessons learned and challenges faced by states implementing whole-family approaches to economic opportunity that benefits low-income parents and families of color.
   Time Period: June 1, 2017 to May 31, 2019
5. Engaging State Policymakers on Law Enforcement
Source: U.S. Department of Justice, Office of Community Oriented Policing Services
Amount: $299,429 @ 75% Likelihood of Funding
Direct/Indirect Costs: $243,139 – Direct Costs; $56,289 – Indirect Costs (@ 53.5% of salaries)
Description: This project will build the capacity of state legislatures to address community policing policy. The project will convene a work group that will develop a policing guidebook, create a web page and track enactments. It also will support NCSL meeting programs.
Time Period: September 1, 2017 to August 31, 2019
Deliverables: Three meetings of the community policing workgroup; publish a community policing guidebook; create a law enforcement enactment database; and create a law enforcement web collection.
Submitted to EC: August 5, 2017

6. Prescription Drug Costs Resource Project for State Legislators
Source: The Laura and John Arnold Foundation
Amount: $176,219 @ 80% Likelihood of Funding
Direct/Indirect Costs: $167,828 – Direct Costs; $8,391 – Indirect Costs (@ 5% of Direct Costs)
Description: The NCSL Health Program will conduct a five-part project to empower state legislators to make more informed decisions about state prescription drug policies. Projects include a redesign and update of NCSL prescription drug access and costs web-based resources.
Time Period: September 1, 2017 to February 28, 2019
Deliverables: Update NCSL resources; 20-page Rx toolkit; establish member list serve; and information center.
Submitted to EC: August 5, 2017

7. Juvenile Justice Reform and State Courts Initiative – project will be housed in the National Center for State Courts
Source: State Justice Institute (SJI)
Amount: $120,000 @ 80% Likelihood of Funding
Direct/Indirect Costs: $112,320 – Direct Costs; $7,680 – Indirect Costs (@ 6.8% of Direct Costs)
Description: NCSL will be a national partner in SJI’s Strategic Initiative to improve judicial policies and implement legal and evidence-based juvenile justice practices. With approval of a 10-member Steering Committee, NCSC and the national partner organizations, including NCSL, will develop, deliver, and widely disseminate learning opportunities, technical assistance and national resources to a judicial and legislative audience.
Time Period: July 1, 2017 to June 30, 2019
Deliverables: Steering committee meetings; deep dive meetings; and national resources.
Submitted to EC: August 5, 2017

8. Quality of medication treatment for opioid use disorder in Medicaid-enrollees; the effects of state policies and initiatives
Source: RAND Corporation
Amount: $109,500 @ 50% Likelihood of Funding
Direct/Indirect Costs: $87,793 – Direct Costs; $21,707 – Indirect Costs (@ 53.5% of salaries)
Description: Identify state policy and activity that addresses medication-assisted treatment for opiate addiction.
Time Period: April 1, 2018 to September 30, 2022
Deliverables: 50-state survey; and small focus group.
Submitted to EC: August 5, 2017

**Status of Previously Approved Projects**: Changes in status since the last report are shown in **BOLD CAPITALS**.

9. **State Tax Policy Modernization Study**
   Source: The Laura and John Arnold Foundation
   Amount: $750,000 – Deferred to the fall board meeting; likelihood of funding reduced to 25%
   Direct/Indirect Costs: $705,208 – Direct Costs; $35,260 – Indirect Costs (@ 5% of Direct Costs)
   Description: This proposal is for a two-year project to assemble a work group that will review research and produce a report that provides policymakers with evidence-based information on a practical and bipartisan approach to tax policy modernization.
   Time Period: March 1, 2017 to February 28, 2019
   Deliverables: Four meetings; five technical assistances; one report; and one *State Legislature* magazine article.
   EC Approval Date: January 14, 2017

10. **Building the Next Generation of Legislative Higher Education Leaders**
    Source: Smith Richardson Foundation; Knight Foundation; other TBD
    Amount: $500,000 @ 50% Likelihood of Funding, **NOT FUNDED**
    EC Approval Date: April 22, 2017

11. **State Opportunities for Improving Equity under ESSA**
    Source: Kellogg Foundation
    Amount: $500,000 – **FUNDED at $500,000**
    Direct/Indirect Costs: $435,483 – Direct Costs; $64,517 – Indirect Costs (@ 14.82% of Direct Costs)
    Description: Inform legislators about opportunities and legislative levers under the new Every Student Succeeds Act (ESSA) to improve educational equity.
    Time Period: May 1, 2017 to July 31, 2019
    Deliverables: Six to eight publications/briefs; four in-department workshops/site visits; three to four meeting sessions; and two website/legislative tracking.
    EC Approval Date: January 14, 2017

12. **Engaging State and Local Policymakers in Partnerships to Eliminate Health Disparities**
    Source: Office of Minority Health
    Amount: $400,000 @ 50% Likelihood of Funding, **NOT FUNDED**
    EC Approval Date: April 22, 2017

13. **National Indoor Environments Program: Reducing Public Exposure to Indoor Pollutants**
    Source: U.S. Environmental Protection Agency
    Amount: $292,000 @ 50% Likelihood of Funding, **NOT FUNDED**
    EC Approval Date: April 22, 2017

14. **Strengthening Partnerships with State Legislatures to Promote Safety of Food and Drug Administration Regulated Products**
    Source: U.S. Health & Human Services, Food and Drug Administration
    Amount: $175,000 – **NOT FUNDED**
    EC Approval Date: August 7, 2016
15. NCSL Transportation Leaders Meeting
Source: Confirmed sponsors: American Automobile Association, the American Society of Civil Engineers, Coalition of Ignition Interlock Manufacturers, the Foundation for Advancing Alcohol Responsibility, Lyft, and the Reason Foundation to date.
Amount: $120,000 – FUNDED at $97,500 to date
Direct/Indirect Costs: $96,000 Direct Costs; $1,500 Indirect Costs (@ 5% of salaries)
Description: NCSL proposes to convene an invitational meeting for 25-35 state legislative transportation leaders in October, 2017 in Denver.
Time Period: March 27, 2017 to May 31, 2018
Deliverables: One invitational meeting; two NCSL blogs; and two issue briefs.
EC Approval Date: January 14, 2017

16. Drinking Water Infrastructure Challenges and Vulnerable Communities; Children Impacted by Lead Hazards
Source: W.K. Kellogg Foundation
Amount: Reduced to $10,000 from $100,000 – FUNDED at $10,000
Direct/Indirect Costs: $10,000 – Direct Costs; No indirect costs
Description: This effort focuses on the legislative lessons learned from two cities with water infrastructure issues affecting children’s health: Flint, MI and Jackson, MS.
Time Period: January 2017 to December 2017
Deliverables: Web report and possible ancillary session at Legislative Summit.
EC Approval Date: October 8, 2016

Status of Renewals
17. Assistance to State Legislatures on Critical Policy Issues
Source: The Pew Charitable Trusts
Amount: $1,451,626 – FUNDED at $1,451,626
Direct/Indirect Costs: $1,393,123 – Direct Costs; $58,503 – Indirect Costs (@ 10% of salaries)
Time Period: July 1, 2017 to June 30, 2018
Deliverables: Fifteen conferences, seminars, focus groups or workshops; four State Legislatures magazine articles; three Legislative Summit/Capitol Forum sessions; five databases; five webinars; and one report.
Reported to EC: August 5, 2017

18. Educating State Legislators about Health Access, Quality, Innovations, Workforce and Public Health
Source: U.S. Department of Health & Human Services, Health Resources and Services Administration
Amount: $875,000 @ 90% Likelihood of Funding
Direct/Indirect Costs: $728,075 – Direct Costs; $146,925 – Indirect Costs (@ 53.5% of salaries)
Time Period: September 1, 2017 to August 31, 2018
Deliverables: Training and technical assistance; policy analysis and information exchange; and collaboration, coordination and partnerships.
Reported to EC: August 5, 2017

19. Building Legislative Leadership on Early Childhood Policy
Source: Alliance for Early Success
Amount: $280,000 @ 99% Likelihood of Funding
Direct/Indirect Costs: $268,714 – Direct Costs; $11,286 – Indirect Costs (@ 4% of direct costs)
Time Period: September 1, 2017 to August 31, 2018
## Grant and Contract Report

Deliverables: One Early Learning Fellows meeting; three to four policy briefs; one focus group; and one legislative database, tracking/summary.
Reported to EC: August 5, 2017

### 20. State Legislative Policy Options Regarding the Employment of People with Disabilities

Source: Concept Communications, with a grant from the U.S. Department of Labor, Office of Disability Employment Policy
Amount: $215,210 @ 95% Likelihood of Funding
Direct/Indirect Costs: $174,440 – Direct Costs; $40,770 – Indirect Costs (@ 53.5% of salaries)
Time Period: June 22, 2017 to June 21, 2018
Deliverables: Three *LegisBriefs* and blogs; one webinar; one collaboration meeting; and three technical assistances.
Reported to EC: August 5, 2017

### 21. NCSL Student-Centered Learning Commission: State Legislators and the Future of Learning

Source: Nellie Mae Education Foundation
Amount: $214,061 @ 90% Likelihood of Funding
Direct/Indirect Costs: $186,140 – Direct Costs; $27,921 – Indirect Costs (@ 15% of direct costs)
Time Period: September 1, 2017 to August 31, 2018
Deliverables: Two meetings; two sessions; one issue brief; and monthly legislative tracking.
Reported to EC: August 5, 2017

### 22. Legislative Research on Front End Justice Issues

Source: Laura and John Arnold Foundation
Amount: $190,617 – FUNDED at $190,617 (provisional until agreement signed)
Direct/Indirect Costs: $177,997 – Direct Costs; $12,620 – Indirect Costs (@ 5% of direct costs)
Time Period: October 1, 2016 to September 30, 2017
Deliverables: Two enactment reports; two policy charts; one sponsored luncheon; and two publications on law enforcement and pretrial (bail) issues.
Reported to EC: October 8, 2016

## FUNDED PROPOSALS UNDER $100,000

### New Projects

#### 23. The Census and the States

Source: New Venture Fund
Amount: $62,205 – FUNDED at $62,205
Description: NCSL proposes a three-year project to educate state legislators and legislative staff—key Census stakeholders—on the role the decennial Census, its value to state policymakers and their role in supporting an accurate count.
Time Period: September 1, 2017 to August 31, 2020
Deliverables: Bill tracking; *State Legislatures* magazine article, blog and website; and sessions and webinars.
Reported to EC: August 5, 2017

#### 24. Maine Legislative Council Staff Classification, Job Specification and Compensation Review

Source: Maine Legislative Council
Amount: $25,359 – FUNDED at $25,359


**Description:** NCSL will work with the Maine Legislative Council staff to review the classification, compensation and job specifications for legislative staff employed by the Legislative Council and its offices and make recommendations for change if needed.

**Time Period:** October 1, 2017 to March 15, 2018

**Deliverables:** Preliminary report prepared; and final report.

**Reported to EC:** August 5, 2017

### 25. Property Assessed Clean Energy (PACE)

**Source:** Renew Financial

**Amount:** $17,500 – **FUNDED at $17,500**

**Description:** Small project on Property Assessed Clean Energy, a method of financing for renewable energy and energy efficiency upgrades to properties.

**Time Period:** July 6, 2017 to March 31, 2018

**Deliverables:** One *LegisBrief*, one *State Legislatures* magazine article; and one Capitol Forum session.

**Reported to EC:** August 5, 2017

### 26. 2017 Institute on School Choice

**Source:** Ewing Marion Kauffman Foundation

**Amount:** $15,000 – **FUNDED at $15,000**

**Description:** Kauffman is co-sponsoring NCSL’s Institute on School Choice invitational to be held July 10-12 in Kansas City, MO.

**Time Period:** June 2, 2017 to October 2, 2017

**Deliverables:** State teams meeting on School Choice.

**Reported to EC:** August 5, 2017

### 27. Lead Service Line Replacement

**Source:** WKKF/EDF

**Amount:** $10,000 – **FUNDED at $10,000**

**Description:** To support shared interests in reducing exposure to lead in tap water.

**Time Period:** April 15, 2017 to August 28, 2018

**Deliverables:** LSL web page; LSL ancillary; and webinar.

**Reported to EC:** August 5, 2017

### 28. NHSPS Consultation

**Source:** RWJ; University of Kentucky

**Amount:** $7,000 – **FUNDED at $7,000**

**Description:** To consult with University of Kentucky on environmental health portion of the National Health Security Preparedness index.

**Time Period:** April 27, 2017 to September 29, 2017

**Deliverables:** Consult on national meeting.

**Reported to EC:** August 5, 2017

### 29. Lifting Indiana to World Class Education Levels: A Deeper Look at High-Performing Systems

**Source:** Richard M Fairbanks Foundation

**Amount:** $6,760 – **FUNDED at $6,760**

**Description:** Plan 2 to 3 virtual meetings at the invitation of Indiana Representative Robert Behning, education committee chair.

**Time Period:** June 12, 2017 to August 15, 2017

**Deliverables:** Two virtual meetings with education officials in other high-performing countries, likely Switzerland and Canada.
Renewal Projects Under $100,000

30. Disparities in Behavioral Health

Source: Office of Minority Health as a subcontract with PSA

Amount: $36,000 – FUNDED at $36,000

Description: NCSL will complete a case study to survey legislation related to disparities in behavioral health care access and treatment to identify and analyze policies that address disparities in behavioral health educate legislators and legislative staff about options to reduce disparities.

