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This year the American Society of Legislative Clerks and Secretaries (ASLCS) will hold its 50th Annual Professional Development Seminar in Boise, Idaho!
Dear Friends,

It’s hard to believe that in less than two short months, we will be kicking off our 50th Annual Professional Development Seminar in Boise. The year has flown by! I hope you’ve been able to enjoy some time away from the office to recharge and be with your families.

George Washington’s hometown of Alexandria, Virginia, provided a beautiful and historic setting for our spring meeting. The weather was gorgeous, and with the Metro right next to the hotel in Old Town, many of the folks who attended were able to take excursions into the District. As you will see from the minutes, the committee meetings were well attended and productive. Our thanks go out to Susan Clarke Schaar and Paul Nardo for their generosity in hosting a tour of historic Alexandria following our committee meetings.

While our Idaho hosts have been busy planning social events and working on logistics for the Boise PDS, the Program Development Committee has been hard at work preparing a robust offering of topical, informative sessions, with plenaries featuring Dave Weber and Scott Christopher. You can catch a sneak peek of Dave Weber on the registration page.

The Boise PDS also marks an important milestone for ASLCS. For half a century, clerks and secretaries throughout the country have gathered in friendship at professional development seminars—learning from one another, committing their talents and energies to improving the effectiveness of the state legislatures they serve. On this occasion, it seems fitting that the NCSL Foundation has awarded ASLCS an e-grant to spread the word about the work of the Society and the benefits of membership. NCSL social media and marketing guru Mick Bullock will be in Boise to assist us in this effort.

We received exciting news this week from the Site Selection Committee with the announcement that Arizona will be hosting our 2017 Professional Development Seminar in Phoenix. Arizona has long been a strong supporter of the mission of ASLCS and NCSL, and we look forward to visiting this remarkable state.

In closing, I want to acknowledge the efforts of NCSL in providing detailed program information for the Summit so early in the year. It is tremendously helpful to attendees and is much appreciated.

Thank you again for allowing me the opportunity to serve you.

Susan Furlong
ASLCS President
Jon Griffin, Program Principal, NCSL

Jon Griffin is a Program Principal at NCSL, where he has worked since September of 2009. Jon grew up in St. Petersburg, Florida. When he was eighteen, he moved to Tallahassee, Florida to attend Florida State University. After graduating, he briefly moved back to St. Petersburg to work as a substitute teacher within Pinellas County Schools. In January of 2003, he found his true calling when he began working for Former ASLCS President John Phelps at the Florida Clerk’s Office. Working with Clerk Phelps (along with Diane Bell and Associate members Kerry Laird and Debbie Barley) remains some of his favorite work memories. But he had a calling to “go west” and in June of 2006 moved to Denver, Colorado where he attended law school at the University of Denver Sturm College of Law. He graduated and passed the bar in 2009, but after a brief, uninspiring time as a “real lawyer,” he got a job as an intern at NCSL in the now-defunct Legislative Information Services division, where he worked with former ASLCS liaison Jeanne Mejeur. Jon bounced around divisions at NCSL before he was offered a chance to be ASLCS’s liaison in December 2015. He jumped at the opportunity and he moved to NCSL’s Legislative Management division to work in ASLCS. He’s happy that his career has come full-circle and can’t wait to work more with all of you. So far, he’s loved his time as your liaison.

Jon doesn’t ski or snowboard, but he spends plenty of time hiking and camping in the summer, as well as whitewater rafting. He’s also becoming a true Coloradan by getting into rock climbing as well. When he’s not playing outside, he likes to watch Florida State athletics and the Tampa Bay Rays. He also plays and watches soccer frequently. He was a college radio station DJ and still likes going to independent and punk rock concerts, where he’s commonly the oldest person in the bar. His father passed away last year, but his mother still lives in St. Petersburg, where she stays active by taking yoga classes and walking 5 miles every morning. He has a brother who lives in Jacksonville, Florida with his husband. He also has a cat, Homer Junior, who lives with him in Denver.

Our colleague and friend, the Rev. George Albert Williams Jr., former Deputy Clerk of the Virginia House of Delegates, passed away June 7, 2015

Dear ASLCS,

Thank you for your thoughtfulness in remembering George with the memorial gift to Craig Springs. George dearly loved Crazy Springs and would be so pleased and proud that gifts are being given in his memory. Our denomination, The Disciples of Christ Christian Church in Virginia, purchased the former resort in 1960. George was on the original committee to purchase Crazy Springs and directed the very first camp there. He directed camps throughout the 60’s and our family camped there in the 60’s and 70’s. Our granddaughters are campers there now. George thoroughly enjoyed his many years with the ASLCS—the meetings, trips, prayers and softball games—are all special memories. He cherished the friendships he made through the ASLCS.

Thank you again.
Love, Jeannette, Carole, Nancy & Janet
2015-2016 Executive Committee

Susan Furlong (NV)  
President

Susan W. Kannarr (KS)  
President-Elect

Robert Haney (TX)  
Secretary-Treasurer

Maryann J. Horch (VA)  
Associate Vice-President

D. Patrick Harris (AL)  
Elected Principal

Alan Whittington (TN)  
Elected Associate

Paul Smith (NH)  
Appointed Principal

Susan Clarke Schaar (VA)  
Appointed Principal

Bernadette McNulty (CA)  
Appointed Associate

Yolanda J. Dixon (LA)  
Appointed Associate

Russell A. Humphrey (TN)  
Immediate Past President

Janice A. Gadd (UT)  
Immediate Past Associate Vice-President
Call to Order

The business meeting was called to order by Susan Furlong (NV), ASLCS President, at 12:56 p.m. EST.

Committee Reports

Bylaws and Standing Orders: Patsy Spaw (TX) reported on the committee’s progress in drafting clarifications and changes to the Standing Orders and Bylaws per charges assigned by President Furlong (NV) and the ASLCS Executive Committee. The committee discussed clarifying the society’s archivist role in the Standing Orders including duties and terms of office, working with the Canadian-American Relations committee to develop a Joint Canadian-American meeting instruction manual, and defining the society’s officer roles in the Standing Orders. The committee will also discuss the results of the Paul Smith (NH) and Bill MaGill (VT) fact-finding trip to meet with the society’s archivist Steven James (MA) in Boston, Massachusetts, at the meeting in Chicago.

Inside the Legislative Process: Corey Carnahan (KS) reported on the progress of the committee’s assignments. Chair Carnahan (KS) reported that the committee’s collection of surveys distributed to society members concerning legislative censure and discipline is ongoing with about 30 - 40 chambers still outstanding. The chair pledged to follow-up on those remaining surveys. The committee discussed the suggestion of a new survey specific to office and front desk staff duties across the states. The committee also discussed whether the results of the Inside the Legislative Process committee be displayed in a more prominent place on the ASLCS webpage to inform more society members.

Site Selection: Andrew Ketchings (MS) reported that the committee discussed Phoenix, Arizona as a possible site selection for the 2017 ASLCS Professional Development Seminar. The committee also heard an update from Jennifer Novak (ID) on the upcoming Boise, Idaho Professional Development Seminar in the fall. The chair then opened the floor to discussion by members of the committee on other possible future meeting sites. Possible future society meeting locations discussed were Maine, Colorado, and the New England area. The committee also indicated that it was open to any other suggestions.

Technology: Michael Adams (VA) reported that the committee discussed several technology initiatives currently under consideration. The chair initiated a discussion about centralizing the society’s databases in a web-based platform hosted by NCSL. The newly created database by NCSL would allow those with appropriate permissions to access and update specific membership data that pertains to their roles as President, Secretary/Treasurer, committee chairs, and NCSL Liaison. A thorough committee discussion occurred, and the current Secretary/Treasurer and chair of the Roster committee provided input on the issue. The members of the committee present agreed that the idea should move forward and that permission be obtained from the ASLCS Executive Committee to provide a copy of ASLCS’s Dues and Roster databases to the NCSL IT department so they can create a proposed database for discussion. The chair also opened the floor to discussion of available NCSL Foundation Grant funds for E-Learning. The committee discussed two different possibilities for use of the funds: Short/well produced presentation streaming with participant interviews for PDS content and public relations(PR) videos about the society experience to promote participation by new attendees or ASLCS Principals who seldom attend or send staff to the society meetings. Chair Adams (VA) suggested that the society could use the grant funds to pay for services and travel expenses for NCSL media staffer, Mick Bullock. Mr. Bullock has a reputation of producing high quality video content in a short amount of time for NCSL and its various staff sections. The chair also mentioned that the Idaho legislature has offered to stream the PDS content if appropriate for the upcoming meeting. The committee also discussed various ideas concerning innovation in paperless processes. The final committee suggestions being that the chair discuss it with the Program Development committee for a possible panel discussion at the fall PDS. The committee also discussed and reviewed policies concerning the maintenance and operation of the ASLCS Facebook page.

International Communication and Development: Susan Kannarr (KS) reported that the committee discussed an invitation from ANOMAC (Mexico’s state congresses’ chief legislative clerks) for the current and any former ASLCS Presidents to attend their 25th Anniversary annual conference this year. The committee also discussed the progress in producing the latest version of the International Directory and the possibility of joint sponsoring a session at the fall PDS in Boise, Idaho with the Canadian-
American Relations committee on security issues and the shooting incident that occurred in the parliamentary body of Ottawa, Canada in 2014.

**Legislative Administrator:** Paul Campos (WA) reported that the committee had not yet published the Legislative Administrator, but that it would be completed and sent out very soon. The chair also kindly requested that members of ASLCS submit content for upcoming issues of the Legislative Administrator.

