The Legislative Administrator

Lone Cypress
Monterey, CA

Fall 1994
The Legislative Administrator ~ Fall 1994

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The Legislative Administrator is the official publication of the
American Society of Legislative Clerks and Secretaries, an
organization of state legislative administrators and parliamentarians
affiliated with the National Conference of State Legislatures.

Denise G. Weeks, Editor
House Principal Clerk, North Carolina

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Photographs
Genevieve Barry, Louisiana House; Judy Hall, Oregon Senate; Carolyn Tinkle, Indiana Senate;
Denise G. Weeks, North Carolina House
FROM THE PRESIDENT'S DESK ---

Congratulations to Butch Speer on his election as Staff Vice-Chair of NCSL. We, as a Society, are proud of you, and are grateful for your dedicated service to ASLCS and your outstanding leadership example. We pledge our support to you and know that you will carry on the well-established ASLCS tradition of strong effective leadership.

Thanks to Susan Schaar and the Program Development Committee for their work in putting together the ASLCS Concurrent Sessions at New Orleans. Each of the Sessions was excellent.

Also, a special thanks to Butch, Genevieve and the whole Louisiana gang for the sumptuous seafood luncheon on Wednesday. It was terrific.

Welcome to the new members of ASLCS. You will find that this is a strong professional association with a rich, proud history. You'll feel right at home. We look forward to getting to know you in Monterey.

Plans are well underway for our 1994 Professional Development Seminar and Annual meeting in Monterey. Two Pre-Conference Seminars --- one on Parliamentary Procedure and the other on Management --- have been scheduled for Saturday, October 1. Both promise to be exceptional.

Susan Schaar and the Program Development Committee have planned an excellent week-packed program. We want to thank her and the committee for its hard work. All of us will leave much better equipped to deal with the never-ending challenges inherent to our work.

Ramona Kenady and her special committee have put together a full, fun-filled agenda of social activities for the week. A special thanks to you and your committee, Ramona, for a super job. For those who work and play hard, Monterey will be a fantasy land.

One word of caution, however, for all Associates; Terry, "The Tiger," Spieler will be leading the hard charging Principals to yet another victory on the volleyball beach. "The Tiger" boldly proclaims there will be no mercy, no prisoners --- only vanquished foe. What a time it will be!!!
As my Presidency draws to an end, I want to express my deep, sincere appreciation to all who have done so much to make this a GREAT YEAR. The members of this year's Executive Committee are the best ever and, to each of you, a heart-filled thanks. This year's Chairs, Vice Chairs, and Associate Vice Chairs are also the best ever --- and, again, a special thanks to each of you.

In the winter edition, I said: "The basic thrust of my Presidency will emphasize the fundamental point: Clerks and Secretaries are the institutional officers of their respective legislative bodies." Four special committees were appointed to further our professional development and leadership training as institutional officers. Each of these committees have done an outstanding job and made recommendations which will strengthen our Society and each of us as institutional officers. We are grateful for your contribution.

I am particularly excited about the decision to publish a professional journal. The maturity of an organization's professional development and commitment is reflected in the quality of its publications. A professional journal sets a new standard of excellence and continues ASLCS's leadership role in NCSL.

Finally, I want to thank all members of our Society for their support. Again, I refer to my remarks in the Winter edition of The Legislative Administrator: "...the real strength of our Society rests with all its members --- and it is only with your help that we will be able to achieve our goals this year." As always, you have made the difference.

I sincerely thank you for the privilege I have had to serve as your President. Continue the same dedicated support for our new President --- and remember:

Today's distemper toward government creates serious challenges which can become exciting opportunities. This period of right sizing and limited government demands strong, innovative leadership. It requires added emphasis on the legislature as an institution and the preservation and strengthening of its institution integrity.

Clerks and Secretaries, as the institutional officers, are well positioned to share in providing that leadership. (The Legislative Administrator, Winter, 1994.)

I know we can do it.

P.S. A special note of appreciation to our editor. I asked for a BIG FAVOR, and you gave it. THANKS --- you and your "good North Carolinians" did a fantastic job. I'll miss the "reminder calls".
ASLCS is honored that one of its own, Louisiana House Clerk, Alfred W. "Butch" Speer, was elected Staff Vice Chair of NCSL.

He took office September 1 and will serve a term ending July 31, 1995, at which time he will become eligible to serve as Staff Chair.

Butch Speer has been an active member of ASLCS, serving as President in 1991. Butch was elected Clerk in 1984, serving in various capacities with the Louisiana Legislature prior to that date. He also served on the Executive Committee of NCSL from 1990-93.

"The 50 state legislatures employ more than 30,000 staff members," Speer said. "The continuing education of these staff members on ever more complex policy issues must be a priority for NCSL."

"A better educated staff equates to a more informed legislature," Speer continued. "I will concentrate on increasing the number of legislative staff members exposed to NCSL's excellent continuing education programs."

Speer is a graduate of Louisiana State University, 1974, and the Paul M. Herbert School of Law, 1977.

He and his wife Carol have 2 children, Kent and Morgan.

Congratulations to the Speers!

Ted Ferris, Director of the Arizona Joint Legislative Budget Committee sat in on several of the ASLCS committee meetings at the NCSL Annual Meeting. Ferris took office as Staff Chair on September 1.

The office of Staff Chair is the highest ranking legislative staff office in the organization.

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John Phelps moved, and Linda Hawker seconded, the treasury report be accepted, which motion was approved on a voice vote.

COMMITTEE REPORTS

A report was received from each of the Society's committees and will be published in the next edition of The Legislative Administrator.

OTHER BUSINESS

President Snow announced to the members that Alfred "Butch" Speer was continuing his efforts to be elected to the position of NCSL Staff Vice Chair, and that the decision will be made at this NCSL Annual Meeting.

The members who attended the Southern Legislative Conference in Norfolk, Virginia, thanked Susan, Bruce and George for the hospitality shown to the members of the Society. It was a great meeting.

ADJOURNMENT

Bill "King" Lear moved, and E.J. Russell seconded, the meeting be adjourned which was approved.

Respectfully submitted,
Larry Warden
Secretary-Treasurer

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COMMITTEE REPORTS

EXECUTIVE COMMITTEE

New Orleans, Louisiana
Report Date: July 25, 1994
Presiding: Willis (Bill) H. Snow
Secretary of the Senate
Michigan

CALL TO ORDER

The Executive Committee of the American Society of Legislative Clerks and Secretaries was called to order Monday, July 25, 1994, at the New Orleans Convention Center, New Orleans, Louisiana, by President Willis (Bill) H. Snow.