Time Period: April 27, 2017 to September 28, 2017

Deliverables: One web page; and one policy brief.

Reported to EC: August 5, 2017

31. Child Support Enforcement State Legislative Support Project

Source: U.S. Department of Health and Human Services, Office of Child Support Enforcement

Amount: $78,500 – FUNDED at $78,500

Description: This project will enable NCSL to track the changes and innovations in states’ child support programs and help legislators identify ways they can strengthen their child support systems while still maintaining concern for privacy and state flexibility.

Time Period: May 6, 2017 to May 5, 2018

Deliverables: One meeting session; four web briefs; one database; and four quarterly newsletters.

Reported to EC: August 5, 2017

32. State Environment Health Laboratories Project

Source: Association of Public Health Labs

Amount: $50,000 – FUNDED at $50,000

Description: This project will enable NCSL to increase the knowledge of legislators and their staff about the role state laboratories play in protecting the public from environmental threats.

Time Period: July 1, 2017 to June 30, 2018

Deliverables: One Legisbrief; webinar; and legislative tracking.

Reported to EC: August 5, 2017
Member Outreach and Communications Subcommittee

Saturday, August 5, 2017
1:00 – 2:00 p.m.
Westin Waterfront Faneuil

AGENDA

1. Welcome and Introductions - Senator Toi Hutchinson, Chair, NCSL Vice President

2. Legislative Summit
   a. 2017 Host Committee Report

3. Member Outreach and NCSL Engagement Metrics

4. Public Affairs Report

5. Other Business
# 2016 – 2017 Member Outreach & Communication Subcommittee

**Jurisdiction:** The Member Outreach & Communication Subcommittee is responsible for program development and review of NCSL’s many programs, services and communication with state legislatures. This includes the NCSL website, e-learning, publications, NCSL committees and task forces, annual meetings, public affairs, and strategic plan review and implementation.

<table>
<thead>
<tr>
<th>Senator Toi Hutchinson, Illinois</th>
<th>Chuck Truesdell, Kentucky</th>
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</thead>
<tbody>
<tr>
<td>Chair</td>
<td>Staff Chair</td>
</tr>
<tr>
<td>Senator Brandt Hershman, Indiana</td>
<td>Vice Chair</td>
</tr>
<tr>
<td>Wendy Jackson, Wisconsin</td>
<td>Staff Vice Chair</td>
</tr>
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## Legislator Members

1. Assemblywoman Irene Bustamante Adams, NV
2. Senator Bill Cowsert, GA
3. Senator Andre Cushing, ME
4. Representative Dan Flynn, TX
5. Senator Brent Hill, ID
6. Senator Wally Horn, IA
7. Senator Neville James, VI
8. Delegate Sally Jameson, MD
9. Representative Jay Kaufman, MA
10. Representative Helene Keeley, DE
11. Senator Delores Kelley, MD
12. Representative Brian Kennedy, RI
13. Senator Karen McConnaughay, IL
14. François Ouimet, MNA, Quebec
15. Representative Scott Saiki, HI
16. Speaker Pete Schwartzkopf, DE
17. Representative Julie Stokes, LA
18. Senator Bo Watson, TN

## Staff Members

1. Jonathan Ball, UT
2. Nancy Cyr, NE
3. Sonia Gavin, MT
4. J.J. Gentry, SC
5. Russell Humphrey, TN
6. G. Paul Nardo, VA
7. Joel Redding, KY

*(Total: 25 members)*

**NCSL Staff**

Nancy Rhyme
Karen Hansen

April 2017
Outreach Agenda
Since April 2017 NCSL has continued extensive personal outreach to legislators and staff. Completed outreach activities include:

- Series of ads in *State Legislatures* with NCSL’s outreach messages (March – June), ads promoting legislative staff services (June, July/August), and a “by the numbers” ad highlighting NCSL’s work on behalf of states (July/August).
- Created new NCSL promotional video with YDraw that will debut at Legislative Summit.
- Wrote and designed targeted emails for Legislative Summit.
- Created a “Red Carpet Meet and Greet” networking event for legislative staff at Legislative Summit.
- Continued marketing the legislative staff professional development seminars.
- Added a new “Get Involved” button to the NCSL homepage to drive traffic to the member resources page.

Our American States
The “Our American States” podcast debuted in January 2017. Recent topics include state health spending, cybersecurity, effective networking, brain science, and federalism. As of July 12, there were 674 subscribers and episodes have been downloaded a total of 7,427 times.

Services Provided
Information requests
NCSL staff answered 575 information requests from 105 legislators from 37 states and 470 from legislative staff in 50 states. Topics included health (133), transportation (85), human services (57), energy and environment (50), criminal and juvenile justice (42), and elections and redistricting (32).

Issue Expertise and Training Services
NCSL provided 30 in-state assistance programs to more than 999 constituents, including seven professional development trainings, 11 testimonies and nine technical assistance visits.

State Visits
NCSL visited 46 states and territories during the 2017 legislative session.

Meetings and Invitationals
NCSL hosted 25 meetings in April-July 2017 attended by 70 legislators (35 Democrats and 35 Republicans) from 34 states and 28 legislative staff from 19 states. Meetings included the Symposium for Legislative Leaders, The Future of Elections, Agriculture Task Force, Western States Fiscal Leaders, and Early Learning Fellows.
Webinars
NCSL hosted 34 webinars on topics including cybertechnology, state approaches to addressing health disparities, energy efficiency, and stress testing pension plans. Fifty-nine legislators from 26 states and 429 legislative staff from all 50 states attended.

Website
From April 1 - July 10, the NCSL website received 3,131,001 visits and 8,322,925 page views. The web pages with the most page views were:

- State Minimum Wages | 2017 Minimum Wage by State 870,849
- Tattooing and Body Piercing | State Laws, Statutes and Regulations 206,388
- State Rainwater Harvesting Laws and Legislation 181,534

NCSL Blog
From April – July 10, NCSL posted 104 new items with a total of 66,886 views. The blogs with the most page views were:

- Interior Secretary Pledges Advocacy for Tribes 4,687
- To Save Daylight or Not to Save Daylight – That is the Timely Question 662
- Key Provisions in Senate Health Care Bill 477

Publications
NCSL released more than 10 reports and publications from April-July 2017 on a wide variety of state and federal policy issues, including State Approaches to Reducing Health Disparities, State Tax Actions and Traffic Safety Trends.

LegisBriefs
NCSL released 16 issues of LegisBriefs on modernizing elections, protecting pipelines, autonomous vehicles and ranked choice voting, among others.

State Legislatures Magazine
NCSL published four issues of State Legislatures. The magazine is mailed to all legislators, legislative staff, and subscribers. Cover stories included:

- April: STATES TACKLE HEALTH CARE
- May: BIG DATA: STRATEGIC ASSETS
- June: (UN)READY FOR RETIREMENT
- July/August: THE STATE OF FEDERALISM TODAY

E-Newsletters
In January, all newsletters were redesigned for brand consistency. Standing committees began sending monthly newsletters.

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*This information is based on tracking media mentions from April 11, 2017 to July 10, 2017*
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<td>Community</td>
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**Press Releases**

In the past two months, we have distributed four press releases, statements and letters to Congress:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Headline</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCSL Press Release</td>
<td>NCSL Opposes No Regulation Without Representation Act of 2017</td>
<td>6-13-17</td>
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<td>NCSL Press Release</td>
<td>State Tax Actions 2016 Report Released</td>
<td>5-24-17</td>
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</tbody>
</table>
Comparison to Like Organizations [by Followers]:

*This information is based on numbers pulled between April 11, 2017 to July 5, 2017

Progress by Followers since last reporting period: Facebook and Twitter

*This information is based on numbers pulled between April 11, 2017 to July 5, 2017
Member Outreach

Our team from December to April was heavily focused on reaching out to newly elected state legislative members. Since April, we’ve focused our member outreach on five separate variables: 1) online interaction; 2) social normatives; 3) tagging; 4) priority identification; and, 5) rapid responses. Please see the pictures below for each variable.

Online Interaction:

Through online interaction, we directly ‘tag’ legislative handles to open up our audience options. Our example to the left above features NCSL wishing Speaker Robin Vos (R-WI) a ‘Happy Birthday’, a personal touch we’ve added.

Social Normatives:

Social normatives includes taking advantage of popular actions, such as including highlighting past meetings or summits on #ThrowbackThursdays. Our example to the right above is a word cloud we put together using our most popular hashtags in honor of #SocialMediaDay.
Targeting:

We consistently target organizations, including the U.S. Department of Education featured to the left above (@USDOE on Twitter and Facebook), which opens our audience presence as well as often results in both NCSL and the other group ‘following’ us in return.

We no longer randomly assign our posts throughout the day. We have used analytics from Facebook, Twitter, and LinkedIn to determine which times of day are best for specific posts, and types of posts. Our example to the left above is a post highlighting the recent Senate ‘Better Care’ report, scheduled for our most popular time of day.

Rapid Responses:

We remain aware and active of any consistently changing information, and adjust our pre-planned weekly and monthly schedules accordingly. Our example above shows a post on the FY 2018 Budget Status. This page changes daily based on when legislatures enact their budget. Therefore, we prepare to change our routine daily.

Priority Identification:

Methodology

With the addition of a full-time staff member to the Public Affairs division, we’ve worked to improve our online presence through the following: 1) image; and, 2) event highlights.

We have updated our Facebook, Twitter, and LinkedIn ‘cover photo’ to show our Legislators and Legislative Staff to our online community. Rather than a stock NCSL image, we used 10 – 15 photos to showcase our organization. Please see below.
In addition, we have focused on improving our individual graphics that support our reports, programs, and upcoming events [including webinars and podcasts]. We use graphs as an instant visual aid for our reports, and our website pie graph above showcases that our clicks through Twitter are our most overwhelming platform choice. If a report doesn’t have a graph, we use a program logo or a clean ‘digital’ image as seen below.

We’ve reached out to our NCSL staff and policy specialists in Denver and D.C. to highlight their meetings in addition to continuing the focus on their quality reports. One of the greatest benefits of this strategy is our team does not have to be on-site to effectively highlight a meeting. We work with the program or specialist beforehand, and have a collaborative social media plan for the event. Please see pictures below.

We highlight our events through Facebook, Twitter, and Instagram. These photos show you an example of our work on Facebook.

In the picture to the right, highlighting the Early Learning Fellows Program, we created a Facebook Album that is available to the public for viewing. These photos encourage staff to “like” our page, and interact with our posts regularly.
Executive Committee Work Group on Standing Committees

Saturday, August 5, 2017
12:00 – 1:00 p.m.
Westin Waterfront Commonwealth Ballroom ABC

AGENDA
(Lunch will be available for Working Group Members)

1. Welcome and Introductions – Speaker Robin Vos, Wisconsin – Co-Chair
   Delegate Sally Jameson, Maryland – Co-Chair

2. Discuss Operations for Standing Committees

3. Other Business
# 2016-2017 Executive Committee Work Group on Standing Committees

**Jurisdiction:** The Work Group on Standing Committees is responsible for reviewing the structure of and making recommendations on NCSL’s standing committee system.

<table>
<thead>
<tr>
<th>Legislator Co-Chairs:</th>
<th>Legislative Staff Co-Chairs</th>
</tr>
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<tbody>
<tr>
<td>Speaker Robin Vos, Wisconsin</td>
<td>Jonathan Ball, Utah</td>
</tr>
<tr>
<td>Delegate Sally Jameson, Maryland</td>
<td>John Snyder, Kentucky</td>
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<table>
<thead>
<tr>
<th>Legislator Members:</th>
<th>Legislative Staff Members:</th>
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<tbody>
<tr>
<td>Assemblywoman Irene Bustamante Adams, Nevada</td>
<td>J.J. Gentry, South Carolina</td>
</tr>
<tr>
<td>Senator Wayne Harper, Utah</td>
<td>Russell Humphrey, Tennessee</td>
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<td>Senator Brandt Hershman, Indiana</td>
<td>Joel Redding, Kentucky</td>
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<td>Representative Ellie Hill, Montana</td>
<td>Martha Wigton, Georgia</td>
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<td>Representative Jay Kaufman, Massachusetts</td>
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<td>Representative Joyce Peppin, Minnesota</td>
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<td>Speaker Cliff Rosenberger, Ohio</td>
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<tr>
<td>Speaker Pete Schwartzkopf, Delaware</td>
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*NCSL Staff:*  
Neal Osten  
Molly Ramsdell  
Laura Tobler
## Committee Attendance – Legislative Summit 2017

<table>
<thead>
<tr>
<th>Committee</th>
<th>States for Quorum</th>
<th>Legislators</th>
<th>Staff</th>
<th>Total</th>
<th>Registered On Site</th>
<th>Party</th>
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</thead>
<tbody>
<tr>
<td>Budgets &amp; Revenue</td>
<td>35</td>
<td>90</td>
<td>26</td>
<td>116</td>
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<td>R-42 / D-44 / O-4</td>
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<td>Education</td>
<td>34</td>
<td>95</td>
<td>15</td>
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<td>R-43 / D-49 / O-3</td>
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<tr>
<td>Health &amp; Human Services</td>
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<td>104</td>
<td>20</td>
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<td>R-40 / D-61 / O-3</td>
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<tr>
<td>Labor &amp; Economic Development</td>
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<td>R-35 / D-62 / O-4</td>
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<tr>
<td>Law &amp; Criminal Justice &amp; Public Safety</td>
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<td>R-20 / D-24 / O-3</td>
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</table>

As of – July 14, 2017

Of the 1,115 legislators registered as of July 14, 2017, **614 legislators (55%) are members of NCSL Standing Committees**, of this amount, 129 legislators (21%) have more than one committee assignment.

