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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.

Page 1
Summer 1999
In a few weeks we will come together for our Annual Professional Development Seminar in Coeur d'Alene, Idaho. I am getting excited about the upcoming conference and the opportunity to see all of you again, as I do every year about this time. But before we begin looking ahead I suppose I should recap ASLCS happenings since the last Administrator was published.

The Society was well represented at NCSL in Indianapolis with a good number of members in attendance. We jointly sponsored several superb concurrent sessions. Our committees met and made the most of their valuable meeting time. Their productivity is evidenced in the minutes printed in this issue. For many of the committees this was their last meeting for the year. Carolyn Tinkle and Lee Smith were gracious hosts and planned a delightful luncheon for us followed by a tour of the Capitol. Liz Isaacson and Karl Lilly were the ASLCS recipients of the Legislative Staff Achievement Award. My thanks goes to Steve Arias and the members of his committee for their diligence in selecting these most deserving people. John Phelps was elected NCSL Staff Chair, Carole Peterson and Susan Schaer were elected to NCSL's Executive Committee. Ramona Kenady was named Staff Chair of the Assembly on State Issues and JoAnn Hedrick was named Staff Vice Chair of the Legislative Effectiveness Committee of ASI. As you can see we had an eventful meeting!

Since July, I have had the honor to represent our Society at the Australian's 30th Conference of Presiding Officers and Clerks in Fiji, at the Canadian Clerks-at-the-Table in Saskatoon, Saskatchewan, and at the ANOMAC meeting in Durango, Mexico. At each conference, I met new people and developed fast friendships with many of them. Representing an organization that is so highly respected internationally was certainly a pleasure for me.

In August, I received a letter from Rosie Ziems resigning her position on the Executive Committee. Pursuant to the bylaws of ASLCS, I submitted the name of a nominee to fill the vacancy. The Executive Committee confirmed the appointment and Sven Lindquist kindly agreed to serve.

In September, I will attend the Joint Canadian-American Conference in Austin, Texas and the Legislative Staff Coordinating Committee in Montana. Then it is on to Idaho!

I can attest that our meeting site this year is fabulous! We can thank the Site Selection Committee of a few years ago for choosing this venue. My thanks go to the No Host Committee also, for their hard work in raising money and putting this meeting together. "J. R." Rodrigue and the Program Development Committee have assembled an excellent professional development program for us. Thank you, "J. R"!

In fact, each of you is to be commended for your work this year on all of the ASLCS committees. Excellent ideas and products were the result of this year's committee process. I am sincerely appreciative to the members who agreed to serve as committee chairs and vice chairs... you are so organized!

Joe Mayo headed up a special committee that created a committee chair's handbook. Thanks, Joe! Due to the work of his committee, it may be a bit easier to serve as a chairperson in the future. ASLCS has a new official publication, the *International Directory*. Carmela Bills has done a tremendous job with her committee and the compilation of this publication. Muchos gracias, Carmela! JoAnn Hedrick headed up the Publications Standards special committee. They have diligently streamlined the standards of all of our publications as well as working on the standards of our website.

Tim Madel and the Technology and Innovation Committee have been working on expanding the Society's website and listserv - their brainstorming has paid off. Bylaws and
Standing Orders Committee, under the leadership of Janet Jones, has recommended a proposed amendment to the bylaws to expand the role of past Associate Vice Presidents of our Society. They also clarified and updated the standing orders, which the Executive Committee has approved. The Inside the Legislative Process Committee compiled and mailed surveys to each clerk and secretary for the latest issue. Thanks, Ann...I know it wasn't an easy task to undertake. The Professional Journal is another committee that requires a lot of patience and determination to publish. George Bishop has certainly proven that he has both. Many thanks, George. C. J. Beaty and Diane Bell have spent countless hours fine tuning the Society's Roster...that is one publication I would hate to be without.