**Membership and Communication:** Brad Young (OH) reported that the Membership and Communication committee discussed last fall’s new attendee orientation program in Raleigh, NC to determine improvements for this year’s orientation program in Boise, ID. The committee discussed the possibility of hosting a new attendee breakfast to present content on the first day that might coincide with the all-member breakfast (possibly in an adjacent separated room utilizing the same food and beverage). Suggestions were offered to define a way to better match sponsors that have similar experience and job duties to new attendees, and to produce a Frequently Asked Questions (FAQ) document for new attendees with topics such as proper attire and society structure. The committee also reported that they would be assisting the President-Elect with their new duties of reaching out to recruit new members and would be exploring a breakout session guide for new attendees.

**Support Staff:** Tara Perkinson (VA) reported that the committee discussed ideas for the fall PDS concurrent sessions, with the staff breakout session and the “Off the Record” panel being highlighted as favored programs from previous seminars. The committee also discussed how they would work to schedule society members to act as moderators for all panels at the fall PDS, and explore whether implementing themes for the Legislative Expo would reinvigorate the program. A suggestion was also brought before the committee to encourage those who have participated in the Associate Exchange program to recruit future participants who may be interested in the program.

**Canadian-American Relations:** Lee Cassis (WV) reported that the committee heard a report from Brad Young (OH) on the successes of the 2015 Joint Canadian-American Meeting in Columbus, Ohio. Various members of the committee also offered highlights of the meeting. The committee then discussed that the next Joint Canadian-American Meeting would occur in Saskatchewan, Canada, and that the Association of Clerks-at-the-Table in Canada (CATT$) annual meeting would be held in Toronto, Ontario. It was also reported that based on the work of the ASLCS Canadian-American Committee, Chair Ann Cornwell (AR), planned to appear before the ASLCS Executive Committee later this afternoon to recommend a change to the Standing Order (Section X(A)(1) which restricts the attendance for the number of associate members who might want to attend the Joint Canadian-American Meeting.

**Professional Journal:** Bernadette McNulty (CA) reported that she was the only committee member that attended the meeting. She discussed with those present at the Business Meeting the origin and benefits of the committee, and then suggested that the committee create a proposal for the Executive Committee that would outline the best way to maintain the viability and future of this committee for ASLCS.

**Program Development:** Jim Drake (AZ) reported that the committee was still working on the details for the fall PDS in Boise and were looking forward to the program. As part of this process, the committee heard a progress report from Jennifer Novak (ID) for the Boise meeting and reviewed survey results on the most recent fall development seminar. The chair of the committee then opened the floor to possible program topics. Seven or eight possible topics were mentioned in the discussion, including security issues, Mason’s Manual discussions, public records, and technology implementation. Michael Adams (VA), chair of the Technology committee, provided the members of the committee with ideas that had been generated by his committee in an earlier meeting in regards to possible technology topics.

**Announcements**

President Furlong (NV) reminded members that the NCSL Legislative Summit will be August 8th-11th, 2016 in Chicago, Illinois and the ASLCS Professional Development Seminar will be September 18th-23rd, 2016 in Boise, Idaho.

**Adjournment**

There being no objection, President Furlong (NV) adjourned the meeting.

Respectfully submitted,
Robert Haney (TX)
Secretary-Treasurer
Executive Committee
Meeting Minutes

ASLCS Spring Meeting
Alexandria Virginia
April 23, 2016

Call to Order
The meeting of the Executive Committee was called to order by Susan Furlong (NV), ASLCS President, at 1:45 p.m. EST.

Attendance
The following members of the committee were present: Susan Furlong (NV), Susan Kannarr (KS), Pat Harris (AL), Bernadette McNulty (CA), Maryann Horch (VA), Robert Haney (TX), Susan Clarke Schaar (VA), Yolanda Dixon (LA), Janice Gadd (UT).
Other members/guests in attendance included Jon Griffin (NCSL liaison to ASLCS), Brenda Erickson (NCSL Program Principal), Tricia Simmons (NCSL Senior Meetings Specialist), Ann Cornwell (AR), Patsy Spaw (TX), Brad Young (OH), Ali Sagraves (OH), and Timothy Sekerak (OR).
President Furlong (NV) then moved without objection to excuse the following members due to legislative business: Russell Humphrey (TN), Alan Whittington (TN), and Paul Smith (NH).
A quorum of committee members was present.

Approval of Minutes
The minutes of the ASLCS Executive Committee meeting on February 5th, 2016 via conference call were unanimously approved on motion of Susan Kannarr (KS), and then seconded by Bernadette McNulty (CA).

Treasurer’s Report
Secretary-Treasurer Robert Haney (TX) then reviewed the treasurer’s report for the ASLCS Dues Account. Secretary-Treasurer Robert Haney (TX) concluded his report stating an ending balance, as of April 18, 2016, for the dues account of $53,748.13. On a motion of Susan Clarke Schaar (VA), seconded by Yolanda Dixon (LA), the committee approved the report.

Old Business
Jon Griffin (NCSL Liaison) was recognized by the chair to review the balances of the ASLCS Professional Development Revolving Account (LLCS), and the ASLCS Special Meetings Fund (L190).

1. ASLCS Professional Development Revolving Account (LLCS) - Jon Griffin (NCSL) reported a beginning balance of $21,635.04 as of January 30th, 2016. This beginning balance had to be adjusted from the amount originally presented to the Executive Committee during the conference call on February 5th, 2016 due to the fact that the original reported funds were $1500.00 less due to an accidental double subtraction. Also, Mr. Griffin reported that the $2000.00 Honoraria for the Perfect Workday expenditure during the 2015 PDS had posted and was reflected in the closing balance. As of March 31, 2016, the LLCS account had a closing balance of $19,635.04.

2. ASLCS Special Meetings Fund (L190 account) - Jon Griffin (NCSL) reported on revenues and expenditures to the account since the February 5th, 2016 EC conference call. Mr. Griffin reported that revenues were received of $6,353.93 from International Roll Call (IRC) for their 2015 Summit Sponsorship, and new expenditures were reflected as $5.15 for FedEx Shipping for contracts, $4.84 in credit card fees from 02/05/2016, and $13,463.90 transferred (per ASLCS Executive Committee approval) to cover the 2015 Raleigh PDS shortfall. Other items noted in Mr. Griffin’s report were the $250.00 in total fundraising for the 2016 Fall Development Seminar in Boise, Idaho, and the receipt of $250.00 from the ASLCS dues account for an incorrect deposit. The current balance of the L190 account as of April 23rd, 2016 is $214,273.42.

New Business

1. Review and Approval of 2016 PDS Meeting Budget - President Furlong (NV) recognized Jon Griffin (NCSL) to report on the 2016 PDS preliminary draft budget. Mr. Griffin identified that the traditional method of handling NCSL staff travel comps in the budget had changed for last year’s PDS, but it was their intent to return those expenditures to the traditional budget process for the upcoming 2016 estimated costs. Mr. Griffin (NCSL) reported that the proposed PDS budget had estimated costs similar to past seminars. Notable increases from past PDS budget estimates are $250.00 for production of a marketing piece to boost attendance, $250.00 for in-house copying of that piece, and $60.00 for postage to mail the marketing material. After review of the proposed budget, President Furlong (NV) discussed the seminar’s meals, menus, and
functions, focusing on options to reduce costs. President Furlong then opened the floor to members of the Executive Committee for discussion. Guest Brad Young (OH) offered a cost savings suggestion for the new attendee orientation breakfast in that the PDS morning breakfast buffet with normal society attendees could be shared, but the NAO program participants might be sectioned off in an adjacent room. Susan Schaar (VA) asked about the blank budget entry for the International Reception on September 18th, 2016, but NCSL representatives assured members that no function was being planned. The committee openly discussed how the State Dinner budget proposal was relatively expensive, but Jon Griffin (NCSL) assured members that food costs in Boise, Idaho would most likely be cheaper than usual PDS state dinner functions. Mr. Griffin (NCSL) was asked whether or not Sliq Media had indicated plans to sponsor some of the costs associated with the State Dinner in Boise as they had done in previous years. Mr. Griffin stated he would contact the company to verify. Susan Schaar (VA) stated that the fundraising letter that is sent out for sponsorship was still in ethics review, but would be completed soon. The committee then discussed the idea of mailing out a marketing card for the fall PDS. Tricia Simmons (NCSL meeting planner) recommended this course of action due to the positive results of past meetings when a card was mailed. Bernadette McNulty (CA) offered that she did not believe it would boost attendance, while Pat Harris (AL) noted that he supported the idea since the card provided a great reminder on your desk. Janice Gadd (UT) asked if Idaho would be producing the card, or would NCSL be creating it and Tricia Simmons (NCSL) indicated that NCSL indicated that NCSL would create the marketing piece. President Furlong (NV) asked generally if successful use of the card had been mentioned in previous post-seminar surveys where it was utilized and those results were unavailable to verify at this time. The committee generally agreed that the marketing piece should be sent out for the 2016 PDS. President Furlong (NV) then asked Jon Griffin (NCSL) to add the marketing piece question to the post-seminar survey for Boise so results could be quantified. Pat Harris (AL) moved, then seconded by Maryann Horch (VA), that the committee approve the proposed budget for the Boise, Idaho Professional Development Seminar. The motion carried without objection.