Of the 746 legislative staff registered as of July 14, 2017, **120 legislative staff (16%) are members of the NCSL Standing Committees**, of this amount, 40 (33%) legislative staff have more than one committee assignment.
## Committee Membership / Attendance – Legislative Summit 2017

<table>
<thead>
<tr>
<th>Committee</th>
<th>Appointed Legislators</th>
<th>Legislator Members Registered for Legislative Summit</th>
<th>Appointed Legislative Staff Members</th>
<th>Legislative Staff Registered for Legislative Summit</th>
<th>Total Committee Attendance</th>
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<tbody>
<tr>
<td>Budgets &amp; Revenue</td>
<td>293</td>
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<td>145</td>
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<td>Communications, Financial Services &amp; Interstate Commerce</td>
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<td>12 / 12%</td>
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<td>Education</td>
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As of – July 14, 2017
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## Committee Attendance – Legislative Summit 2013 - 2017

<table>
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<tr>
<th>Committee</th>
<th>States for Quorum</th>
<th>Legislators</th>
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<tr>
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<td>16</td>
<td>57</td>
<td>+7</td>
<td>R-13 / D-24 / O-4</td>
</tr>
</tbody>
</table>

As of – July 14, 2017  * 2017 numbers are preliminary.
INTRODUCTION
This memorandum outlines the policy directives and resolutions the standing committees expect to consider during their meetings on Sunday, Aug. 6 and Monday, Aug. 7, in Boston, Mass. Final votes on all policy directives and resolutions reported from the standing committees will take place at the annual NCSL Business Meeting, scheduled for Monday, Aug. 7 from 3:15 p.m. to 5:00 p.m.

Budgets and Revenue

The Budgets and Revenue Committee will consider the following policy directives and resolutions during the 2017 NCSL Legislative Summit:

Policy Directives

State and Federal Budgeting: Partnering to Make Policy: This existing policy directive urges the federal government to maintain its financial commitment to federal programs that rely on state participation and implementation. During the 2016 NCSL Legislative Summit, the committee considered an amendment to the directive that asked the federal government to avoid putting the burden of deficit reduction efforts on states, which was language incorporated from another existing policy resolution. As the amendment was not ultimately included in the adopted policy because of the lack of consensus on language, the committee will reconsider the policy with revised language.

State and Federal Budgeting: Principles for Fundamental Tax Reform: This is an existing policy directive that calls upon Congress and the administration to preserve the fiscal sovereignty of state governments and not interfere with state revenue sources.
Resolutions

Military & Veterans Affairs (Joint with Labor and Economic Development): This is an existing resolution that supports the provision of sufficient veterans benefits and funding for related programs, including education Impact Aid, employment programs, and preservation of the national guard system.

Elections for Pension Plan Participants: This is a new resolution that asks Congress and the Department of the Treasury/Internal Revenue Service to restore flexibility for state and local governmental pension plan sponsors to offer, and for pension plan participants to elect, between plans and plan tiers with different employee contribution rates. The bill would restore the flexibility for governmental pension plans that existed prior to the issuance of a ruling by the Internal Revenue Service in 2006.

NCSL Supports and Urges Enactment of the Remote Transactions Parity Act (Joint with Communications, Financial Services, and Interstate Commerce): This is an update of an existing resolution to reflect NCSL’s support of the Remote Transactions Parity Act, which would give states the authority to collect owed sales taxes from remote sales.

NCSL Supports Passage of the Federal Digital Goods & Services Tax Fairness Act (Joint with Communications Financial Services and Interstate Commerce): This is a renewal of an existing resolution that urges Congress to pass a Digital Goods and Services Tax Fairness Act, in conjunction with, or after consideration of, the Remote Transactions Parity Act.

Communications, Financial Services and Interstate Commerce
The Commerce, Communications and Financial Services Committee will consider the following resolutions at the 2017 NCSL Legislative Summit:

Resolutions

NCSL Urges the United States Congress to Swiftly Pass the STOP Act (Joint with Law, Criminal Justice and Public Safety): This is a new resolution that expresses NCSL’s stance on curbing the significant influx of illicit substances, including opioids and synthetic drugs, and counterfeit items into the United States via established shipping entities. This resolution recognizes a lack of security protocol and screening procedures for parcels originating from foreign posts resulting in the growth of illicit markets. Furthermore, this resolution echoes NCSL’s support of increasing the states’ ability to protect their citizenry from physical and economic harm.

NCSL Supports and Urges Enactment of the Remote Transactions Parity Act (Joint with Budgets and Revenue): This is an update of an existing resolution to reflect NCSL’s support of the Remote Transactions Parity Act, which would give states the authority to collect owed sales taxes from remote sales.
Supporting the Development of a Balanced National Spectrum Policy That Includes Unlicensed Access in the 5GHz Band to Meet the Demand for Wireless Technologies: This is a renewal of an existing resolution that supports the Federal Communications Commission’s decision to allocate additional 5 GHz band spectrum for unlicensed use in order to meet increased demand for wireless technologies.

Resolution Supporting Intellectual Property (IP) Rights and Protections to Promote Productivity, Competitiveness, Jobs and Public Health: This is a renewal of an existing resolution that supports IP protection and enforcement provisions in trade agreements, and their implementation. It also supports efforts to shut down illegal rogue websites globally that are willfully selling counterfeit goods and facilitating digital theft.

NCSL Supports Passage of the Federal Digital Goods & Services Tax Fairness Act (Joint with Budgets and Revenue): This is a renewal of an existing resolution that urges Congress to pass a Digital Goods and Services Tax Fairness Act, in conjunction with, or after consideration of, the Remote Transactions Parity Act.

Banking and Financial Regulations of Marijuana: This is a renewal of an existing resolution that urges the federal government to amend the Controlled Substances Act (to remove cannabis from scheduling) and allow states to set their own cannabis policies. It also emphasizes state sovereignty in setting cannabis policy and the lack of banking options available for lawful cannabis businesses.

Small Cell Deployment: This is a renewal of an existing resolution that addresses tower siting. The resolution encourages government, at all levels, to provide regulatory certainly for the deployment of wireless facilities by streamlining application processes, allowing access to public rights-of-way, and adopting fair fee structures.

Education Committee

The Education Committee will consider the following policy directives and resolutions at the 2017 NCSL Legislative Summit:

Policy Directives

Ensuring Children are Ready to Learn: This is a new directive that establishes principles on early learning. The topics covered include the child care development fund Head Start, family support and parental and community involvement in early learning.

Student Data Privacy: This is a new directive that replaces an existing resolution. The directive addresses the growing discussion around the collection, use, and security of student data and that any federal action support state capacities, transparency, audit access, and infrastructure.
Resolution

Implementing the Every Student Succeeds Act: This is a renewal of an existing resolution that acknowledges the control and flexibility given to states and districts with the recent passage of the Every Student Succeeds Act (ESSA). It notes that any federal activity, regulatory or otherwise, should respect the authority of the states to establish their own accountability systems, support the “timely and meaningful consultation” process, and seek a better balance in high-quality assessments.

Health and Human Services

The Health and Human Services Committee will consider the following policy directives and resolutions during the 2017 NCSL Legislative Summit:

Policy Directives

Building Self-Reliance and Financial Independence for Low-Income Families: This is a new policy directive that incorporates the language of three existing directives: the Homeless, Rewarding Work and Reducing Poverty, and Welfare Reform, and updates and removes redundant language. With the adoption of this policy language, the three existing policy directives will sunset. The new policy language addresses issues relating to—measures of poverty and child well-being, Temporary Assistance for Needy Families (TANF), work requirements, financing welfare reform, welfare waivers, state-federal partnership for anti-poverty efforts, and alleviating homelessness.

Child Care: This is an update of an existing policy directive. It updates the language to incorporate changes reflecting the revisions of the Child Care Development Block Grant Fund (CCDBG) updated operating rules, and contains new language related to state control of child care standards.

Child Welfare: This is an update of an existing policy directive. This updates existing language addressing foster care and child welfare workforce issues, and adds a statement requesting support for states in addressing the challenges they face in meeting the needs of Native American children within the federal and tribal government requirements.

Food & Drug Administration (FDA) Regulation Health Programs: This is an update of an existing policy directive. It transfers language addressing regulation of drug compounding and state prescription drug monitoring programs from the Health, Human Services and Food and Nutrition Programs: Legislative, Regulatory and Administrative Initiatives Resolution, and
removes redundant language pertaining to the NCSL policy on tobacco regulation.

**General Guiding Principles: Federalism and Health, Human Services (HHS), Medicaid and CHIP Programs:** This is an update of an existing policy directive. It transfers language addressing Medicaid and the Children’s Health Insurance Program (CHIP) from the *Health, Human Services and Food and Nutrition Programs: Legislative, Regulatory and Administrative Initiatives Resolution*, and updates existing language.

**Health Information Technology:** This is an update of an existing policy directive pertaining to the standards for stored health information but overwhelmingly retains the existing language, which the committee will review. The policy directive addresses the development of a secure interoperable system of electronic health information in the United States, storage of health information, and the establishment of grant, loan and demonstration programs to provide financial and technical support to health care providers, state and local governments, and other entities that will play a key role in the development and successful operation of an interoperable health information system.

**Nutrition Programs and Assistance:** This is an update of an existing policy directive. This includes recommendations from the NCSL Hunger partnership members. It addresses nutrition assistance programs including the Supplemental Nutrition Assistance Program (SNAP), Child Nutrition Programs including Emergency Food Assistance and Commodity Distribution School Breakfast, Special Milk, Summer Food Service (SFP), Child and Adult Care Food, Nutrition Education and Training Program (NET) and the Special Supplemental Feeding Program for Women, Infants and Children (WIC), school meal programs, and Child and Adult Care Food Program (CACFP). It also adds two new sections including language concerning Combating Childhood and Adult Obesity and Combating Malnutrition in Older Adults.

**Public Health:** This is an update of an existing policy directive. It transfers language addressing technical assistance to states to improve the quality, capacity and access of mental health services, and mental health treatment of children from the *Health, Human Services and Food and Nutrition Programs: Legislative, Regulatory and Administrative Initiatives Resolution*.

**Resolution**

**Resolution in Support of States determining their own Medical Cannabis policies to combat the Opioid Crises:** This is a new resolution urging the federal government to work closely with state and local officials, healthcare providers and industry representatives in developing programs that use medical cannabis to combat the opioid crisis and reduce preventable deaths.
Memorial Resolution

NCSL Supports National Health IT Week 2016: This is an update of an existing memorial resolution that urges legislators to recognize and support National Health IT Week. It will be celebrated Oct. 2-7, 2017.

Labor and Economic Development

The Labor and Economic Development Committee will consider the following policy directive and resolution during the 2017 NCSL Legislative Summit:

Policy Directives

Military & Veterans Affairs: This is a new directive that combines existing resolutions that support provisions of sufficient veterans’ benefits and federal funding for related programs, including educational impact aid, employment programs, service dogs and preservation of the National Guard system.

Resolutions

EB-5 Regional Center Program Reauthorization: This is an existing resolution up for renewal that supports reauthorization of the regional center program for EB-5 visas, noting the economic impact of the visas, as well as the need for such centers given the large number of pending applications. The resolution provides suggested guidelines for reauthorization, including making reforms to the program, streamlining procedures and adding capacity.

Compact of Free Associations (COFA): This is a new resolution that urges Congress and the Department of Veterans Affairs to provide veterans from Compact of Free Association nations with access to high-quality medical care within their respective communities through legislation or the development of new programs.

Law, Criminal Justice and Public Safety

The Law, Criminal Justice and Public Safety Committee will consider the following resolutions during the 2017 NCSL Legislative Summit:

Resolutions

Federal Decennial Census: This is a new resolution that urges Congress to provide sufficient funding for the decennial census to the U.S. Census Bureau and offers NCSL as a resource to the U.S. Census Bureau.
NCSL Urges the President and the Congress of the United States to Enact Voter Privacy Protections: This is a new resolution that urges the president and Congress to enact laws and provide such assistance as may be necessary to guarantee that the privacy of voter information is protected on the state level and that the threat to that information from malicious agents or foreign government is eliminated.

NCSL Urges the United States Congress to Swiftly Pass the STOP Act (Joint with Communications, Financial Services and Interstate Commerce): This is a new resolution that expresses NCSL’s stance on curbing the significant influx of illicit substances, including opioids and synthetic drugs, and counterfeit items into the U. S. via established shipping entities. This resolution recognizes a lack of security protocol and screening procedures for parcels originating from foreign posts resulting in the growth of illicit markets. Furthermore, this resolution echoes NCSL’s support of increasing the states’ ability to protect their citizenry from physical and economic harm.

Natural Resources and Infrastructure

The Natural Resources and Infrastructure Committee will consider the following policy directives and resolutions at the 2017 NCSL Legislative Summit:

Policy Directives

Federal Chemical Policy: This is an existing policy directive. The proposed changes include a significant update to the policy to reflect the passage of the Frank R. Lautenberg Chemical Safety for the 21st Century Act – the first update to the Toxic Substances Control Act (TSCA), which was enacted in 1976.