ATTENDANCE

The following members were in attendance:

Willis (Bill) H. Snow, President
Ramona Kenady, President-Elect
Larry Warden, Secretary-Treasurer
John Phelps, Immediate Past President
Judy Hall, Associate Vice President
Carole Peterson
Appointed Principal Member
Mark Corrigan
Appointed Principal Member
Sandy Robert
Appointed Associate Member
Brenda Erickson, NCSL Staff

A quorum was present.

READING OF MINUTES

Ramona Kenady moved, and Mark Corrigan seconded, the minutes of the previous meeting of the Executive Committee be approved, which motion was approved on a voice vote.

TREASURY REPORT

The treasury report was read (as was printed in the Summer edition of The Legislative Administrator). Judy Hall moved, and Carole Peterson seconded, the treasury report be approved, which motion was approved on a voice vote.

OLD BUSINESS

The Special Committee on Retirees recommended a certificate be issued to all members of the Society (principal and associate) upon their retirement. The Executive Committee agreed and made the recommendation a part of the Society's standing orders.

Ramona Kenady moved, and John Phelps seconded, the Society purchase an embossing seal to use on the certificates, which motion was approved on a voice vote.

The Executive Committee, on recommendation of the Membership and Communications Committee, placed in the list of standing orders that all new members will be sent a roster upon payment of their dues.
John Phelps reported that he had talked to Doug Boyer and that the audio and video tapes had been sent to Vermont, for eventual transfer to the NCSL office in Denver for permanent storage.

NEW BUSINESS

1994 MEETING -- Ramona Kenady, Chair of the Host State Committee, said the money has started to come in and asked that those assisting in raising funds try to get the donations in by September 1. It was also discussed, as in previous meetings, that the hospitality suite would be a "no-host" suite.

OTHER BUSINESS

The Executive Committee discussed continuing to issue invitations, as in the past, to our counterparts from Canada, the group of ATELCA, and to try to extend invitations to our counterparts in Mexico.

ADJOURNMENT

Ramona Kenady moved, and Judy Hall seconded, the meeting be adjourned which was approved. The meeting adjourned.

Respectfully submitted,
Larry Warden
Secretary-Treasurer

BYLAWS

Monday, July 25, 1994
Jim Harry, Chair
Secretary, Illinois Senate

The Committee at its final meeting in New Orleans voted unanimously to recommend two changes to the Bylaws of the Society, both of which had been discussed in detail at previous meetings of the committee.

The changes would: 1) authorize the Executive Committee to establish a schedule of dues, and 2) provide that the immediate past associate vice president remain on the Executive Committee as a non-voting member for one year.

As provided in the bylaws, the proposed amendments will be voted on at the annual meeting.

At the request of Brenda Ward of Maryland, the committee was again asked to consider a bylaws change that would allow an associate to retain membership in the Society after leaving employment in a Secretary's or Clerk's office.

After considerable discussion, it was decided that input from other members of the Society would be beneficial and that consideration should be postponed.

INTERPARLIAMENTARY RELATIONS

Monday, July 25, 1994
JoAnn Hedrick, Vice Chair
Chief Clerk, Delaware House

The Interparliamentary Relations Committee met on July 25, 1994, during the NCSL Annual Meeting in New Orleans,
NCSL ~ ASLCS
New Orleans, Summer Meeting 1994

Louisiana. In the absence of Committee Chair Carolyn Tinkle, JoAnn Hedrick (Vice Chair) was Acting Chair of the Meeting. The following members attended:

Ann Cornwell, Arkansas
Steve Marshall, Vermont
Mouryne Landing, Nevada
Joe Mayo, Maine
Martha Butler, Ohio
Steve Arias, New Mexico
Shirley Wheaton, Arizona

Others in attendance:
Colleen Pacheco
Charmine Bilenzt
Bill "King" Lear
Ciaro Montes

The committee meeting was called to order by the Acting Chair who reported that Carolyn Tinkle had spoken with David McNeil, President of the Canadian Clerks-at-the-Table regarding the possibility of holding the 1995 Joint Meeting to be hosted by ASLCS in San Juan, Puerto Rico. David expressed several concerns, among them the distance involved for the Canadian Clerks. Coupled with concerns some of the ASLCS members had previously expressed regarding media, it was the consensus of the committee members present that we have to regretfully decline the gracious offer from Puerto Rico to host the Joint Meeting.

An alternative site had been suggested at the last committee meeting in May, 1994. That suggestion had been to hold a jointly hosted meeting in Buffalo, N.Y. with perhaps Toronto as the Canadian host. Prior to the New Orleans meeting, the Acting Chair had a conversation with Francine Misasi regarding this possibility. Due to changes in Francine's Chamber as a result of elections, she could not commit to hosting at this time.

Therefore, the committee is left with the challenge of providing a location for the 1995 Joint Meeting. It was suggested that, since the Canadians were not able to host the Joint Meeting in 1993, we ask them to host in 1995. There was agreement among the members present to present this suggestion to the Executive Committee.

With no further business to come before the Committee, the meeting was adjourned.

Addendum: the above committee report was made at the ASLCS Business Meeting in New Orleans on July 25, 1994. At that time, President Snow informed all who were present that the ASLCS was specifically asked by the Canadians to host the 1995 Joint Meeting. The committee was unaware of that fact. The next Committee Meeting will be held in Monterey during the Annual Professional Development Seminar and the committee will have it's work cut out for it at that time.

THE LEGISLATIVE ADMINISTRATOR

Monday, July 25, 1994
Denise Weeks, Chair
Principal Clerk, North Carolina House

The Legislative Administrator committee
NCSL ~ ASLCS
New Orleans, Summer Meeting 1994

met Monday, July 25 in New Orleans at the Annual Meeting of NCSL. Those members in attendance were Jan Thomas, Vice Chair, Nevada; Terry Spieler, Missouri and Gwynn Bailey, Virginia. Members were informed that the Summer issue of the Administrator was at the printer and would be mailed shortly after the NCSL conference. Preparation of the Fall issue is underway and once again articles and photos are requested.

be considered by the Commission as work progresses.