2. Discussion of Financial and Other Reporting - President Furlong (NV) addressed committee members on inconsistencies in society funding mechanisms. In reviewing many past budgets, several inconsistencies were identified: conference comps were credited in various sections of the budget, costs for international guests have been charged to L190, and funds were distributed out of four possible budgets for meetings in an inconsistent way from year to year. President Furlong (NV) noted that it was really difficult to determine how budget funds were being spent from year to year. President Furlong then proposed the following suggestions to be implemented: Install some uniform reporting categories to install confidence in spending, add reporting and commenting to the budgets, and provide cost per person analysis in pertinent categories as last shown in the Reno, Nevada fall seminar. President Furlong (NV) mentioned that some of this discussion had been facilitated by the losses incurred from the Raleigh PDS. Typical examples in question were items such as gratuities and taxes on services and how they could not be matched up appropriately in the existing budget. Tricia Simmons (NCSL) informed the committee that she would be available to discuss the most recent completed contract for the seminar, and that NCSL mostly uses standard contract logic for these events. President Furlong (NV) informed the committee that the contract contained many details that helped her understand how funds were spent such as the room and registration costs for international attendees, complementary room costs for the meeting planner, and other items in regards to choosing the host hotel and its’ negotiations. Yolanda Dixon (LA) asked for more information regarding the gratuities from the Raleigh conference. Ms. Simmons (NCSL) recalled the original percentage of gratuity being 25 percent, but was then negotiated to 24 percent, plus tax, prior to executing the agreement. Guest Patsy Spaw (TX) stated that the committee should be aware of the costs ahead of time from the contracts, and asked why costs for international guests were not listed in the budget. Susan Schaar (VA) added that, historically speaking, the L190 account
could only incur new expenses if given permission by the ASLCS Executive Committee. Ms. Schaar (VA) supported the President’s idea of defining all accounts and how each can be used by NCSL and the Executive Committee for expenses. Janice Gadd (UT) supported this statement, and offered that each budget could possibly include a description for proper use at the top of the first page of each budget. Ms. Schaar (VA) further stated that future fees for international guests should not be coming from the L190 account since that use was only authorized for a one-time expenditure years ago. Yolanda Dixon (LA) moved, seconded by Pat Harris (AL), that President Furlong (NV) be authorized to work with NCSL staff to streamline budget accounts. The motion prevailed without objection.

3. **NCSL Legislative Summit Schedule** - Jon Griffin (NCSL) stated that May 10th, 2016 was the deadline for program development submissions when publishing the online agenda for the NCSL Legislative Summit. Tricia Simmons (NCSL) offered that a marketing brochure and conference web application were to be distributed soon. Yolanda Dixon (LA) asked when the Executive Committee would be meeting at the annual conference in Chicago. Brenda Erickson (NCSL) provided insight to planning the annual meeting by mentioning how the conference is held in August due to availability of most hotels or venues and addressing member election date concerns, as well considering reviews from last year’s summit and available slots for section meetings. The committee came to a general consensus was that the meeting should be held on Wednesday, August 10th, 2016 in the afternoon, similar to last year’s program.

4. **Discussion of Charitable Donation to North Carolina-Based Veterans’ Charity** - The committee deferred this discussion to the next meeting of the ASLCS Executive Committee at the Legislative Summit.

5. **Clarification Regarding Reimbursement for Travel Expenses for Attendance at Joint Canadian-American Meetings** - President Furlong (NV) opened the discussion by stating that for the last joint meeting she paid her own expenses, and then appointed Lee Cassis (WV) to attend the conference as Vice-Chair of the Canadian-American Relations standing committee. President Furlong (NV) proposed to change the standing orders to allow for the President and the Chair of the Canadian-American Relations committee to be reimbursed to attend the joint meetings. Pat Harris (AL) suggested that the society should only reimburse the Canadian-American Relations chair for attending either the annual CATTS meeting, or for the Joint Canadian-American Meeting. Susan Schaar (VA) agreed with this sentiment. Brenda Erickson (NCSL) stated that historically the society reimbursed for travel to the CATTS meeting since most legislatures would not pay for international travel. The question before the committee was whether this change in the standing orders was in the best interest of ASLCS. Pat Harris (AL) suggested that the discussion on this issue be postponed to the next Executive Committee meeting. There was no objection to this request.

6. **Criteria for the Selection of Scholarship Recipients** - The President recognized Maryann Horch (VA) to present a report on criteria for consideration of the Edward A. Burdick Memorial Scholarship. Ms. Horch distributed proposed criteria to the committee for discussion. The committee reviewed the recommendations. Bernadette McNulty (CA) suggested that this issue be moved to the next meeting of the ASLCS Executive Committee, and pledged to work with Maryann Horch (VA) to incorporate the committee’s suggestions for presentation at that time. There was no objection to this request.

7. **Approval of Travel Reimbursement for Susan Furlong and Susan Kannarr, or Designees, or Their Designees, to Attend the August 1-5 CATTS Meeting in Toronto** - Bernadette McNulty (CA) moved, seconded by Maryann Horch (VA), that the committee approve the proposed reimbursements. The motion prevailed without objection.

8. **Approval of Travel Reimbursement for Susan Furlong, Maryann Horch, and Ann Cornwell, or Their Designees, to Attend the August 1-5, 2016 CATTS Meeting in Toronto** - Bernadette McNulty (CA) moved, seconded by Susan Kannarr (KS), that the committee approve the proposed reimbursements. The motion prevailed without objection.
Other Business

The President recognized Ann Cornwell (AR), chair of the Joint Canadian-American Relations committee to discuss a standing order repeal. Chair Cornwell petitioned the Executive Committee to repeal the prohibition for any associate members to freely attend the Joint Canadian-American Meeting. Pat Harris (AL) also mentioned that the Canadian clerks had no objections to having more ASLCS members attend the meeting. Yolanda Dixon therefore moved, seconded by Bernadette McNulty (CA), to repeal the standing order that prohibits associate members from freely attending the Joint Canadian-American Meeting. The motion prevailed without objection.

The President proposed a site selection trip for the chair of the Boise site selection committee and essential NCSL personnel. Susan Schaar (VA) moved, seconded by Bernadette McNulty (CA), that the committee approve reimbursement from the fall meeting budget for a site selection trip for Yolanda Dixon (LA), Tricia Simmons (NCSL), and Jon Griffin (NCSL). The motion prevailed without objection.

President Furlong (NV) then publicly congratulated Brad Young (OH) for his successful hosting of the 2015 Joint Canadian-American Meeting in Columbus, Ohio, and invited him to address the committee. Mr. Young thanked the committee members for all of their work and support, especially recognizing the contributions of Susan Schaar (VA), Tricia Simmons (NCSL), and Ali Sagraves (OH). Mr. Young notified the committee that the joint manual was still in his possession and he would ask the committee’s permission to update relevant items prior to passing it to the next state to host the event. There was no objection from the membership of the Executive Committee.

Susan Schaar (VA) mentioned to President Furlong (NV) that she had two outstanding items for the committee to consider. Firstly, Ms. Schaar suggested that a formal budget should be created to support the Joint Canadian-American Meeting and that planning manuals for the meetings should be placed online and updated. Secondly, Ms. Schaar stated that as with past historical examples, the society should bestow honorary ASLCS membership to Deborah Deller, Clerk of the House for the Ontario Legislative Assembly, due to her continued support and attendance of ASLCS meetings. Susan Schaar (VA) moved, and Pat Harris (AL) seconded, that the Executive Committee adopt these recommendations. The motions prevailed without objection.

Robert Haney (TX) recognized the recent passing of George Williams, Chief Deputy Clerk of the Virginia House of Delegates. Susan Schaar (VA) moved, seconded by Maryann Horch (VA), that a $100.00 donation be sent to the Craig Springs Camp and Retreat in the name of George Williams. The motion was unanimously approved.

Robert Haney (TX) also mentioned that Michael Adams, Chair of the ASLCS Technology committee, proposed to petition the Executive Committee to give permission to share the ASLCS member roster and dues databases with ASLCS liaison Jon Griffin and appropriate computer professionals at NCSL. The sharing of this information would be for developing a NCSL-hosted secure website that could be utilized to replace the current outdated society database platforms. The updating of these systems would enhance the sharing of data between appropriate ASLCS leadership in the discharge of their duties. Susan Kannarr (KS) moved, seconded by Bernadette McNulty (CA), that the Executive Committee authorize the sharing of ASLCS member information with NCSL staff.

Announcements

President Furlong (NV) mentioned that LSCC had hosted an enlightening presentation on Civil Discourse, and she urged the Executive Committee to do their best to promote any ideas on how civil discourse can be promoted in society members legislative environments.

Adjournment

Without objection, President Furlong adjourned the meeting at 3:33 p.m. EST.

Respectfully submitted,
Robert Haney (TX)
Secretary-Treasurer
Call to Order
The meeting of the Bylaws and Standing Orders Committee was called to order by Patsy Spaw (TX) on behalf of Chair Claire Clift (NV) who was unable to attend.

Attendance
The following members of the committee were present: Patsy Spaw (TX) acting Chair, Lori Brocker (OR), Paul Campos (WA), Susan Furlong (NV) ASLCS President, Janice Gadd (UT), Maryann Horch (VA), Tara Perkinson (VA), Susan Schaar (VA), Butch Speer (LA), Sandy Tenney (UT).

Approval of Minutes
Upon a motion by Lori Brocker (OR) and seconded by Janice Gadd (UT), the minutes of the last meeting held during the 2015 ASLCS Professional Development Seminar in Raleigh, NC, were approved.

Old Business
Patsy Spaw (TX) began the discussion of the various recommendations received from committee members in response to Bylaws and Standing Orders Committee Chair Claire Clift’s (NV) request. Claire Clift had sent each committee member a list of the charges assigned by ASLCS President Susan Furlong (NV) and a preliminary working draft. The version which incorporated all suggested changes was laid out as the working document for the committee. Each charge was addressed individually and accepted, amended, or consideration postponed, as follows:

1. Paul Smith (NH) and Bill MaGill (VT) made an on-site visit to Massachusetts to meet with Steve James (MA), ASLCS Archivist, to discuss the contents of Society archives and receive recommendations and suggestions and to view the archives. The committee received a list of the archived items by email and will receive a report on their visit at the next meeting.