I am really looking forward to the new attendee orientation program that Norman Moore and the Membership and Communication Committee have put together. They have been at work throughout the year to make new members feel welcomed to the Society. Do you remember your first ASLCS meeting? Let's all join in this effort!

Karen Wadsworth was very efficient with the Site Selection Committee. They chose the site for our 2001 Annual Meeting at the first meeting. The Executive Committee approved their recommendation and the 2001 meeting will be held in Minnesota. The committee took on another project as well as selecting a site. They have been instrumental in lining up volunteers to man the hospitality room in Coeur d'Alene. The Support Staff Committee and Mike Linn have been busy...they continued work on position descriptions and having them posted on the website. Support Staff, Program, and Membership committees have been working together to ensure an outstanding conference in October. Canadian-American Relations couldn't be better...thanks to "Charlemagne" Sanders, eh? The committee has been full of activity preparing for the joint meeting of ASLCS and Clerks-at-the-Table in Austin, Texas. Sharon Carter has done a tremendous job as well. The Mason's Manual Commission is in the final process of revisions. Betty King and the entire membership have proven their consummate dedication to this project.

I owe a world of thanks to Gwen Bailey and the Legislative Administrator committee for their cheerful patience! I have been stressing the importance of communications among our membership...what better way than through our newsletter? ASLCS should be very proud of the professionalism displayed in every product and publication. We are unsurpassed!

Sally Kittredge of NCSL has spent numerous hours working with me and for you. The American Society of Legislative Clerks and Secretaries is fortunate to have her as our staff liaison. I could always count on Sally - no matter what! Words of thanks are not enough. Brenda Erickson deserves accolades for her continued work with ASLCS on Mason's Manual and Inside the Legislative Process.

Your Executive Committee deserves much praise also. It has been an exciting year with this group. Each decision was made with the best interests of ASLCS in mind. Thank you Jim, Pat, Jeff, Judy, Joe, Ann, Dave, Susan, Diane, Karl, Jay Paul, Rosie and Sven.

I must express my gratitude to all the folks in North Carolina who have been so supportive, so understanding and so helpful; the members of the House of Representatives, Speakers Blue, Brubaker and Black, my staff and my family.

As I think back over the last 12 months, I know that whatever accomplishments ASLCS may have made is because of all of you - because of your commitment to our organization and to the legislative process. I must again express my deep appreciation to each of you for the opportunity to serve as your President. It has indeed been a rewarding experience. I have been afforded opportunities of which I never dreamed. Thank you.

Sincerely,

Denise Weeks
MEET SOME OF THE NEW ASLCS MEMBERS
By Norman Moore, AZ; Chair, ASLCS Membership and Communications

PRINCIPALS

KENTUCKY
Lois Pulliam - Chief Clerk of the House of Representatives
Lois has been Chief Clerk of the House since January 5, 1999. Her previous legislative experience includes positions as Deputy House Clerk, an administrative position to Speaker Richards, Payroll Officer for the Kentucky General Assembly and fourteen years with the Legislative Research Commission. Lois is a life-long resident of Frankfort, Kentucky. She graduated from Kentucky State University with a B.A. degree in Social Science and a secondary education teacher’s certificate. She spent five years as a substitute teacher before entering state government.

Lois is married to Doug Pulliam and is the mother of two children, Lesley and Rebecca, and the grandmother of four. She enjoys music, dancing, reading, wildlife and most importantly spending time with her four grandchildren. Lois has been involved in many church and community activities including teaching Sunday School, the Frankfort Women’s Christian Club, a board member of Push Early Childhood Development Center, the Simon House and the Festival of Kentucky Folk-life.

MISSISSIPPI
John K. (Buddy) Gresham - Secretary of the Senate
John (Buddy) Gresham was appointed Secretary of the Mississippi State Senate on March 1, 1999. He is a former member of the Mississippi State Senate, having served sixteen years, and chose not to run for another term. Buddy served two years in the 40th Infantry Division during the Korean War. He has worked previously in the insurance, broadcasting and health care business. Buddy attended the University of Mississippi from 1953 to 1955 and graduated from the University of Southern Mississippi in 1956 with a B.S. degree in Geology.