The Commission subcommittees will meet on Sunday, October 2, from 8:00 a.m. to 11:00 a.m. in Monterey. Meetings of the Commission and its subcommittees are open and ALL MEMBERS OF ASLCS are urged to participate. We need your input in order that this revision will result in a version of Mason's which will meet the needs of all the States.

MEMBERSHIP
AND COMMUNICATION

Monday, July 25, 1994
Stephen Arias, Chair
Chief Clerk, New Mexico House

The third meeting of the 1993-94 Committee on Membership and Communications was called to order by Chairman Stephen Arias at 1:49 p.m. on Monday, July 25, 1994, in Room 100 of the Morial Convention Center in New Orleans, Louisiana.

The following members of the committee were present:

Stephen Arias, Chairman, New Mexico
Joseph Mayo, Vice Chairman, Maine
Eileen Johnson
Associate Vice Chair, Missouri
Bob Gibson, Vermont
Terry Spieler, Missouri
Janice Thomas, Nevada

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Janice Thomas moved that the minutes of the May 7, 1994, meeting in Washington, D.C. be adopted. Motion prevailed.

Discussion of the new member orientation followed. Chairman Arias reaffirmed that members of the committee would be assigned to new members and new attendees in advance of the Annual Professional Development Seminar. It was suggested that the assigned current member call and/or write the new member or attendee in advance of the meeting.

It was suggested that a member of ASLCS explain our relationship with NCSL at the new member reception. Discussion of the services offered by NCSL should be included.

It was suggested that new members receive a copy of the ASLCS roster as soon as they join the Society. Chairman Arias will make this request to the Executive Committee.

It was suggested that Chairman Arias write to all non-participating states, including the Principals and Presiding Officers, to invite them to join ASLCS and to attend the Annual Professional Development Seminar.

**PROGRAM DEVELOPMENT**

Monday, July 25, 1994
Susan Clarke Schaar, Chair
Clerk, Virginia Senate

The Program Development Committee met during the ASLCS business meeting in New Orleans. A proposed program outline was discussed and agreed on. The committee decided to accept the proposal of Barbara Rudnicki of Rudnicki Communication Enterprises for the management workshop on Saturday at a separate fee of $60 a person. The Mason's Manual Commission has invited William H. Brown, Parliamentarian of the U. S. House to conduct the parliamentary training workshop. This will also be a separate fee of $60 per person.

Three concurrent sessions will be repeated with different panelists presenting the material. Suggestions were made for facilitators for various panels and there being no further business the committee was adjourned.

**SITE SELECTION**

Monday, July 25, 1994
Janet Jones, Co-Chair
Chief Clerk, Kansas House
Pat Saville, Co-Chair
Secretary, Kansas Senate

The Site Selection Committee of ASLCS
NCSL ~ ASLCS
New Orleans, Summer Meeting 1994

met Monday, July 25, 1994, at the National Conference of State Legislatures meeting in New Orleans.

Members present were:
   Janet Jones and Pat Saville
      Co-Chairs, Kansas
   Shirley Wheaton, Vice Chair, Arizona
   Dave Avant, Alabama
   Joe Brown, Florida
   Martha Butler, Ohio
   Mark Corrigan, Pennsylvania
   Judy Hall, Oregon
   Jim Harry, Illinois
   JoAnn Hedrick, Delaware
   Anna Kelly, Virginia
   Ramona Kenady, Oregon
   Betty King, Texas
   Dee Kirk, New Jersey
   Mourney Landing, Nevada
   Margaret Larragoite, New Mexico
   Tom Melvin, Wisconsin
   Mary Jo Mongelli, Nevada
   Annette Moore, Utah
   Pat O'Donnell, Nebraska
   Carole Peterson, Utah
   Tony Rossi, Illinois
   Brenda Ward, Maryland
   Bill "King" Lear, New Jersey

Locations of the 1995 and 1996 Professional Development Seminar and Annual Meeting were confirmed as being Oklahoma City, Oklahoma, in 1995 and Williamsburg, Virginia, in 1996. Wisconsin has offered to host the 1997 meeting.

The No-Host Professional Development Seminar and Annual Meeting for 1994 will be held in Monterey, California, in October. The role of the Site Selection Committee at that meeting was discussed. Ramona Kenady reported on the need for staffing of the hospitality suite. Members volunteered to serve in that capacity and also in other areas if the need arises.

   It was suggested that future Site Selection Committee members observe the 1994 meeting in the light of the lower budget and use those observations when asking states to consider the option of offering to be a host state. Lower cost (i.e. no host state gift, etc.) possibly will make more states interested in serving as the host state.

SUPPORT STAFF

Monday, July 25, 1994
Genevieve Barry, Chair
Administrative Assistant to the Clerk
Louisiana House

   Approximately 15 society members participated in the committee meeting held at the New Orleans Convention Center during the NCSL Annual Conference. A discussion was conducted regarding possible topics for the society's upcoming annual professional development seminar in Monterey.

   It was decided that several of the topics covered at "Information, Please" would also be utilized at the afternoon roundtables on Monday, October 3. Roundtable discussion topics agreed upon were: "Bill History, Status, and Indexing", "Engrossing and Enrolling", "Journal Production", and "Software
Technologies".

Members in attendance volunteered to assist at various stations of the "Information, Please" forum as well as the afternoon followup roundtables. Attendees were also asked for their suggestions in regard to other possible facilitators. Because of their recent or ongoing involvement in particular projects or some noteworthy work in a specific area of the legislative process, a number of states were identified as being potential candidates to serve at "Information, Please" or on roundtables. Contact will be made with prospective facilitators and moderators following NCSL.

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SPECIAL COMMITTEE REPORTS
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SPECIAL COMMITTEE TO REVIEW
ASLCS CODE OF ETHICS

Monday, July 25, 1994
Terry Speiler, Co-Chair
Secretary, Missouri Senate
Mouryne Landing, Co-Chair
Clerk, Nevada House

The Special Committee to Review the ASLCS Code of Ethics met on July 25, 1994, in New Orleans, LA.

Attending were:
Mouryne Landing, Co-Chair, NV
Terry Speiler, Co-Chair, MO
Joan Thomas, UT

Janet Jones, KA
Charlie Sanders, WI
Mary Jo Mongelli, NV
Janice Thomas, NV
Eileen Johnson, MO
Jim Harry, IL
JoAnn Hedrick, DE

Members reviewed the History of the Code of Ethics that had been prepared for the Committee by Ed Burdick, Chief Clerk of the Minnesota House. After discussion, the decision was made to recommend to the Executive Committee to include the History, along with the Code of Ethics, in the 1995 Roster.

