The Legislative Administrator

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The Legislative Administrator is the official newsletter 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.

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A special Thank You to all who submitted photographs, articles, and background material for inclusion in this edition. Your support is deeply appreciated.
Dear Friends:

This year has been flying by for me. And speaking of flying..... I've done lots of that this year! Since the last issue of the Administrator, a lot has been happening within our Society. In my efforts to communicate and to keep the membership of ASLCS informed, I will attempt to bring you up-to-date. I will be the first to admit that I couldn't do so without Sally Kittredge.

In November, we held the Winter Meeting in Tempe, AZ. We had a very good attendance, despite the fact that most members of the Society were getting geared up for their sessions to begin. The Society's appreciation goes to Norman Moore, Shirley Wheaton and Charmion Billington for their hospitality. The beautiful Arizona weather was definitely a pleasant November break for most of us. We had productive committee meetings. Plans for coming meetings were formulated, projects established, ideas exchanged and work continued. Your Executive Committee voted to transfer $35,000 into the NCSL interest bearing account. The transfer will allow ASLCS money to make money for the Society.

With December came an exchange trip to Ontario. Debra Deller, President of the Clerks-at-the-Table and I implemented a Canadian-American exchange which had been discussed for several years. It was a rewarding opportunity to observe their Provincial Parliament in session and to sit at "The Table". Claude DesRosiers and Debra had arranged meetings for me with practically every division. I had a full schedule and enjoyed every minute of the visit. At the end of December, Jay Paul Gumm resigned from the staff of the Oklahoma House of Representatives. His resignation created a vacancy on our Executive Committee. Via a fax poll, the Executive Committee unanimously approved Rosie Ziems to fill the vacancy.

January brought new sessions and with that, new faces to ASLCS. I wish our friends that are leaving the Society all the best and thank each of them for their contributions to ASLCS. I welcome the new members and extend to them an invitation to take advantage of the opportunities that ASLCS has to offer. Hopefully we will meet these folks at our Annual Meeting in Idaho. An article spotlighting the new members will appear in the next issue of the Administrator.

In March, Debra Deller came south to complete the Canadian-American exchange. North Carolina welcomed her with early spring warmth. She sat at the desk while our House was in session, attended committee meetings and met with the various Division Directors. We have shared lots of laughs over our exchange of observations and experiences. We are planning a presentation for the Joint Meeting to be held in Austin, Texas, in September. Also in March, I was honored to receive a beautiful resolution from the State of New York,
signed by Clerk of the House, Francine Misasi, commending ASLCS. A copy was also forwarded to Jan Thomas for archiving.

April was a month of weekend meetings for me…. Assembly on State Issues in Florida, Legislative Staff Coordinating Committee in the mountains of North Carolina and our Spring meeting in Chicago. Again, we had a good turnout from the membership. My sincere thanks go to the ASLCS members and our corporate sponsors who were able to attend. Chicago and the Hotel Monaco were a great place for our group - thanks Sally! We had a great preview of the “windy city” - and look forward to NCSL 2000 in Chicago.

At the midpoint of our ASLCS year, the committees are diligently working. We have had two changes in committee leadership. Joy O’Brien of Maine will serve as Vice Chair of Bylaws and Sharon Carter will serve as Vice Chair of Canadian - American Relations. I appreciate each of them agreeing to fill these positions. The next opportunity for committees to meet will be during the NCSL Annual Meeting in Indianapolis. The meetings will be held July 25th from 1:00 pm to 5:00 pm. The committees will begin to wrap up their year’s projects at these meetings. During the week, ASLCS will join with other staff sections or ASI committees to sponsor concurrent sessions or plenaries. One session, “The Legislator of the Millennium”, will be a joint effort of ASLCS, NALIT (National Association of Legislative Information Technology) and NLSSA (National Legislative Services and Security Association). The Clerks and Secretaries will enjoy lunch with our Indiana hosts. A preliminary agenda appears in this issue and you can see that we have a packed schedule planned. Mark your calendars and attend!

The beginning of May brought deadly tornadoes to Oklahoma. The outpouring of generosity, from members of ASLCS to the Oklahoma staff members who lost their homes, evidenced the true spirit of our Society. I feel fortunate to be a member of such a caring group of professionals.

As I have said in the past, please let me hear from you. Voice your concerns, share your ideas - communicate! I look forward to our next opportunity to be together.

Sincerely,

Denise Weeks
1998-1999 Special Committees

Committee Chair Manual

Ann Cornwell, AR
Judy Hall, OR

Joseph Mayo, ME
Chair

1999 No Host

Jeff Finch, VA
Judy Hall, OR
Jim Harry, IL
Pamm Juker, ID
Karl Lilly, WV
Larry Warden, OK
Jeannine Wood, ID

Susan Clarke Schaar, VA
Chair

Publications Standards

Gwen Bailey, VA
C.J. Beaty, FL
Diane Bell, FL
Carmen Cauthen, NC
George Bishop, VA
Tim Madel, VA
Carole Peterson, UT

JoAnn Hedrick, DE
Chair
A Review.

By Judy Hall, Oregon

The temperature was in the mid-seventies and the sky was blue with wispy, white clouds at the ASLCS winter meeting in Tempe, Arizona, November 20-22, 1998. The conference was held at the Tempe Mission Palms Hotel with some of our committee meetings being held on the patio while we enjoyed the fresh air and sunshine.

Some of us did manage to schedule a little shopping time along with our busy ASLCS commitments. The hotel was located in an area with unique shops and restaurants on brick-lined streets, shadowed by graceful, swaying palm trees, which encouraged all of us to get out and walk. The setting was pleasant enough to just to window-shop if we weren’t in the mood for spending money.

Friday night a large group of us gathered at Monti’s La Casa Vieja, (literal translation, Monti’s old house) in downtown Tempe for steak and other delicious entrees. After our Saturday night reception at the hotel, many of us dined at Los Dos Molinos in Mesa. We enjoyed the margaritas, chips and salsa, and traditional Mexican fare as well as the company of our ASLCS friends.

Many thanks to our wonderful Arizona hosts; Charmion Billington, Secretary of the Senate, Norman Moore, Chief Clerk of the House, and all their wonderful staff, for a successful winter meeting!
Call to Order
President Denise Weeks called the meeting of the American Society of Legislative Clerks and Secretaries Executive Committee to order.

Quorum
Executive Committee Members present were Denise Weeks, President; Jim Harry, President-Elect; Pat Saville, Secretary-Treasurer; Jeff Finch, Associate Vice-President; Judy Hall, Elected Principal Member; Ann Cornwell, Appointed Principal Member; Jay Paul Gumm, Elected Associate Member; Diane Bell, Appointed Associate Member; Karl Lilly, Appointed Associate Member; Susan Schaar, Immediate Past President; and Dave Avant, Past Associate Vice President. Sally Kittredge, NCSL Staff, was present. Society members present were J. R. Rodrigue, Norman Moore, JoAnn Hedrick, Carole Peterson, Carmen Cauthen and Carmela Bills. A quorum was present.

Approval of Minutes
Karl Lilly moved to dispense with the reading of the minutes. Susan Schaar seconded the motion. The motion carried unanimously. The minutes will be printed in the Legislative Administrator.

Approval of Treasurer’s Report
Judy Hall moved to dispense with the reading of the Treasurer’s Report. Ann Cornwell seconded the motion. The motion carried unanimously. The Treasurer’s Report will be printed in the Legislative Administrator.

Old Business
The investment of funds from the dues account was discussed and Dave Avant moved to transfer $35,000 into the NCSL interest-bearing account. Sally Kittredge stated that any monies deposited with NCSL would be available within five working days after the Executive Committee requested a withdrawal. Jeff Finch seconded the motion and the motion carried unanimously.

Carole Peterson presented the President’s and Executive Committee’s Reference Guide to the Executive Committee. A disk will be provided. President Weeks thanked Carole for her efforts.

Carole Peterson also displayed samples of T-shirts, watches and sweatshirts, available from a source in Utah, as possible items to consider in the future for members of the society. Jay Paul Gumm reported that the order form for the logo items would appear in the next issue of the Legislative Administrator.

Correspondence was read from Jan Johnson from the Washoe Cancer Center in appreciation for the donation in memory of Linda Alden, Chief Clerk of the Assembly in Nevada. The check sent to Project Bread/Hunger in memory of Ed O’Neill, Clerk of the Senate in Massachusetts was returned. The Treasurer was instructed to send the donation to the Salvation Army.

Jeff Finch gave a report on the Guidelines for Hosting the ASLCS Annual Professional Development Seminar. It was recommended the No Host State Committee add to the language of this Manual from the planning of the meeting in Coeur d’Alene. Susan Schaar,
Chair of the No Host State Committee, asked Jeff Finch to complete this task. The final document will be ready in Idaho.

**New Business**
The 1999 No Host Committee reviewed the schedule for Coeur d’Alene. The preliminary budget has projected the need to fundraise $25,000 to $27,000 or use existing ASLCS funds. There will be a site visit in May 1999. Pam Juker presented information on areas of interest in the Coeur d’Alene area. The Executive Committee will finalize the budget at the meeting in Chicago.

Carmela Bills, Chairman of the International Communication and Development Committee, recommended that the ASLCS/ANOMAC/ATELCA Directory be updated to include the Canadian Clerks of the Table, Australian and South African Clerks and be called the ASLCS International Directory. The Directory would include the Executive Committee members, their phone numbers and e-mail addresses. Susan Schaar moved the ASLCS International Directory become an official publication of ASLCS. The motion was seconded by Judy Hall and carried unanimously.

Carmela stated that the committee further recommended that the description of the committee should be changed to add “international counterparts” and delete “in the Mexican States.” Ann Cornwell moved the adoption of these recommendations. Susan Schaar seconded the motion and the motion carried unanimously. Jay Paul questioned whether this would impact the Canadian Americans Relations Committee. It was determined it would not because it is already in the language of the committee description.

The third recommendation was a request from the ANOMAC Conference for a presentation from ASLCS. The topics would be: (1) How to prepare for Session; (2) How do standing committees organize and meet; and (3) How to prepare the Journal. The committee requested that the three members preparing these presentations be allowed to attend the meeting in Mexico. There was discussion of the representatives who had attended the past meetings. Further discussion will be held with NCSL to clarify their position. Jeff Finch moved to defer a decision on this recommendation until Chicago. Judy Hall seconded the motion and the motion carried unanimously.

President Weeks recognized JoAnn Hedrick, Chair of the Publication Standards Committee. She reported Carole Peterson had prepared draft proposals for reviewing the “Legislative Administrator”, Professional Journal, and Roster. The drafts will be sent to the Executive Committee. Proposals will also be prepared for the Web Page, Inside the Legislative Process and the International Directory. Susan Schaar moved that the International Directory be added to the Publication Standards. Jeff Finch seconded the motion and the motion carried. President Weeks added the following members to the Publication Standards Committee: Carmela Bills, Chair of the International Communication and Development Committee, Ann Cornwell, Chair of Inside the Legislative Process Committee and Carmen Cauthen.

President Weeks received a letter from Joan Branson from Missouri suggesting the Host State or the Executive Committee choose a charity with donations coming from participants. The proceeds may be donated in the Society’s name to a charitable organization. Jay Paul stated this could be unlawful in different states. The President will write and thank Joan for
the suggestion.
Dave Avant recommended a change to the Bylaws adding Past Associate Vice Presidents as ex-officio non-voting members of the Executive Committee. Ann Cornwell moved this be taken to the Bylaws Committee. Diane Bell seconded the motion and the motion carried unanimously.

Jim Harry questioned whether the April 15 dues deadline would impact the publication date of the Roster. Carole Peterson discussed full pages for Principals and Susan Schaar suggested more background information. Increasing the size would increase the Roster by 25 pages. Polling Principal members was suggested. Diane Bell, Chair of the Roster Committee, stated she would address these issues and present a recommendation at the meeting in Chicago.

A CD-ROM of the pictures taken in Madison was created for the Executive Committee to view. The Executive Committee will discuss how to make the photos available to the membership at its next meeting in Chicago.

Norman Moore thanked all members for coming to Tempe and President Weeks thanked him and the other Arizona members for their hospitality.

**Adjournment**
Jay Paul Gummm moved that the Executive Committee adjourn. Dave Avant seconded the motion. The motion carried unanimously.