2. The committee reviewed the recommended wording for the Society’s archivist position. It was recommended that the wording be added to the Standing Orders (and not the Bylaws). The position will be referred to as the Society’s archivist. The term of office for the archivist was discussed. Butch Speer (LA) recommended that the term continue until resignation or a successor is appointed. The committee approved the suggested language: “The Society’s archivist shall continue in office until resignation or the appointment of a successor in the same manner as the initial appointment.”

It was also recommended that NCSL retain copies as requested in coordination of the Executive Committee and the Society’s archivist.

The committee discussed the position of Society photo archivist, which had recently been approved by the Executive Committee and determined that the newly approved position needed to be added in the appropriate section to the Standing Orders.
and should have the same term parameters as the Society’s archivist. Maryann Horch (VA) will draft and prepare language for the committee to review at the Legislative Summit in Chicago, IL.

3. The language to include the President-elect and the Associate Vice President as ex-officio members of the Membership and Communications Committee was approved. (They are already ex-officio members of the Professional Journal.)

4. The committee reviewed the proposed language for the standing committee on Canadian-American Relations to develop, review, and publish a host state manual for the Joint Canadian-American Meeting and the language for the standing committee on Site Selection to develop, review, and publish a host state manual that outlines expectations and costs to states that host a PDS. The committee approved the proposed language as amended.

5. The Committee approved the removal of Bylaws text from the Standing Orders.

6. The Committee reviewed the proposed language to add a $500 donation upon the death of a sitting principal who served as President of the Society. Butch Speer (LA) recommended language be added to include a $250 donation upon the death of a sitting Associate who has served as Associate Vice President. The committee approved the proposed language as amended.

7. Susan Schaar (VA) reported that Paul Smith (NH) and Paul Nardo (VA) are scheduled to meet to review the past PDS Business meeting minutes to verify the accuracy of the citations in the Bylaws and, if necessary, to propose additions or corrections after their review.

Patsy Spaw (TX) will incorporate the committee’s amendments to the committee working document for committee review prior to the NCSL Legislative Summit in Chicago.

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

Respectfully submitted,
Patsy Spaw (TX), Acting Chair
Inside the Legislative Process
Committee Meeting Minutes

Donna Holiday (KY)
Vice Chair

Corey Carnahan (KS)
Chair

Sherry Rodriguez (NV)
Vice Chair

2016 ASLCS Spring Business Meeting
Alexandria, Virginia
Saturday, April 23, 2016

Call to Order
The meeting of the Inside the Legislative Process Committee was called to order by Corey Carnahan (KS), Chairperson.

Attendance
The following members of the committee were present: Sarah Bannister (WA), Bernadette McNulty (CA)
Other members/guests in attendance included Brenda Erickson, NCSL.

Approval of Minutes
Upon a motion by Bernadette McNulty, seconded by Sarah Bannister, the minutes of the last meeting held Thursday, September 24, 2015 at the Professional Development Seminar in Raleigh, NC, were approved.

Old Business
The chairperson recognized Brenda Erickson, NCSL, to update the committee on the current Inside the Legislative Process survey. Ms. Erickson stated 30-40 chambers had not yet responded to the survey on censure and expulsion, but a follow-up email would be sent in June to increase the response rate.

New Business
The committee discussed potential topics and formatting for the next survey question. Potential topics included job duties for chamber staff (such as front desk staff) and issues related to the use of technology.

The committee then discussed changes to the ASLCS website to more prominently display Inside the Legislative Process survey results and information.

Adjournment
Upon a motion by Bernadette McNulty, seconded by Sarah Bannister, the meeting was adjourned.

Respectfully submitted,
Corey Carnahan (KS), Chairperson
ASLCS Spring Business Meeting
Alexandria, VA
Saturday, April 23, 2016

Call to Order
The meeting of the Site Selection Committee was called to order by Andrew Ketchings (MS), Chair.

Attendance
The following members of the committee were present: Andrew Ketchings (MS), Chair, Jay Braxton (VA), Vice Chair, Yolanda Dixon (LA), Jim Drake (AZ), Susan Kannarr (KS), Jennifer Novak (ID), Tracy Ortiz (TX), Joyce Wright (AL), Brad Young (OH).

Other members/guests in attendance included Jackie Scott (VA), Lourdes Litchfield (TX), Polly Emerson (TX), Dave Avant (AL), and Ann Cornwell (AR).

Approval of Minutes
Upon a motion by Jay Braxton, seconded by Susan Kannarr, the minutes of the last meeting held Thursday, Sept. 24, 2015 at the ASLCS Professional Development Seminar in Raleigh, NC, were approved.

Old Business
Jennifer Novak (ID) talked about the fall PDS that will be held September 18-22 in Boise, Idaho. Jim Drake (AZ) discussed the possibility of Arizona hosting the 2017 PDS. He said he will have a definite answer at the NCSL Legislative Summit in Chicago.

New Business
Other potential locations were discussed for 2017 PDS including Maine, Nebraska, Oregon, Kentucky, Tennessee and Colorado.

Adjournment
Upon a motion by Joyce Wright, seconded by Ann Cornwell, the meeting was adjourned.

Respectfully submitted,
Andrew Ketchings (MS),
Chair, Site Selection Committee
Call to Order
The meeting of the Technology Committee was called to order by Michael Adams (VA), Chair.

Attendance
The following members of the committee were present: Michael Adams (VA), Lee Cassis (WV), Robert Haney (TX), Cyndy Johnston (OR), Rose Ramsey (VA), Ali Sagraves (OH), Timothy Sekerak (OR), and Denise Weeks (NC).

Other members/guests in attendance included: Clark Barnes (WV), Dowe Littleton (AL), and Erica Manson (VA).

Approval of Minutes
Upon a motion by Denise Weeks (NC), seconded by Robert Haney (TX), the minutes of the last meeting held Thursday, September 24, 2015 at the ASLCS Professional Development Seminar in Raleigh, NC, were approved.

Old Business
Michael Adams reminded the committee of its ongoing priorities and outlined the work of the committee, to date.

Michael Adams reminded the attendees that the committee’s tasks can only be accomplished with vigorous participation by its members. Realizing that many are still grappling with the end of legislative sessions, everyone is encouraged to get involved with the committee’s efforts as soon as possible, in whatever way makes the most sense.

New Business
ASLCS Facebook Policy Update - A draft recommendation will be distributed for comment to this committee’s members, with a goal of finalizing a recommendation before the next meeting in August.

Electronic Administration of the Roster - NCSL’s Technology Staff has offered to host the ASLCS Roster database. First, they would like to create a “Proof of Concept”, based upon a copy of the existing database(s). This proof of concept would exist separately and have no impact on the current year’s record-keeping. There was discussion about the business requirements of the Roster project, and the committee unanimously agreed to recommend that ASLCS provide them with a copy of the database for further development.

NCSL Foundation E-Learning Grant Application - The general consensus is that e-learning and/or distance-participation efforts must be short and very well produced, in order to be useful. There was further discussion regarding the difficulty associated with getting keynote speakers to agree to broadcast their content, as well as difficulty associated with setting up a panel and/or concurrent session for optimum remote-consumption.

The committee recommends exploring the option of creating a PR and/or educational video on the Structure/Value/History/Work of ASLCS with a focus on outreach to new members and/or those who do not otherwise participate. There was further discussion about NCSL staff resources available for this kind of effort, and possible cross-functional benefits to the Membership and Communication Committee. The committee unanimously agreed to work with NCSL staff to explore this possibility.
Technology Committee Meeting Minutes (continued)

2016 PDS Technology Concurrent Session - The committee brainstormed options for possible content at the Fall Professional Development Seminar. A number of ideas were discussed, including: Impact of Social Media on Chambers; Paperless Chambers; E-filing; When One Chamber’s Technology Doesn’t Match the Other; Managing Technology Expectations; Journal Compilation Innovation; When Technology Implementation Disrupts Traditional Workflow; and Website Evolution. The committee unanimously agreed that the heading “When Technology Disrupts Tradition” could be applied broadly to a number of other “subtopics” discussed, and would probably garner the broadest base of panelists/participants. This heading also seems to align with the Program Committee’s priorities, and it was agreed this is a good Concurrent Session topic.

Adjournment
Upon a motion by Denise Weeks (NC), seconded by Timothy Sekerak (OR), the meeting was adjourned.
Respectfully submitted,
Michael Adams (VA), Chair

Dear Mr. Mason,

Is the motion to reconsider debatable and does the motion open the issue being reconsidered to debate?

s/ Debatable

Dear Debatable,

In certain circumstances. Mason’s sections 81-3(b), 84-1(b) and 471 clarify that, when the original motion to be reconsidered is debatable, the motion to reconsider opens the entire question to debate. However, if the motion to be reconsidered was not originally a debatable motion, the motion to reconsider is not debatable.

s/ Mr. Mason

Dear Mr. Mason,

Once a member is recognized for a point of personal privilege, can the presiding officer restrict the content or the length of the privileged remarks?

s/ Restricted

Dear Restricted,

Generally, no. Members who raise questions of personal privilege, however, are required to confine their remarks to issues that affect them personally and may not defend any other person. See Mason’s section 222-3.

s/ Mr. Mason
The meeting of the International Communication and Development Committee was called to order by Susan Kannarr (KS) at 10:02 a.m.

Attendance
Lourdes Litchfield (TX), Pat Harris (AL), Jen Novak (ID), Patsy Spaw (TX), Butch Speer (LA) Deborah Deller (Ontario, Canada), Tim Sekerak (OR) Andrew Ketchings (MS), Susan Schaar (VA) Joyce Wright (AL), Michael Adams (VA), Susan Kannarr (KS), Yolanda Dixon (LA) Dave Avant (AL), Ann Cornwell (AR) Polly Emerson (TX), Denise Weeks (NC) Lori Brocker (OR), Janice Gadd (UT) Dowe Littleton (AL)

Approval of Minutes
Upon a motion by Yolanda Dixon (LA), seconded by Patsy Spaw (TX), the minutes of the last meeting held Thursday, September 24, 2015 at the PDS in Raleigh, NC were approved.