Buddy is a native of Drew, Mississippi, is married to Betty Overstreet Gresham, lives in Oxford, Mississippi and has three children and ten grandchildren. He is a member of the Methodist Church and is a Mason, Shriner, a member of the VFW and the American Legion.
WASHINGTON

Tony Cook - Secretary of the Senate

Tony Cook is serving his first term as the Secretary of the Washington State Senate. Tony has been employed with the State of Washington for the past twenty-six years. His various positions include: Counsel in the Senate Research Center (now - Senate Committee Services); Assistant Director of Government Relations for the University of Washington; Executive Director for the Washington Utilities and Transportation Commission (WUTC); Utilities Division Director for the WUTC; Senior Counsel to the Senate and Senior Counsel to the Legislative Ethics Board. Tony is married with two children. He grew up in eastern Washington and is a 1970 graduate of Washington State University with a B.A. degree in Political Science and is a 1973 graduate of Stanford University Law School.

Cindy Zehnder - Co-Chief Clerk of the House of Representatives

Cindy has been serving as Co-Chief Clerk of the Washington State House of Representatives since March of this year. She has had a long career in both labor relations and public service. Cindy served as Deputy Commissioner of the Washington State Employment Security Department from March 1997 to March of this year. Before coming to state government, she spent many years as an official for the Teamster Union, holding a number of positions, including Secretary-Treasurer for Teamsters Local 741 and Coordinator for the Joint Council of Teamsters No. 28. She is President of the University of Washington Board of Regents and has served on a number of other public boards and commissions. Cindy has a Master’s degree in Educational Psychology from the University of Washington.

ASSOCIATES

ALABAMA

William H. (Henry) Sheppard - Journal Clerk for the Alabama House of Representatives

Henry became a part-time employee for the Alabama Legislature in 1991 after retiring from thirty years in the insurance business. In September of 1993, Henry was hired full-time as the House Journal Clerk. He is responsible for the accurate recording of all entries pertinent to the compiling of the journals for distribution to data entry personnel and message system staff.

Henry and his wife Greta have two children and four grandchildren. His wife is an accomplished artist and has recently been published with her children’s book, Jobi.
ARIZONA

Norma Lowe - Assistant Secretary of the Senate

Norma has been recently appointed Assistant Secretary of the Senate. She has worked for the Arizona State Senate for the past fifteen years (a six month period of time was spent working for the Arizona Department of Transportation). During the past fifteen years, Norma has held each of the following positions in the Arizona Senate: File Clerk/Runner, Research Receptionist, Index Clerk, Bill Clerk, Administrative Assistant, Enrolling and Engrossing Clerk and this past session she was the Journal Clerk.

Norma enjoys spending time with the youth from her church, participating in outdoor recreation, spending time with her nephews and supporting the Arizona Diamondbacks. She has enjoyed her association with the Society and looks forward to becoming more involved as a new associate member.

VIRGINIA

Dawn B. Smith - Senior Committee Coordinator for the House of Delegates

Dawn has been employed with the Virginia House of Delegates since December 1990. She is currently the Senior Committee Coordinator in the Committee Operations Office. Dawn's duties include clerking the House Rules Committee, preparing the daily meeting calendar during session and clerking various legislative studies during the interim.

Dawn is the proud mother of two wonderful children, Corey, eleven and Lauren, six. She received a B.S. degree in Administration of Justice from Virginia Commonwealth University in 1989.

WISCONSIN

Linda J. Hanson - Assistant Chief Clerk of the Assembly

Linda was appointed Assistant Chief Clerk of the Wisconsin Assembly in September 1998. Prior to her current position, Linda has worked in a variety of capacities in state government. In 1979, she began working for Governor Dreyfus and then worked as the Word Processing Supervisor for the Wisconsin Superintendent of Public Instruction for three years. Linda returned to the State Capitol in January of 1985 and for the next thirteen years worked for members from both sides of the aisle and from both Houses, including five years with the Majority Leader of the Assembly.