Submitted by Pat Saville, Secretary-Treasurer

**AMERICAN SOCIETY OF LEGISLATIVE CLERKS AND SECRETARIES**
**Treasurer’s Report as of October 30, 1998**

**Beginning Balance (as of November 26, 1997)**

<table>
<thead>
<tr>
<th>Receptions:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Membership dues received in 1998</strong></td>
</tr>
<tr>
<td>Principals</td>
</tr>
<tr>
<td>Associates</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
</tr>
<tr>
<td>Logo Items</td>
</tr>
<tr>
<td><strong>Total Receipts</strong></td>
</tr>
</tbody>
</table>

**Disbursements:**
Gwen Bailey
(Mounting pictures of capitols) 188.10
Florida House of Representatives
(Publication of ASLCS rosters) 1,827.95
Cedar Mesa Products
(President’s gifts) 520.51
<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nevada Legislative Counsel (2 file cabinets - archives)</td>
<td>920.40</td>
</tr>
<tr>
<td>John D. Wilson Co. (Membership pins)</td>
<td>784.26</td>
</tr>
<tr>
<td>Hawaii House of Reps (Dues Overpayment)</td>
<td>50.00</td>
</tr>
<tr>
<td>State of Texas Senate (The Legislative Administrator)</td>
<td>2,070.68</td>
</tr>
<tr>
<td>Kentucky G.A. (House) (Dues overpayment)</td>
<td>100.00</td>
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<tr>
<td>Midwest Trophy (Logo Items)</td>
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<tr>
<td>State of Texas Senate (The Legislative Administrator)</td>
<td>1,974.24</td>
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<tr>
<td>Deer Duplicating Service (ASLCS Journal Printing)</td>
<td>1,959.90</td>
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<tr>
<td>Susan Clarke Schaar (Travel)</td>
<td>733.20</td>
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<tr>
<td>Treasurer of Virginia (Booklet Printing)</td>
<td>225.00</td>
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<tr>
<td>Wisconsin Assembly Chief Clerk (Dues Overpayment)</td>
<td>50.00</td>
</tr>
<tr>
<td>Judy Hall (Travel Expense)</td>
<td>633.40</td>
</tr>
<tr>
<td>Awards Unlimited, Inc. (Joe Beek Award Plaque)</td>
<td>59.50</td>
</tr>
<tr>
<td>State of Virginia (Carmela Bills’ Travel Expense)</td>
<td>633.40</td>
</tr>
<tr>
<td>Farmer’s Trophies &amp; Engraving (Etch Logo &amp; Copy)</td>
<td>246.80</td>
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<tr>
<td>Florida House of Representatives (1997-98 Roster)</td>
<td>3,826.55</td>
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<tr>
<td>State of Texas Senate (The Legislative Administrator)</td>
<td>3,291.46</td>
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<tr>
<td>Midwest Trophy (Ship Logo Items to Madison)</td>
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<tr>
<td>Washoe Oncology Unit (Linda Alden Memorial)</td>
<td>50.00</td>
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<tr>
<td><strong>Less Total Disbursements</strong></td>
<td><strong>$22,636.33</strong></td>
</tr>
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</table>

**Ending Balance General Account**  
$41,758.97

Transferred from First of America Bank in Springfield, Illinois to Commerce Bank and Trust in Topeka, Kansas  
Cashier’s Check—November 2, 1998  
$41,758.97

**Ending Balance General Account**  
$41,758.97
Bylaws and Standing Orders

The 1999 Committee on Bylaws and Standing Orders met in Tempe, AZ on November 21, 1998, with 11 members in attendance.

The meeting was called to order and conducted by Chair Janet Jones. The changes made to the Standing Orders by the Executive Committee during the meeting in Madison were reviewed.

Jim Harry will write a paragraph on Investments for Section VIII. Jan Thomas will write a paragraph on materials to be sent to the Archives for Section VIII. Mason's Manual will make recommendations to the committee on the changes necessary to Section VII relating to methods of selecting alternates, voting rights and leadership rotation. Also, there were some sections recommended for editing for clarity or conformity.

Committee members will be sent copies to review of the Attachments the Standing Orders reference.

Committee recommendations will be presented to the Executive Committee at the Spring Meeting in Chicago.

Members in attendance: Michael Linn, MN; Judy Hall, OR; Susan Schaar, VA; Pat Saville, KS; Jim Harry, IL; Charlie Sanders, WI; Diane Bell, FL; Carol Peterson, UT; Karl Lilly, WV- Associate Vice Chair; Jay Paul Gumm, OK-Vice Chair; and Janet Jones, KS-Chair.

Inside the Legislative Process

The Inside the Legislative Process Committee met in December, 1998 at the American Society of Legislative Clerks and Secretaries Winter Meeting in Tempe, Arizona. The committee received an update from Brenda Erickson on a memorandum that she had sent the committee in November.

The committee decided to send follow-up surveys to the states that had not responded to the one sent on October 9, 1998.

The committee is currently working on a draft survey to the Offices of Chief Clerk or Secretary to get information to fill Tab 9 on Inside the Legislative Process.

The next meeting will be held April 26, 1999 in Chicago, Illinois.

There being no further business to discuss, the meeting was adjourned.

Respectfully submitted,
Ann Cornwell, Chair
Membership and Communication

The Membership and Communication Committee was called to order by Norman Moore, Chair, Saturday, November 21, 1998 at 9:00 a.m. at the Winter Meeting of ASLCS at the Tempe Mission Palms in Tempe, Arizona. Members present were JoAnn Hedrick, Vice Chair, DE; Carmella Bills, VA; Cathy Ferguson, OR; JoAnn Gollihare, AZ; Norma Lowe, AZ; Susan McClelland, AL; Vannah, Norrell, AL and Janet Pruitt, NC.

Following a brief introduction by each member of the committee in attendance, the minutes of the previous meeting in Madison were approved. Survey results from the New Member Orientation in Madison were distributed and discussed. Most of the results were very positive except for a few of the new members and attendees expressed concern that some of their sponsors were either unable to attend or did not make contact prior to the meeting in Madison. Committee discussion then focused on three major topics: (1) Division of society members into regions for fostering communication; (2) Sponsor/mentor system; and (3) New Member Orientation in Coeur d'Alene, Idaho.

The Chair reported that the society has been divided into seven different regions with each region having a region coordinator. Each region coordinator is responsible for contacting the other committee members in the region and other assigned society members. Each member of the committee has been assigned to approximately nine to ten other members in the region to contact and communicate with during the next year. The committee discussed the positive feedback from members who had been contacted and that the periodic communication with other Society members is a great way to foster communication between members and that it provided another avenue for meeting other members and developing new contacts and relationships. Also, the committee discussed the importance of providing updates on member changes and any other information related to members within each region so that the committee members could be informed.

The focus of discussion on the sponsor/mentor system centered on assignment of sponsors to new members as soon as possible after the beginning of the year instead of just before the annual meeting. The committee members emphasized that it would be beneficial to initiate contact with new members as soon as possible to foster communication and would provide an opportunity for sponsors and new members to develop a relationship before the annual meeting. Additional discussion focused on the need to develop a list of responsibilities of a sponsor so that each sponsor would know exactly what was expected of the sponsor.

Lastly, the committee discussed New Member Orientation for the Annual Meeting in Coeur d'Alene, Idaho. A lot of the discussion focused on having the orientation at a time in the morning that would allow for sponsors and new members and attendees to attend lunch right after the orientation. The committee members determined that a function right after the conclusion of the orientation affords another opportunity to continue discussion from the orientation and allows for new members and attendees to become better acquainted with other members. The possible agenda for New Member Orientation includes: a welcome by the committee chair; an icebreaker; a message from the President and introduction of executive committee members; introduction of current committee chairs and a brief explanation of the committees; an explanation of NCSL/ASLCS; explanation of business meeting; ASLCS meetings - more than a perk; information about the annual meeting including events and hospitality suite, question and answers. Due to time constraints the meeting adjourned.

Respectfully submitted,
Norman Moore, Chair
Technology and Innovation

The Technology and Innovation Committee was called to order by Chairman Tim Madel, VA. Members present were: Dave Avant, AL; Steve Arias, NM; George Bishop, VA; Faye Blanton, FL; Sharon Carter, TX; Jeff Finch, VA; Bruce Jamerson, VA; Brian Taylor, VA; and Sally Kittredge, NCSL.

Minutes from the Annual Meeting and Professional Development Seminar in Madison, Wisconsin were read and adopted.

The committee focused discussion on the Society’s website. Everyone agreed that the site’s content needed to be updated as quickly as possible and be kept as fresh as possible. Sally Kittredge demonstrated a prototype for a design overhaul of the site. The prototype includes enhanced navigation to allow for quicker access to the site’s information.

It was voted that a subcommittee be formed to examine the website in detail and make recommendations to the Executive Committee on the future direction and content of the site.

The committee asked Sally to check into the feasibility of adding a counter to the Society’s web pages to generate some statistics on the site’s traffic.

The committee will also seek approval from the Executive Committee to add a page to the website allowing Society members to submit changes to their information contained in the Society’s Roster.

The committee discussed ways to increase participation on the ASLCS Listserv, which has previously been referred to as a “chat room”. Tim Madel wrote an article to appear in the Winter 1998 Legislative Administrator that extols the many benefits of the listserv. Steve Arias suggested that the committee send an e-mail to every Society member that includes a hyperlink to the web page where members can subscribe to the listserv. Currently about 10 percent of ASLCS’s 350 members subscribe and about 5 messages a day are exchanged. The Legal Services listserv, in contrast, sees about 50 messages a day.

It was noted that the NCSL’s security system no longer removes the e-mail addresses of people posting messages on the listserv, so if users would like to make an anonymous post they should send their post to Sally who will then post it to the listserv.

The database of issues could include an archive of questions and responses from the listserv, as well as issues from the Inside the Legislative Process Committee’s survey. Sally Kittredge said that some tables could be up by the end of the year, and that she would look into eventually converting them into a database so they could be fully searchable. It was suggested that the tables include the date they are posted.

In an effort to follow up on the table on page 27 of the Fall 1998 Legislative Administrator it was suggested that a page be added to the website linking it to a dynamic database of technology information which each state could update themselves. The database would include noteworthy developments in information technology.

The committee resolved to focus on its charter and examine new technologies that may be beneficial to secretaries and clerks and their staffs. This effort will include committee members evaluating new technologies and gathering information from states implementing these technologies. Results will be posted on a new technology web page. J.R. Rodrigue asked that the Technology and Innovation Committee work closely with the Program Development Committee in developing concurrent sessions for the Annual Meeting and Professional Development Seminar.
International Communication and Development

The International Communication and Development Committee was called to order by the Chairman, Carmela Bills, on Saturday, November 21, 1998 in Tempe, Arizona. The following members were present: Carmela Bills, VA-Chairman; Steve Arias, NM; Dave Avant, AK; Diane Bell, FL; Sharon Carter, TX; Ann Cornwell, AR; Jo Ann Golihare, NM; JoAnn Hedrick, DE; Carole Peterson, UT; Janet Pruitt, NC; Charlie Sanders, WI and Susan Schaar, VA.

The minutes of the September 21, 1998 meeting in Madison, Wisconsin were adopted. We were delighted to welcome a new member to our committee, Carole Peterson!

A brief discussion was held regarding the Joint Canadian/American meeting schedule in Austin, Texas on September 8-12, 1998. Sharon Carter updated the members on the plans for the meeting. Charlie Sanders discussed the invitations that will be extended to members of ANOMAC and ATELCA.

The Chairman suggested that the ASLCS/ANOMAC/ATELCA Directory be updated. This will include adding the Canadian Clerks of the Table, Australia and South Africa to the publication. Susan Schaar will provide the names and addresses of the Australian Clerks to the Chairman. The committee agreed and will recommend to the Executive Committee that the ASLCS International Directory become an official publication of ASLCS.

The International Communications and Development Committee also recommended to the Executive Committee that a revision of the committee’s description was needed. It was agreed to add “international counterparts” and delete “in the Mexican States”.

The bilingual presentation that is being considered for presentation to be given by some members in our society at the ANOMAC conference in Durango, Mexico was discussed. The President of ANOMAC has requested that instead of preparing a presentation on the role of Principal Clerks, the following three topics be considered . . . (1) How to Prepare for Session, (2) How standing committees organize and meet and (3) How to prepare the Journal. The committee agreed that all three topics were feasible. However discussion will continue at the spring meeting in Chicago after more details about this project are formalized. This project will be recommended to the Executive Committee for approval.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Carmela C. Bills
Chairman
Legislative Administrator

The meeting was called to order in Tempe, Arizona on November 21, 1998 by the chair, Gwen Bailey, VA. Also present were: Carmen Caughen, NC; Jay Paul Gumm, OK; Judy Hall, OR; Janet Jones, KS; Tim Madel, VA; and Vannah Norrell, AL.