Old Business
Stand-in-chair Kannarr welcomed committee members and thanked them all for their participation. She provided an overview of Chair Liz Clark’s attempt to reinforce relationships with ANOMAC. Liz Clark has contacted “Edna” who informed that ANOMAC would like to have participation by ASLCS at their upcoming meeting because it is the 25th anniversary of ANOMAC. They would like to invite all past presidents of ASLCS. No date or location set at this time.

Chair Clark is also hoping to revamp the International Directory. All suggestions about formatting are welcomed. Please contact Liz if you have any ideas.

New Business
Discussion on the concurrent session for the PDS in Boise, ID. Last year’s topic was “You do what in your Chamber?” Topics discussed for this year’s concurrent session is Security (relevant because of the shooting in Canada). Susan Schaar shared that her capitol police could present on the topic of security.

Susan Schaar also mentioned that Don Schneider, John Phelps, Butch Speer and Bruce Forstall have worked with emerging democracies to help with the development of their parliamentary procedures. This topic might work better at the NCSL Annual Summits where there is greater attendance.

Adjournment
There being no other business to come before the committee and upon a motion by Denise Weeks (NC) and seconded by Dowe Littleton (AL), the meeting was adjourned.

Respectfully submitted,
Susan Kannarr (KS), (stand-in for Liz Clark (AK), chair)
Call to Order
The meeting of the Legislative Administrator Committee was called to order by Paul Campos (WA), Chair.

Attendance
The following members of the committee were present: Paul Campos, WA; Bernadette McNulty, CA; Cyndy Johnston, OR. Other members/guests in attendance included Susan Furlong, NV, ASLCS President.

Approval of Minutes
Upon a motion by Bernadette McNulty, seconded by Cyndy Johnson, the minutes of the last meeting held Thursday, September 24, 2015 at the 2015 Professional Development Seminar in Raleigh, NC, were approved.

Old Business
The Chair reviewed the status of the submissions to the Legislative Administrator. A few minutes were still due. A proof would be out in a few weeks. Potential articles for the summer issue were discussed.

New Business
Items of new business were not introduced.

Adjournment
Upon a motion by Cyndy Johnston, seconded by Bernadette McNulty, the meeting was adjourned.

Respectfully submitted,
Paul Campos (WA), Chair
2016 ASLCS Spring Business Meeting
Alexandria, Virginia
Saturday, April 23, 2016

Call to Order
The meeting of the Membership and Communication Committee was called to order by Brad Young (OH), Chair.

Attendance
The following members of the committee were present: Brad Young (OH), Chair, Corey Carnahan (KS), Lee Cassis (WV), Rose Ramsey (VA), Ali Sagraves (OH), Jackie Scott (VA), and Sandy Tenny (UT)
Other members/guests in attendance included: Clark Barnes (WV), Brenda Erickson (NCSL)

Approval of Minutes
Upon a motion by Corey Carnahan (KS), seconded by Sandy Tenney (UT), the minutes of the last meeting held Thursday, September 24, 2015 at the ASLCS Fall Professional Development Seminar in Raleigh, NC, were approved.

Old Business
The Chair discussed the committee’s responsibilities with New Member Orientation at the upcoming PDS and reminded members of ideas brought forth at the meeting at last year’s PDS, including using friendship tables again and how to pair sponsors up with new attendees. He discussed possibly utilizing a survey to pair new attendees with a member to whom they will connect well - whether it is through similar job responsibilities, being from the same region of the country, having common life experiences, etc.

Additionally, the committee discussed the possibility of having New Member Orientation begin earlier, perhaps on the first morning of the PDS, at a separate breakfast from the rest of the attendees to facilitate opportunities for greater communication and connection right away. This would have to be discussed with the Program Development Committee and NCSL, first.

It was decided that it would be advantageous to get information out to new members this summer on the PDS (i.e. what happens, what to plan for, purpose, roles, and involvement in committees, etc.) in a Frequently Asked Questions format. This information may be disseminated by NCSL.

Members voiced concerns about the staff breakout sessions from the previous PDS in terms of identifying people to lead each session and assisting attendees with knowing where they would best fit. Some of the breakout session groups were quite large; there may be a way to break them up further. This committee could help attendees know which session to attend if they do not have typical clerk’s office positions.

New Business
The Chair discussed that the standing orders now assign the President-elect with reaching out to new or inactive members of ASLCS to increase participation, and he will be meeting with the President-elect to discuss how the committee may be able to help. He mentioned perhaps asking active principals to reach out to inactive principals in their region to discuss the value of being involved in the society, inquiring as to why they are not involved,
and to identify ways to encourage them to be involved. Lee Cassis (WV) and Ali Sagraves (OH) mentioned that the Technology Committee was brainstorming ideas of how to best use available grant funds, and one idea was the creation of a promotional video that may be utilized when reaching out to clerk staff in states that are not actively involved in ASLCS; the video could also be shown at New Member Orientation. It could cover aspects related to the purpose of each ASLCS committee, ways in which to be involved, and promote the available scholarships, among other aspects of the society.

Additionally, the Chair discussed working with the Legislative Administrator Committee to publish highlights on offices or jobs (i.e. “fun facts”) to greater personalize those offices and staff. For those who are not currently involved with the society, this may assist with fostering an interest in participation. Brenda Erickson (NCSL) mentioned that other staff sections do this.

Adjournment
Upon a motion by Lee Cassis (WV), seconded by Ali Sagraves (OH), the meeting was adjourned.

Respectfully submitted,
Brad Young (OH), Chair
2016 ASLCS Spring Business Meeting
Alexandria, VA
Saturday, April 23, 2016

Call to Order
The meeting of the Support Staff Committee was called to order by Tara Perkinson, VA, in the absence of Norma Chastain, AZ, Chairman, who was unable to attend.

Attendance
The following members of the committee were present: Sarah Bannister (WA), Jay Braxton (VA), Jim Drake (AZ), Maryann Horch (VA), Dowe Littleton (AL), Erica Manson (VA), Tracy Ortiz (TX), Tara Perkinson (VA).

Approval of Minutes
Upon a motion by Jay Braxton, VA, seconded by Erica Manson, VA, the minutes of the last meeting held on Thursday, Sept. 24, 2015 at the 2015 Professional Development Seminar in Raleigh, North Carolina, were approved and waived.

Old Business
Discussion was held on ideas for the theme of the next Professional Development Seminar. Maryann Horch, VA, suggested a theme of “Come One, Come All.” Jay Braxton, VA, suggested that Mr. Potato Head could be the mascot.

The Support Staff still needs volunteers to be moderators for the staff breakouts at the Boise meeting. They would like to have the meeting in the beginning of the week.

The concurrent session ideas that came up in the last meeting were “Institutional Knowledge,” “Legislative Off-The-Record” and “Blank Page.” Everyone seemed to prefer the “Off-The-Record” session over the other ideas since it was really popular previously and it has not been done in years.

Ali Sagraves, OH, participated in the Associate Exchange program this year. She was partnered up with the Virginia Senate. Her experience was a positive one. Both the Senate staff in Virginia and Ali herself learned a lot from each other and enjoyed the experience. Next on the list to travel will be John Hollman, IL.

New Business
The next meeting will be August 8-11, 2016 in Chicago, IL. Ideas for the Legislative Summit still need to be finalized. The Legislative Expo will be very valuable this year. They would like to bring current innovations from various chambers and invite them to show their different processes. Also, thoughts were passed around to possibly implement some type of outreach group to reach out to the different chambers.

Adjournment
Upon a motion by Dowe Littleton, AL, seconded by Maryann Horch, VA, the meeting was adjourned at 10:19am.

Respectfully submitted,
Tara Perkinson (VA)
Support Staff Committee
Canadian-American Relations Committee Meeting Minutes

2016 Spring Meeting
Alexandria, Virginia
Saturday, April 23, 2016

Call to Order
The meeting of the Canadian-American Relations Committee was called to order by Ann Cornwell, AR, Chair, Canadian-American Relations Committee.

Attendance
The following members of the committee were present: Ann Cornwell (AR), Chair, Lee Cassis (WV), Vice-Chair, Butch Speer (LA), Corey Carnahan (KS), Yolanda Dixon (LA), Patsy Spaw (TX), Janice Gadd (UT), Denise Weeks (NC), Andrew Ketchings (MS), Michael Adams (VA), Ali Sagraves (OH), Susan Schara (VA), Joyce Wright (AL), Tim Sekerak (OR), Cynthia Johnston (OR), Brad Young (OH), Pat Harris (AL), Paul Campos (WA), Robert Haney (TX), Dave Avant (AL), Lori Brocker (OR), Clark Barnes (WV).

Other members/guests in attendance included: Deborah Deller, Clerk of the House (Ontario, Canada).

Approval of Minutes
Upon a motion by Denise Weeks, seconded by Pat Harris, the minutes of the last meeting held Thursday, September 24, 2015, at the ASLCS’s Professional Development Seminar in Raleigh, NC, were approved.

Old Business
Lee Cassis informed the committee that the Joint Canadian-American meeting was held in Columbus, OH, October 28 through November 1, 2015. He recognized and thanked Brad Young and Ali Sagraves (committee members gave them a round of applause) for their hard work, dedication, and commitment for hosting and making the meeting a success.

The committee was reminded that the 2017 Joint Canadian-American meeting would be hosted by Canada in Saskatchewan. The time and date will be announced at a later meeting.

Discussion then centered on the standing order that limits attendance to the joint meeting to each Principal and an Associate member designated by the Principal. The standing order was suspended by vote of the Executive Committee in Raleigh for the Columbus meeting. Upon a motion by Butch Speer, which was seconded by Denise Weeks, the committee approved asking the executive committee to repeal the standing order.