National Agriculture: This is an existing policy directive. The proposed changes include the addition of a new section on industrial hemp farming that would support federal legislation to define industrial hemp as a distinct agricultural crop and to allow states to regulate commercial hemp farming.

Waterways and Ports: This is an existing policy directive. The proposed change adds language that would call on Congress to significantly increase federal investment in inland waterways, as part of the ‘Intermodal Connectors’ section.

Resolutions

Autonomous Vehicles: This is a new resolution that recognizes the need to clearly define state and federal roles as well as to avoid unnecessary federal preemption and burdensome federal mandates as states and the federal government work to understand and regulate autonomous vehicles.
Avian Flu Response: This is an existing resolution that expresses concern with the recent outbreak of avian flu in various states, and urges the federal government to work with states to help stop the outbreaks and prevent contamination.

Black Vulture: This is a new resolution that calls upon the U.S. Fish and Wildlife Service to transition from a pilot program in the statewide depredation permit process to standard operating procedure, in the management of black vultures.

Climate Change: This an existing resolution that focuses on the state-federal relationship for the development of any potential funding and regulations of air emissions.

Cover Crop Research: This an existing resolution that urges the federal government to support efforts to further the development of and proliferation and use of cover crops.

National Appliance Efficiency Standards: This is a new resolution that urges Congress and the Department of Energy to provide full funding for the Appliance and Equipment Standards Program, to amend standards as statutorily required, and to regularly review standards and resist the repeal of existing standards.

Organized Deployment of Unmanned Aerial Systems (UAS): This is an update to an existing resolution. The proposed changes would add language to provide for state authority and federal coordination in the organized deployment of drones.

Pollinator Health: This is an existing resolution that expresses support for federal efforts to protect pollinators.

State Sovereignty in Air Ambulance Regulation: This is an existing resolution that urges Congress to amend the Airline Deregulation Act in order to provide states the authority to enforce insurance regulations on air ambulance providers to protect consumers.

Wildfire Funding: This is an existing resolution that urges the federal government to address budget issues for wildfire suppression and supports funding wildfires as natural disasters.

Year Round E15: This is a new resolution that states support for the Consumer and Fuel Retailer Choice Act, which would remove EPA restrictions on selling E15 from June 1 through September 15.
Legislative Staff Coordinating Committee

Saturday, August 5, 2017
11 a.m. – 12 noon
Westin Waterfront Faneuil

AGENDA

1. Welcome and Introductions
2. NCSL Executive Director’s Report
3. Introduction of 2017 Staff Nominating Committee and Executive Committee Candidates
4. Legislative Staff Outreach Overview
5. Reports from LSCC Work Groups
   a. Staff Section Officers
   b. Standing Committees
   c. Strategic Planning
6. Reports from LSCC Subcommittees
   a. Legislative Institution
   b. Programs and Professional Development
   c. Information Technology, Social Media, E-Learning and Outreach
7. Standing Committees Legislative Staff Achievement Awards Presentation
8. Recognizing 50th Anniversary of the Indiana Legislative Services Agency and 50th Anniversary of the Minnesota’s House of Representative’s House Research and Fiscal Analysis Offices
9. Other Business
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(as of July 7, 2017)

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Staff Section Work Group
Information Technology Subcommittee
Welcome and Introductions
Raúl Burciaga, NCSL Staff Chair, called the meeting to order. The following LSCC members were present:
Chuck Truesdell, NCSL staff vice chair, Kentucky
Nancy Cyr, NCSL immediate past staff chair, Nebraska

Jonathan Ball, Utah
Martin Brock, North Carolina
Julia Covington, North Carolina
Randy Dowell, Oklahoma
Jeff Fossett, Kentucky
Susan Fox, Montana
Sonia Gavin, Montana
J.J. Gentry, South Carolina
K’Lynn Sloan Harris, Montana
Wendy Jackson, Wisconsin

Jennifer Jones, Texas
Wayne Kidd, Utah
Karen Lenertz, Minnesota
G. Paul Nardo, Virginia
Steve Pike, Virginia
Joel Redding, Kentucky
Charles Sallee, New Mexico
Thomas Vaughn, Utah
Marth Wigton, Georgia
Catherine Wusterhausen, Texas

Other guests in attendance: Don Schneider, former NCSL staff chair and retired chief clerk of the Wisconsin Senate, members of the Kenyan delegation and NCSL staff.

Welcome of Kenyan Delegation
Raúl Burciaga, NCSL staff chair, welcomed the Kenyan delegation and explained the purpose of the Legislative Staff Coordinating Committee.

NCSL Executive Director’s Report
Bill Pound, NCSL’s Executive Director, invited all members of the Legislative Staff Coordinating Committee to attend the strategic planning meeting on Saturday morning. Strategic Planning will focus on three principals: federalism, outreach and involvement and training for legislatures. Attendees will break into focus groups of legislative staff and legislators for a facilitated discussion. He reported that NCSL’s FY’2018 budget will be presented to the Executive Committee at this meeting. The budget includes a 3% salary pool for NCSL staff and a surplus of $300,000 to potentially be used for stipends. The Committee on Standing Committees will discuss stipends at their afternoon meeting (after the Full LSCC meeting). The FY’2017 budget is on track. Pound finished his report by giving an update on registration for the 2017 Legislative Summit, stating this it is currently running higher than the 2007 Summit in Boston.

Preview of 2017 Legislative Summit Programming
Karen Hansen, NCSL, previewed programming for the 2017 Legislative Summit in Boston, Mass. With fifteen weeks until the start of the 2017 Legislative Summit, there are 914 registered for the meeting, compared to 480 for Chicago at the same time last year. The general schedule for the 2017 Legislative Summit, and a list of sessions for legislative staff, is in the Spring 2017 Executive Committee book.
**Reports from LSCC Subcommittees**

**Legislative Institution**
Wayne Kidd, chair, reported that the subcommittee reviewed a draft version of talking points for staff directors. The purpose of the talking points is for staff directors to share with their staff about the many ways to become involved with NCSSL and the benefits of involvement. The subcommittee will revise them and then submit to the Programs and Professional Development subcommittee.

Kidd also mentioned that this subcommittee is updating powerpoints and the Legislative Staff Coordinating Committee organizational chart. Two other projects include finalizing topics for staff-focused articles in *State Legislatures* magazine and developing a white paper that will guide the creation of a staff achievement video for 2018.

**Programs and Professional Development**
Wendy Jackson, chair, provided a thorough overview of the staff programs at the 2017 Legislative Summit. Speakers include Willow Jacobson (motivate, recognize and rewards employees), Barbara Desrhowitz (change management and change agility) and Celeste Headlee (10 Ways to have a better conversation). The LSCC community service project will benefit the Boys and Girls Club of Dorchester by collecting school supplies.

Jackson mentioned that the subcommittee continues to explore the creation of a certificate program for legislative staff. Jackson emphasized that any program developed would be a certificate program, not a certification program. A certificate program can provide stackable credentials with NCSSL controlling the content. A certification program requires accreditation and is cost prohibitive, with limited adjustments to the content. To that end, the subcommittee heard from two individuals that has experience developing successful certificate programs – Jim Tamburro, human resource administrator in the Connecticut General Assembly and Crislyn Lumia with the SGAC.

Finally, NCSSL has received 18 applications (from 11 states) for the 2017 Legislative Staff Management Institute (LSMI). The deadline to apply to LSMI is Friday, May 5, 2017.

**Information Technology, E-Learning, Social Media, and Outreach:**
Joel Redding, vice-chair, stated that the subcommittee now has a private group page on LinkedIn. LinkedIn was selected because it’s a professional networking platform. It seems to be well received and easy to use, but one challenge is the inability to directly upload documents to the group. Mick Bullock, NCSSL, is working with LinkedIn to try to fix this problem.

For the NCSSL mobile app, there’s been 5,352 downloads. The staff sections and other groups/meetings are starting to use the app for their meetings. E-learning funding is available for podcasts and webinars. Redding highlighted that the subcommittee was planning a “Webinar on a Webinar” for early to mid-June. The purpose of this webinar is to share best practices for producing a webinar and engaging the audience. Redding mentioned that the legislative staff survey from six years ago will be redone.

**Reports from LSCC Workgroups**

**Strategic Planning Workgroup**
Chuck Truesdell, staff vice-chair, gave an update on the Young and New Professionals (YNP) pre-conference meeting for legislative staff in Boston. The subcommittee discussed marketing strategies and
Truesdell commended the NCSL YNP group for organizing a great meeting. The subcommittee also discussed the best ways to alert legislative staff to NCSL activities throughout the year.

**Staff Section Officers Workgroup**
Martin Brock chaired this workgroup due to Chair Carlson’s absence. The workgroup discussed staff section programming at the 2017 Legislative Summit as well as programming and dates/locations for the 2017 staff professional development seminars. The workgroup further discussed the pros and cons of a staff ‘Super Professional Development Seminar’ in 2020. Finally, the workgroup engaged in a positive discussion about staff sections using LinkedIn to facilitate communication among members.

**Standing Committee Officers Workgroup**
Randy Dowell, co-chair, stated that there will be an outreach call for current staff officers on May 12, 2017 to provide information and additional orientation to staff officers of the standing committee. The call will focus on staff officer roles at the 2017 Legislative Summit. Dowell mentioned that the workgroup will be changing the survey for outgoing staff officers in order to obtain more meaningful feedback. In addition, the workgroup will be revising the duties for new staff officers. Finally, a discussion took place about developing legislative staff programming at the 2017 Forum.

**2017 Staff Nominating Committee**
Chair Burciaga mentioned that the 2017 Legislative Staff Nominating Committee is formed and will be chaired by Peggy Piety (IN), a former staff chair. Additional members of the nominating committee include: Susan Fox (MT), Lore Christopher (OR), Lisa Davis (MS), Chuck Williams (SC), John Snyder (KY), and Stephanie Barrett (VT). Alternates are still being finalized. The deadline to declare candidacy for staff vice-chair is July 1, 2017 and the deadline to declare candidacy for a staff at-large member is July 15, 2017. There are eight vacancies on the Executive Committee, which includes the staff vice-chair vacancy and seven vacancies for at-large members. Chair Burciaga encouraged everyone to tell their colleagues about the deadline and encourage those interested to run.

**Other Business**
On Saturday, April 22nd at 2 pm, there will be a roundtable with the Kenyan delegation to discuss the role of legislative staff in state legislatures. J.J. Gentry and Susan Fox will chair the roundtable. Chair Burciaga encouraged staff to attend the strategic planning breakout, which is open to both legislators and legislative staff.

Chair Burciaga discussed the current situation in New Mexico where the Governor line-item vetoed money for the legislature and state universities and colleges, which was unprecedented. The Legislature considered three options: 1) Governor can call a special session so legislature can override vetoes, but Governor gets to set the special session agenda. 2) The legislature can call themselves into a special session and can set the special session agenda, but a 2/3rds vote is required to override a veto; or 3) The legislature can take legal action against the executive branch. The legislature decided to file a petition in New Mexico Supreme Court to consider the Governor’s vetoes as unconstitutional and release the funds. Members of the LSCC then discussed the authority of legislatures.

With no other business to discuss the meeting adjourned.
LSCC Staff Section Officers Work Group

Saturday, August 5, 2017
9:00 – 10:00 a.m.
Westin Waterfront Hancock

AGENDA

1. Welcome and Introductions
2. Staff Section Outreach
3. Programming and other updates for 2017 Fall Professional Development Seminars
4. Locations for 2018 Fall Professional Development Seminars
5. Super PDS for 2020 follow-up
6. Other Business

Members
Chair: Amy Carlson, Montana; President, NALFO
Vice Chair: Susan Kannarr, Kansas; President, ASLCS
Robert Haney, President-Elect, ASLCS
Jennifer Jankowski, Utah, First Chair, LSS
K’Lynn Sloan Harris, Montana; Chair, LINCS
Jeff Fossett, Kentucky; Vice Chair, LINCS
Catherine Wusterhausen, Texas; Chair, LRL
Julia Covington, North Carolina; Vice-Chair, LRL
Jim Landers, Indiana; President-Elect, NALFO
Linda Wettstone, Virginia; Chair, NALIT
Kyle Forster, North Dakota; Vice Chair, NALIT
Greg Fugate, Colorado; Chair, NLPES
Linda Trippett, Mississippi; Vice Chair, NLPES
Anthony (Steve) Pike, Virginia; President, NLSSA
Martin Brock, North Carolina; Vice-President, NLSSA
Susan Byorth Fox, Montana; Co-Chair, RELACS
Julie Pelegrin, Colorado; Co-Chair, RELACS
Thomas Vaughn, Utah; Vice-Chair, RELACS

NCSL Staff: Angela Andrews, Kristin Shassetz
AGENDA

1. Welcome and Introductions
2. Survey for Outgoing Staff Officers
3. Job Description and Checklist of Duties for New Incoming Staff Officers
4. New Officer Orientation
5. Outreach Letter to Staff Directors
6. Professional Development at the NCSL Capitol Forum
7. Standing Committee Restructure
8. Other Business

Members
Co-Chair: Jonathan Ball, Utah
Co-Chair: John Snyder, Kentucky
Vice Chair: Philip D. McCarthy, Maine
Vice Chair: Charles Sallee, New Mexico
Vice Chair: Katherine Schill, Minnesota
Russell Humphrey, Tennessee
Joel Redding, Kentucky
Martha Wigton, Georgia

NCSL Staff: Neal Osten, Molly Ramsdell, Laura Tobler
LSCC Strategic Planning Work Group

Saturday, August 5, 2017
9:00 – 10:00 a.m.
Westin Waterfront Paine

AGENDA

1. Welcome and Introductions
2. LSCC Strengthening and Mentorships
3. YNP Activities
4. NC SL Strategic Planning Process
5. Recruitment of Staff for NC SL Executive Committee
6. Other Business

Members
Chair: Chuck Truesdell, Kentucky
Stephanie Barrett, Vermont
Rich Beckwith, Missouri
Lore Christopher, Oregon
Susan Furlong, Nevada
Sonia Gavin, Montana
J.J. Gentry, South Carolina
Jon Heining, Texas
Wendy Jackson, Wisconsin
Jennifer Jones, Texas
Wayne Kidd, Utah
Karen Lenertz, Minnesota
G. Paul Nardo, Virginia
Anne Sappenfield, Wisconsin
Jim W. Smith, North Dakota

NC SL Staff: Nancy Rhyme, Tim Storey
LSCC Legislative Institution Subcommittee

Saturday, August 5, 2017
10:00 – 11:00 a.m.
Westin Waterfront Hancock

AGENDA

1. Welcome and Introductions

2. Review talking points for legislative staff office directors to share with staff (1) to know about the different ways to get involved with NCSL and (2) to understand the benefits of NCSL involvement- including protection of the legislative institution.