The minutes from the September meeting were approved with one correction. An update on articles by region was given. The layout for the winter issue was distributed and discussed. The target distribution date is mid-December.

The reports from the winter and spring meetings will be printed in the spring issue of The Legislative Administrator. The spring issue will also include a feature on “session hot topics.” Rosie Ziems, NE and Carmen Caughen, NC are being asked to coordinate material for this feature. The membership was asked to search tourist brochures for items of interest to be included in the Capitol grounds feature.

There being no further business, the meeting was adjourned.

Submitted by - Gwen Bailey

Site Selection

The meeting of the Site Selection Committee was called to order at 10:00 am by Bruce Jamerson, Clerk of the Virginia House of Delegates. Mr. Jamerson had been asked to convene the meeting by the Chair, Karen Wadsworth, who was unable to attend due to legislative business in New Hampshire.

The major task of the committee, recommending a location for the 2001 Professional Development Seminar, was accomplished at our meeting in Madison, Wisconsin. At the request of the Chair, the committee discussed the possibility of using a survey to gather ideas for the President to use in selecting sites for winter and spring meetings. The committee asked Jim Harry to obtain direction from the executive committee on the selection of sites for these meetings, confirming that the selection of these sites is the prerogative of the President.

The committee also agreed to take on special duties, as assigned, at the 1999 Professional Development Seminar in Coeur d’Alene, Idaho.

The meeting adjourned at 10:45 a.m.
Support Staff

Present: Michael Linn, Chair, MN; Brian Taylor, Associate Vice Chair, VA; George Bishop, VA; Donna Doyle, WI; Cathy Ferguson, OR; Jeff Finch, VA; Mary Lou Holsapple, IL; Cheryl Laube, AZ; Karl Lilly, WV; Norma Lowe, AZ; Suzan McClelland, AL; Tara Perkinson, VA; Judy Rodrigue, CO; Sheila Ryan, IL.

The Support Staff Committee met on Saturday, November 21, 1998, at the ASLCS Winter Meeting in Tempe, AZ. The committee continued discussion on the Staff Position Descriptions document, and set the following goals and timelines.

Ø Get the current file, with updates included, on the ASLCS web site by the spring meeting in April.
Ø With the help of committee members who volunteered to be region heads, re-solicit states that are not in the current document to send us job descriptions by the NCSL summer meeting.
Ø Update the web site with any new job descriptions and print an updated hard copy for the annual ASLCS fall meeting.

Jeff Finch pointed out that along with including the principals (Secretary or Chief Clerk of the house) in future updates it would also be helpful to have the length of session for each state. Mike Linn will be contacting those members who expressed an interest in serving as a region head.

Judy Rodrigue, chair of the Program Development Committee, asked for the committee's input to further develop the staff group breakout sessions at the annual meeting. Evaluations from the past meeting in Madison indicated that attendees generally like the breakout sessions, but also want an opportunity to network with people who have similar job functions. The support staff committee will consider having a breakout session with a formal agenda one day, and possibly a job fair/open forum the next day instead of repeating breakouts. Support Staff Committee members were asked to share any ideas they had for this part of the program with Mike Linn, or bring them to the spring meeting where it will be discussed further.

The next meeting will be held at the ASLCS spring meeting in Chicago, IL., April 23-25, 1999. There being no further discussion, the meeting was adjourned.

Respectfully submitted,
Michael Linn, Chair
Canadian-American Relations

The Canadian American Relations Committee was called to order by Chairperson Charles Sanders on Saturday, November 21, 1998, in Tempe, Arizona.

The following members were present: Ann Cornwell, AR; Janet Pruitt, NC; Vannah Norrell, AL; Stephen Arias, NM; Bill Leur, NJ; Dave Avant; AL; Jim Harry, IL; Judy Hall, OR; Sharon Carter, TX; and Carole Peterson, UT.

Discussion focused on the program and agenda of the Joint Canadian American Relations Conference to be held in Austin, Texas, September 8-11, 1999. The hotel will be the Doubletree Suites located very near the Texas Capitol building.

Sharon Carter of Texas suggested a time for a barbecue and the International Volleyball Championships and spoke about a possible day trip to San Antonio.

A preliminary agenda will be sent to the members of the committee eliciting feedback regarding times and agenda. The committee would like to finalize the agenda by the Chicago Spring meeting. A theme of compare and contrast of the Parliamentary and Constitutional three branch form of government has been suggested. Jon Phelps of Florida has volunteered to give a presentation. The conference will also have an IT Management component.

There being no further business, the committee was adjourned.

Professional Journal

The Professional Journal Committee met in Tempe, Arizona during the 1998 ASLCS Winter Meeting.

The following members of the committee were present: George Bishop, VA; Carmen Cauthen, NC; and Tara Perkinson, VA

The committee received an update from Sally Kittredge on the status of the Journal on the ASLCS web site. The archives of past articles are now completely available on line. The committee expressed its gratitude to Sally for accomplishing this goal.

The committee discussed the status of the current Journal. Unfortunately, we have not received any articles to review. The committee discussed various ways of soliciting articles from ASLCS members and from members of the other NCSL staff sections. It was decided that we should utilize the list serves of the other staff sections as a method for soliciting articles. In addition, President Weeks agreed to carry a message regarding the Journal to LSCC. The chairman will follow up on the subcommittees that were established at the fall meeting in Madison to check on the progress that they have made in soliciting articles.

The Journal Committee continues to be committed to finding articles relating to the following topics for the Spring 1999 issue: gavel-to-gavel broadcasts, veto sessions and gubernatorial line-item vetoes, Rules Committee procedures, and video/teleconferencing.

In addition, the committee discussed various topics for future issues. Meeting adjourned.

Respectfully submitted,

George Bishop, Chairman
Program Development

Present: Chair, J.R. Rodrigue, CO; Vice Chair, Pat Saville, KS; Associate Vice Chair, Donna Doyle, WI; Tim Madel, VA; Brian Taylor, VA; Denise Weeks, NC; Jeff Finch, VA; Cheerly Laube, AZ; Susan McClelland, AL; Janet Jones, KS; Hogan Brown, SC; Sheila Ryan, IL; Mary Lou Holsapple, IL; Bruce Jamerson, VA; JoAnn Golihare, AZ; Carmela Bills, VA; and JoAnn Hedrick, DE.

The Program Development Committee was called to order by J.R. Rodrigue, Chair. The minutes from the Madison meeting were approved as read.

Evaluation forms from the Madison meeting were distributed to the committee. The Staff Breakout sessions have been a great success. Suggestions offered in the evaluations are being considered by the Support Staff committee in an effort to make both breakout sessions more productive. The Technology and Innovation Committee is also reviewing the evaluations to develop programs for the Coeur d’Alene meeting.

The Chair outlined the schedule for the committee: By the July NCSL meeting the speakers for the plenary session and the management training session and the topics for the breakout sessions must be set. The period from July to October will be needed to secure facilitators and panel participants.

There were several suggestions for speakers. The unique work environment of the Clerks’ and Secretaries’ offices makes it difficult to locate speakers that will speak to issues relevant to ASLCS members. Pat Saville, Jeff Finch and others gave the committee information on speakers. Barbara Rudnicki, a speaker at the Monterey meeting was suggested. Denise Weeks noted that NCSL is creating a database of speakers. It is currently being compiled, and when complete, it will offer information on both ratings and cost. The Chair will review all of the suggestions and report at the spring meeting.

One major suggestion on the evaluation form was the need for more networking time. At the Madison meeting the staff breakout groups were given two opportunities to meet, but some groups did not take advantage of the second meeting time. It was suggested that the breakouts be changed. The first meeting would be structured and the second meeting would be more of a job fair to allow for networking. Another suggestion was to end one meeting day early to allow for more networking time. The hospitality suite in Coeur d’Alene is huge and should be conducive to group discussions. Sally Kittrege said that her staff office is always available to groups looking for a place to meet. The Chair suggested that it should be advertised.

The need to find facilitators and people willing to survey on panels is always a problem. The Chair said that it would be her hope that members of the Program Development Committee would assist in finding people, or would volunteer to serve themselves. Bruce Jamerson suggested that when the survey went out to the members, questions be added such as: Will you be attending the meeting in Coeur d’Alene? Are you willing to serve as a facilitator or on a panel? etc. Divergent panels serve the needs of the society better so the greater the pool of available resources the better the program. Hogan Brown said that meetings could be more relevant by asking at the outset what the audience wants to know and what they hope to get from the session.

The Chair J.R. Rodrigue said committee members should feel free to e-mail her with suggestions at any time. There being no further business, the committee adjourned.

Respectfully Submitted,
Donna Doyle, Associate Vice Chair
Roster

The Roster Committee was called to order by the Co-Chair, Diane Bell on November 21, 1998 at the Tempe Mission Palms Hotel, Tempe, Arizona.

In attendance: Diane Bell, FL, Co-Chair; Karl Lilly, WV; Mike Linn, MN and Norma Lowe, AZ.

The meeting was begun with approval of the minutes from the September 21 meeting in Madison, Wisconsin.

Goals of the 1998-99 Roster Committee were discussed. Some of the goals set were to have photos of all of the Principals and Associates of ASLCS and index of associate members by job description. The photos can be snapshots, if the member would like to submit one for the Roster.

There was extensive discussion concerning publication standards for the Roster and whether the Roster should return to a full page or remain as a half page for each principal. The committee members will poll all of the principals for their input and report to the Executive Committee in Chicago in April, 1999.

There was further discussion concerning changing the printing of the Roster from the spring of every year to the fall of every year. Because of the deadline for dues, time delay in receiving all of the information concerning dues-paying member and associate information, it is very difficult to print a Roster in the spring unless we change some of the guidelines and bylaws.

There being no further business, the meeting was adjourned.

Publications Standards

The meeting of the Publications Standards Special Committee was called to order by JoAnn Hedrick at 1:45 p.m. on Saturday, November 21, 1998.

The following ASLCS members were in attendance: JoAnn Hedrick, DE; Gwen Bailey, VA; Diane Bell, FL; George Bishop, VA; Tim Madel, VA; Carole Peterson, UT; Carmela Bills, VA; Carmen Cauthen, NC.

The charge from President Weeks to the Committee was that we review the publications' standards that are currently in place to see whether they may need revision and to prepare standards for Inside the Legislative Process and the ASLCS web site. Carole Peterson had diligently prepared draft proposals for a change of the standards for The Legislative Administrator, the web site and Inside the Legislative Process. In addition, Jay Paul Gumm had forwarded proposals for changes to the standards for The Legislative Administrator for our review.

We began our review with the Professional Journal standards which are currently in place. Several changes to these standards will be recommended to the Executive Committee including a change in the title of the Journal, some changes in the description of the editorial board and a change in the description under 'budget' to more accurately reflect the current practice.

We then moved on to review the standards for The Legislative Administrator. A decision was made to incorporate the amendments to Section 5 recommended by Jay Paul Gumm regarding the content and style of the version of The Legislative Administrator to be
placed on the NCSL web site for use by the Society. Several other minor changes to these standards were recommended as well.

We also addressed the Roster and Reference Guidelines and will be recommending several new improvements which we believe will make the Roster a more comprehensive and useful reference manual. Some of these recommended additions include listing FAX numbers and e-mail addresses for both Principal and Associate members in the Quick Reference Directory, a listing of Associate members by job title in the Quick Reference Directory, and adding the Innovations Award and Legislative Staff Achievement Award to Section 3, C.

There was much discussion about the time of publication and the difficulty of getting ASLCS members who are eligible to be listed in the Roster to return their information in a timely fashion. A lot of discussion also centered around a suggestion that Principal members have a full page allotted to them rather than the current half page. It was noted that the change back to a full page for each Principal member would add 25 pages to the Roster. No decision was made regarding this proposal at this time.

Pending approval by the Executive Committee, the Publications Standards Committee will take on the additional task of creating standards for the International Directory which will be a publication of the Committee on International Relations.

JoAnn will present the committee’s report to the Executive Committee on Sunday, November 22 and will request that Carmela Bills, Chair of the Committee on International Relations and Anne Cornwell, Chair of Inside the Legislative Process, be added to the membership of the Publications Standards Committee. In addition, because of her willingness to attend our meeting and her excellent proofreading skills, the Committee would like to have Carmen Cauthen added as a member.

The meeting was adjourned at 3:30 p.m.

Respectfully submitted,

JoAnn M. Hedrick
A Review.