Discussion was also had on the availability of copies of the Code of Ethics for distribution to members of the Society. Recommendation was made for the Committee to explore the possibilities of reprinting the Code on parchment paper in a size suitable for framing.

No further business being brought before the committee, the meeting was adjourned.

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SPECIAL COMMITTEE ON INTERNATIONAL RELATIONS

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NCSL ~ ASLCS
New Orleans, Summer Meeting 1994

Monday, July 25, 1994
Don Schneider, Chair
Chief Clerk, Wisconsin Senate

The Committee discussed the following items:

Strengthening and formalizing relationships with ATELCA (Association of Legislative Technicians of Central America).

Strengthening and continuing relationships with Canadian Clerks at the Table.

Developing a relationship with our colleagues in Mexican States.

Working with NCSL and the Legislative Staff Coordinating Committee to better coordinate international visitor programs.

The Committee unanimously agreed to recommend to the ASLCS Executive Committee that our colleagues from Mexico be invited to attend the annual Professional Development Seminar this year. It is to be understood that attendees would assume responsibility for their expenses.

It was also agreed that the committee recommend to the ASLCS Executive Committee that the President of ATELCA be invited to attend and that this be made a standing invitation patterned after the relationship we have with the Canadian Clerks-at-the-Table.

There was a discussion on the activities of the Legislative Staff Coordinating Committee of NCSL.

Time having expired, the meeting was adjourned.

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SPECIAL COMMITTEE ON A PROFESSIONAL JOURNAL

Monday, July 25, 1994
Pat Flahaven, Chair
Secretary, Minnesota Senate

The third meeting of the Special Committee on a Professional Journal was called to order by Chair Pat Flahaven at 2:58 p.m. on Monday, July 25, 1994, in Room 100 of the Morial Convention Center, New Orleans, Louisiana. The following members of the Committee were in attendance: Pat Flahaven, Chair; E. J. Russell, Vice Chair; Joe Mayo, Sandy Robert, Brenda Ward, Denise Weeks, Donna Merrill, Mark Corrigan, Charles Jackson and Butch Speer.

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Sandy Robert moved and E. J. Russell seconded the motion to approve the minutes of the 5/7/94 meeting in Washington, D.C. The motion was adopted.

Donna Merrill presented a draft editorial policy with questions to guide the discussion.

Sandy Robert suggested that the outside faculty of our Annual Professional Development Seminar be invited to submit articles for the journal as a follow-up to their presentations at the seminar.

The January publication date was reaffirmed. Mark Corrigan reaffirmed his willingness to print the first edition.

Sandy will send copies of the American Institute of Parliamentarians journal to each member of the Committee.

E. J. Russell suggested that we need a policy on rotation of the Editorial Board.

It was decided that the Chair of the committee would serve as Chair of the Editorial Board. Members of the Editorial Board will be: Butch Speer, Bill Snow, Sandy Robert, Donna Merrill and Pat Flahaven (as Chair of the Committee). Pat will discuss the committee chair position with Ramona Kenady.

The draft of the editorial policy was revised.

Meeting adjourned.

Minutes submitted by
Joe Mayo
Clerk, Maine House

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SPECIAL COMMITTEE ON TECHNOLOGY AND MANAGEMENT

July 25, 1994
John Phelps, Chair
Clerk, Florida House

The Special Committee on Technology and Management met in New Orleans. John Phelps made a presentation about a computer program he wrote to manage the committee assignment process in the Florida House. The program enables the appointing authority to constantly monitor the relative balance of committee member characteristics (i.e. party affiliation, region of the state, length of legislative service, etc.) throughout the appointment process. It also immediately alerts the user when a member has been appointed to committees meeting at the same time, thus creating a conflict.
Looking Back to New Orleans

LOUISIANA HOUSE HOSTS NCSL LUNCHEON

At the recent NCSL Annual Conference held in New Orleans, ASLCS members were treated to a traditional south Louisiana seafood boil hosted by Louisiana House Clerk Butch Speer and his staff. Approximately 75 principals and associates attended the luncheon held at "E.L.'s Bar and Grill" on Lake Pontchartrain. Well, maybe not exactly on Lake Pontchartrain.

Imagine, if you will, a stark, greenish baby-blue cinder block bunker separated from the lake by a feeble looking hurricane retaining berm (we call 'em levees). Picture duct taped, water stained ceiling tiles that should have been replaced three natural disasters ago. A torn screen door, slightly ajar, a solitary ceiling fan winding slower than the one in Casablanca; an inflatable beer can with bat wings; a 1962 bowling trophy that hasn't been dusted since who knows when - exactly the colorful sort of "local" establishment our group feels most at home in. And the menu, it was simple, yet classic: boiled crawfish, boiled crabs, boiled shrimp, boiled potatoes, boiled corn-on-the-cob, and boiled sausage.

Many thanks to our good friends and event sponsors from International Roll Call, Debbie Wood and David Ward, there was more than a sufficient amount of spicy seafood and cold refreshments to go around. Entertainment was self-provided as several creative members were caught inventing new and ingenious ways of opening and eating their mudbugs and crabs. And not before or since Ramona Kenady showed up in New Orleans has anyone ever been seen lapping up the crawfish juice that was dripping from their elbows. And she did it with the greatest of taste and character!

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~ Looking Back to New Orleans ~

And a big "thank you" goes out to "E. L.'s" owner, Louis Ivon, for allowing us to "have the run" of his establishment. Louis is a former member of the Louisiana House. He is also known locally for having participated on the Kennedy assassination investigation team headed by then district attorney Jim Garrison. Louis even played his own part in Oliver Stone's production of JFK.
Looking forward to Monterey!

EXTRA, EXTRA READ ALL ABOUT IT!!

The ASLCS is headed to Monterey, CA where the breezes off the coast are balmy and water is a crystal, clear blue. Latest reports state that there may be very cool temperatures and lots of fog as well...but don't let that keep you from preparing to have a great time.

Lots of your old friends and several of your new ones ("strangers are friends that you haven't yet met") are eagerly looking forward to your arrival October 1.