Linda has found her new position to be challenging and extremely rewarding. When ASLCS was in Madison last September, she had only been on the job two weeks but thoroughly enjoyed the opportunity to meet and visit with other colleagues from around the country.
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 by phone 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; 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 member present was Sven Lindquist.

A quorum was present.

New Business

According to the Bylaws, President Denise Weeks submitted the name of Sven Lindquist to fill the vacancy of Rosie Ziemns on the Executive Committee. Dave Avant moved Sven Lindquist be appointed to the Executive Committee to replace Rosie Ziemns. The motion was seconded by Ann Cornwell and passed unanimously. Sven was cordially welcomed as a member of the Executive Committee.

Denise had received a request from Pat Flahaven to again invite retired Canadian Clerk Doug Blain to the meeting in Coeur d’Alene. Susan Schaar moved and Diane Bell seconded a motion to cover his registration fee, room and airfare of $341. The motion carried.

Sally Kittredge informed the Executive Committee that an inventory check had been done on the sweatshirts with the following on hand: no large, 8 x-large, 3 xx-large and 2 xxx-large. These would all be shipped to Idaho. ASLCS might be interested in placing an order for more sweatshirts. This would take two weeks to process. Ann Cornwell moved we order 15 large and 15 extra large sweatshirts and have them shipped to Coeur d’Alene. Judy Hall seconded the motion and the motion carried.

Denise asked if everyone had reviewed the Standing Orders. All members were in agreement with the changes in the Standing Orders.

Jeff Finch suggested that T-shirts from Dixie Sporting Goods in Virginia be supplied for the Volleyball Game in Coeur d’Alene. Susan Schaar moved 30 T-shirts be ordered for the Principals and 30 be ordered for the Associates and the payment would come from the meetings account. The motion was seconded by Ann Cornwell and carried.

No further business, the conference call was completed.

Pat Saville
Secretary-Treasurer
Executive Committee
July 28, 1999 – Indianapolis, Indiana

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; Diane Bell, Appointed Associate Member; Karl Lilly, Appointed Associate Member; Susan Schara, Immediate Past President; and Dave Avant, Past Associate Vice President. Sally Kittredge, NCSL Staff, was present. Society members present were Gwen Bailey, Carmela Bills, George Bishop, Carmen Cauthen, JoAnn Hedrick, Bruce Jamerson, Janet Jones, Millie McFarland, Norman Moore, and John Phelps.

A quorum was present.

Approval of Minutes
Ann Cornwell moved to dispense with the reading of the minutes. Jim Harry seconded the motion. Diane Bell had questions regarding the publication of the session dates in the Roster. The session dates will be published as a quick reference page in the Roster. 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 with a balance of $22,440.23 in the ASLCS Regular Account. The Special Meetings Fund has a balance of $74,548.11 and the Shared Profits Account has a balance of $19,495.00. Dave Avant moved to adopt the Treasurer’s Report and Ann Cornwell seconded the motion. The motion carried unanimously and the Treasurer’s Report will be printed in the Legislative Administrator.

Denise Weeks reported that she contacted Bill Pound, Executive Director of NCSL and discussed establishing an ASLCS Speaker’s Fund. An agreement was reached to designate $5,000 out of the Shared Profits Account for this purpose.

Old Business
Sally Kittredge reviewed the budget for the 1999 Professional Development Seminar. Susan Schara moved to adopt the budget for the Annual Meeting in Coeur d’Alene, Idaho. Jeff Finch seconded the motion and the final budget was approved.

Sally also informed the committee that the transportation cost for a 30-minute shuttle from Spokane to Coeur d’Alene would be $30. This price is a roundtrip cost which the hotel would add to the total bill.