By Tim Madel, Virginia

Springtime in Chicago sounds so inviting: the Cubs at Wrigley, the sound of blues on a warm evening and of course a big juicy steak served alongside beautiful Lake Michigan. With these thoughts in mind (as well as our official responsibilities, of course), the 1999 ASLCS spring meeting was highly anticipated.

Unfortunately, we all forgot that spring doesn’t arrive in Chicago until sometime during June. The folks from Virginia left behind 85-degree weather to be greeted at Chicago’s O’Hare with frigid 45-degree temperatures and bone-chilling 30-mph winds blasting off Lake Michigan. According to Rosie Ziems it was warmer (by some 20 degrees) in Lincoln, Nebraska than in Chicago.

The weather definitely threw me off-rhythm, but it was the cab ride from the airport that nearly pushed me over the edge. Let me say up front that I’m not at all squeamish when it comes to thrill rides. I love roller coasters. With my nephews last year I hit every single roller coaster at Kings Dominion (the Grizzly three times and the Anaconda four times) in a day. While in Las Vegas for NCSL last year I took a fall on that 250-foot free-fall ride, Xtreme Flyer, and felt the rush for hours afterward.

I have a strong stomach and love a thrill, but the cab ride from O’Hare down Interstate 90 to the Hotel Monaco almost brought me to my knees. Rush hour traffic seems to start around 3 p.m. in Chicago (I guess it has something to do with Central time), but that didn’t slow down our driver. When a gap of 25 yards opened up, he would push the cab to 50 mph, pull to within inches of the vehicle in front of us, slam on the brakes and then swerve across all three lanes of traffic. (I have to give him credit, for the most part he did use his turn signal.) This pattern repeated itself many, many times during the hour-long trip from the airport. After a short time, I couldn’t look out the windshield and focused my attention out the side window and on our conversation.

When the cabbie asked if he could drop us up the block from the hotel instead of having to circle around the block to reach the entrance, all four of us readily agreed. As we shakily exited the cab and placed our feet firmly on the concrete, I confessed that I was in need of a stiff drink. We slowly made our way to the hotel entrance, the 30 mph winds at our backs pushing us down the sidewalk.

Upon entering the Hotel Monaco, I knew that this place would definitely help us soothe our tattered nerves. The warm vermilion hallways led to eclectically decorated rooms. I doubt that I can do justice to the décor through word alone. The walls were covered with lime and cream wide-striped wallpaper. The bed had a red, gold and green quilt and a
lipstick red headboard. Dark mahogany furniture, and whimsical touches like a huge sunburst mirror and curvy lamps rounded out the décor. I liked the rooms! This pet friendly hotel provided goldfish for guests in need of a companion. The complementary wine reception each evening cemented my opinion: thumbs up on the Hotel Monaco.

As some of us were enjoying the wine reception Friday evening, the brave, hardy, hale souls who ventured out to Wrigley Field for the afternoon game between the Cubs and Mets began to filter into the hotel. After removing layer after layer of clothing, most reported that despite the Cubs losing, a windchill of about 25 degrees, and the constant moving to seats in the sunlight, they had a great time. Brian Taylor even came home with a foul ball after it nearly took off another fan’s head. (The yin-yang flow of life dictated that he miss Sammy Sosa’s homerun the following day while waiting in line for a hot dog.)

All in all the meetings on Saturday were quite productive and relaxing (for details check out the committee minutes elsewhere in this issue). I was out of the meetings by 4:30 p.m. allowing me time to checkout the famed Marshall Fields department store before the evening reception.

Sunday morning we all hopped in our cab for the ride back to O’Hare to catch our flight home. The activities of the weekend having erased the terrifying taxi ride only two days before, I took shotgun without a second thought. As we pulled away from the curb, I noticed on the dash a little sticker with some Arabic writing on it. Beneath the beautiful script was the English translation: Everyone must taste the death. Thus began another taxi ride in Chicago and the end of our trip.
Call to Order

President Denise Weeks called the meeting of the American Society of Legislative Clerks and Secretaries Executive Committee to order.

Quorum

Executive Committee Members present were Denise Weeks, President; Jim Harry, President-Elect; Pat Saville, Secretary-Treasurer; Jeff Finch, Associate Vice-President; Judy Hall, Elected Principal Member; Ann Cornwell, Appointed Principal Member; Joe Mayo, Appointed Principal Member; Rosie Ziems, Elected Associate Member; Diane Bell, Appointed Associate Member; Susan Schaar, Immediate Past President; and Dave Avant, Past Associate Vice President. Sally Kittredge, NCSL Staff, was present. Society members present were Gwen Bailey, Judy Barrows, Carmela Bills, Carmen Cauthen, JoAnn Hedrick, Michael Linn, Norman Moore, J. R. Rodrique, Charlie Sanders and Larry Warden. A quorum was present.

Approval of Minutes

Ann Cornwell moved to dispense with the reading of the minutes. Diane Bell seconded the motion. The motion carried unanimously. The minutes will be printed in the Legislative Administrator.

Approval of Treasurer’s Report

Pat Saville reviewed the Treasurer’s Report. Ann Cornwell moved to adopt the Treasurer’s Report and Diane Bell seconded the motion. The motion carried unanimously and the Treasurer’s Report will be printed in the Legislative Administrator. Sally Kittredge gave the final report from the Madison meeting, stating that the Special Meetings Fund has a balance of $71,358.83 and the Shared Profits Account a balance of $19,369.00.

Old Business

Special Committee Reports

Susan Schaar reported on the No Host Committee for the Professional Development Seminar in Coeur d’Alene. The site visit will be on May 21 and the budget will be finalized at NCSL in Indianapolis. Other items discussed were the staffing of the Hospitality Room by the staff from Idaho; the No Host Committee and the Site Selection Committee; a Spouse Event on Friday to Cold Water Creek with buses provided; a DJ for 5 nights of the seminar; also the brochure for the event was selected. A letter will be sent encouraging each state to donate a door prize along with a trivia question about their state. Idaho will also provide door prizes. The Committee still needs to raise an additional $22,000. Room rates at the hotel will be $79, $99, or $129.

The motion was made by Susan Schaar to lower the registration fee for the conference from the proposed $225 to $195 for all members. Judy Hall seconded and the motion carried.

Joe Mayo reported that the Committee Chair Manual would be finalized at NCSL in Indianapolis. A draft copy was provided to the Executive Committee. The printing of the Manual will be done in Maine with two copies to each Chair and one copy to NCSL.
As reported by JoAnn Hedrick, the Publication Standards Committee reviewed the Standards for the Roster, the Legislative Administrator, and the Journal. These should be in final form in Indianapolis. The International Directory and Inside the Legislative Process were reviewed for the first time and the committee hopes to approve the final version in Indianapolis. Tim Madel, the Chair of the Technology and Innovation Committee, will review the Web Site Standards.

The CD Project Committee has completed its work and recommends that copies of the Madison photo CD be sent to each Principal’s office at no cost with a letter from the President complimenting Richard Hansen on his work and inviting him to take photos at the Idaho meeting. The motion was made by Jeff Finch, seconded by Susan Schaar and approved unanimously. Copies of the photos from Madison will be available in Idaho.

Carmela Bills, Chair of the International Development Committee, recommended that the Standing Orders designate the eligible members to attend the Mexican Conference and Janet Jones, Chair of the Bylaws and Standing Orders Committee, be instructed to conform the language for the Mexican Clerks according to the Canadian Clerks.

Diane Bell, Chair of the Roster Committee, provided members a copy of the survey taken recommending a half page for Principals in the new Roster. Susan Schaar suggested we include professional/legislative experience also. This will be included in the letter the committee will be sending out May 1 to solicit information for the Roster. The Roster Committee was also instructed to include in the back of the Roster a list of session dates for each state.

New Business

Denise Weeks reported on the fax poll taken to confirm the appointment of Rosie Ziem to the Executive Committee to replace Jay Paul Gumm who resigned. This was adopted unanimously and Rosie was welcomed as a new member of the Executive Committee.

With the decision to change the registration fee for the Professional Development Seminar, the budget will need to be revised. Susan Schaar moved to defer any decision on the budget until Indianapolis. The motion was seconded by Ann Cornelius and adopted unanimously.

The question of who should be able to participate on the ASLCS List Serv was raised. Jeff Finch made the motion to leave the List Serv open, as it currently is, to all legislative staff. Susan Schaar seconded and the motion carried. A discussion was held and it was determined that it is the responsibility of the Society to educate our members regarding this List Serv. Jeff volunteered to draft a letter for the President’s signature to be sent to all ASLCS members explaining that the List Serv is open to all legislative staff. The letter will also include a copy of all available NCSL List Servs. A disclaimer will be sent to the current ASLCS List Serv participants. Each new subscriber will receive the disclaimer via e-mail.

The question of vendors serving on panels was brought up. The Executive Committee decision was to continue with the policy of not allowing vendor participation on panels. The President will convey the appreciation of ASLCS to the vendors for their support.
A discussion was held regarding Certificates for Retired Members. The President will be responsible for sending certificates to retired members. A letter of appreciation will accompany the certificate, along with information concerning how they may maintain an associate membership status with ASLCS.

The LSMI scholarships were discussed and the President has received several letters of recommendation. The limits are set for a total of $5,000 for all scholarships coming from the Shared Profits Account. The Executive Committee will approve scholarships via fax poll, once LSMI has made their decision on accepted applicants.

Denise read a letter from Carole Peterson regarding her candidacy for the NCSL Executive Committee. She also stated that Susan Schaar was seeking a position on the Executive Committee. Carole is running for reappointment and Susan is running for an open position. Jim Harry moved that letters endorsing Carole and Susan be submitted to the Chair of the Nominating Committee. Dave Avant seconded and the motion carried.

Pat Saville presented a bill for $121.36 for supplies such as notebooks, indexes, large envelopes and card stock for membership certificates. Ann Cornwell moved that Pat Saville be reimbursed for the supplies. Dave Avant seconded and the motion carried.

Mike Linn from Support Staff asked approval for additions to the Web Site. Jeff Finch moved to add the summaries and the handouts from the concurrent sessions at our Professional Development Seminars to the Web Site. Seconded by Susan Schaar, the motion carried.

Pat Saville recommended the Standing Orders, Section II: Membership, read as follows: “Membership certificates shall be signed by the Secretary/Treasurer.” Susan Schaar moved we adopt this recommendation. Seconded by Jim Harry, the motion carried. The recommendation will be forwarded to Janet Jones, Chair of the Bylaws Committee.

The Secretary/Treasurer also suggested the purchase of a new version of File Maker Pro. The motion was made by Susan Schaar to purchase a new version of File Maker Pro. Seconded by Ann Cornwell, the motion carried.

Discussion was also held regarding the use of funds in the Shared Profits Account to establish a “Speaker’s Fund”. Denise will discuss the issue with Bill Pound, Executive Director of NCSL.

Susan Schaar moved to waive the fee for the Management Training session at the Professional Development Seminar. Jeff Finch seconded the motion and the motion carried.

Adjournment

Jim Harry moved that the Executive Committee adjourn. Susan Schaar seconded the motion. The motion carried unanimously.

Submitted by Pat Saville, Secretary-Treasurer
AMERICAN SOCIETY OF LEGISLATIVE CLERKS AND SECRETARIES
Treasurer’s Report as of April 25, 1999

Beginning Balance (as of November 2, 1998) $41,758.97

Receipts:
Membership dues received in 1999
  Principals 7,900
  Associates 10,250
  Subtotal 18,150.00

Other receipts
  Open Checking Account 1
  Logo Items 36
  Anthony Leone (Dues Overpayment) 50
  Kentucky Senate (Dues Overpayment) 150
  Maryland Chief Clerk (Dues Overpayment) 50
  Puerto Rico Senate (Dues Overpayment) 50
  Subtotal 337.00

Total Receipts $60,245.97

Disbursements:
Commerce Bank
  (Printing Checks) 12.86
Jamestown-Yorktown Museum Gift Shop
  (President’s gifts) 892.43
Supply Room Companies
  (The Legislative Administrator) 2,246.08
Midwest Trophy
  (Shipping Logo Items) 27.33
Salvation Army (Edward B. O’Neill)
  (Memorial) 50.00
NCSL Transfer
  (Interest Account) 35,000.00
Janice L. Thomas-Archives
  (Supplies) 315.68
Anthony Leone
  (Dues Overpayment) 50.00
Kentucky Senate
  (Dues Overpayment) 150.00
Maryland Chief Clerk
  (Dues Overpayment) 50.00
Brunilda Ortiz Rodriguez-Puerto Rico
  (Dues Overpayment) 50.00

Less Total Disbursements $38,844.38

Ending Balance General Account $21,401.59
Submitted by Pat Saville, Secretary-Treasurer
Bylaws and Standing Orders

Fourteen members attended the Spring Meeting of the Bylaws and Standing Orders Committee in Chicago on April 24, 1999.

