



*American Society of Legislative Clerks and Secretaries*

**2016 Spring Business Meeting**

April 22-24, 2016  
 Hilton Old Town Alexandria  
 Alexandria, Virginia

**Preliminary Agenda**

<b>Friday, April 22, 2016</b>	
3:30 - 5:00 pm	Registration and Information Desk
5:00 – 7:00 pm	Opening Night Reception at Hotel
<b>Saturday, April 23, 2016</b>	
8:00 - 9:00 am	Breakfast
9:00 - 10:00 am	<b>Committee Meetings – A</b> <ul style="list-style-type: none"> <li>• Bylaws and Standing Orders</li> <li>• Inside the Legislative Process</li> <li>• Site Selection</li> <li>• Technology</li> </ul>
10:00 - 11:00 am	<b>Committee Meetings – B</b> <ul style="list-style-type: none"> <li>• Membership and Communication</li> <li>• Legislative Administrator</li> <li>• International Communications and Development</li> <li>• Support Staff</li> </ul>
11:00 am- 12 Noon	<b>Committee Meetings – C</b> <ul style="list-style-type: none"> <li>• Roster</li> <li>• Professional Journal</li> <li>• Program Development</li> <li>• Canadian-American Relations</li> </ul>
12:15 - 1:30 pm	<b>Business Meeting and Luncheon</b> <i>Presiding: Susan Furlong, Chief Clerk of the Nevada Assembly and ASLCS President</i>
1:30 - 3:30 pm	<b>Executive Committee Meeting*</b> *(or immediately following the Business Meeting) <i>Presiding: Susan Furlong, Chief Clerk of the Nevada Assembly and ASLCS President</i>
3:30 - 5:00 pm	<b>2020 Mason’s Manual Commission Meeting*</b> *(or immediately following the adjournment of the Executive Committee Meeting) <i>Presiding: Alfred “Butch” Speer, Clerk of the Louisiana House of Representatives and Chair of the 2020 Mason’s Manual Commission</i>
5:00 - 6:30 pm	Reception – TBD
Evening	Dinner on your own
<b>Sunday, April 24, 2016</b>	
8:00 - 9:30 am	Breakfast