3. Review PowerPoint presentation and the updated organization chart of NCSL

4. Review survey results to choose topics for the State Legislatures magazine

5. Discuss new videos to promote staff institutional achievements

6. Other Business

Members
Chair: Wayne Kidd, Utah
Vice Chair: Julie Pelegrin, Colorado
Vice Chair: Martha Wigton, Georgia
Stephanie Barrett, Vermont
Martin Brock, North Carolina
Susan Furlong, Nevada

Robert Haney, Texas
Russell Humphrey, Tennessee
Karen Lenertz, Minnesota
Phillip D. McCarthy, Maine
G. Paul Nardo, Virginia
Katherine Schill, Minnesota
Catherine Wusterhausen, Texas

NCSL Staff: Angela Andrews, Laura Tobler
LSCC Programs and Professional Development Subcommittee

Saturday, August 5, 2017
10:00 – 11:00 a.m.
Westin Waterfront Paine

AGENDA

1. Welcome and Introductions
2. Summit Update
3. LSCC Service Project for 2017
4. NCSL Outreach to Legislative Staff
5. NCSL Engagement Metrics
6. LSMI
7. Staff Certificate Program
8. Other Business

Members
Chair: Wendy Jackson, Wisconsin
Vice Chair: Jim Smith, North Dakota
Jonathan Ball, Utah
Amy Carlson, Montana
Kyle Forster, North Dakota
Jeff Fossett, Kentucky
Greg Fugate, Colorado

Sonia Gavin, Montana
J.J. Gentry, South Carolina
K’Lynn Sloan Harris, Montana
Jennifer Jones, Texas
Susan Kannarr, Kansas
Anne Sappenfield, Wisconsin
John Snyder, Kentucky

NCSL Staff: Nancy Rhyme, Tim Storey
LSGCC Information Technology, Social Media, E-Learning and Outreach Subcommittee

Saturday, August 5, 2017
10:00 – 11:00 a.m.
Westin Waterfront Revere

AGENDA

1. Welcome and Introduction
2. 10 Ways to a Great Webinar
3. NCSL App Usage Overview
4. Report on IT Activities in the States
5. E-Learning Programs Usage Report
6. Legislative Staff Survey Update
7. E-Learning Funds Report
8. Thoughts for Next year
9. Other Business

Members
Chair: Jon Heining, Texas
Vice Chair: Jennifer Jankowski, Utah
Vice Chair: Joel Redding, Kentucky
Rich Beckwith, Missouri
Susan Byorth Fox, Montana
Lore Christopher, Oregon
Julia Covington, North Carolina

Jim Landers, Indiana
Anthony (Steve) Pike, Virginia
Charles Sallee, New Mexico
Linda Triplett, Mississippi
Thomas Vaughn, Utah
Linda Wettstone, Virginia

NCSL Staff: Diane Chaffin, Karen Hansen
SUMMARY
Cybersecurity is top of mind for information technology professionals everywhere, and combating security threats continues to grow in importance for legislative technology managers, according to the results of a July 2017 NCSL survey of key information technology CIOs and managers in state legislatures.

Ninety-four percent of respondents indicated that combating security threats and taking additional security measures would be either the “most important” or an “important” priority for the next one to three years. In addition, more than half of respondents (55 percent) indicated that keeping up with security threats was “very challenging,” up from about 45 percent in 2016.

SURVEY OVERVIEW
To identify current and anticipated legislative technology projects and priorities, key legislative information technology contacts (CIOs, IT directors or managers) in all 50 states were sent an online survey in July 2017. Thirty-five contacts in 33 states responded and identified the top IT priorities and challenges they will face in the next one to three years.

CHALLENGES FOR LEGISLATIVE INFORMATION TECHNOLOGY OFFICES
Legislative IT leaders find keeping up with security threats and new technologies, recruiting and retaining skilled IT staff, and limited budgets to be their biggest challenges.

When asked to identify the issues that are most or least challenging, respondents’ replies were as follows:

<table>
<thead>
<tr>
<th>Issue</th>
<th>Very challenging</th>
<th>Challenging</th>
<th>Not challenging</th>
<th>Total # of responses</th>
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<td>Limited budgets</td>
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<td>20</td>
<td>7</td>
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<td>Finding/retaining skilled IT staff</td>
<td>15</td>
<td>13</td>
<td>5</td>
<td>33</td>
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<tr>
<td>Keeping up with changing/new technologies</td>
<td>11</td>
<td>20</td>
<td>2</td>
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<tr>
<td>Keeping up with security threats</td>
<td>18</td>
<td>15</td>
<td>10</td>
<td>43*</td>
</tr>
<tr>
<td>Getting support/attention from legislative leadership or upper management</td>
<td>5</td>
<td>19</td>
<td>14</td>
<td>38*</td>
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</tbody>
</table>

* Respondents could select more than one option.

1 Respondents included 27 CIOs/managers in central IT offices and six in IT offices that serve only one chamber or office.
LEGISLATIVE INFORMATION TECHNOLOGY PRIORITIES
When asked which of several named issues and projects would be considered most important or important in the next few years, respondents ranked their importance in the following order:

1. Combating security threats, taking increased security measures
2. Developing new legislative applications (e.g., bill drafting, bill status, committee systems, etc.)
3. Developing or supporting tools for online citizen engagement
4. Developing or supporting collaboration tools
5. Developing or refining systems to enable a paperless environment
6. Adapting legislative websites for mobile devices
7. Supporting data analysis and visualization tools
8. Providing technical management of or support for members’ personal devices
9. Developing customized mobile apps for mobile devices
10. Moving to email in the cloud (e.g., Office 365, Gmail, etc.)
11. Moving to an external cloud or hybrid document cloud solutions (e.g., Google Docs, Dropbox, etc.)

BUDGET ISSUES
For the first time since the end of the Great Recession a significant number of states find themselves facing budget shortfalls, according to NCSL’s State Budget Update: Spring 2017. Legislative information technology managers in some states also are feeling the effects of these budget concerns. When asked which factors have the most impact on the legislature’s IT budget, respondents replied as follows:

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The survey also asked CIOs and managers to identify the areas in which they would cut back if necessary:

**CONCLUSION**

The challenge for CIOs and IT managers in the next few years is how to continue to manage and enhance traditional operations and applications, while finding or freeing up money and staff time for increasing security threats and new digital initiatives.
MEMO TO: NCSL EXECUTIVE COMMITTEE
FROM: Senator Curt Bramble, NCSL Foundation President
SUBJECT: Status Report as of June 30, 2017
DATE: August 5, 2017

The Foundation’s Revenues - FY 2017

This has been another excellent year for the NCSL Foundation. Our unrestricted contributions totaled $2,585,000. This is the first year that the Foundation’s unrestricted contributions exceeded $2.5 million and the 17th consecutive year we have exceeded our revenue goal. And, this year’s revenue of $2,585,000 marks another record year for the Foundation for the most revenue raised in a one-year period and nearly $200,000 over last year. In addition, we have 209 total sponsors – the highest of any year for the Foundation and the first time we have exceeded 200.

I would like to thank everyone – the board of directors, executive committee members and staff – who contributed to the success we achieved this year.

Support to the Foundation’s core programs in fiscal year 2017 totaled $418,013. $316,788 supported the Center for Ethics in Government and $101,225 for the activities of the Women’s Legislative Network. The Foundation transferred $1,180,000 in awards to NCSL programs.

We would like to recognize our newest platinum sponsors: American Bankers Association, Genentech, and International Paper, which brings the total number of platinum sponsors to 29. Thank you to all our platinum sponsors for their confidence and support of the Foundation:

1-800 CONTACTS  Esri  Novartis
Advance America  Genentech  Nuclear Energy Institute
Amgen  Gilead Sciences  Reynolds American
American Bankers Association  Institute of Scrap Recycling Industries, Inc.  State Farm Insurance Companies
Anthem  International Paper  Takeda Pharmaceuticals
Astellas Pharma US, Inc.  Intuit  TIAA
AT&T  MAXIMUS  UnitedHealth Group
Charter Communications  Mylan  University of Phoenix
Comcast Cable  National Cable & Telecommunications Assn.  Visa
Communications
Entertainment Software Assn.
We recruited 28 new sponsors this year: two at the platinum level, 11 at the gold level and 15 at the silver level.

### Foundation Partnerships

We have one public-private partnership finishing its work at the Legislative Summit in Boston. Partnerships like these are helpful in engaging our sponsors in a meaningful way with NCSL.

**Multi-Sector P3 Partnership**

Under the guidance of the partners over the last year, NCSL conducted original research and created unique educational experiences for legislators to increase their knowledge of P3s and P3 procurement. In addition, the partnership published a final report entitled “P3 Infrastructure Delivery: Principles for State Legislatures.” Thank you to the partners: American Institute of Architects, American Society of Civil Engineers, Corvias, Design-Build Institute of America, Dorsey & Whitney, International Union of Operating Engineers, Philips, The Reason Foundation, Transurban and WSP. The partners will meet again on Monday, Aug. 7 in conjunction with the NCSL Legislative Summit in Chicago.

### Awards & Transfers

Approved awards this fiscal year include Leaders’ Services, New Member Outreach, Web Development, Legislative Studies, Web Graphics & Design, Challenge Grants, Database and Research Development, Legislative Staff Management Institute, KnowWho, International Programs, and E-learning.

Since 1984, the Foundation has transferred and awarded more than **$21 million** to NCSL.

### Foundation Operating Expenses for FY 2017

The board of directors approved an operating budget of $2,086,288 and $1,180,000 for awards to NCSL. Currently, our operating expenses are on track and within the approved budget.

### Nominations for 2017-2018 Board of Directors

Attached is the slate of nominees for the 2017-2018 conference year for your review and approval.
## Board of Directors 2016-2017

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<th>President</th>
<th>Vice President</th>
<th>Secretary/Treasurer</th>
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<td>The Honorable Curt Bramble</td>
<td>Ms. Jean Cantrell</td>
<td>Ms. Nancy Cyr</td>
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<tr>
<td>Senate President Pro Tempore</td>
<td>VP, State &amp; Local Government Relations</td>
<td>Director</td>
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<td>Salt Lake City, Utah</td>
<td>Philips</td>
<td>Legislative Research Office</td>
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### At-Large Members

| Mr. Michael Adams | Mr. Tom Foulkes | The Honorable Greg Leding |
| Director, Strategic Planning | Entertainment Software Association | State Representative |
| State Senate | Washington, D.C. | Little Rock, Arkansas |
| Richmond, Virginia | | |

| Ms. Elizabeth Bartz | The Honorable Brenda Gilmore | Mr. Bruce Starr |
| State & Federal Communications | State Representative | citizen |
| Akron, Ohio | Nashville, Tennessee | Hillsboro, Oregon |

| Mr. Raul Burciaga | The Honorable Kemp Hannon | Ms. Carol Stewart |
| Director | Senate Assistant Majority Leader | Advance America |
| Legislative Council Service | House Operations | Spartanburg, South Carolina |
| Santa Fe, New Mexico | Albany, New York | |

| Mr. Jon Burton | The Honorable Brent Hill | Mr. Chuck Truesdell |
| RELX Inc. | Senate President Pro Tempore | Legislative Fiscal Analyst |
| Alpharetta, Georgia | Boise, Idaho | Legislative Research Commission |

| The Honorable Al Carlson | The Honorable Joyce Peppin | Ms. Danielle Waterfield |
| House Majority Leader | House Majority Leader | Institute of Scrap Recycling Industries, Inc. |
| Bismarck, North Dakota | St. Paul, Minnesota | Washington, D.C. |

| Mr. Colin Chiles | The Honorable Toi Hutchinson | Ms. Maureen Riehl |
| Mylan | State Senator | MultiState Associates, Inc. |

| Ms. Christine Cszmadia | The Honorable Sally Jameson | Ms. Chris Runge |
| Nuclear Energy Institute | State Delegate | American Federation of Teachers |
| Washington, D.C. | Annapolis, Maryland | Washington, D.C. |

| Mr. Gerard Dehmann | The Honorable Jay Kaufman | Ms. Alden Schacher |
| Walmart | State Representative | UnitedHealth Group |
| Bentonville, Arkansas | Boston, Massachusetts | Washington, D.C. |

| Mr. Wayne Fonteix | The Honorable Brian Patrick | Ms. Patsy Spaw |
| AT&T | Kennedy | Secretary of the Senate |
| Hampton, New Jersey | Speaker Pro Tempore | Austin, Texas |

| | | |
## Platinum Sponsors

$25,000

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- American Bankers Association and the ABA HSA Council
- Amgen
- Anthem
- Astellas Pharma US, Inc.
- AT&T
- Charter Communications
- Comcast Cable Communications
- Entertainment Software Association
- Esri
- Genentech
- Gilead Sciences Institute of Scrap Recycling Industries, Inc.
- International Paper Intuit
- MAXIMUS
- Mylan
- NCTA—The Internet & Television Association
- Novartis
- Nuclear Energy Institute
- Reynolds American Inc.
- State Farm Insurance Companies
- Takeda Pharmaceuticals U.S.A., Inc.
- TIAA
- UnitedHealth Group
- University of Phoenix
- Visa
- Walmart