There are numerous things to learn about other states, wonderful shops to browse and a magnificent aquarium (the Monterey Bay Aquarium, to be exact) awaiting your visit.

Of course there's golf, golf, and more golf - how's your game? Good food and great wine abound, as well.

And - the last two days of the PPG Indy Car World Series (the Toyota Monterey Grand Prix) are October 1 and 2.

We are looking forward to Monterey! Sure hope to see you there.

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# National Conference of State Legislatures

**American Society of Legislative Clerks and Secretaries**

28th Professional Development Seminar and Annual Meeting  
Monterey, California  
October 1-6, 1994

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### Saturday, October 1

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<tr>
<td>8:30 am - 5 pm</td>
<td>Registration</td>
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<tr>
<td>8:30 am - 10:30 am</td>
<td>Refreshments</td>
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<tr>
<td>9:30 am - 12 noon</td>
<td><strong>Parliamentary Training</strong></td>
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<td></td>
<td>Trainer: Bill Brown</td>
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<td>Parliamentarian</td>
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<td>U.S. House</td>
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<tr>
<td>9:30 am - 12 noon</td>
<td><strong>Management Training</strong></td>
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<td>Trainer: Barbara Rudnicki</td>
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<td>President, Rudnicki Communications Enterprises</td>
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<tr>
<td>12 noon - 1:30 pm</td>
<td>Lunch (on your own)</td>
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<td>1:30 pm - 4 pm</td>
<td><strong>Parliamentary Training</strong> (cont.)</td>
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<tr>
<td>1:30 pm - 4 pm</td>
<td><strong>Management Training</strong> (cont.)</td>
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### Sunday, October 2

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<tr>
<td>9 am - 5 pm</td>
<td>Registration</td>
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<tr>
<td>9 am - 11 am</td>
<td>Refreshments</td>
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<tr>
<td>8 am - 11 am</td>
<td><strong>Mason's Manual Revision Commission</strong></td>
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<td>Presiding: Betty King</td>
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<td>10 am - 12 noon</td>
<td><strong>Nominating Committee</strong></td>
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<td>Presiding: &quot;Butch&quot; Speer</td>
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<td>12 noon - 2 pm</td>
<td><strong>Executive Committee</strong></td>
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<td>Presiding: Bill Snow</td>
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<tr>
<td>2 pm - 3 pm</td>
<td><strong>Membership and Communication Committee</strong></td>
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<td>Presiding: Steve Arias</td>
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<td>2 pm - 3 pm</td>
<td><strong>Program Development Committee</strong></td>
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<td>Presiding: Susan Schaar</td>
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<td>3 pm - 4 pm</td>
<td><strong>Support Staff Committee</strong></td>
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<td>Presiding: Genevieve Barry</td>
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Sunday, October 2  (cont.)

4 pm - 5:30 pm
  ASLCS New Attendee Orientation
  Facilitator: Steve Arias

6:30 pm - 8:30 pm
  Welcoming Reception

Monday, October 3

8 am - 9 am
  Registration

8 am - 9 am
  Coffee Service

8:30 am - 10 am
  Plenary Session
  Legislative - Press Relations:
  War or Peace?

10:15 am - 12 noon
  Information Please
  Sponsored by:
    ASLCS Associates
  Coordinators:
    Genevieve Barry
    Karl Lilly
    Steve Marshall

12:15 pm - 2:30 pm
  Lunch/Business Meeting
  Presiding: Bill Snow,
    President ASLCS

Monday, October 3  (cont.)

2:45 pm - 4:15 pm
  Concurrent Session I
    Journal Production

2:45 pm - 4:15 pm
  Concurrent Session II
    Engrossing and Enrolling

2:45 pm - 4:15 pm
  Concurrent Session III
    Bill History, Status and
    Indexing

2:45 pm - 4:15 pm
  Concurrent Session IV
    Software Technologies

Tuesday, October 4

8 am - 9 am
  Coffee Service

8:30 am -10:15 am
  Concurrent Session I
    Surviving A Party Change

8:30 am -10:15 am
  Concurrent Session II
    Reading Legal Briefs and
    Court Cases

8:30 am - 10:15 am
  Concurrent Session III
  Televising Sessions:
    Does it Work?
    Who Watches?
Tuesday, October 4 (cont.)

8:30 am - 10:15 am
Concurrent Session IV
Access to Legislative Records

10:30 am - 12 noon
Concurrent Session I
Training Legislative Staff

10:30 am - 12 noon
Concurrent Session II
Do Legislative Staff Need a Code of Conduct?

10:30 am - 12 noon
Concurrent Session III
Parliamentary Practice:
Case Studies

10:30 am - 12 noon
Concurrent Session IV
Orienting New Members

12 noon - 1:30 pm
Lunch (on your own)

1:45 pm - 3:30 pm
Concurrent Session I
Training Legislative Staff

1:45 pm - 3:30 pm
Concurrent Session II
Taking Stock Through Strategic Planning

1:45 pm - 3:30 pm
Concurrent Session III
Access to Legislative Records

Tuesday, October 4 (cont.)

1:45 pm - 3:30 pm
Concurrent Session IV
Parliamentary Practice:
Case Studies

4 pm -10 pm
BBQ on the BEACH
and VOLLEYBALL
(Pirate's Cove - 285 Figueroa St.)
Bus shuttles from Hotel

Wednesday, October 5

8:30 am - 9:30 am
Coffee Service

8:30 am - 11:45 am
Plenary Session
Preventing Sexual Harassment:
Training for Legislative Staff

12 noon - 1:30 pm
Lunch (on your own)

12 noon - 1:30 pm
Incoming Executive Committee Meeting
Presiding: Ramona Kenady
Incoming President ASLCS

1:30 pm - 4:30 pm
First Business Meeting and Meeting of the 1994-95 Committees
Presiding: Ramona Kenady
1:30 -1:45 Opening Remarks
1:45 -4:00 Committee Meetings
4:00 - 4:30 Business Meeting
Wednesday, October 5 (cont.)

6 pm - 7 pm
Reception

7 pm - 1 am
State Dinner
Presiding: Bill Snow
President ASLCS

Thursday, October 6

8:30 am - 10:30 am
Breakfast Buffet

9 am - 10:30 am
1994-95 Executive Committee
and Committee Chairs Meeting
Presiding: Ramona Kenady
Incoming President
ASLCS

MONTEREY SESSIONS

The Program Development Committee is excited about the sessions planned for the annual meeting in Monterey. Two pre-conference seminars are planned this year, one on a parliamentary track and one on a management track.