Discussion was held on the question of changing the date of dues payment for associates to be included in the Roster. The question of the timing of publication is currently being considered by a Special Committee on Publication Standards so the issue was not settled.

Joe Mayo moved, seconded by Judy Hall, to add the words “and past associate vice-presidents” to ARTICLE IV, Section 3 of the ASLCS Bylaws. This proposal will be presented to the Executive Committee at the business meeting in Indianapolis at NCSL.

Material added to the Standing Orders from the Tempe meeting was reviewed and accepted. It was reported that material relating to Mason’s Manual, Archives and Publication Standards was not yet available but by the NCSL meeting some of it should be ready to incorporate into the Standing Orders.

As there is no mention of the selection process for the Joe Beek Award, Distinguished Service Award or for life membership, the committee recommended consideration of the following addition to SECTION III, Special Committees, “including committees to select recipients of the Joe Beek Award, Distinguished Service Award or for life membership.” This will be voted on in Indianapolis.

Joe Mayo will draft language relating to honorary membership of the U.S. Secretary of the Senate and Clerk of the House and the inclusion of their pictures in the Roster.

The committee will compile all the changes in the Bylaws and Standing Orders at the end of the business year and submit them to Sally Kittredge for publication on the ASLCS web site.

Inside the Legislative Process

The Inside the Legislative Process Committee met on Saturday morning, April 24, 1999, in Chicago, Illinois.

Members in attendance: Ann Cornwell, Chairman, AR; Carmen Cauthen, NC; Tara Perkinson, VA; and Brenda Erickson, NCSL.

The committee reviewed a draft of the survey that was sent to our membership on the Duties of the Chief Clerk or Secretary earlier this year.

We made suggested changes to the draft that was recommended by the committee members. The finished survey will be mailed to all members of ASLCS June 1, 1999. It is our hope that everyone will complete the survey and return it to Brenda Erickson at NCSL before our summer meeting to be held in July 24-29, 1999 in Indianapolis, Indiana. If everyone will try their best to complete the survey by then, our committee will be able to have the information completed and printed in Inside the Legislative Process this calendar year.

We will recommend to the next Inside the Legislative Process Committee to possibly have a survey to include information considering the Chaplain and prayer practices in Chambers and Teleconferencing and Video conferencing in Chambers and Committee Rooms.

Respectfully submitted,
Ann Cornwell, Chairman

The Legislative Administrator
Membership and Communication

The Membership and Communication Committee was called to order by Chair, Norman Moore, Saturday, April 24, 1998 at 9:30 a.m. at the Spring Meeting of ASLCS at the Hotel Monaco Chicago in Chicago, Illinois. Members present were Norman Moore, Chair, AZ; JoAnn Hedrick, Vice Chair, DE; Mona Fitzgerald, NC, Associate, Vice Chair; Carmela Bills, VA; Janet Pruitt, NC; Sandy Tenney, UT and Denise Weekes, NC.

Following a brief welcome and introduction, the minutes of the previous meeting in Tempe were approved. The Chair reported that as of March 31, 1999, the Society had thirty-one new members. A copy of a letter sent by the Chair to the new members was distributed to the members at the meeting. The letter included: a welcome to the new members, a brief background of ASLCS, information that sponsors would be assigned to the new members and a request to provide a brief bio so that an article could be written for the summer edition of the Legislative Administrator. In addition, there was discussion of possibly putting the bios on the ASLCS web page.

The focus of discussion on the sponsor/mentor system centered on assignments of sponsors to new members with the same job assignments. The committee members emphasized that it would be beneficial to sponsor a new member with the same type of job because it would provide more common ground for fostering and developing a relationship. Additionally, the committee discussed the role of sponsors included initiating contact with the new members, communicating on a periodic basis (once a month) and most importantly assisting the new member at the Annual Meeting with orientation, the meetings and events during the week and introducing the new member to other society members.

Lastly, the committee discussed New Member Orientation for the Annual Meeting in Coeur d’Alene, Idaho. The chair reported that New Member Orientation would be on Friday, October 22, 1999 in Coeur ‘d Alene (the first day of the meeting). The orientation is scheduled at 10:15 a.m. with lunch on your own immediately following the orientation. Additionally, the committee discussed the different colored badges and the types of nametags used at the meeting. It was suggested that the different colors used for badges be published in the meeting information including the pocket agenda for the week so that everyone would have immediate access to that information. Discussion also included changing the color of the nametags for new members and new attendees so that the new members and new attendees would be easily identifiable. This matter would be coordinated with Support Staff and the Executive Committee. Other items discussed included introduction of committee chairmen and a brief explanation of committees and possibly a presentation by Ed Burdick on the history of ASLCS.

Meeting adjourned.

Respectfully submitted,
Norman Moore, Chair
Technology and Innovation

Members present: Mary Lou Holsapple, IL; Sheila Ryan, IL; Brad Bolin, IL; Linda Hawker, IL; Larry Leftoff, LA; Dave Avant, AL; Bill Schaeffer, OH; Jeff Finch, VA; Donna Doyle, WI; Don Schneider, WI; J.R. Rodrigue, CO; David Ward, VA; Hogan Brown, SC; George Bishop, VA; Brian Taylor, VA; Judy Barrows, ME; and Tim Madel, VA.

Minutes of the winter meeting in Tempe, Arizona were approved.

The second item on the agenda was discussion on how ASLCS could join other NCSL staff sections to develop a program for the NCSL annual meeting titled “Legislator for the New Millennium.” The presentation would open with a skit showing a legislator employing all the latest and greatest technologies during his daily routine. This would be followed by questions from the audience and discussion of the technology and its impact on legislatures.

A question for the Society is who controls all the new technology that comes out - the technocrats or the front desk? There was a concern about the technical people seducing people with new technologies without an understanding of the ethical and/or political implications of them. It was suggested that ASLCS should focus on what effects the technologies available to the virtual legislator might have – the policy implications of the technology.

It was agreed that with approval of Denise Weeks, Tim Madel will be working with Jim Greenwalt (Director Information Systems, Minnesota Senate) of the National Association of Legislative Information Technology (NALIT) on this with participation from other NCSL staff sections.

(It was discussed after the meeting that Sandy Peterson might be a good person to have on the panel if he’s available.)

The next item on the agenda was brainstorming for concurrent sessions during the Fall Professional Development Seminar in Coeur d’Alene, Idaho. NCSL is having something on voting systems at the annual meeting. It was agreed that we can expand on that in some way for our annual meeting.

A task force has been set up by NCSL to explore developing a common legislative information system framework for all states. This was prompted by the imminent demise of TextDBMS support. XML (Extensible Markup Language) may be a component of this.

A prototype for the ASLCS web site was exhibited; there was general agreement that it looked good and was easy to use. Tim did a quick survey of other states via the NALIT and ASLCS Listservs and found most have high-speed hookups, so it was agreed that we can add more graphics and some leading-edge functions to the web page.

The ASLCS web site got an average of 9 hits a week in the last few months according to Jeff Finch. Membership and Rules are on the NCSL site so people can access them without going to our site. There was a suggestion that if you go to the site to look for something and it’s not there you may not try again; we need to let people know when things are added to the site. Things that might be added to the site include:

1. a review or summary of the topics and responses from the listserv;
2. a searchable version of Mason’s Manual;
3. a searchable database of the rules used by each chamber (Brenda is working on that and hopes to have it ready in a month or so);
4. the job descriptions put together by the Support Staff Committee, preferably as a searchable database;
5. a list of each state’s “controversial issue of the session”;
6. the Roster, with new members possibly in a different color;
7. a list of new members; and
8. a society news page (though that could be hard to update).
We also discussed having members update membership information online; NCSL is currently updating their site, and that may be possible when they’ve finished their upgrade. The meeting was adjourned.

International Communication and Development

The International Communication and Development Committee was called to order by the Chairman, Carmela Bills, at the ASLCS Spring Meeting, on Saturday, April 24, 1999, in Chicago, Illinois. The following members were present: Carmela Bills, VA; Diane Bell, FL; Ann Cornwell, AR; JoAnn Hedrick; DE; Joseph Mayo, ME; Janet Pruitt, NC; Charlie Sanders, WI; Susan Clarke Schaar, VA; and Don Schneider, WI.

The minutes of the last meeting held November 21, 1998, in Tempe, Arizona were adopted.

At the Fall meeting, the Executive Committee approved a standing order requesting the ASLCS International Directory become an official document of ASLCS, and that it include the Canadian, Australian and South African Clerks and their respective Executive Committees. The Chairman reported receipt of names, addresses, phone and fax numbers, e-mail addresses, and each association’s descriptions for each international group with the exception of Australia. Susan Schaar stated she had contacted the Australian Clerk and was still awaiting a response. Once the data is complete, the information will be sent to Joe Koval, in West Virginia, to coordinate the printing of the Directory. Diane Bell volunteered to serve as a backup for the printing.

The Committee reviewed proposed publication standards for the ASLCS International Directory for submission to the Publications Standards Committee. Some of the recommendations proposed are:

- Add a French translation (Spanish translation currently provided)
- Post the Directory on the ASLCS web site
- Distribute to each association’s Executive Committee, the ASLCS International Communication and Development Committee and the ASLCS Canadian-American Relations Committee, and each ASLCS Principal member.

The Committee then discussed the ANOMAC Conference. The Chairman reported that the pending dates for the conference in Durango, Mexico are August 12-14, or August 19-21. A final decision on the date will be made by ANOMAC in May. There was much discussion on the proposed ASLCS bilingual presentation to be given at the ANOMAC Conference. It was recommended to the Executive Committee that a standing order be issued for ANOMAC similar to the standing order for the Canadian/American Conference that will address ASLCS attendance eligibility including a provision for a bilingual presentation. Once attendees have been designated, the President, in conjunction with the Chairman of the International Communication and Development Committee, will review possible presentation topics, select an appropriate topic, and develop presentation guidelines.

Updates on these agenda items will be given at the committee’s next meeting that will be scheduled during the NCSL meeting, in Indianapolis, Indiana, July 24-28, 1999.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Carmela C. Bills
Chairman
The Legislative Administrator

The meeting of The Legislative Administrator Committee was called to order on Saturday, April 24, 1999 by the chair. The following members were in attendance: Carmen Cauthen, NC; Judy Hall, OR; Linda Hawker, IL; Janet Jones; KS; Tim Madel, VA; and Rosie Ziems, NE. The minutes of the Winter meeting in Tempe, Arizona were read and approved.

The 1998 Winter issue of The Legislative Administrator was discussed. Printing cost overruns totaled $250.00. In order to cut printing costs the number of copies was reduced and the cover was printed on white, stock paper. After distribution, 150 copies remain on hand. The committee thanks everyone who contributed ideas, articles, photographs, time and talent to this issue.

The 1999 Spring issue is on the drawing board – the contents were outlined and discussed. We are negotiating the possibility of an in-house printing of this edition. Committee reports, articles, and photographs for the Spring issue should be submitted by May 5th. The target date for distribution is May 31, 1999.

Ideas for future articles included a state holiday comparison; an article from the staff chair of LSCC; and articles from Alaska, Hawaii, and the U.S. territories. All committee members were assigned the task of interviewing an individual who works at the Capitol. The interviewee must not be a member of the legislature or a member of a Clerk or Secretary’s staff. These interviews will be published in the Summer issue.

The next meeting of the committee will be held at the 1999 NCSL Annual Meeting. Committee members who attend this meeting are being asked to bring a camera and assist with photographing the sessions and activities.

Respectfully submitted,
Gwen Bailey, Chair

Site Selection

The spring meeting of the Site Selection Committee was called to order on Saturday, April 24, 1999 with associate vice chair Dowe Littleton presiding. The following members were present: Barbara Ferguson, KY; Sandy Tenney, UT; Jim Harry, IL; Dave Avant, AL; Pat Harris, AL; Pat Saville, KS; Millie McFarland, ME; Larry Warden, OK; and Denise Weeks, NC.

The Site Selection Committees’ work is in a lull due to the fact that all meeting sites have been selected. Therefore, the discussion focused on how the committee can provide support at no-host meeting sites.

The membership resolved to assist with the hospitality room in Coeur d’Alene, Idaho and also provide other support to the meeting committee.