## Gold Sponsors

$12,500

- 21st Century Fox
- AARP
- ADM
- The Advocacy Group (TAG)/FOCUS, a Leonine Business Alliance of Automobile Manufacturers
- Amazon
- American Association for Justice
- American College of Cardiology
- American Council of Life Insurers
- American Dental Association
- American Federation of State, County & Municipal Employees
- American Federation of Teachers
- American Forest & Paper Association
- American Gas Association
- American Heart Association
- American Hotel & Lodging Association
- American Institute of Architects
- American Institute of CPAs
- American Optometric Association
- American Public Power Association
- American Society of Civil Engineers
- America’s Credit Unions
- Anheuser-Busch Companies
- Association for Accessible Medicines
- AstraZeneca
- Bank of America
- Bayer HealthCare Pharmaceuticals
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- Capital One
- The Carpet & Rug Institute
- CenturyLink
- Chevron
- The College Board
- Consumer Technology Association
- Cox Communications, Inc.
- Crown Cork & Seal Company, Inc.
- CTIA-The Wireless Association
- Daichi Sankyo, Inc.
- Darden Restaurants, Inc.
- Design-Build Institute of America
- DJI
- EdChoice
- Edison Electric Institute
- Everytown for Gun Safety
- Facebook
- Google
- HIMSS
- HP Inc.
- IBM
- IGT
- International Council of Shopping Centers
- Joe Foss Institute
- LexisNexis State Net**
- Lockridge Grindal Nauen P.L.L.P
- Mallinckrodt Pharmaceuticals
- MasterCard Worldwide
- McKesson Specialty Health
- Mead Johnson Nutrition
- Merck
- Microsoft
- Molina Healthcare
- MultiState Associates
- National Apartment Association
- National Association of Convenience Stores
- National Athletic Trainers’ Association
- National Beer Wholesalers Association
- National Education Association
- National Retail Federation

*Level based on total contributions—unrestricted and restricted  **In-kind contribution

Gold Sponsors continued on following page
### Gold Sponsors (continued)

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*Level based on total contributions—unrestricted and restricted  **In-kind contribution*
Memo For: The NCSL Executive Committee
From: Senator Curt Bramble, President, NCSL Foundation for State Legislatures
Subject: Nominations for the 2017-2018 NCSL Foundation Board of Directors
Date: August 5, 2017

In accordance with the Foundation’s Bylaws its Nominating Committee nominated the following candidates for the 2017-2018 board of directors of the NCSL Foundation for State Legislatures:

Senator Pamela Althoff, Illinois
Ms. Elizabeth Bartz, State & Federal Communications
Senator Dan Blue, Democratic Leader, North Carolina
Senator Curt Bramble, President Pro Tem, Utah
Mr. Raul Burciaga, Director, Legislative Council, New Mexico
Mr. Jon Burton, RELX, Inc.
Representative Al Carlson, Majority Leader, North Dakota
Ms. Jean Cantrell, Philips
Mr. David Casey, MAXIMUS
Ms. Christine Csizmadia, Nuclear Energy Institute
Nancy Cyr, Director of Research, Nebraska
Mr. Gerard Dehrmann, Walmart
Mr. Wayne Fonteix, AT&T
Mr. Tom Foulkes, Entertainment Software Association
Mr. Gary Fuchs, HP Inc
Mr. Mark Giuffre, UPS
Senator Kemp Hannon, New York
Mr. Dave Howell, Wells Fargo
Senator Toi Hutchinson, Illinois
Delegate Sally Jameson, Maryland
Representative Jay Kaufman, Massachusetts
Representative Brian Patrick Kennedy, Speaker Pro Tem, Rhode Island
Representative Kris Conzet, South Dakota
Representative Greg Leding, Arkansas

Senator David Long, Senate President, Indiana
Mr. Tim Martin, Amgen
Mr. Jerry Moore, Teva Pharmaceuticals
Representative Joyce Peppin, Majority Leader, Minnesota
Senator Deb Peters, South Dakota
Mr. Tom Phillips, Siemens
Ms. Peggy Piety, Senior Staff Attorney, Indiana
Ms. Maureen Riehl, MultiState Associates
Mr. Chris Riley, ADM
Ms. Chris Runge, American Federation of Teachers
Ms. Alden Schacher, United Healthcare Group
Ms. Patsy Spaw, Secretary of the Senate, Texas
Mr. Bruce Starr, icitizen
Ms. Carol Stewart, AdvanceAmerica
Ms. Jenn Stowe, Carpet & Rug Institute
Mr. Chuck Truesdell, Legislative Fiscal Analyst, Kentucky
Speaker Robin Vos, Wisconsin
Ms. Danielle Waterfield, Institute of Scrap Recycling Industries
Ms. Martha Wigton, Director, House Budget and Research Office, Georgia
NCSL Vice President (incoming)
NCSL Staff Vice Chair (incoming)

In accordance with the bylaws of the NCSL Foundation for State Legislatures, the Immediate Past President of the National Conference of State Legislatures serves as the President of the Foundation and the Immediate Past Staff Chair serves as Secretary/Treasurer.

The Nominating Committee respectfully presents these candidates to the Executive Committee for election in accordance with the Foundation’s Bylaws.
ARTICLE I
Name

Section 1. Name. The name of this organization shall be the National Conference of State Legislatures ("the Conference").

Section 2. Offices. Offices of the Conference shall be in such localities as shall be determined by the Executive Committee.

ARTICLE II
Purpose

Section 1. Purposes. The purposes and objectives of the Conference shall be:
(1) To advance the effectiveness, independence, and integrity of legislatures in the states, territories, and commonwealths of the United States.

(2) To foster interstate cooperation and to facilitate information exchange among state legislatures.

(3) To represent the states and their legislatures in the American federal system of government consistent with support of state sovereignty and state flexibility and protection from unfunded federal mandates and unwarranted federal preemption.

(4) To improve the operations and management of state legislatures; to improve the effectiveness of legislators and legislative staff; and to encourage the practice of high standards of conduct by legislators and legislative staff.

(5) To promote cooperation between state legislatures in the United States and legislatures in other countries.

ARTICLE III
Membership and Divisions

Section 1. Membership. The membership of the Conference shall consist of the legislatures of the states, the District of Columbia, and the territories and commonwealths of the United States. Payment of properly established membership dues shall be a condition of participation by legislators and legislative staff within each of the member jurisdictions.

Section 2. Divisions. The Conference shall have at least two participant divisions: a Legislator Division and a Staff Division. Other divisions may be established by the Executive Committee. Sections and committees may be established by the Executive Committee or by the divisions with the approval of the Executive Committee. The Legislator Division shall have a section for legislative leaders.

ARTICLE IV
Other Organizations

Section 1. Cooperation with other organizations. The Conference may cooperate with or establish relationships with such other groups, public or private, as may seem most likely to advance the purposes of the Conference, directing special effort toward cooperative work with those bodies that represent local and state governments. In order to more effectively promote state interests, the Conference shall seek a working association with the Council of State Governments and its regional conferences, while reserving and maintaining complete autonomy and independence of budget, staff and operations.
Section 2. International affiliates. The state or provincial legislatures of other countries may affiliate with the Conference. International affiliates shall not be entitled to vote, but may have members serve on NCSL standing committees and the Executive Committee subject to conditions established by the Executive Committee.

ARTICLE V
Meetings and Rules

Section 1. Annual meetings. The Conference shall meet annually at such time and place as may be determined by the Executive Committee.

Section 2. Special meetings. Special meetings of the Conference may be called by the Executive Committee at any time; or shall be called by the President upon request of at least 26 member jurisdictions. The meeting shall be held within forty-five days after filing of the request with the Executive Director. The notice of the meeting shall state its purpose. No other business shall be considered.

Section 3. Notice of meetings. The Executive Director shall provide timely written notice of Annual and special meetings of the Conference not less than thirty days prior to the opening of the meeting.

Section 4. Voting at annual meeting. Roll call voting at the Annual Meeting shall be by member jurisdiction, and each member jurisdiction in good standing shall be entitled to cast one vote regardless of the number of delegates present from that jurisdiction. A quorum for the transaction of business shall consist of representation from at least twenty member jurisdictions. On any vote that places the Conference on record in a matter of public policy, an affirmative vote of three-fourths of the jurisdictions who respond to the most recent quorum call shall be required to adopt the motion. A state not present for the most recent quorum call can, before the start of the next roll call vote, request recognition from the presiding legislator Chair and be recorded as present for purposes of the quorum. New quorum calls shall be conducted at the request of five (5) member jurisdictions. The determination of the vote within each jurisdiction shall be by the members present from that jurisdiction. On any vote that places the Conference on record in a matter of public policy, legislative staff shall not be entitled to vote.

Section 5. Rules. Rules governing the conduct of meetings shall be recommended by the Executive Committee and adopted by the Conference. Mason’s Manual of Legislative Procedure shall govern the proceedings of the Conference in all cases not covered by these Bylaws or the Conference Rules of Procedure.

Section 6. Proxy voting. There shall be no proxy voting during any proceedings of the Conference.

ARTICLE VI
Officers and Executive Committee

Section 1. Officers. The officers of the Conference shall be a President, a President-Elect, a Vice President, and the Immediate Past President; and a Staff Chair, a Staff Vice Chair, and the Immediate Past Staff Chair.

Section 2. Executive Committee Composition and Voting Privileges. The Executive Committee shall be composed of forty-one legislators, twenty-one legislative staff and one nonvoting ex officio legislator member representing international affiliates. The legislator member representing international affiliates is nominated by the Nominating Committee.

(1) The legislator members shall be:
a. The President;
b. The Immediate Past President;
c. The President-Elect;
d. The Vice President;
e. Twenty-seven at-large members;
f. One ex officio member representing the state hosting the annual meeting at the time of that member’s election;
g. Two ex officio members representing the states hosting the next two annual meetings;
h. The Co-Chairs of the NCSL Standing Committees, who serve ex officio, appointed by the President and President-Elect; and
i. Five ex officio members representing the Council of State Governments, including the Chair of the Council and one member or alternative member elected from each of the four regional conferences of the Council, as provided by Subsection (4) of Section 2.

(2) The legislative staff members shall be:
a. The Staff Chair;
b. The Staff Vice Chair;
c. The Immediate Past Staff Chair;
d. Sixteen at-large members; and
e. The Staff Co-Chairs of the NCSL Standing Committees, who serve ex officio, appointed by the Staff Chair.

(3) Ex officio members are voting members of the Executive Committee, unless otherwise provided.

(4) Following the NCSL Annual Meeting, the CSG Regional Conference Members and Alternates shall be elected from states not having at-large legislator representation on the Executive Committee.

ARTICLE VII
Nomination and Election Procedures

Section 1. Legislator Nominating Committee. The President shall appoint a Legislator Nominating Committee of twelve members at least sixty days prior to the next Annual Meeting. The Nominating Committee shall consist of an equal number of Republicans and Democrats. It shall include at least one Democrat and one Republican from each region and no more than four members from the same region. The President shall select members with the advice and consent of the legislator members of the Executive Committee. The President shall appoint the chair of the Legislator Nominating Committee, who shall be a legislative leader.

Section 2. Legislative Staff Nominating Committee. The Staff Chair shall select a Legislative Staff Nominating Committee consisting of seven legislative staff at least sixty days prior to the next Annual Meeting. The Staff Chair shall select members with the advice and consent of staff members of the Executive Committee. The Staff Chair shall appoint the chair of the Legislative Staff Nominating Committee.

Section 3. Nominating procedures for legislator officers. The Legislator Nominating Committee shall present to the Annual Meeting a slate of candidates for the offices of President-Elect and Vice President. The President succeeds automatically from the office of President-Elect; the Immediate Past President succeeds automatically from the office of President. No officer who has served one full term shall be eligible for reelection to the same office until at least one intervening term has elapsed. The President-Elect and Vice President shall be legislative leaders from a member jurisdiction at the time of their election. The offices of President, President-Elect and Vice President shall alternate between the two major political parties. For the office of Vice President and President-Elect, the Legislator Nominating Committee may submit more than one name.