The Mason's Manual Revision Commission has invited William Holmes Brown, parliamentarian of the U. S. House of Representatives to offer the session on parliamentary training. Those of us who attended the Spring Meeting in Washington look forward to an opportunity to learn more from our colleagues on the national level.

For the first time, a management track is being offered as a pre-conference session. Barbara Rudnicki of Rudnicki Communication Enterprises of Naples, Florida will offer a session on the Myers-Briggs Indicator and how this instrument can be utilized to develop a team approach to management. Each of the pre-conference seminars will have a separate registration fee of $60. A welcoming reception will be held Saturday night.

The opening plenary session will be "Legislative-Press Relations: War or Peace?" Robert W. O'Donnell, Attorney and former State Representative from Pennsylvania, and Jerry Gillam, Capitol Reporter with the Los Angeles Times in Sacramento, will discuss the relationship between legislators, legislative staff and the press.

"Information Please" will be held Monday morning following the opening plenary session. The business luncheon meeting will be immediately after "Information
Please". Afternoon concurrents will reflect the issues discussed at the morning job fair including "Journal Production", "Software Technologies", "Engrossing and Enrolling", and "Bill History, Status and Indexing".

Several concurrent sessions will be offered Tuesday including "Surviving a Party Change", "Televising Sessions: Does It Work? Who Watches?", "Access to Legislative Records", "Training Legislative Staff", "Parliamentary Practice: Case Studies", "Code of Conduct for Legislative Staff", and "Strategic Planning". Three of the sessions will be repeated to afford people more opportunities to attend different sessions. Morning and afternoon sessions will be moderated by different panelists to provide wider perspectives of the issues.

A second plenary session will be held on Wednesday entitled "Preventing Sexual Harrassment: Training for Legislative Staff". Dina Hidalgo with Personnel/Affirmative Action, Senate Rules Committee, California and John D. Adkisson, an attorney with Nossaman, Buthner, Knox and Elliott in Sacramento, California will present the program covering development of policies and training for legislative staff. Tuesday will conclude with a barbecue on the beach and the annual volleyball game.

Wednesday afternoon the incoming Executive Committee will meet, followed by the first business meeting and meetings of the 1994-95 committees. This is an attempt supported by President Bill Snow and President-elect Ramona Kenady to accomodate members of the society who want to participate on the committees but have found it difficult with travel arrangements to attend Thursday morning meetings.

The State Dinner will be Wednesday night and a breakfast buffet will be held Thursday morning. In addition, the 1994-95 Executive Committee and Committee Chairs will meet during breakfast.

The members of the Program Committee have provided valuable, thoughtful suggestions for this program and are excited to see it all come together.

Susan Schaar and the Program Committee are to be commended for the many months of hard work and preparation for the 1994 Annual Professional Development Seminar!
Spanish Language Version of Mason's Manual

In the summer of 1993, the Center for Democracy (CFD) contacted John Phelps, President of the ASLCS (in 1993), to discuss the Center's proposal to translate and publish a Spanish language version of Mason's Manual of Parliamentary Procedure. Mr. Phelps presented this proposal to the Mason's Manual Revision Commission and the NCSL, both of which responded with enthusiasm, but voiced some concerns that Mason's Manual would be altered in the translation process.

Originally, the Center proposed to involve experts from ATELCA in the creation of a Central American version of the Manual. The Center felt this inclusion would be beneficial for four reasons: (1) Both the NCSL and ASLCS participated in the establishment of ATELCA; (2) ATELCA would be the primary beneficiary of such a work; (3) ATELCA members are familiar with the practices of the Assemblies; and, (4) the development of this publication would serve to bring ATELCA's member countries together in a common effort to collaborate and develop stronger links among themselves. After further discussion with the ASLCS, the Center agreed that in order to maintain the integrity and identity of Mason's Manual, it would be best to use the finished, unadulterated Spanish version of Mason's Manual as a guide in creating a separate resource manual specifically geared towards the actual experiences of Central American Legislatures.

Under the recommendation of Rubens Medina, Director of the Hispanic Law Division of the Library of Congress, the Center for Democracy contracted Mr. Emilio Bernal Labrador, a member of the North American Chapter of the Royal Academy of the Spanish Language, to undertake the task of working the original English text into Spanish.

On October 29, 1993, Mr. William T. Pound, Executive Director of the NCSL, granted the Center authorization to proceed with the translation of Mason's Manual and also authorized a limited license of the copyright on Mason's Manual to the CFD for such a Spanish language publication. The NCSL and the CFD will both be featured on the cover of the edition as co-publishers.

Since then, Mr. Bernal has been working under the direction of Center for Democracy Senior Fellow Mario Correa, a Chilean attorney with extensive editorial experience. As of April 1994, exactly one-third of the Manual had been completed. These two hundred pages have been read and revised three times by Mr. Bernal and Mr. Correa. The fully translated, edited Spanish language version of Mason's Manual will be completed and published by December 1994.

--Betty King
Secretary of the Senate
Texas

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Not all of us had a relaxing summer! Five of us from ASLCS participated in the Legislative Staff Management Institute (LSMI): John Phelps from Florida; Millie MacFarland from Maine; Liwiana Ramon from Micronesia; and Ramona Kenady and Judy Hall from Oregon.

We spent two weeks in Minneapolis on the campus of the University of Minnesota studying subjects such as strategic planning, conflict management, dispute resolution, and leadership styles. Many of LSMI alumni from ASLCS probably recognize these subjects.

The schedule was rigorous, but the camaraderie was great. We lived in the dorm and ate most of our meals together in the dorm cafeteria. Study groups spent many evenings in the common areas of the dorm working on solutions to contrived scenarios. We became accustomed to returning to our rooms early to complete homework for the next day. "All work and no play" was not the common rule -- we also enjoyed a Minnesota Twins baseball game and a play at the Guthrie Theater. Some of us also put in a little time at the Mall of America during our free day. The bird watchers (guess who) covered a fair portion of Minnesota ground, successfully identifying fifty-one different birds.

Our group of twenty-eight legislative staffers developed a chemistry that created new and lasting friendships for many of us. We received invaluable training and learned as much working with each other as we did from the Humphrey Institute and NCSL faculty. If you have an interest in attending the Legislative Staff Management Institute, please feel free to contact any of us. We highly recommend the experience!