Some discussion was held on establishing and maintaining a resource list for future meeting sites. No decision was reached on the proposal.

There being no further business, the meeting was adjourned.

Respectfully Submitted,
Dowe Littleton
Support Staff

Present: Michael Linn, Chair, MN; Brian Taylor, Associate Vice Chair, VA; Judy Barrows, ME; George Bishop, VA; Brad Bolin, IL; Donna Doyle, WI; Jeff Finch, VA; Mona Fitzgerald, NC; Mary Lou Holsapple, IL; Norman Moore, AZ; Tara Perkinson, VA; Judy Rodrigue, CO; Sheila Ryan, IL.

The Support Staff Committee met on Saturday, April 24, 1999, at the ASLCS Spring Meeting in Chicago, IL. The committee discussed publishing the Staff Position Descriptions document on the ASLCS web site. It was decided to make it available on the web as a searchable database. Mike Linn would get the current file to Sally Kittredge at NCSL to put on the web site by mid to late May. Once it was out on the web, we could possibly do an e-mail to the entire membership to get feedback, solicit corrections, changes and additions.

The committee also discussed the format of the staff breakout sessions at the annual meeting. Judy Rodrigue, chair of the Program Development Committee, asked that in developing the topics for this part of the program we really try to focus on specific areas. It was suggested that the committee could e-mail associate members to solicit questions or areas they would like to see covered in a breakout session. From these questions we could develop the topic areas for the sessions. There would be a syllabus prepared that would define exactly what was to be covered in each session. It would also be helpful to have the panel prepare a follow-up synopsis that could be put on the web site, so people not able to attend could see what was discussed.

Norman Moore, Chair of the Membership and Communication Committee, asked that we let them know if we make changes to the ribbons on name tags for new members and new attendees. It was decided that new members and new attendees are treated the same at the annual meeting, so we could possibly issue a colored name tag, instead of ribbons, to easily identify both a new member or new attendee. Ribbons for the staff areas were also discussed, with no changes recommended at this time. However, we thought it would be a good idea to have the member choose, at the time of registration, the ribbon title that best describes the staff area they work in. This will be discussed further at the NCSL meeting in Indianapolis, IN.

The next meeting will be held at the NCSL annual meeting in Indianapolis, IN, July 24-28, 1999. There being no further discussion, the meeting was adjourned.

Respectfully submitted.
Michael Linn, Chair
Canadian American Relations

CALL TO ORDER
Present: Janet Pruitt, NC Senate; Ann Cornwell, AR Senate; Judy Hall, OR Senate; Joe Mayo, ME House; Susan Schaar, VA Senate; and Jim Harry, IL Senate

The spring meeting of the Canadian American Relations Committee was called to order on Saturday, April 24, 1999, with Chair Charlie Sanders presiding.

Discussion focused on the draft agenda and notes of the Joint Conference of the American-Canadian Relations Committee, authored by Sharon Carter of Texas. The Conference theme will be “The Parliamentary and American Forms of Government – A Comparison and Contrast”. Deborah Deller, the President of the Canadian Clerks-At-The-Table Association, suggested the following for panel discussion/seminar during the three-day conference.

- The Role of the Clerk/Secretary
- How Technology Impacts the Legislative/Parliamentary Process
- Relations between the Media and the Legislature/Parliament
- Training of New Members
- The role of the Committee Process in the Legislature/Parliament

Discussion focused on two luncheon presentations, one regarding the organization of the Palestinian Legislative Council, presented by Donald Schneider, John Phelps, and Romona Kenady; senior members of our society involved in the organization of the Legislative Council; another presentation by President Denise Weeks and President Deborah Deller regarding the American/Canadian staff exchange program.

Also, the following registration fees for the conference were recommended to the Executive Committee:
1. $100 for each Society/Association member
2. $50 for each guest of a Society/Association member.

Respectfully submitted,
Charles R. Sanders
Assembly Chief Clerk

Professional Journal

The Professional Journal Committee met in Chicago, Illinois during the 1999 ASLCS Spring Meeting. The following members of the committee were present: George Bishop, VA; Carmen Cauthen, NC; Tara Perkinson, VA; Millie Macfarland, ME; Patrick O’Donnell, NE; Donald Schneider, WI; and Rosie Ziems, NE.

The committee discussed the status of the current Journal. Unfortunately, we have not received any articles to review. The committee discussed various ways of soliciting articles from ASLCS members and from members of the other NCSL staff sections.

The Journal Committee continues to be committed to finding articles relating to the following topics for the Spring ’99 issue: gavel-to-gavel broadcasts, veto sessions and gubernatorial line-item vetoes, Rules Committee procedures, and video/
teleconferencing.

In addition, the Committee discussed various topics for future issues, including a history of the other staff sections of NCSL, video streaming, and term limits.
Meeting adjourned.

Respectfully submitted,
George Bishop, Chair

Program Development Committee

Call to Order
Present: J. R. Rodrigue, CO, Chair, Pat Saville, KS; Vice Chair, Donna Doyle, WI: Associate Vice Chair; Tim Madel, VA; Brian Taylor, VA; Jeff Finch, VA; Janet Jones, KS; Sheila Ryan, IL; Mary Lou Holsapple, IL; Carmela Bills, VA; JoAnn Hedrick, DE; Brad Bolin, IL; Linda Hawker, IL; Norman Moore, AZ; Barbara Ferguson, KY; and Judy Barrows, ME.

The Program Development Committee was called to order by J. R. Rodrigue, Chair. The minutes from the fall meeting in Tempe, Arizona were approved as read.

The Management Training session for the fall meeting will be on Friday, October 22. The Executive Committee has agreed that there will be no separate charge for this session. J. R. presented her suggestion for a speaker to the committee. After reviewing tapes and information submitted by possible speakers, her recommendation was Barbara Rudnicki. After discussing all options, the committee approved J. R.’s suggestion.

Ideas for the Plenary Sessions were presented to the committee. After a short discussion, the committee agreed to contact Sandford Peterson and Peter Stark. Mr. Stark does presentations on “Staying Motivated in a Changing Environment” and “Leadership Skills”. The committee suggested that he be asked to combine the issues to make the presentation relevant to all participants.

Many possibilities for Concurrent Sessions were suggested by committee members and by ASLCS members on their seminar surveys from the 1998 meeting. Committee members were asked to review the suggestions and to let J.R. know which sessions they felt would be of the most interest to ASLCS members. Committee members were also asked to review the suggestions and decide in which session they would like to participate.

Staff breakouts have been popular since they were instituted. The committee agreed that there should be two breakout sessions, however, the format should be changed to make the sessions more productive. Sally Kittredge will e-mail all ASLCS members to get their suggested topics for these breakouts. The session facilitator will prepare a syllabus to include with the meeting information so participants will be able to better choose which breakout they would like to attend.

J. R. Rodrigue encouraged committee members to continue to e-mail her with suggestions. It is J.R.’s hope that each session would have a syllabus and handouts available and that members of the Program Committee would volunteer to participate in the sessions offered. The Program for the fall meeting will be finalized at the NCSL meeting in July.

There being no further business, the committee adjourned.

Respectfully Submitted,
Donna Doyle, Associate Vice Chair
Roster

The Roster Committee was called to order by Co-Chair, Diane Bell, on April 24, 1999 at the Hotel Monaco, Chicago, Illinois.

In attendance: Diane Bell, Co-Chair, Sandy Tenney, Associate Vice Chair, Mike Linn and Brenda Erickson.

The meeting began with approval of the minutes from the November 21st meeting in Tempe, Arizona.

Since the meeting in Tempe, the committee members, including C. J. Beaty and Diane Bell, Co-Chairs, polled the principals concerning whether they favored a half-page or full page in the Roster of biographical information on themselves. Diane Bell distributed a spreadsheet of the results which included a listing of each state and territory, secretary or clerk, whether they favored a half-page or a full page and general comments, if any. The results were, as follows:

- 59 - half page
- 17 - full page
- 12 - doesn’t matter
- 19 - no response

The Co-Chair was to present this information to the Executive Committee at their meeting. There was further discussion concerning when letters would be sent out to get current information for the new Roster, which will be printed in late summer or early fall. Co-Chair Bell said the letters would be mailed in the next few weeks. Additional discussion included the format of the Roster and possibly rearranging the information in a more beneficial and useful manner.

There being no further business, the meeting was adjourned.

Publications Standards

The Spring meeting of the Publications Standards Committee was called to order by JoAnn Hedrick at 2:35 p.m. on Saturday, April 24, 1999. The following were in attendance: JoAnn Hedrick, Chair, DE; Gwen Bailey, VA; Diane Bell, FL; George Bishop, VA; Brenda Erickson, NCSL, CO; Tim Madel, VA; Carmela Bills, VA; and Carmen Cauthen, NC.

JoAnn opened the meeting by explaining that Carole Peterson had called to express her regrets that she would not be able to attend the ASLCS Spring meeting and had offered to assist us in any way that she can. JoAnn also noted that Brenda was a welcome addition since we would be reviewing Inside the Legislative Process at this meeting. Carmela Bills and Carmen Cauthen were welcomed as new members of the committee, having been approved by the Executive Committee in Tempe.

We proceeded to review the revisions to The Roster and Reference Guide standards which had been proposed at the Winter meeting in Tempe. Diane Bell, co-chair of the ASLCS Roster committee, reported that a survey of principals had resulted in an overwhelming majority of responses favoring the one-half page format. That result will be incorporated into the Standards. Several other minor changes were suggested and approved by the members present.

Next we addressed the Professional Journal. Cosmetic changes were recommended
that would conform the Journal standards to the other publications such as labeling sections and italicizing "Journal". We also added a provision to publish the Journal on the ASLCS web site.

In Tempe we had also begun the review of the Legislative Administrator standards. Very minor changes to those standards were recommended by committee members. The references to the ASLCS annual meeting have been revised to simply call it the Professional Development Seminar to avoid any confusion with the NCSL Annual Meeting.

Having completed the review and revision of our previous work, we moved on to consider publications we had not yet addressed. The Chair of the International Communications and Development Committee, Carmela Bills, had prepared a draft of standards for the International Directory. That draft had been reviewed and amended during the morning meeting of that committee. Our committee recommended minor changes regarding conforming the draft to be consistent with other standards by adding sections.

Carol Peterson had prepared a proposal for standards regarding Inside the Legislative Process. The committee's recommended changes to that proposal were minor, again in an attempt to keep all Publications Standards as uniform as possible. We did, however, revise the sections describing circulation and budget to more accurately reflect present practices.

Carol had also previously prepared a draft proposal for the ASLCS web site. However, having learned from Tim Madel, Chair of the ASLCS Technology and Innovation Committee, that the NCSL website is currently undergoing reconstruction, it was the decision of the Publications Standards Committee to postpone preparing standards for the ASLCS web site at this time. Tim kindly offered to review the draft and, pending NCSL action, make recommendations at our next meeting in July.

To the extent possible, we have made the standards for all ASLCS publications uniform.

There was a brief discussion about NCSL's desire to have its logo printed on all publications produced by staff sections. There was no definite information available so a committee decision was postponed. However, the consensus was that, if it becomes necessary to do so, the logo should be on the back of the publication with wording similar to what is currently on the Roster and Reference Guide, i.e. "The 1997-1998 Roster and Reference Guide is an 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."

JoAnn stated that she will have all of the recommended changes incorporated into the documents and will bring them to the meeting in July for committee approval or fine tuning. They will then be ready for submission to the Executive Committee in October with the possible exception of the web site standards.

The meeting was adjourned at 4:05 p.m.

Respectfully submitted,
JoAnn M. Hedrick
Chair, Publications Standards Committee
Chief Clerk of the House, Delaware
For those of us who work in state capitols, it is not news that state legislatures are finding themselves increasingly under attack. While some of the criticism is warranted and some is politically motivated, the vast majority of the criticism appears to reflect a basic misapprehension of the role of legislative bodies. Although it is the legislatures that provide the opportunity for individual voices and concerns to be heard, the citizenry either do not understand the importance of having that voice, or misunderstand the purpose behind electing a democratic body to discuss, hear, deliberate over, and ultimately resolve the controversial issues which face our nation. It amazes me that a people whose imagination, creativity, and ingenuity is boundless, and whose economic and social policies are envied around the world, seem to know so little about its own governmental system. We may be making great strides in preparing students for the information age, but we seem to be miserable failures at teaching our citizens about the basic principles of representative democracy. We all know that must change — the question is what are we willing to do to make that change happen?