New Business
Deborah Deller announced that the Canadian Clerks’ meeting would be held August 1-5, 2016, in Toronto, Canada, and all members of ASLCS were welcomed to attend.

Adjournment
Upon a motion by Tim Sekerak, seconded by Robert Haney, the meeting was adjourned.

Respectfully submitted,
Lee Cassis (WV), Vice-Chair, Canadian-American Relations Committee
The Committee did not meet during the Spring meeting.
Call to Order
The meeting of the Program Development Committee was called to order at 11:01 a.m. by Jim Drake, AZ, Chair.

Welcome and thanks to Jonathan Griffin, NCSL, for his support.

President Susan Furlong welcomed the group and looked forward to a great program in Boise this fall.

Attendance
The following members of the committee were present:
Jim Drake (AZ) Chair, Jackie Scott (VA) Vice-Chair, Sandy Tenney (UT) Vice-Chair, Sarah Bannister (WA), Maryann Horch (VA), Susan Kannarr (KS), Jennifer Novak (ID), Tracy Ortiz (TX), Tara Perkinson (VA), Susan Schaar (VA).

Approval of Minutes
Upon a motion by Maryann Horch, VA, and seconded by Jennifer Novak, ID, the minutes of the last meeting held in Raleigh, NC were approved.

Old Business
The Committee reviewed the survey results from the last PDS and discussed the most popular themes and requests.

Additionally, Jennifer Novak, ID, gave the committee an outline of the current highlights planned for Boise. She covered room availability and live-streaming capabilities. There will be a Basque Block party with sheep wagons and dancers and perhaps the “Potato Truck” in front of the Capitol. The Governor has offered to provide welcome remarks to ASLCS.

New Business
Jim Drake expressed appreciation to Jon Griffin for his significant work in securing the plenary speakers for the Boise PDS. 1. Dave Weber, Monday, September 19th at 9:00 a.m. “Sticks and Stones Exposed: The Truth Behind Words and Relationships”, and; 2. Scott Christopher, Thursday, September 22nd at 9:00 a.m.

The Committee reviewed and discussed possible concurrent session topics.

The Technology Committee, through Chair Michael Adams, offered to provide a technology presentation.

The Support Staff Committee offered to host an “Off the Record” session.

Mason’s Manual Commission will be asked to host a deep dive into parliamentary process, and finally, the International Communication and Development/Canadian-American Relations may be willing to host a concurrent session on security in the Legislative environment.

The Committee agreed to seek co-sponsorship with NAILIT for the presentation in Chicago on social media.

The next meeting of the Program Development Committee will be at the NCSL Summit in Chicago, IL, August 8-11, 2016.

Adjournment
Upon a motion by Sandy Tenney, UT, the meeting was adjourned at 11:43 a.m.

Respectfully submitted,
Jim Drake, AZ, Committee Chair
Situated on a gentle rise in the capital city of Helena, Montana's statehouse offers visitors a commanding view of the historic Prickly Pear Valley. The Sleeping Giant—a unique configuration of mountains—stands guard on the north end of the valley while, to the south, the foothills of the Rockies provide a distant backdrop for the American Renaissance-style edifice. For many, however, the most notable feature of the building lies inside. Thirty-seven artworks adorn the capitol and depict the story of Montana's past in colorful detail. Most notably, the building houses one of Montana's most iconic paintings, Charles M. Russell's monumental mural, Lewis and Clark Meeting Indians at Ross' Hole.

The cornerstone for the capitol was laid on July 4, 1899, ten years after Montana was admitted to the Union as the forty-first state. When the building was completed three years later it was hailed by a local newspaper as a “Triumph of Architect and Decorator.” The Cincinnati, Ohio, firm of F. Pedretti’s Sons had handled all interior decoration, including the murals, because officials believed that no Montana firm had the necessary experience for such an undertaking. Ten years later, when wings were added to the east and west ends of the original structure, that was no longer the case. Following a contentious debate in which some argued for the employment of “recognized” eastern painters, three Montana artists were chosen for the job: Ralph DeCamp was commissioned to produce six landscapes for the Law Library; Edgar Paxson was selected to execute six history paintings for the House Lobby; and Charles M. Russell was given the task of producing a single mural for the House Chamber.

The resulting painting, Lewis and Clark Meeting Indians at Ross' Hole, is now hailed by many as Russell’s greatest artistic achievement. Measuring twelve feet high by twenty-five feet wide, it is also Russell’s largest painting; he even had to raise the roof on his log cabin studio to be able to accom-
moderate the canvas. Although he had never before attempted anything close to this size, it took him less than three months to complete the epic portrayal.

The mural depicts a fortuitous encounter between Lewis and Clark’s Corps of Discovery and the Salish Indians in the southwestern corner of the state. The meeting, which occurred in September 1805, was one of enormous strategic importance, as it enabled the explorers to acquire the horses and directions they needed to traverse the Bitterroot Mountains before winter snows would make travel impossible. As art historian Patricia M. Burnham observed, “The final result is grander than could have ever been anticipated. . . . With a sweep of horses, Salish warriors, and tilted lances in the center foreground, Russell brought the action into the visual space of the assembly. By relegating Lewis and Clark to the quiet of the middle ground at right, Russell gives over the most important part of the picture space to Montana’s original inhabitants. Nowhere else in the Capitol is the Indian presence in Montana so celebrated.”

No Montana artist more fittingly deserves to have his work hang in such a place of distinction than does Russell. Although he would later adopt the persona of a cowboy, he was actually born into an affluent St. Louis family in 1864. When he was just shy of his fifteenth birthday, his parents yielded to the rambunctious youth’s pleading and allowed him to venture west. Charlie hoped to become a mountain man; the senior Russells hoped that the realities of life on a harsh frontier would quell his boyhood notions and make him eager to return to St. Louis and join the family business. The move, however, was the beginning of a lifelong love affair between a remarkable man and an extraordinary place. Never again would Charlie call anywhere but Montana home.

After working for a decade as an itinerant cowhand, Russell—who had loved to draw and sculpt from the earliest age—decided to give up the life of the cowboy in order to devote his full attention to becoming an artist. In 1896 he married eighteen-year-old Nancy Cooper, who eventually proved to be as talented as a business manager as Charlie was with a brush (both were self-taught). Through Nancy’s skillful management Russell achieved national prominence as “The Cowboy Artist,” producing an estimated four-thousand artworks during his lifetime. Because he was so adept at depicting the free-spirited life of the open-range cowboy and paying homage to traditional Native American culture, he won the hearts of his fellow Montanans. His sense of humor, charismatic personality, and skill as a storyteller helped ensure his status as the state’s favorite son.

Charlie Russell died in 1926. Three years later the Montana legislature enshrined his status as favorite son when they selected him as the first person to represent the Treasure State in Washington D.C.’s Statuary Hall. Today, he remains as the sole artist to be so honored while his masterpiece, Lewis and Clark Meeting Indians at Ross’ Hole, still presides silently over the Montana House of Representatives where—as a 1913 joint legislative resolution predicted—it serves as “a lasting source of pride for the people of this commonwealth.”
New Clerks & Secretaries

**Effie Ameen, Secretary of the Senate, Colorado**

I was elected Secretary of the Colorado Senate in January 2016. Prior to working for the Senate, I spent 14 years with the nonpartisan Office of Legislative Legal Services, where I was a head legislative editor. I have a bachelor’s degree in history and Spanish from Ohio Wesleyan University and a master’s degree in organizational and professional communication, with a concentration in alternative dispute resolution, from the University of Denver. I am originally from northeast Ohio, but I have called Colorado home since 2001.

**Carrie Maulin, Chief Clerk of the House, Idaho**

Carrie Maulin was appointed to the position of Chief Clerk of the House of Representatives for the State of Idaho in June of 2016. She previously worked in the Chief Clerk’s office for four legislative sessions as the journal clerk before her elevation to this position. During her time in the clerk’s office she was responsible for the daily journal production as well as final journal preparation, special projects and assisting in the daily workings of the office. Maulin is looking forward to the challenges of her new position.

Before joining the clerk’s office, Maulin worked in the field of non-profit management as an executive director for a water conservation organization. She was a small business owner for nine years as well as spending over ten years in banking and credit union management.

Maulin is a graduate of the University of Idaho and has lived in the city of Boise for over 25 years. She and her husband enjoy traveling and spending time with their two children.

**Dave Reddecliff, Chief Clerk of the House, Pennsylvania**

Born September 14, 1960 in Johnstown, PA. Dave began his employment with the House in 1982 and has served in a variety of roles, beginning in a member’s district office in Indiana County. He later moved to Harrisburg to work for the House research staff and then served in six different leadership offices, including Appropriations, Majority Leader and Speaker. Dave worked in the office of District Operations and was involved in two reapportionment cycles. Prior to accepting the position of Chief Clerk, Dave was the Director of Administration to the Speaker of the House. He is also a former realtor in PA. Dave earned a Bachelor of Arts degree in Political Science from Indiana University of Pennsylvania and is a past president of its Alumni Association Board of Directors. He resides in Susquehanna Township with his wife Carole and their youngest daughter, Hannah. Andrew, their oldest son, is a graduate of Penn State University and their middle child, Maggie, is a student at Ohio State University. Dave is the son of Bill and Sally Reddecliff of Conemaugh Township, Somerset County.
Like the idea of dressing up, donning a mask, and heading to a ball in a magnificent building full of marble, bronze, and beautiful art?

Many of you probably already do—legislative and inaugural balls are common practice in many states. However, on December 12, 2015, a very different kind of gala event was held at the Missouri State Capitol. Inspired by those who serve on the Missouri State Capitol Commission—a state commission of volunteers appointed to assist in the preservation of the Missouri Capitol—a black-tie, formal masquerade ball was planned to raise funds to kick-start the restoration of the building’s priceless mural collection, which includes the work of such artists as Thomas Hart Benton and N.C. Wyeth.