- Judy Hall
Assistant Secretary
Oregon Senate
ANNUAL MEETING OF CANADIAN CLERKS-AT-THE-TABLE

On Thursday, August 4, I met up with David Avant and his wife Mary Ellen of Alabama and Jane and Flip Richards from Arizona in the Minneapolis Airport to board the flight to Winnipeg, Manitoba for the Professional Development Seminar of the Association of Clerks-At-The-Table in Canada. Our accommodations at the Sheraton Hotel in downtown Winnipeg were excellent and the Canadians, as always, were most gracious hosts.

The meetings began on Friday morning and were held in the legislative chamber. Manitoba’s chamber is unique among legislatures in that the members’ benches are grouped in the shape of a semicircle as opposed to other legislative chambers which are grouped in long rows on either side of the chamber. When the house is in session, each day’s opening is formal, following procedures which date to the beginnings of parliamentary rule. The Speaker enters the legislative chamber preceded by the sergeant-at-arms bearing the mace. This symbol of authority had its beginnings when carried by the King’s protectors to ward off attacks on his person. No piece of legislation may be debated or voted upon unless the mace is in its appointed place, resting on the table on the floor of the house.

The business agenda included meetings on subjects ranging from Parliamentary Reform to Linking Legislatures Through Technology. An extensive paper was presented on how Manitoba dealt with a tied House in 1993. This subject was of particular interest to me since we lived through a tied House of Representatives in Indiana in 1989-90.

During the discussion on technology, it was evident that most of the provinces are interested in knowing more about this subject. There seemed to be interest in featuring legislative technology during the Joint Meeting next year.

Speaking of the Joint Meeting, I raised the subject of a host site being in Puerto Rico, or Hawaii. It seems that, just as we have a problem with perception when we ask to attend meetings in places thought of as vacation spots, the Canadians also have trouble getting approval. Therefore, if any of you are interested in hosting a small group, 25 or 30, please let me know.

The leisure time was not only enjoyable but interesting. For lunch on Friday, we went by bus to The Forks which is a train station at the fork of the rivers that has been transformed into an area of restaurants and shops. We had a delicious lunch at the Prairie Oyster Cafe. Some of us walked along the river back to the Legislative Building and arrived at the same time as the bus.

On Friday evening, we attended Folklorama which is an event held for several weeks each summer and is world famous. Throughout the city there are venues where different countries perform cultural shows and serve dishes from their homeland. The three we visited were the Caribbean Islands, Greece and France.

At noon on Saturday we were treated to an old fashioned prairie picnic on the grounds of the Legislative Building including, lunch on blankets, sack races and egg races. Those of us who were a little more adventurous (or
ANNUAL MEETING OF CANADIAN CLERKS-AT-THE-TABLE

crazy) entered the contests. Jane and Flip and I insisted on being in a group with other grandparents, which was fine until the final heats where all winners competed. Needless to say, the younger generation had the edge.

On Saturday evening we were invited to Government House, home of Lieutenant Governor Dumont of Manitoba. We were most graciously introduced and received by His Honor and enjoyed a lovely reception. The Lieutenant Governor is the highest officer in the province and the official representative of the Queen.

After the reception, some of us received quite a shock when we were delivered to a retirement home. Many of us thought they may not let us leave, particularly those of us who had competed in the sack races that

However, as we exited the elevator on the top floor we were in the middle of an elegant restaurant that looked out over the city of Winnipeg. While we ate our dinner at Merteenos we also enjoyed a lightning display as a storm approached. For dessert we celebrated the 25th Anniversary of L'association des Greffiers Parlimentaires or, the Clerks-At-The-Table, with a beautiful and delicious anniversary cake.

It was a delightful and informative meeting and we are all looking forward to 1995 when our Society is scheduled to host the Joint Meeting.

- Carolyn Tinkle
  Principal Secretary
  Indiana Senate

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News from...

East to West - North to South

ALABAMA

Alabama's Hidden Asset

The Alabama Senate has a hidden asset that ASLCS is discovering through his work with several society committees and panels. Dave Avant, Administrative Assistant to McDowell Lee, Secretary of the Senate, and an associate member of ASLCS has quickly been recognized by the Society for his abilities and willingness to take on projects.

Dave came to work for the Senate as a Page in 1955 when his grandfather was a Senator and remained a Page until 1959 when he became Senate Tab Clerk. He continued in this work during sessions until 1965 when he became "Reading Clerk". Although he was a full-time farmer and bank official, a love for the legislative process kept him with the Senate during sessions until 1990.

At that time, Dave retired from his farming operation but retained his bank affiliation. With the resignation of Johnny Crawford, Mr. Lee was able to persuade Dave to join the Senate staff full-time. He is now using his considerable knowledge of the legislative process and understanding of the political workings along with his banking experience to benefit both the Senate and the state. His negotiating ability has become so well known that he is called upon not only by the Senate but also by other agencies of the Legislature for his advice in making acquisitions. Everyone on the Senate staff knows that Dave is the person to go to for help with any project no matter how large or small.

As Dave's abilities, not to mention his pleasant demeanor, become known throughout the Society, the members will understand why the staff of the Alabama Senate is grateful to Mr. Lee for training Dave through the years and convincing him to give up farming and join the Senate staff full-time.

-Suzan McClelland
Chief Clerk
Alabama Senate

OKLAHOMA

Susan Hill named
Assistant Chief Clerk

A 27 year veteran of the Oklahoma House of Representatives staff was named to replace Kitty Garrett, who retired in 1993 as Assistant Chief Clerk/Journal Clerk.
News from...

East to West - North to South

Susan Hill, who spent eight years as Assistant Journal Clerk, was named Assistant Chief Clerk/Journal Clerk prior to the 1994 session. Hill, a lifelong resident of Oklahoma City, began her career at the House of Representatives in 1967.

For 11 years she was the secretary to the Minority Floor Leader, serving under three floor leaders. She moved to the Chief Clerk’s office in 1979 to become the Bill Status/Subject Index Clerk, a position she held until being named Assistant Journal Clerk in 1985.

Hill worked to computerize the House Journal; the 1994 session was the first for a completely electronic record of the House’s proceedings.

Hill is an active member of the American Society of Legislative Clerks and Secretaries. She holds a bachelor’s degree from the University of Central Oklahoma.