As our parent organization, the National Conference of State Legislatures (NCSL), prepares to celebrate its 25th Anniversary, its legislator and legislative staff members have been sharing ideas on how to begin the reeducation of America. We have determined that as a start we must remind our own members on the importance of the legislative institution as a central pillar of democracy. We must look inward before we attempt to reach outward. To emphasize this effort, NCSL has developed a new look and has adopted a new slogan. The new look which centers around the traditional architecture of legislative buildings is designed to remind us of our historic role in defining, preserving, and advancing the legislative institution and the democratic ideals it embodies. The new slogan, “The Forum for America’s Ideas,” expresses the legislative role in addressing the country’s needs and in finding innovative solutions to the complex problems we face. While the new look is refreshing, it will be of little use if we fail to be inspired by the message it delivers.

Perhaps the greatest of America’s ideas was the belief that for freedom to prosper, no one person should ever be able to exercise control over the direction of government. To assure that the people’s will would be paramount in deciding the direction society should take, a popularly elected, representative body was created and given the preeminent role in determining public policy. That is why legislatures exist—it is why I come to work every day. Yes, the politics are interesting, the technology is exciting, and the chaos keeps me hopping. But, it is the belief in democracy that keeps me, and thousands of my colleagues, coming back for more. As the slogan indicates, NCSL is a forum - a place where ideas can be espoused, developed, shared, and critiqued. This forum has permitted, over the last 25 years, the sharing of information on new legislative initiatives and the formulation of common policies. This year, however, we have chosen to concentrate more on the two centuries old idea of American democracy. Much of this year’s programming has been aimed at reexamining the legislative institution and its role in that democracy. We have sponsored several programs on the effect term limits may have on institutional memory, the appropriate role of legislative staff, the impact of negative campaigning on public confidence in governmental institutions, and similar issues central to the long-term vitality of legislatures. The April meeting of the Assembly on State issues in Jacksonville, Florida provided several opportunities for that discussion to continue, including a program on what generational change means for the legislative institution and one on legislatures of the future. This theme will be continued at the
Annual Meeting in Indianapolis, Indiana in July. Just holding meetings, however, is not the answer. We must begin to act.

As the NCSL staff chair, I have appointed a staff task force on designing a legislature of the future and another which is concentrating on promoting the legislative institution. Composed of members of the Legislative Staff Coordinating Committee (LSCC), which is made up primarily of officers from the various staff sections, including our own, and the staff members of the NCSL Executive Committee, these task forces have been actively engaged in trying to improve and explain the roles of state legislatures. The first task force is looking at issues from technology to direct democracy. It will be providing ideas on how legislative staff can prepare for future changes and can help to direct those changes in a way to foster, rather than hinder, the legislative institution. The second task force is considering ways to improve the teaching of civics and to provide greater information to students on the role of legislatures in a democratic society. Legislative staffs in many states have already developed workbooks, web pages, interactive CD ROMS, and other educational materials that are aimed at increasing knowledge in government among children. This needs to be a priority in every state of the nation.

Legislators are also getting in on the act. Although LSCC task force membership is officially comprised only of legislative staff, some of the legislative members of the NCSL Executive Committee have been sitting in as active participants. This fall, legislators in several states will be visiting classrooms as part of an NCSL sponsored campaign to teach school children about the role of legislatures in America. If it is the success we envision, it will become an annual nationwide event. With a growing commitment of legislative leaders to strengthening the legislative institution, and an understanding that in an era of term limits, on-the-job training of legislators is no longer a reasonable alternative, orientation of new and returning legislators is increasing around the country in terms of both quality and quantity.

While the task force on future legislatures is looking at how future technology will change how we do business, two other task forces are looking at how we can make the most of technology today. One of the task forces has been actively engaged in helping to redesign the NCSL web page, making it more user friendly and more informative. The web page can be used not only as a source of information for the legislative insiders, it can also be our voice to the world. It is our hope that NCSL can be a conduit to greater communication between legislators and the citizens they represent and a source of inspiration to those residing in the developing democracies around the globe. The other task force is exploring ways to make more NCSL seminar programs accessible over the web. Realizing that states can only afford to send a minority of its staff and legislators to conferences, it is our hope that thousands more will eventually be able to participate electronically. Members of several of the task forces have also been developing a CD ROM which will help to introduce new legislators and staff to NCSL, and the many services it can provide. It is our belief that the best way to restore faith in legislative institutions is by enabling legislators and staff to better serve the public.

We understand that we will not be able overnight to end the cynicism about, and in some cases, the animosity toward, state legislatures and government in general. In fact, there are some people we will never reach. If we fail to try, however, our critics will have won. When I was in school, I was taught that a good idea is hard to keep down. I have discovered that to be true. If we stick to that genuine American ideal of maintaining and fostering a truly representative democracy, we are sure to succeed. We must believe in it, we must trust in it, and we must share it with all who will listen. But most of all, we must live by it.
The ASLCS listserv has proven to be an “answer to all questions”! During the last year, the inquiries have covered a wide range of interests. We have put together a brief review of a few of those topics.

**Questions:**

1. Have any states tried to convert their bills to Braille to comply with ADA?
2. Do any states currently have special license plates for their Clerks/Secretaries?
3. Do any states provide a room or office for the media within the Capitol?
4. Do any state legislatures provide extra benefits or perks to legislative staff?

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NOTE: Those who print bills in braille do so only upon request.
Questions:

5. Are any states working on chamber automation or updating your drafting system?
6. Does your chamber allow members of the opposite chamber, when visiting your chamber, to sit in your members’ chairs when you are in session?
7. Which states allow vendors a direct access line to the database, including bills, calendars, status sheets, journals, etc., and what is the charge?
8. Are special sessions dictated by the state constitution, statute, or rules of the legislature?

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(Compiled by Rosie Ziems, NE and Carmen Cauthen, NC)
Kansas - House Renovations
By Janet Jones

The Kansas House chamber was renovated last summer for a cost of $470,000. The original ceiling fresco-style murals were restored and the names of ten ‘Free Staters’ were uncovered and are now again in the panels at the top of the north and south walls. Many layers of paint were removed from the columns around the chamber, restoring them to the original scagliola (a process in which pigments and paints are mixed with plaster to create an imitation marble finish). Gold leaf tops the columns and is used extensively throughout the chamber.

The chamber is much more ornate than expected but the investigation and research uncovered details which had been lost under many layers of paint since the House chamber was completed in the early 1800’s. The work is displayed well due to the addition of indirect lighting by cold cathode tubes that were custom made to fit in the recessed cove that encircles the chamber about midway between the floor and ceiling. I climbed 30 feet of scaffolding to sign my name. In 50 years when the chamber is redone, my name will be discovered.

Virginia – Capitol Facelift
by Gwen Bailey

Two hundred eleven years of withstanding the elements have left the Virginia State Capitol Building in need of a facelift. Daniel Construction has taken on the task of repairing cracks and wrinkles. Craftsmen remove the outer layer of damaged skin and other synthetics used in earlier repairs. Stucco (a solution of sand, cement, lime and water) is being applied to damaged areas. The entire surface is washed with a green primer and painted. This procedure began in March and is expected to continue through the summer.

Those of us who work in the Capitol are enduring closed entrances, scaffolding, construction vehicles, jack hammers, dust, diesel fumes and hard-hat conversation. We look forward to the day when the Capitol Building will be released to stand atop Shockoe Hill for another two hundred years.
Rosie Ziems Joins Executive Committee

Rosie Ziems, Executive Assistant, Nebraska, has been appointed to the ASLCS Executive Committee as the Elected Associate Member. Rosie fills the position that became made vacant when Jay Paul Gumm, Oklahoma, resigned from his position with the Oklahoma House.

Congratulations Rosie!

Interested in Promoting Democracy Around the World?

Would you like to assist new legislatures and legislative staff in developing democracies? Do you have a foreign language proficiency and/or professional skills and experience that can support NCSL’s efforts to provide technical assistance to legislative institutions abroad? Then NCSL’s International Program Staff wants to hear from you!

With democracy arising in many countries, new legislative institutions are looking to us for models of legislative operation, management, and the development of public initiatives. NCSL has been awarded a number of grants and contracts to perform in these areas and is proud to be recognized as the premier source of experience and expertise in the field of legislative strengthening around the world.

NCSL is developing a pool of U.S. state legislative staff that it may call upon for future technical assistance projects. You can obtain and complete an application form to be a part of NCSL’s international consultants’ pool by visiting the NCSL Website or calling Kathy Brennan Wiggins or Tamara Stanton in NCSL’s Washington Office (202/624-5400). To find out more about NCSL’s International Program and to download an application form, visit www.ncsl.org/public/internat/internat.htm. or call the Washington Office.

Can You Top This??

A message on my answering machine - “I want you to tell all those legislators that I am against Y2K.” Janet Jones, Kansas
Alabama
- Pappas Attains Continuing Service Status
By Vannah W. Norrell

William Gregory "Greg" Pappas, Jr. attained continuing service status, with his re-election as Clerk of the Alabama House of Representatives on January 12, 1999. In accordance with the Code of Alabama, Mr. Pappas' re-election means that next year he will attain continuing service status, having served for nine consecutive years as Clerk of the House, and will not be subject to further election in subsequent organizational sessions. He is the second Clerk of the Alabama House to attain such continuing service status.

Mr. Pappas began his career with the Alabama House of Representatives in 1976. In 1977 he was appointed reading clerk and in 1978, House Journal Clerk. He was appointed Assistant Clerk of the House in 1980, and office he held until his election as Clerk of the House in May, 1991.

He and his wife, Zan, have three children: Hunter, a senior at the University of Alabama; Laura, a freshman at the University of Alabama; and Will, a 6th grader at S. James School in Montgomery. The Pappas are members of St. John’s Episcopal Church in Montgomery.

An avid hunter. Mr. Pappas is also active in a variety of organizations.
Now entering his 24th year of service to the House, Mr. Pappas has never missed a legislative day.

Harris Re-Elected Assistant Secretary
By Gina Shaffer

Patrick Harris was unanimously re-elected to a third consecutive four-year term as Assistant Secretary of the Alabama State Senate. His election took place on January 12, 1999, the first day of the 1999 Organization session of the Alabama Legislature.

An attorney with a prominent Montgomery law firm, Mr. Harris is also President of Franklin ADR, LLC.

Mr. Harris began working for Secretary of the Senate McDowell Lee in 1971, and through the years has served in every capacity on the desk during sessions of the Senate.

He was first elected Assistant Secretary in 1991, and was re-elected in 1995.
Virginia - By George.

The following prayer was offered by George A. Williams, Retired Chief Deputy Clerk of the Virginia House of Delegates, on Saturday, February 27, 1999, in the Senate of Virginia (the last day of the legislative session).

I offer this prayer with you, and probably with an apology to Alfred Lord Tennyson.

Good Lord, we thank You!
1999 Session is hopefully coming to an end!
What a ride it has been. . . . half a league, half a league, half a league onward.
All in the Valley of the Legislative Process rode the Senatorial Forty!
Forward the women and men of the Senate!

O Lord, Lobbyists to the right and left of us,
Media to the left and right of us,
Many billions here and many billions there,
Hanger-oners everywhere,
The Governor always nigh,
And citizens pushing with anxious sigh,
Volley’d and thundered, O My!
Storm’d with words, letters, phone, fax and e-mail,
But boldly we rode, and reasonably well.
The 46-day charge we made, while all the Commonwealth wonder’d.

O Lord, we trust You will honor the ride we made—honor the tried but faithful forty, the Clerk and Staff!
Now send us home! Let us go with the knowledge that we have tried to do our best, always knowing that we have not finished the needed services of our citizens.
May our endeavors give life, hope, strength, and power to the people of Virginia.

In Your name, Peace, Shalom, Salaam! Amen!

West Virginia - Secret Santa Stuffers

By Eleanor Ringel

Christmas was made a little brighter for five boys and girls this year thanks to the staff of the West Virginia House Clerk’s Office. This annual project, started several years ago when House Deputy Clerk Ed Hambrick became a Secret Santa, has been continued over the years. Additional staff members joined in, enabling Hambrick to add to his sponsor list. This year, five kids received an answer to their Santa letters. Hambrick did the shopping and staffers wrapped and tied. The gifts were taken to be distributed leaving all participants with a good feeling about themselves and about each other, something we will try to remember as the 1999 legislative session begins.
Millennium Bug: Anything to Fear?

by Tim Madel, VA

There's no escaping it. As we move closer to the year 2000, you will not be able to open a newspaper or turn on the television or even talk with a friend without facing the Y2K bug. For those of you who have been vacationing in the South Seas for the past couple of years, the Y2K bug results from dates in computers being stored with two digits for the year. When we reach 2000, the dates will read 00 which may be interpreted as 1900 causing all sorts of problems.