During the early planning stages, the Commission determined to jointly sponsor the ball with two additional charitable organizations in order to broaden the appeal of such a venture. The Missouri Association for Community Action and the Missouri Coalition Against Domestic and Sexual Violence were selected as event partners. Proceeds were evenly shared and dedicated to the respective missions of the three organizations, whose statewide outreach assists over 120,000 Missourians.

The night—filled with music, dancing, a silent and live auction, an hors d’oeuvres reception, and special after-hours tours of the Capitol—was an unqualified success. The evening’s theme, which was “to help preserve Missouri’s history while brightening its future,” resonated with a wide audience, many of whom were intrigued by the idea of visiting their state Capitol for a nonpolitical event that would help give back to their respective communities. Over 500 attended this special “party with a purpose” and event proceeds exceeded $170,000.

Ultimately, the ball successfully provided outreach to engage Missourians in the importance of revitalizing their state capitol. By teaming with two worthy charitable organizations, the Missouri State Capitol Commission raised much-needed funds while also introducing an entirely new audience to the beauty and significance of their statehouse.
Last fall, the Ohio House of Representatives was pleased to host the 2015 Joint Canadian-American Clerks Conference in the Buckeye State. Most of the programming took place in our Greek Revival style Statehouse building, construction of which was completed in 1861. Other activities provided an excellent snapshot of what makes Columbus a unique city.

Delegates from nine U.S. states were in attendance. States represented include: Arizona, Louisiana, Nevada, North Carolina, Ohio, Tennessee, Vermont, Virginia, and West Virginia.

The Canadian attendees at the conference represented the Alberta Legislative Assembly, Senate of Canada, House of Commons of Canada, Nova Scotia House of Assembly, Legislative Assembly of New Brunswick, and Legislative Assembly of Ontario.

Since the conference took place around the time of Halloween, it was fitting that we kick off the meeting by attempting to scare our guests. The conference started off on Wednesday evening with a “spooky” but elegant dinner in the beautiful Statehouse Rotunda, followed by a haunted tour of the Statehouse. Yes, as the story goes, the Ohio Statehouse is rumored to be haunted by a number of figures including a former Senate Clerk, Ohio’s 41st Governor George K. Nash, prisoners, Native American spirits angry at the depiction of the Treaty of Greenville, and none other than President Abraham Lincoln.

It is said that President Lincoln actually visited the Statehouse on a couple of occasions, including one time in 1861 to address a joint session of the Ohio
General Assembly in the House Chamber. It is also thought that the President-elect was sitting in the Governor’s ceremonial office in the Statehouse when he was informed that the Electoral College confirmed his election to our nation’s highest office. Additionally, on April 29, 1865, after his death, he lay in state in the Rotunda (the site of our opening dinner); it is estimated that 50,000 Ohioans visited the Rotunda to pay their respects to the fallen President. He certainly left a lasting mark. The Statehouse commemorates the Repose of President Lincoln each year. To this day, some folks claim to feel his presence in the Statehouse.

Moving on to the next day of the conference, Thursday morning began with a tour of the House Clerk’s Office and the House Chamber. Attendees were greeted by House Speaker Clifford A. Rosenberger, who was thrilled to have them in the Hall of the House. Each attendee received a challenge coin from the Speaker. As an Air Force veteran, the Speaker enjoys upholding the tradition of giving challenge coins for certain achievements or occasions. Needless to say, this was a special keepsake for each of the attendees.

Sessions that day included a presentation on the uniqueness and attributes of the Ohio Capitol Square Review and Advisory Board (CSRAB) by Michele Hulse, Assistant Director of Finance and Human Resources for CSRAB. CSRAB’s responsibility is to maintain the historic character of the Statehouse and its grounds and manage the Capitol Square facilities. The membership is comprised of equal representation of the House, Senate, and Governor’s offices. Both the Senate and House Clerks are statutory members of the Board. The Board’s function is not something found at most other statehouses across the country.

After lunch, the attendees listened to guest speaker Dan Woodward, of Fort Meigs, discuss the War of 1812 and the role of Ohio’s Fort Meigs in the war. This presentation was followed up the next morning by Rob Whitman, a dynamic speaker from Perry’s Victory and International Peace Memorial (National Park Service), who discussed the Battle of Lake Erie and the American-Canadian relationship during and after the war. Mr. Whitman even had some of the attendees participate as “ships” to reenact significant naval battles. Naturally, there were differing views between the Americans and our Canadian friends on the War of 1812, even down to “who won,” but it certainly made for an interesting, friendly discussion.

The rest of the first day of business involved a joint Ohio-Canadian presentation on civic education and a roundtable discussion on security of legislative buildings and chambers. The civic education presentation included a demonstration of the iCivics Ohio website, where educators are able to obtain resources to use in lesson plans for students remotely, as well as a discussion from Cheryl Straker with CSRAB’s Museum and Education office and Charles Moses with the Capitol Square Foundation. The Foundation is a nonprofit organization dedicated to increasing public awareness and citizen involvement in the history of the Statehouse, as well as helping to maintain and support the preservation of the capitol grounds. Ms. Straker and Mr. Moses explained the education ef-
forts within the Statehouse. William Short (Ontario Legislative Assembly) also offered an enlightening presentation on his legislative assembly’s civic education efforts.

The security roundtable proved to be enthralling for attendees, especially since the Canadian Parliament in Ottawa had experienced an active shooter situation in 2014. Ian McDonald (House of Commons of Canada), Neil Ferguson (Nova Scotia House of Assembly), Blair Armitage (Senate of Canada), and Steve Friday, Assistant Deputy Director of Safety and Security (CSRAB) participated in the discussion, moderated by Tennessee Senate Clerk, Russell Humphrey. The discussion covered how the Parliament in Ottawa has responded with different security measures as a result of the active shooter incident and how far to go with security measures while still maintaining accessibility for the public, among other issues.

The evening concluded with a trip to the Hofbrauhaus Columbus for dinner.

The Hofbrauhaus is a replication of the 400+ year-old Hofbrauhaus in Munich, Germany. The Brew Master and his assistants, donning lederhosen, guided attendees through a tour and tasting at their onsite brewery, followed by a buffet of delicious, authentic German cuisine. Guests were also treated to live music from a band which played everything from polka music to Lynyrd Skynyrd. In addition to great conversation in a fun atmosphere, the highlight of the evening was watching Flip and Jane Richards (Arizona House, ret.) cut a rug on the dance floor.

On Friday morning, after the entertaining Battle of Lake Erie presentation mentioned previously, attendees observed an informative presentation and demonstration of Tennessee’s Dashboard system by Russell Humphrey (Tennessee Senate) and Vinay Dattu, Director of the Office of Legislative Information Systems for the Tennessee General Assembly.

This was followed by a roundtable discussion on ethics and accountability, with a focus on whether or not the rules go too far. Butch Speer (Louisiana House) moderated the panel comprised of Todd Decker (Ontario Legislative Assembly), Denise Weeks (North Carolina House), and Tony Bledsoe, Ohio Legislative Inspector General.

Mr. Speer then actively participated in the following session, along with Ian McDonald (House of Commons of Canada), explaining situational differences between the Mason’s Manual parliamentary guide and the Canadian’s O’Brien and Bosc procedure and practice guide. Needless to say, both gentlemen have quite a command of their parliamentary rules.

The business day concluded with the always entertaining “Off the Record” session where all attendees contributed to the discussion with stories, gripes, and embarrassments. This discussion allowed us to commiserate together and laugh “with” each other about the challenges we experience and witness each day. It truly strengthens the unique bonds we share as Clerk staff.

That evening, attendees were able to explore Columbus on their own and take advantage of the hotel’s close proximity to the lively “hipster” Short North area close to downtown (where the Statehouse is located), filled with shops, galleries, restaurants, excellent people-watching, and entertainment.
Saturday was simply a fun day where attendees were able to experience what we love about Columbus. After breakfast, we headed to The Ohio State University to tour the legendary, 104,944-seat Ohio Stadium (the fourth largest on-campus facility in the nation), known to fans as “The Horseshoe,” and the athletic facilities, including the area specifically made for the school’s famed and adored football team. (If you did not already know, you will not find more dedicated, die-hard, and sometimes obnoxious fans than Buckeye football fans.) We then fueled up with lunch at the RPAC, Ohio State’s large, new Recreation and Physical Activity Center, before heading to the volleyball court in the RPAC for the epic, traditional volleyball match. We regret to inform the Society that Team USA lost to our Canadian friends; they bested us, but it was not without a valiant, competitive effort from our team. Flip Richards was also, by far, the best officiant for which we could have asked. We thank him for his fairness. Regardless of the outcome, a fun time was had by all participating and watching our volleyball “skills” in action.

The evening and conference concluded at Nationwide Arena, where attendees enjoyed another great U.S.-Canadian matchup in a private suite, overlooking the hockey arena. The timing of the conference was perfect, as the Columbus Blue Jackets were set to battle against the Winnipeg Jets. The teams must have caught wind of the volleyball match results, as the Canadian team, once again, barely bested the American team with a final score of 3-2. We still enjoyed our time in the suite with good food and even better friends. Blue Jackets mascot, Stinger, even visited our suite with a surprise birthday ambush for Todd Decker (Ontario Legislative Assembly), who happened to be celebrating his birthday. We were glad to help him celebrate.