-Larry Warden
Chief Clerk
Oklahoma House

ILLINOIS

ILLINOIS SUPREME COURT STOPS TERM LIMIT VOTE

On August 10, 1994 the Illinois Supreme Court by 4-3 vote ordered the State Board of Elections not to allow a term-limits initiative on the November ballot. The initiative would have amended the Illinois Constitution to prevent a legislator from serving more than 8 years.

The Illinois Constitution allows constitutional amendment initiatives that are "limited to structural and procedural subjects contained in" its legislative article. Under that provision the Illinois Supreme Court has allowed only one initiative on the ballot. Approved by the voters in 1980, it eliminated multi-member districts from which all House members had been elected using cumulative voting, and reduced the size of the House by one-third. The Illinois courts have rejected three past initiatives, proposing to (1) restrict legislators' pay and impose ethical requirements on them, (2) allow statutes to be enacted by initiative, and (3) require a legislative supermajority to raise taxes. When rejecting some of these proposals, the courts interpreted the constitutional provision to require that any initiative.
propose changes in both the structure and procedures of the legislature.

In this latest case, the majority issued only an order to keep the initiative off the ballot, promising an opinion later. The three dissenters wrote an opinion calling the majority's position "untenable." They said the initiative should have been allowed because it dealt only with legislative composition, rather than proposing substantive changes in the legislative article. They also rejected arguments that it was vague or ambiguous.

Initiative proponents have asked the Illinois Supreme Court for a rehearing, but such requests are not often granted.

We're not too big and not too little but juuussst right!!

We've got farmland (so Denise and Shirley can bring fresh fruit and vegetables from their "gardens") and city space (so I can get to work in 5 minutes) - both filled with wonderful learning experiences and good people to share the land with.

It's always so amazing to hear great debate on bills like "TATTOOING REGULATED", "MINING ACT IMPROVEMENTS", "AMEND COMPUTER CRIME ACT", "TEACH AMERICAN ETHICS", "OUTLAW FORTUNE TELLING", "REGULATE HOG OPERATIONS" AND "TAKE RED WOLVES" in a place that so many have thought was just another "good ole boy" state. We have DIVERSITY!

If you ever want to come and visit us, from the mountains - to the sandhills - to the seashore, we welcome you with all the Southern North Carolina hospitality we can muster.

-Carmen Cauthen
Administrative Assistant
North Carolina House

NORTH CAROLINA

I LIKE CALLING NORTH CAROLINA HOME!!

The Triangle area (RALEIGH-DURHAM-CHAPEL HILL) was recently rated the #1 place in the country to live by "MONEY" magazine!!

Y'all come on down!!
* ASLCS President Bill Snow's remarks, "...the real strength of our Society rests with all its members...", brought this story to mind. I hope you enjoy it as I have.
- The Editor

THE GOOSE STORY
By Dr. Harry Clarke Noyes

Next fall, when you see geese heading south for the winter...flying along in V formation...you might consider what science has discovered as to why they fly that way:

As each bird flaps its wings, it creates an uplift for the bird immediately following. By flying in V formation, the whole flock adds at least 71 percent greater flying range than if each bird flew on its own.

People who share a common direction and sense of community can get where they are going more quickly and easily because they are traveling on the thrust of one another.

When a goose falls out of formation, it suddenly feels the drag and resistance of trying to go it alone...and quickly gets back into formation to take advantage of the lifting power of the bird in front.

If we have as much sense as a goose, we will stay in formation with those who are headed the same way we are.

When the head goose gets tired, it rotates back in the wing and another goose flies point.

It is sensible to take turns doing demanding jobs with people or with geese flying south.

Geese honk from behind to encourage those up front to keep up their speed. What do we say when we honk from behind?

Finally...and this is important...when a goose gets sick or is wounded by gunshots and falls out of formation, two other geese fall out with that goose and follow it down to lend help and protection. They stay with the fallen goose until it is able to fly or until it dies; and only then do they launch out on their own with another formation to catch up with their group.

If we have the sense of a goose, we will stand by each other like that.

- Reprinted from ARC NEWS, Volume 7, Number 1, January 1992
THE BULLETIN BOARD

Videotapes from Annual Meeting

The following tapes will be available by September 30 through NCSL's Marketing Department for the price of $10.00 (covers duplication and shipping.)

Plain Language Bill Drafting

Implementing the ADA in State Legislatures

Hosting International Visitors

All tapes are more than 1 hour long and were recorded in July of 1994.
EDITOR'S NOTE ......

I can't believe this year has passed and our final issue of The Legislative Administrator is complete.

Now, in looking back, I feel I was the one who benefitted by doing a BIG FAVOR for our President, Bill Snow. Through editing the newsletter, I was afforded the opportunity to become acquainted with many more of you. At the times it seemed doubtful that I would have any "NEWS" to share, ya'll always came through.

I have enjoyed serving as your Editor this year. The task of editing the Administrator has indeed been a challenge, one I could not have accomplished without Carmen Cauthen and Shirley Wallace. They have dedicated numerous hours to typing, writing, formatting -- you name it -- they've done it when it comes to desktop publishing!!

THANKS BILL for the opportunity to serve as Editor!

THANKS Committee Chairs for your timely submission of your reports (only a few were "fashionably late")!

THANKS ASLCS members who took the time to contribute articles and photos and to offer words of wisdom and encouragement!

The BIGGEST THANKS is to CARMEN and SHIRLEY --- without them I could not have completed this MISSION!!!!

This has been an experience I will not soon forget!!!
Thoughts for the Editor of the next Administrator

TOP TEN EXCUSES ALREADY USED

10. I wrote an article for the last issue.
9. I wrote an article for an issue last year.
8. I thought I wrote an article and faxed it to you.
7. I was going to write an article, but the fax was broken.
6. My office is being remodeled and I couldn't find the fax.
5. The Capitol is being remodeled and I couldn't find my office.
4. I wrote an article, but it was so brilliant a Member decided to use it in a speech.
3. I was going to write an article, but we were in Session - hasn't the deadline passed anyway?
2. I was going to write an article, but I knew everyone else would write articles so I thought I would wait until you REALLY needed for me to write one.
1. My dog ate it!

"OLD BUSINESS
The Special Committee on Retirees"

(As Larry Warden so aptly put it when he was Editor in 1991 - this is THE LAST WORD)