As Director of Information Systems for the Senate of Virginia, I am reasonably confident that the Y2K bug has been eradicated from the computer software and hardware that we use. And I think most other businesses and government organizations share the same reasonable confidence. But some people feel the Y2K bug will cause a disaster of apocalyptic proportions as the world's financial and communication infrastructure disintegrates. In fact a quick scan through some websites dedicated to this problem shows that some people have taken this potential scenario very seriously.

The worst case scenarios being bandied about on the Internet go somewhat like this: First, the electric grid will fail leading to food spoilage. The nation's transportation system will also be in a shambles so grocery
shelves will be bare within weeks of January 1. Some businesses that haven’t cleaned up the bug will fail. The fear that some businesses will fail will start a mass exodus from the stock market leading to a crash. Hysteria will set in as people make runs on banks, the government fails to issue social security checks and all the amenities we’ve come to expect from modern life disappear.

The Year 2000 prophets predicting such scenarios have become the New Age survivalists. Stories abound in the press of computer consultants, hired to fix the Y2K problems, throwing up their hands and heading for the hills because they think the problem can’t be fixed in time. Ed Yourdon, a prolific speaker on this topic and respected consultant, moved from New York City to an undisclosed (he’s afraid of it being overrun by others) town in New Mexico. These people are preparing for the worst. They’re stockpiling a year’s worth of food, water purifying equipment, electrical generators, and guns to protect it all on new homesteads in remote mountain hideaways.

Lest you think this kind of thinking is reserved to a bunch of whackos, I have to confess that I also believe there will be disruptions caused by the Y2K bug. Just not on the scale predicted by many of these people. I don’t think that we’re approaching the end of the world, but it might be a good idea to get out of the stock market. I don’t think our global transportation system will crumble, but I don’t plan to fly on New Year’s day. I don’t think the grocery stores will stay empty of items for any length of time, but I do plan to have some canned goods available just in case.

I’m in good company too. The American Red Cross has information on their web site on how to prepare for the impending disaster. They suggest preparing a disaster supply kit to include up to a weeks worth of nonperishable foods, water and sufficient medications. They also advise you to have cash on hand in a safe place and to withdraw it from your bank “well in advance of December 31, 1999. Check their site out for more tips (www.redcross.org/disaster/safety/Y2K.html).

Don’t succumb to the mounting hysteria (and it will get worse), but don’t stick your head in the sand either. Prudent planning and sensible preparations should allow us all to weather what should be one of the most interesting New Year’s in my lifetime.
AMERICAN SOCIETY OF LEGISLATIVE CLERKS AND SECRETARIES
NCSL Annual Meeting Preliminary Agenda
as of May 17, 1999

Friday, July 23

1:00 pm – 3:30 pm  New Materials Subcommittee Meeting
3:30 pm - 4:00 pm  Meetings of Subcommittees I, II and III
4:00 pm - 5:30 pm  Mason’s Manual - Full Commission Meeting

Saturday, July 24

12:00 pm - 5:00 pm  Attendee Registration
1:00 pm - 2:00 pm  ASLCS Committee Meetings—A Group
                    Sponsored by ASLCS
                    The following ASLCS committees will meet:
                    - Bylaws
                    - Inside the Legislative Process
                    - Membership and Communication
                    - Technology and Innovation

2:00 pm - 3:00 pm  ASLCS Committee Meetings—B Group
                    Sponsored by ASLCS
                    The following ASLCS committees will meet:
                    - International Communication and Development
                    - Legislative Administrator
                    - Site Selection
                    - Support Staff

3:00 pm - 4:00 pm  ASLCS Committee Meetings—C Group
                    Sponsored by ASLCS
                    The following ASLCS committees will meet:
                    - Canadian-American Relations
                    - Professional Journal
                    - Program Development
                    - Roster

4:00 pm - 5:00 pm  ASLCS Special Committees Meeting
<table>
<thead>
<tr>
<th>Time</th>
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<tbody>
<tr>
<td>Sunday, July 25</td>
<td>Registration</td>
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<tr>
<td>8:00 am - 5:00 pm</td>
<td>Opening Plenary Session</td>
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<tr>
<td>3:15 pm - 4:45 pm</td>
<td>Beating the Deadline: Making Short Legislative Sessions Effective</td>
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<td>(Co-sponsored with the Legislative Effectiveness Committee)</td>
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<td>Legislatures want to avoid that end-of-session logjam. What</td>
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<td>are the secrets to dealing with legislative session business in a</td>
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<td>timely manner? This session highlights some states with tight</td>
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<td>time limitations that act decisively, yet wisely, and make every</td>
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<td>legislative minute count.</td>
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<td>3:15 pm - 5:15 pm</td>
<td>AFI Committees</td>
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<td>6:00 pm - 10:00 pm</td>
<td>Indianapolis Motor Speedway</td>
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<td>Monday, July 26</td>
<td>Registration</td>
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<tr>
<td>8:00 am - 5:00 pm</td>
<td>Intern Coordinator Group</td>
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<td>9:00 am - 11:00 am</td>
<td>Hitting the Ground Running: New Ideas for</td>
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<td>10:00 am - 11:45 am</td>
<td>Legislative Training (Sponsored by the Legislative Effectiveness</td>
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<td>New legislators have to be ready to be full-fledged</td>
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<td>members right from the start. With the challenges of term limits,</td>
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<td>complex issues and major spending decisions, legislatures are</td>
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<td>devising innovative ways to bring new legislators up to speed. This</td>
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<td>session provides tips and guidelines for the “who, what, why, where,</td>
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<td>when and how” of legislative training.</td>
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<td>10:00 am - 6:00 pm</td>
<td>Exhibit Hall</td>
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<td>12:00 pm - 2:00 pm</td>
<td>Legislative Staff Luncheon</td>
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<td>2:15 pm - 4:15 pm</td>
<td>Concurrent Sessions</td>
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<td>Smart Growth—The Answer to Urban Sprawl?</td>
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<td>Health Costs on the Rise: What Can States Do?</td>
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<td>The Genetic Information Revolution: Will It Determine Your Destiny?</td>
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<td>Managed Care for Child Welfare</td>
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<td>Term Limits: Reality Sets In</td>
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<td>Is The State Bank Charter the “Two Dollar Bill” in</td>
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<td>Today’s Financial Marketplace</td>
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Monday, July 26 Continued

Helping Absent Fathers be Parents: Programs for Non-Custodial Parents
Audit – Long Term Care
Teacher Quality

2:15 pm - 4:15 pm
The Legislator of the New Millenium
A sponsored concurrent session with ASLCS, NALIT and NLSSA

5:00 pm - 6:00 pm
Exhibit Hall Reception

Tuesday, July 27

8:00 am - 5:00 pm
Registration

8:00 am – 9:30 am
ASI/AFI Breakfast

10:00 am - 4:00 pm
Exhibit Hall Open

9:45 am - 11:45 am
Concurrent Sessions
Gambling on the Future: The Long-term Future of Gaming Revenues
Foreign Trade, Federal Preemption
Y2K: Five Months to Meltdown
Public Rights-of-Way: Should States Preempt Local Government Authority
Using DNA as a Crime-Fighter
Gun Manufacturers: Another Trip Down Tobacco Road?
Turning Away from Public Education
Utility Restructuring—What’s Working, What’s Not?
Demographics and its Impact on the Health Care System
Reaching Out to Parents and Kids in the Critical Early Years
Organizational Culture: At War with Change?
Privatization Efforts in the States
State and Private Employee Benefits—Redesigning the System
You Oughta Be in Pictures: Telling the Legislative Story with Video
Media Relations

12:00 pm - 1:15 pm
Legislative Staff Luncheon - Sponsored by ASLCS
The Indiana Principal Secretary of the Senate and Principal Clerk of the House will host a special luncheon for ASLCS members. Advance reservations are required. The committee reports will be given during the luncheon. Luncheon Hosts: Carolyn Tinkle, Principal Secretary of the Senate, Indiana Lee A. Smith, Principal Clerk of the House, Indiana
Tuesday, July 27 Continued

1:30 pm - 3:30 pm  Plenary Session
3:45 pm - 5:15 pm  Concurrent Sessions

E-Government
Competition in the Telephone Industry: A Dream or A Reality?
Funding Special Education: What’s Fair?
The Global Economy, the Internet and State Taxation
How States Can Improve Outreach and Enrollment for CHIP and Medicaid
What’s New in Managed Care?
New Ideas about Legislative Ethics
Media Relations
The Ol’ Statehouse, She Ain’t What She Used to Be
Remaining Challenges in Welfare Reform: Moving Long-term Recipients into Jobs
Project Citizen
The Black and White of Crime and Justice

Wednesday, July 28

8:00 am - 12:00 pm  Registration
8:00 am - 10:00 am  ASLCS Executive Committee- Sponsored by ASLCS
Presiding: Denise Weeks, Principal Clerk of the North Carolina House
8:00 am - 10:00 am  Legislative Personnel Law: There is a Difference
Managing legislative employees is challenging for senior staff as well as legislators. While members are elected to legislate, they often find themselves working as personnel managers along with the staff directors. In this role, legislators and administrators must create workplaces that promote dignity, respect and fairness, all in a highly political environment. This session will offer legislators and staff the opportunity to review important employment law and receive training that will reduce the possibility of employee lawsuits and help strengthen the legislature.
Speaker: Susan Coskey, Garvey Schubert & Barer, Seattle, Washington

10:00 am - 1:00 pm  Exhibit Hall
10:00 am - 11:30 am  NCSL Business Meeting
12:00 pm - 2:00 pm  Closing Plenary Session
6:30 pm - 10:00 pm  The Children’s Museum of Indianapolis
**Logo Items Order Form and Price List**

All Prices Include Shipping

**Ash Gray Sweatshirts with ASLCS Logo**
Embroidered on Left Chest
- Large and XL .................................................. $27.00
- XXL .................................................................. $28.50
- XXXL .............................................................. $32.00

**White Brushed Twill Adjustable Golf Caps**
With Embroidered ASLCS Logo.............................. $10.00

**Cobalt Blue Coffee Mugs With**
Gold ASLCS Logo ................................................ $5.00

**Men’s and Women’s Eagle Series**
Watches With Black Wristband and
ASLCS Logo On Face........................................... $36.00

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**Order Total** (Check Should Be Payable to ASLCS)

**Ship to:**
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NCSL
Annual Meeting
Indianapolis, Indiana
July 24-29, 1999

Joint Canadian-American Clerk's Meeting
Austin, Texas
September 9-12, 1999

ASLCS
Annual Meeting
Coeur d' Alene, Idaho
October 22-27, 1999
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Hall, Judy - OR
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Mayo, Joe - ME
McFarland, Millie - ME
O’Brien, Joy - ME
O’Donnell, Pat - NE
Peterson, Carole - UT
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Speer, Alfred - LA
Spielers, Terry L. - MO
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Hoover, Bo - WV
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McKenney, Lisa - ME
Newton, Carol - MO
Palei, Amaiga - American Samoa
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Pulliam, Lois - KY
Reynolds, Nancy - WV
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Sneddon, Jacque - NV
Sweeney, Ann-Marie - PA
Trice, Bettie - MI

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Gollihare, Jo Ann - AZ
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Hopkins, Linda - TX
Low, Norma - AZ
Lowell, Suzi - AK
Mau-Shimizu, Pat - HI
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Mongelli, Mary Jo - NV
Moore, Jeanette - VA
Murray, Billie Jean - WV
Norrell, Vannah - AL
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Pruitt, Janet - NC
Ringel, Eleanor - WV
Spaw, Patsy - TX
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Weil, Mary Beth - VA

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Kehoe, Tim - CT
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King, Betty - TX
Koval, Joe - WV
Larragoite, Margaret - NM
Lowell, Suzi - AK
Maroney, Teresa - OK
Mayo, Joe - ME
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Moore, Norman - AZ
Pulelei, Amioga - American Samoa
Peterson, Caroline - UT
Pruitt, Janet - NC
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Tubbs, Linda - TX

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Madel, Tim - VA
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Norrell, Vannah - AL
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Mazia, Ted - PA
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Moore, Jeanette - VA
Morrison, Catherine - MN
Muller, Janet - OK
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Tenny, Sandy - UT
Tully, Connie - NY
Warden, Larry - OK

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Finch, Jeffrey A. - VA
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Laube, Cheryl - AZ
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McKenney, Lisa - ME
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