Section 4. Nominating procedures for legislators on the Executive Committee. The Legislator Nominating Committee shall present to the Annual Meeting a slate of candidates for the at-large positions, the member representing international affiliates and the annual meeting host state positions on the Executive Committee. In nominating members for the Executive Committee, the Legislator Nominating Committee shall, insofar as possible, consider geographic balance. At least ten of the at-large members of the Executive Committee shall be legislative
leaders at the time of their election. No more than two legislator members other than ex officio members shall come from the same state.

Section 5. Legislative Staff Nominating Committee duties. The Legislative Staff Nominating Committee shall present to the Annual Meeting a slate of candidates for the Executive Committee and the office of Staff Vice Chair. The Staff Chair succeeds automatically from the office of Staff Vice Chair. The Immediate Past Staff Chair succeeds automatically from the office of Staff Chair. All nominees of the Legislative Staff Nominating Committee shall be full-time professional legislative staff from member jurisdictions. In nominating legislative staff for the Executive Committee, the Legislative Staff Nominating Committee shall, insofar as possible, consider geographic balance. No more than one legislative staff member shall come from the same state, except that states represented by an officer or ex officio member may have two members.

Section 6. State representation on the Executive Committee. Each state shall have the opportunity to be represented on the Executive Committee at least once every five years.

Section 7. Consecutive terms. No member of the Executive Committee other than an officer or ex officio member may serve for more than three consecutive terms. Terms as officers or ex officio members shall not count toward the limitation of three consecutive terms.

Section 8. Floor nominations. Additional nominations may be made from the floor for the offices of Vice President and President-Elect. Such candidates shall be qualified under Article VII, Section 3.

Section 9. Voting procedures. Voting on the reports of the nominating committees shall be by member jurisdiction, and each member jurisdiction in good standing shall be entitled to cast one vote regardless of the number of delegates present from that jurisdiction. A majority of the member jurisdictions who respond to the most recent quorum call shall be required to adopt the reports of the nominating committees. If no nominee receives a majority of the member jurisdictions who respond to the most recent quorum call on the first ballot, there shall be a runoff ballot among the two nominees receiving the highest vote. The nominee who receives a majority of votes on the runoff ballot shall be elected.

ARTICLE VIII
Terms of Office and Vacancies

Section 1. Terms. The term of office for the officers and other members of the Executive Committee shall be from the close of the annual meeting through the next following annual meeting.

Section 2. Vacancies. In the event of a vacancy in the office of President, the Executive Committee shall elect a past President of the Conference or a member of the Executive Committee to serve the remainder of the term. Such person shall be of the same political party as the person vacating the office. In the event of a vacancy in the office of Staff Chair, the Staff Vice Chair shall succeed to the office of Staff Chair. The Executive Committee shall fill other elected offices, if vacant, at any regular or special meeting.

ARTICLE IX
Duties of Officers

Section 1. President. The President shall serve as chair of the Executive Committee and as a member, ex officio, with the right to vote, on all committees and subcommittees of the Executive Committee except the Nominating Committee. The President, with the approval or authorization of the Executive Committee, shall appoint the legislator officers and members of all appropriate committees and subcommittees of the Executive Committee. The
President shall preside at all meetings of the Executive Committee. The President shall perform such other duties as are incidental to the office of President or as may be prescribed by the Executive Committee.

Section 2. President-Elect. The President-Elect shall perform the duties of the President in the event of the President's absence or inability to serve. Other duties may be delegated to the President-Elect by the Executive Committee or the President.

Section 3. Vice President. The Vice President shall perform the duties of the President-Elect in the event of the absence or inability of the President-Elect to serve. Other duties may be delegated to the Vice President by the Executive Committee or the President.

Section 4. Immediate Past President. The Immediate Past President shall serve as the President of the Foundation for State Legislatures and shall perform other duties as assigned by the Executive Committee and the President.

Section 5. Staff Chair. The Staff Chair shall serve as the chair of the Staff Division of the Conference and perform such other duties delegated by the Executive Committee or the President. The Staff Chair, with the approval or authorization of the Executive Committee, shall appoint the legislative staff officers and members of all appropriate committees and subcommittees of the Executive Committee.

Section 6. Staff Vice Chair. The Staff Vice Chair shall serve as Vice Chair of the Staff Division and shall perform the duties of the Staff Chair in the event of the officer's absence or inability to serve, and perform such other duties as may be delegated to the Staff Vice Chair by the Staff Chair or the Executive Committee.

Section 7. Immediate Past Staff Chair. The Immediate Past Staff Chair shall serve as the Secretary-Treasurer of the Foundation for State Legislatures and shall perform other duties as assigned by the Executive Committee and the Staff Chair.

Section 8. Appointment of Standing Committee Officers. The legislator officers of the Conference's standing committees, including the overall standing committee legislator officers, shall be appointed by the President and the President-elect. The staff officers of the Conference's standing committees, including the overall standing committee legislative staff officers, shall be appointed by the Staff Chair.

ARTICLE X
Powers of the Executive Committee

Section 1. Executive Committee powers. The Executive Committee is the governing body of this Conference. The Executive Committee shall supervise, control and direct the affairs of the Conference; shall implement the policies of the Conference; shall actively prosecute its objectives; and supervise the disbursement of its funds. The Committee may adopt rules and regulations for the conduct of its business and may delegate certain of its authority and responsibility to committees, divisions, sections, officers, and the Executive Director.

ARTICLE XI
Executive Committee Procedures

Section 1. Quorum and voting. A majority of the Executive Committee's membership shall comprise a quorum. On any vote not otherwise specified, a simple majority of the members present and voting is required for passage. Each member shall be entitled to vote on any matter coming before the Committee. On any vote that places the
Conference on record in a matter of public policy, legislative staff shall not be entitled to vote. All decisions on voting eligibility of staff members shall be made by the President, subject to appeal to the Executive Committee.

Section 2. Meetings of the Executive Committee. The Executive Committee shall meet at least three times each year at such time and place as the Committee shall decide. No more than one meeting during the Annual Meeting of the Conference shall be used to satisfy this requirement.

Section 3. Absences from Executive Committee meetings. Absence from two Executive Committee meetings within a year without cause shall be grounds for removal.

Section 4. Reimbursement. Upon authorization of the President, Executive Committee members may be reimbursed for actual and necessary expenses for travel directly related to official NCSL activities. The officers may receive a per diem in addition to actual and necessary expenses if their home state does not pay such per diem.

Section 5. Executive Committee meetings open. All meetings of the Executive Committee shall be open to the public.

Section 6. Setting the Conference’s Priorities and Issues. At the start of the biennium, the Executive Committee shall establish the state federal priorities and major state issues with input from the standing committees, task forces of the Executive Committee, the Conference’s officers, members of the Executive Committee and the Executive Director. These state federal priorities and major state issues shall serve to guide the Conference’s representation before the federal government, in standing committees and meeting programming and grant funded research.

Section 7. Adopting policy directives and resolutions under emergency circumstances. In emergency circumstances, when there is insufficient time to consider a new policy directive and resolution under normal processes, policy directives and resolutions having the same force and effect as policy directives and resolutions adopted by the full Conference may be established by either of the following means: (1) majority vote of the legislator members, present and voting, of the Executive Committee in meeting assembled; or (2) the unanimous agreement by conference call of the President, the President-Elect, the Vice President, the Immediate Past President, the Legislator Co-Chairs or a legislator Vice Chair of the NCSL Standing Committees, and the Legislator Co-Chairs or a legislator Vice Chair of the appropriate standing committee. Proposed policy directives and resolutions must be provided to the NCSL Executive Director by 4:00 p.m. of the day before the NCSL Executive Committee meeting.

ARTICLE XII
Committees and Subcommittees of the Executive Committee

Section 1. Committees and subcommittees. There shall be a Budget, Finance and Rules Committee, and such other committees and subcommittees as the Executive Committee may authorize. Membership on committees and subcommittees shall be divided between legislator and staff members in accord with voting eligibility on the Executive Committee, unless otherwise provided by the Executive Committee. The Legislator and Staff Chairs and members of these committees and subcommittees shall be appointed by the President and Staff Chair, respectively, with the approval of the Executive Committee.

ARTICLE XIII
Executive and Staff

Section 1. Executive Director. The Executive Committee shall appoint an Executive Director and determine the terms and conditions of employment.
Section 2. Duties of Executive Director. The Executive Director shall be the chief administrator of the Conference, responsible for all management functions under the direction of the officers and Executive Committee. The Executive Director shall manage and direct all activities of the Conference as prescribed by the Executive Committee and shall be responsible to the Committee. The Executive Director shall employ members of the staff necessary to carry on the work of the Conference, shall fix their compensation within the approved budget, subject to the direction and approval of the officers and Executive Committee, supervise them in the conduct of their duties, and terminate them as necessary.

Section 3. Deputy Executive Director. There shall be a Deputy Executive Director who shall perform duties as assigned by the Executive Director.

Section 4. Acting Executive Director. In the event of an unanticipated vacancy in the position of Executive Director, the officers of the Executive Committee shall name an Acting Executive Director for a designated period until the Executive Director returns or a permanent successor is named.

ARTICLE XIV
Finance

Section 1. Funding. The Executive Committee shall determine the funding of the Conference, which shall include but not be limited to membership dues. Population of each jurisdiction shall be a factor in the determination of the amount of dues.

Section 2. Financial Rules. The Budget and Finance Committee shall present to the Executive Committee a set of "Financial Rules," which, when adopted, shall govern the fiscal affairs of the Conference without re-adoption except that they may be amended from time to time. These Financial Rules shall establish the fiscal year of the Conference, set forth the extent of surety bonding required, provide for the annual audit, specify the way grants in aid are to be solicited and handled, and such other items of fiscal management as are deemed necessary.

Section 3. Conference Budget. The Budget and Finance Committee shall make budget recommendations to the Executive Committee. The Executive Committee shall submit to the Conference at its Annual Meeting a proposed budget for the coming fiscal year for consideration and adoption by the Conference. The Executive Committee may approve transfers of funds within the budget adopted by the Conference or amend the budget during the course of the fiscal year by a two-thirds vote of the entire Executive Committee.

Section 4. Financial audit. The accounts of the Conference shall be audited annually by a certified public accountant retained by the President with the approval of the Executive Committee. Such audit shall be reported to the Executive Committee and to the Conference at its Annual Meeting.

ARTICLE XV
Miscellaneous

Section 1. Political Activities. The Conference shall not, at any time, directly or indirectly participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office.
ARTICLE XVI
Dissolution

Section 1. Dissolution. Upon dissolution of this Conference for any reason such funds remaining after the satisfaction of all obligations shall be returned to the member jurisdictions in the proportion to which they were received during the prior fiscal year.

ARTICLE XVII
Definitions

For the purposes of these bylaws and other instruments of the Conference, certain terms shall be defined as follows:
Section 1. Legislative leaders. “Legislative leaders” are those members of each legislature who are elected by the body in which they serve or by its respective political caucuses to be presiding officer, majority or minority leaders, and any other officers elected by the body as a whole; and any other legislator so designated by the presiding officer of either house.

Section 2. Regions. “Regions” refers to states and territories grouped together as prescribed by the bylaws of the Council of State Governments for the purpose of defining its regional legislative conferences.

ARTICLE XVIII
Amendments

Section 1. Amendments. The Conference at any meeting may amend these Bylaws by a three-fifths majority vote of the member jurisdictions who respond to the most recent quorum call. A state not present for the most recent quorum call can, before the start of the next roll call vote, request recognition from the presiding legislator Chair and be recorded for purposes of the quorum. New quorum calls shall be conducted at the request of five (5) member jurisdictions. A notice of such amendments shall be filed with the Executive Director at least thirty days prior to the meeting. Upon receipt of a copy of the proposed amendments, the Executive Director shall forward copies thereof to the presiding officers of each house of every member legislature and to the members of the Conference Executive Committee.

ARTICLE XIX
Effective Date

Section 1. Effective date. These Bylaws shall take effect on January 1, 1975, provided that they are adopted by the governing bodies of the National Legislative Conference, National Conference of State Legislative Leaders, and the National Society of State Legislators.

RULE I
RULES OF PROCEDURE

[A] These rules of procedure shall be construed in conformity with the Bylaws of the National Conference of State Legislatures.

[B] On any issue not covered by these rules of procedure or by the Bylaws, Mason's Manual of Parliamentary Procedure shall be the standard authority, when applicable.

RULE II
INTRODUCTION, REFERRAL AND DISSEMINATION OF POLICY DIRECTIVES, RESOLUTIONS AND AMENDMENTS

[A] Any legislator may file a policy directive, resolution or amendments to an existing policy directive or resolution designed for consideration at the Forum Business Meeting or the Annual Business Meeting.

[B] Policy directives and resolutions developed by the Standing Committees shall be directed at Congress, the Administration, or the federal courts, and shall be related to issues that affect the states and shall be consistent with support of state sovereignty and state flexibility and protection from unfunded federal mandates and unwarranted federal preemption.

[C] Resolutions shall be used to (1) bolster a lobbying position; (2) clarify a question of ambiguity in current policy; (3) provide guidance about the specifics of pending regulatory federal decisions; or (4) provide guidance about strategy or tactics regarding a lobbying matter.

[D] There shall be a Memorial Calendar for resolutions that do not comply with Rule II [B]. Members shall file memorial resolutions with the Executive Director in accordance with other provisions of these Rules. The legislator co-chairs of the standing committees shall refer such resolutions to the appropriate standing committee or the Executive Committee. Memorial resolutions adopted by the Forum business meetings, or Executive Committee shall be placed on the memorial calendar of the Annual Business Meeting.