Special Committee Reports
No Host Committee

Susan Schara reported on the No Host Committee for the Professional Development Seminar in Coeur d’Alene. The committee made a successful trip to Coeur d’Alene in May to meet with the hotel, look at the accommodations available, examine the meeting spaces, and sample the food. Susan moved that the balance of the funds needed for the meeting come from the $35,000 in the Special Meetings Account. Karl Lilly seconded the motion. The motion carried. Susan thanked everyone for their help and indicated she will be sending a letter out asking each House and Senate to participate in the “State Trivia Contest” at the Welcoming Reception by providing trivia questions and prizes from their state.
Jeff Finch asked for a clarification whether past associate vice presidents would be included in the President's dinner. Denise stated that the invitation to the President’s dinner would include all Past Associate Vice Presidents.

Committee Chair Manual

Denise stated that Joe Mayo had completed the Committee Chair Manuals and had distributed the manuals at the committee meetings earlier in the week. She expressed her appreciation to Joe and the committee for their work on the project.

Publication Standards

JoAnn Hedrick reported on the Publication Standards Committee. The publication standards for Inside the Legislative Process are final. The International Directory is ready for distribution. More changes need to be made to the Roster standards. Formatting changes need to be made to the Professional Journal and the Legislative Administrator. Standards for the website are not completed. Standard language regarding the budget will be in all publications. Final publication standards for all ASLCS publications except for the website will be presented to the Executive Committee in Coeur d’Alene. It was suggested that at the beginning of the term of the new President, an estimate of cost for each publication be presented to the Executive Committee for approval.

Bylaws and Standing Orders

Janet Jones, Chair of the Bylaws and Standing Orders Committee, presented the committee’s recommendation for a change to the Bylaws as follows:

Article IV, Paragraph 3:

Past presidents and past associate vice presidents who are members in good standing shall be ex-officio members of the Executive Committee but shall not be counted in determining a quorum nor be entitled to vote.

Susan Schaar moved and Jeff Finch seconded the motion that the Executive Committee recommends this change to the ASLCS membership and that the proposed amendment be voted on at the business meeting in Idaho. The motion carried. Susan Schaar suggested that information on the voting procedure be placed on each table at the Annual Business Meeting.

Janet Jones presented the recommended changes to the Standing Orders to the Executive Committee. It was also suggested that the Standing Orders show the terms of Committee Chairs for all the committees.

Susan Schaar moved that Section VIII of the Standing Orders include the $5,000 Speaker’s Fund that Denise Weeks had negotiated with NCSL. Judy Hall seconded the motion and the motion carried.

Denise suggested that ASLCS review their representation on the Legislative Staff Coordinating Committee. She expressed her concerns that at present the President and the Immediate Past President rather than the President and the President-Elect represent the Society. The consensus of the Executive Committee was that the transition would be beneficial to the Society. The committee decided to defer any action.

Susan Schaar moved to approve the recommended changes to the Standing Orders and that the changes be printed in the Roster. Jeff Finch seconded the motion and the motion carried. No changes were suggested at this time regarding Archives or Mason’s Manual Revision Commission.

International Communication and Development

Carmela Bills, Chair of the International Communication and Development Committee, reported the completion of the International Directory and recommended that 350 copies with a blue cover be printed. The directory has been translated in English, Spanish and French. Copies of the directory will be mailed with a cover letter from the President to each principal member of each association listed in the directory. Copies will be sent to the members of ASLCS International Communication and Development Committee.
and ASLCS Canadian-American Relations Committee and two copies to the Archives. The President reported that she had taken an advance copy of the directory to the Australian Clerks when she attended their meeting and they were excited about the publication. Denise stated that the Australian Clerks were preparing for their first Professional Development Seminar in January 2000 in Adelaide, Australia and that they had extended an invitation to all members of ASLCS to attend.

Ann Cornwell moved that the International Directory be approved. July Hall seconded the motion. The motion carried.