Though we did not succeed in securing the trophy on the volleyball court, we did succeed in having an enlightening exchange of ideas through opportunities for professional development and in continuing our mutual support of one another by fostering new and old friendships and connections with our colleagues. Thank you to all who attended and assisted in making the conference a success – from the planning stages at the Raleigh PDS all the way through the final event. We also gratefully acknowledge Maryann Horch (Virginia Senate) for volunteering her photography expertise, as well as the generous support of International Roll Call. Ohio was grateful for the opportunity to host this fine group of individuals.
### American Society of Legislative Clerks and Secretaries

#### ASLCS Legislative Summit Agenda

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<tr>
<th>Time</th>
<th>Location</th>
<th>Session</th>
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| 9 a.m. – 1 p.m. | W193a/W193b       | **Mason's Manual Commission**<br>The full Mason's Manual Commission and its subcommittees meet.  
*Presiding:* Alfred “Butch” Speer, Chair  
*Clerk,* Louisiana House of Representatives |
| 9 a.m. – Noon  | W180              | **Media Workshop: Top Tactics, Thoughtful Strategies and Legal Considerations for Your Social Media Life**  
Social media is here to stay. The benefits of staying in touch with a more technologically savvy audience can be enormous, but it is important to ensure you are using the tools effectively and legally during a busy legislative session or campaign season. This workshop explores some best practices, legal considerations and limitations of using social media in the legislative environment.  
Attendees will learn about:  
- The importance of having a social media policy.  
- Using social media to promote your accomplishments.  
- Social media and records retention.  
- Legal case studies and laws that govern social media.  
- Practical tips for addressing adverse or threatening social media situations. |
| 1 p.m. – 2 p.m. | W192c, W193a, W193b, W194a | **ASLCS “A” Committees**  
The ASLCS “A” Committees will meet:  
- Bylaws and Standing Orders  
- Inside the Legislative Process  
- Site Selection  
- Technology |
| 2 p.m. – 3 p.m. | W192c, W193a, W193b, W194a | **ASLCS “B” Committees**  
The ASLCS “B” Committees will meet:  
- International Communication and Development  
- Legislative Administrator  
- Membership and Communication  
- Support Staff |
| 3 p.m. – 4 p.m. | W192c, W193a, W193b, W194a | **ASLCS “C” Committees**  
The ASLCS “C” Committees will meet:  
- Canadian-American Relations  
- Professional Journal – Willow B  
- Program Development – Redwood A  
- Roster – Redwood B |
<table>
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<tr>
<th>Time</th>
<th>Session Details</th>
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<tr>
<td><strong>Monday, August 8, 2016</strong></td>
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| 1 p.m. – 2:15 p.m.* | Privilege and Immunity: Protecting the Legislative Process*  
W185a  
Balancing unencumbered legislative deliberations with more open government is an ongoing struggle. Constitutional speech and debate clauses protect legislator— and to a more limited extent, staff—communications. Yet in some cases, the courts have narrowed this legislative privilege. What has happened in recent cases and how are legislatures working to protect the legislative process? |
| 2:30 p.m. – 4 p.m.* | Protecting Legislative Data—Wherever It Is*  
W185bc  
Legislators and staff increasingly use smartphones and other mobile devices to store or access legislative data, along with professional and personal correspondence and information. Commercial cloud services also are commonly used for email or data storage. It’s no longer just the role of IT to protect that data, however. Explore and discuss the challenges facing legislatures about security, public records and roles and responsibilities within legislatures. |
| 4:15 p.m. – 5:15 p.m. | General Session | The Economy—Top 5 Things You Need to Know  
W375abc  
A highly respected business journalist and money manager, Ron Insana is one of the country's leading commentators on domestic and global economics, financial markets and economic policy. The author of four books on Wall Street, he has interviewed presidents, billionaires, captains of industry, and foreign leaders. Insana is the keynote speaker for the Monday General Session.  
Speaker: Ron Insana, CNBC Senior Analyst and Commentator |
| 5:30 p.m. – 7 p.m. | Opening Reception | Game On  
McCormick Place West Building, Skyline Ballroom Foyer  
Chicago is a world-class sports town. Catch up with friends old and new, test your skills at a variety of games, and enjoy classic ballpark cuisine at this celebration of all things sports. |
| **Tuesday, August 9, 2016** | |
| 9 a.m. – 10:45 a.m. | Securing the People’s House: Assessing Threats and Balancing Access  
W176a  
Securing the state capitol and the safety of those that serve in it, while providing the public access to the members who represent them, is a constant balancing act. Hear from national security experts about trends and best practices for keeping state capitols safe and accessible. Learn how to recognize, assess and respond to threats to your own security as a legislator or staffer. |
| 11 a.m. – Noon* | What I Wish I Knew Working for the Legislature and Legislators*  
W176a  
The most valuable skills—and lessons—are usually learned on the job. Many of us wish we had a heads-up on some of these best practices and what pitfalls to avoid. Join us for this lively and humorous session where legislative staff talk about and demonstrate their best and worst moments working for the legislature and legislators. Learn about best practices for avoiding stress on the job, having difficult conversations, confidentiality and ethics, Aha! moments and more. |
| 11:30 a.m. – 1:15 p.m. | ASLCS Business Meeting and Luncheon  
RSVP required  
Members of the American Society of Legislative Clerks and Secretaries will hold their annual Business Meeting and Luncheon. Reservations are required for this meeting.  
Presiding: Susan Furlong, Chief Clerk, Nevada Assembly, ASLCS President  
Location: Café Bionda  
RSVP required to jonathan.griffin@ncsl.org along with any special dietary needs.  
ASLCS gratefully acknowledges the support of International Roll-Call Corporation for sponsoring the luncheon. |

*Suggested sessions if standing committee meetings conclude early, members do not have committee responsibilities, or members do not plan to attend the business meeting and luncheon.
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<tr>
<td>1:30 p.m. – 2:30 p.m.</td>
<td>Building Trust with Citizens: It’s a New Online World—Creating Legislative Websites that Inspire Public Trust</td>
<td>This is part one of a three-part program that showcases legislative, and non-legislative, citizen engagement tools and programs. Americans are going online not just to find information—they want to share their personal views and feel they’ve been heard. Legislatures in several states are ramping up efforts to create websites that encourage citizen involvement. Hear about new initiatives that not only welcome citizens but also help legislators understand, keep track of and respond to questions and concerns from voters.</td>
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<td>2:40 p.m. – 3:55 p.m.</td>
<td>Building Trust with Citizens: Text, Talk, Civility Matters—A National Conversation about Civility</td>
<td>This is part two of a three-part program that showcases legislative, and non-legislative, citizen engagement tools and programs. Grab your cell phones and be prepared to discuss civility in politics and the legislature by using the discussion platform, Text, Talk, Civility Matters, developed by the National Institute for Civil Discourse (NICD).</td>
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<tr>
<td>4 p.m. – 5 p.m.</td>
<td>Building Trust with Citizens: Understanding Public Deliberation</td>
<td>This is part three of a three part program that showcases legislative, and non-legislative, citizen engagement tools and programs. Public deliberation allows decision-makers and citizens to work hand-in-hand in discussing public policy topics while examining trade-offs and building consensus around acceptable outcomes. Hear about the National Issues Forum (NIF) public deliberation framework and learn how to convene forums in your state.</td>
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| 3:30 p.m. – 5 p.m. | Legislative Staff University | Feedback -- How to Deliver It, Receive It and Grow | In the legislature, we get a LOT of feedback. Whether it comes from colleagues, legislative members or your boss, it can be tough to hear. Feedback is essential for development, growth and healthy relationships. Learn how to deliver feedback that minimizes defensiveness and maximizes learning and growth. And recognize how to receive feedback so that you can consistently improve. What you’ll learn:  
- Deliver feedback effectively using five critical steps.  
- Recognize when you’re making assumptions and how to test them.  
- Recognize three major triggers that occur when people receive constructive feedback from others.  
- Utilize strategies to help them receive feedback with grace and an eye for learning. |
| 9 a.m. – 11:30 a.m. | ASLCS Executive Committee Meeting                                                       | The ASLCS Executive Committee will meet to discuss plans, budgets and activities for the staff section.  
Presiding: Susan Furlong, Chief Clerk, Nevada Assembly, ASLCS President |
| Noon – 1:20 p.m.  | Salute to Legislative Staff Luncheon                                                    | Hear about the strong contributions staff across the country have made to their legislatures and states and celebrate your remarkable achievements. You'll be spellbound by author Hampton Sides and his take on leadership. Best known for his gripping nonfiction adventure stories, Sides is the author of In the Kingdom of Ice, which recounts the heroic polar voyage of the U.S.S. Jeannette. He will share the historical lessons of leadership and how they can apply to everyday life.  
Speaker: Hampton Sides, Author, New Mexico |
### Wednesday, August 10, 2016

<table>
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<th>Time</th>
<th>Location</th>
<th>Event Title</th>
<th>Presenter</th>
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<tr>
<td>1:30 p.m. – 2:30 p.m.</td>
<td>W375abc</td>
<td>**General Session</td>
<td>Demographics, Democracy and the Future**</td>
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<tr>
<td>3 p.m. – 4 p.m.</td>
<td>W185a</td>
<td><strong>The Seismic Demographic Shift: Generations in the Office</strong></td>
<td>Millennials—the largest generation ever—are overtaking the workforce as Baby Boomers retire. This demographic shift has huge implications for the workplace—how we communicate, hire, retain, motivate and develop the new generation—and how understanding it can ensure intergenerational success at the office. <strong>Speaker:</strong> Katie Coates, <em>Arizona</em></td>
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<tr>
<td>6:30 p.m. – 10 p.m.</td>
<td>Field Museum</td>
<td>**Illinois Signature Event</td>
<td>Field Museum**</td>
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### Thursday, Aug. 11, 2016

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<th>Time</th>
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<th>Presenter</th>
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<tr>
<td>12:15 p.m. – 1:45 p.m.</td>
<td>W375abc</td>
<td>**General Session Luncheon</td>
<td>Election 2016—Insight and Analysis**</td>
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