[E] Policy directives, resolutions or amendments to existing policy directives or resolutions shall be filed with the Executive Director or designee at least thirty days prior to the Forum Business Meeting or Annual Business Meeting. The overall legislator Co-Chairs of the Standing Committees, in consultation with the Co-Chairs of the appropriate standing committee, may waive the thirty day deadline under extraordinary circumstances. The legislator Co-Chairs of the Standing Committees shall refer such policy directives, resolutions and amendments to existing policy directives or resolutions promptly to the appropriate standing committee or committees. Each policy directive, resolution and amendment to an existing policy directive or resolutions shall be reviewed and acted upon by the committee to which it is referred.

[F] Policy directives, resolutions and amendments to existing policy directives or resolutions originating in the standing committees shall be submitted to the Executive Director or designee for referral by the legislator Co-Chairs of the Standing Committees at least thirty days prior to the Forum Business Meeting or Annual Business Meeting. The legislator Co-Chairs of the Standing Committees, in consultation with the Co-Chairs of the appropriate standing committee, may waive the thirty day deadline under extraordinary circumstances. The legislator Co-Chairs of the Standing Committees shall refer such
policy directives, resolutions and amendments to existing policy directives or resolutions promptly to the appropriate standing committee or committees.

[G] Standing committees shall disseminate draft policy directives, resolutions and amendments to existing policy directives or resolutions at least twenty days prior to the Forum Business Meeting or Annual Business Meeting. Distribution shall be to all standing committee members, members of the NCSL Executive Committee, legislative leaders of the member jurisdictions and others as determined by the legislator Co-Chairs of the Standing Committees. The legislator Co-Chairs of the Standing Committees, in consultation with the appropriate committee Co-Chairs, may waive this deadline under extraordinary circumstances.

RULE III
POLICY DIRECTIVES AND RESOLUTIONS, AND AMICUS BRIEF ADOPTION PROCESS

[A] All policy directives and resolutions produced by an NCSL standing committee shall be submitted to the Forum Business Meetings or the Annual Business Meeting for adoption. All policy directives and resolutions produced by the NCSL standing committees and the Forum Business Meetings shall be submitted to the Annual Business Meeting for final adoption. In the interim between Legislative Summits, policy directives and resolutions may be adopted by Committees, but they shall clearly indicate that they are the policy directives and resolutions of that Committee, and not of the Conference as a whole.

[B] In emergency circumstances, when there is insufficient time to consider a new policy directive or resolution under normal processes, policy directives or resolutions having the same force and effect as policy directives and resolutions adopted by the full Conference may be established by either of the following means: (1) majority vote of the legislator members, present and voting, of the Executive Committee in meeting assembled; or (2) the unanimous agreement by conference call of the NCSL President, the NCSL President-Elect, the NCSL Vice President, the NCSL Immediate Past President, the legislator Co-Chairs or a legislator Vice Chair of the NCSL Standing Committees, and the Co-Chairs or Vice Chair of the appropriate standing committee or committees.

[C] All policy directives of the Conference shall not expire but must be reviewed by the standing committee of jurisdiction at least once every four years and can be updated or amended by a standing committee at any time, adhering to the NCSL By-Laws and Rules of Procedure. All resolutions of the Conference shall automatically terminate one year after the Annual Business Meeting at which they are adopted, unless reaffirmed in the normal policy process.

[D] The decision to name NCSL as an amicus curiae on briefs filed before the U.S. Supreme Court shall be by unanimous agreement of the NCSL President, the NCSL Immediate Past President, the NCSL President-Elect, the NCSL Vice President, the legislator Co-Chairs of the NCSL Standing Committees, the legislator Co-Chairs of the Law, Criminal Justice and Public Safety Committee and legislator Co-Chairs of other standing committees that have jurisdiction over the question to be resolved by the amicus brief. In the event any person voting indicates a veto, the President may initiate a conference call to allow for discussion and to confirm each person’s vote.
[A] There shall be standing committees and task forces of NCSL whose number and jurisdictions are determined by the Executive Committee. The standing committees and task forces (1) consider federal issues that affect states; (2) formulate policy positions on federal issues; (3) exchange information about state and federal policy matters; (4) consider and evaluate innovative approaches to state issues; (5) develop policy options and recommendations regarding state issues and legislative organization, management, and procedures.

[B] There shall be overall legislator Co-Chairs and overall legislative staff Co-Chairs of the Standing Committees. The legislator Co-Chairs shall be appointed for a term of two years by the NCSL President and President-elect. There shall be at least two overall legislator vice chairs balanced by political party who shall be appointed by the NCSL President and President-elect for a term of two years.

The overall legislative staff Co-Chairs and the overall legislative staff vice chairs serve staggered terms of two years. Each year, the Staff Chair appoints one staff Co-Chair and at least one staff vice chair to a two-year term.

[C] A quorum for the adoption of policy directives and resolutions in Standing Committees shall consist of representation of appointed legislator members, or in their absence, legislator substitutes designated in writing by appointed members’ presiding officers, from at least ten (10) member jurisdictions. Letters designating substitutes or new appointments shall be delivered to the appropriate legislator committee Co-Chairs no later than the beginning of the committee session at which a vote on public policy will occur. The Legislator Co-Chairs of each standing committee shall, prior to a committee vote(s) on a matter of public policy, establish the presence of a quorum.

[D] All voting in standing committees, subcommittees or task forces shall be by voice, except when a roll call vote is requested by two (2) member jurisdictions, or is called by the legislator Co-Chairs.

[E] On matters of public policy that place the standing committees, subcommittees, and task forces on public record, an affirmative vote of three-fourths (3/4) of the member jurisdictions who respond to the most recent quorum call is required. A state not present for the most recent quorum call can before the start of the next roll call vote request recognition from the presiding legislator chair and be recorded as present for purposes of the quorum. New quorum calls shall be conducted at the request of five (5) member jurisdictions. On all other matters, a quorum being present, action is final by majority vote of the member jurisdictions who responded to the most recent quorum call.

[F] Votes on matters of public policy shall be cast by appointed legislator members, or in their absence, by legislator substitutes designated in writing by appointed members’ presiding officers. All legislators duly registered for the fall and spring meetings shall be entitled to vote at the business meeting. Legislative staff shall not be entitled to vote on matters of public policy. In the event of a roll call vote, each member jurisdiction shall be entitled to cast one undivided vote. Each member jurisdiction shall select a spokesperson who will announce the vote of the delegation. Disputes on the presence of a quorum or voting procedures shall be settled by ruling of the legislator chair.

[G] Co-Chairs of the standing committees have authority to preserve order and decorum and have charge of the rooms in which the committees meet.

[H] Each standing committee, subcommittee, and task force shall produce a summary of each of its meetings. Included in the summary shall be a record of its roll call votes by member jurisdiction.
Standing committees, shall approve, approve with amendment, postpone, table or defeat each policy directive and resolution submitted to it.

RULE V
STEERING COMMITTEE PROCEDURES

[A] There shall be a Steering Committee of the Standing Committees, which shall be composed of the overall legislator and legislative staff Co-Chairs of the Standing Committees, the overall legislator and legislative staff vice chairs of the Standing Committees, and the legislator and legislative staff Co-Chairs of each standing committee. The committee Co-Chairs shall designate a legislator committee vice chair and the legislative staff Co-Chairs shall designate a legislative staff vice chair to represent the committee with the Steering Committee in their absence. Only legislator members of the Steering Committee shall vote on policy directives and resolutions, amendments to policy directives and resolutions, and procedural motions related thereto, except legislative staff shall be allowed to vote on joint and re-referrals of policy directives and resolutions.

[B] The Steering Committee at its meeting prior to the standing committee meetings shall review policy directives, resolutions and amendments to policy directives and resolutions filed under Rule II for inconsistencies to Rule II [B] and omissions. Policy directives, resolutions or amendments to policy directives and resolutions that are determined by a majority vote of the legislator members of the Steering Committee to be inconsistent with Rule II [B] shall not be considered by the standing committee to which such policy directive, resolution or amendment was referred.

[C] The Steering Committee at its meeting prior to the standing committees’ meetings shall determine, by majority vote, policy directives, resolutions and amendments to policy directives and resolutions to be considered by more than one committee. The Steering Committee shall designate one standing committee as the lead committee on each jointly-referred resolution. Any standing committee to which the resolution is referred may report the resolution on the floor. If the lead committee adopts a version of the resolution, it shall be considered first at the Forum Business Meeting or Annual Business Meeting; other committees shall offer their versions and amendments from the floor.

[D] In its meeting following the meetings of the standing committees, the Steering Committee shall establish the order of business and calendars for the business meetings; and designate policy directives and resolutions to be re-referred to one or more other committees. The policy directives or resolutions approved by the committee with original jurisdiction automatically shall be placed on the debate calendar at the next Forum Business Meeting or Annual Business Meeting. If the committee to which the policy directive or resolution is re-referred approves changes to it, it shall offer its version as an amendment on the floor. The Steering Committee shall also identify emerging state and federal issues; coordinate outreach to legislators and staff regarding the standing committees; coordinate planning of the Forum meetings; and consider the use of innovative technologies and communications devices for conducting meetings, increasing participation and informing legislators and staff about the work of the Standing Committees.

RULE VI
QUORUM AND PROXIES – FORUM AND ANNUAL BUSINESS MEETINGS

[A] As required by the Bylaws, a quorum for the transaction of business at the Annual Meeting shall consist of representation from at least twenty (20) member jurisdictions.
[B] As required by the Bylaws, voting rights of a member may not be delegated to any other person nor exercised by proxy.

RULE VII
VOTING IN FORUM AND ANNUAL BUSINESS MEETINGS

[A] All action in the Forum Business Meeting or Annual Business Meeting shall be by voice vote except when a roll call vote is requested by not less than five member jurisdictions or is ordered by the chair.

[B] As provided in the Bylaws, on any vote that places the Conference on record in a matter of public policy, an affirmative vote of three quarters (3/4) of the member jurisdictions who respond to the most recent quorum call shall be required. A state not present for the most recent quorum call can, before the start of the next roll call vote, request recognition from the presiding legislator chair and be recorded as present for purposes of the quorum. New quorum calls shall be conducted at the request of not less than five (5) member jurisdictions. On all other matters, action is final by majority vote of the member jurisdictions who responded to the most recent quorum call. On any vote that places the Conference on record in a matter of public policy, legislative staff shall not be entitled to vote.

[C] In the event of a roll call vote, each member jurisdiction shall be entitled to cast one undivided vote. Prior to the Forum Business Meeting and the Annual Business Meeting, each member jurisdiction shall select the spokesperson who will announce the vote.

[D] When a roll call is being taken, the member jurisdictions shall be called in alphabetical order by the Executive Director. The spokesperson for the delegation shall reply by giving his or her name and then announcing the vote of the delegation.

[E] If there is a challenge by a member of a delegation as to who shall be its spokesperson or as to the announced vote, the jurisdiction shall be called upon again. If the challenger continues the challenge, the chair shall poll the delegation and shall declare that the majority of said delegation prevails.

[F] Until the chair announces the results of a vote, a jurisdiction has the right to change its vote, or to have its vote recorded if it was not recorded during the initial call of the vote, based on the most recent quorum call.

[G] Consideration of policy directives and resolutions shall be by calendar. The consent calendar shall be limited to policy directives and resolutions approved previously at the Forum Business Meetings or reported unanimously by an NCSL standing committee at the annual meeting. The debate calendar shall include all policy directives and resolutions passed by the NCSL standing committees without unanimity; policy directives and resolutions removed from the consent calendar by majority vote of the Steering Committee; and policy directives and resolutions removed from the consent calendar at the Annual Business Meeting at the request of three (3) member jurisdictions. The memorial calendar shall include all resolutions that do not comply with Rule II [D], and approved according to rules governing consideration of policy directives and resolutions.

[H] All policy directives, resolutions and amendments shall be submitted in writing, adhering to the NCSL By-Laws and Rules of Procedure, and available prior to the vote of member jurisdictions.

[I] Policy directives and resolutions that have been tabled or postponed by a committee may be brought for consideration following disposition of the debate calendar by a vote of two thirds (2/3) of the member jurisdictions who respond to the most recent quorum call on a motion to discharge the committee from further consideration. If thus brought up for consideration, the policy directives and proposed
resolutions shall be voted upon under the rules governing consideration of policy directives and resolutions.

**RULE VIII**

**RECOMMENDATIONS REGARDING STATE ISSUES AND LEGISLATIVE MANAGEMENT**

[A] Standing committees, subcommittees, and task forces are authorized to issue reports, recommendations, and findings regarding state issues and legislative management. All such work products shall be approved by a majority of the member jurisdictions who responded to the most recent quorum call, and shall be clearly identified only as the work of that committee, subcommittee or task force. These work products shall be reported to the Executive Committee for any appropriate further action.

**RULE IX**

**ADOPTION, AMENDMENT AND SUSPENSION OF RULES**

These rules shall remain in effect until such time as they are amended at an Annual Meeting of the Conference. Any amendment or suspension of such rules shall require a three-fifths (3/5) vote of the member jurisdictions who respond to the most recent quorum call. New quorum calls shall be conducted at the request of not less than five (5) member jurisdictions. Any motion to suspend shall be clear with respect to the rule or rules to which it applies.