The committee also requested the International Directory be posted on the ASLCS website. Ann Cornwell made the motion with Susan Schaar seconding and the motion carried. It was suggested that Tim Madel, Chair of the Technology and Innovation Committee, check on linking this to other websites.

A discussion was held regarding extending invitations to international guests to attend the Joint Canadian-American Meeting in Austin, Texas in September. JoAnn Hedrick stated some concerns that had arisen in the past regarding this issue. After discussion, the general consensus was that since ASLCS was the host this year, the Society was at liberty to extend invitations to members of other Clerks’ organizations. Susan Schaar moved, seconded by Judy Hall, that ASLCS invite three members of ANOMAC (compensation not included) to attend the joint conference in Austin. The motion carried. Denise stated that John Evans, Clerk from New South Wales, Australia, had requested an invitation be extended to their organization for representation.

President’s Manual

Susan Schaar reported that she will meet with Jeff Finch and Sally Kittredge on updating the President’s Manual with the No Host State portion and will report on this in Idaho.

New Business

John Phelps, Clerk of the House in Florida and new Staff Chair of NCSL, reported on plans for the future of staff sections within the Legislative Staff Coordinating Committee. Several projects are planned:

1. Portrait of legislative chambers of all states as a coffee table book to preserve our place in history along with the History of each Chamber.

2. Appointing a Task Force to work on attracting and retaining the best people in our business including seeking college students. This could be done with a brochure:
   - describing the special commitment to an idea or way of life
   - showing that it is not an easy occupation but there are rewards
   - describing the scope of legislative staff work.

3. Multistate Legislative Document Management Solution Project to collectively organize and find common structural elements to provide a common document model


John also suggested that with the new unifying design theme of the NCSL that our website should match NCSL’s. John also wanted ASLCS members to know that the NCSL leadership applauded our action on scholarships for the Legislative Staff Management Institute and would appreciate our promoting LSMI in our staff section.

John announced that two clerks had been elected to the NCSL Executive Committee, Susan Clark Schaar, Clerk of the Senate in Virginia, and Carole Peterson, Chief Clerk of the House of Representatives in Utah. Also, Ramona Kenady, Chief Clerk of the House of Representatives in Oregon, has been named Staff Chair of ASI and JoAnn Hedrick, Chief Clerk of the House of Representatives in Delaware, has been named Staff Vice Chair of the Legislative Effectiveness Committee.

The President reported the Executive Committee approved, via fax poll, the LSMI
Scholarships for Jeff Finch and Marilyn Eddins and that payment had been sent from the Shared Profits Account. Jeff, Marilyn and Pat Saville are preparing a report on LSMI for the meeting in Coeur d’Alene.

Denise further reported that the Executive Committee had approved, by fax poll, that the Spouse Fee be set at $135 for the fall meeting.

Via fax poll, airfare cost of $1,297.47 was approved for the President to represent the Society at the 30th Conference of Presiding Officers and Clerks of Australia held in Suva, Fiji.

Sally Kittredge brought up the topic of contributor signs for the fall meeting. Following discussion, Susan Schaar made a motion for a budget of $500 for signs for annual meetings. Jeff Finch seconded the motion and the motion carried. All donors would be listed on a sign displayed by the registration table with additional signs made for each special event and also all donors will be listed in the program.

Other Business

The President reported that the committee to select the Legislative Staff Achievement Awards had received several nominees for the award. The committee reviewed all the nominations and selected Karl Lilly, Assistant Clerk of the Senate in West Virginia and Elizabeth Isaacson, Chief Clerk of the House of Representatives in Iowa, as the recipients. Denise again congratulated the winners and thanked the committee. It was suggested that the recipients be included in the Roster.

Per the Standing Orders, those attending the meeting in Durango, Mexico would be Dave Avant, Carmela Bills and Denise Weeks. Dave Avant moved that Carmela Bills be reimbursed instead of himself as the designee for the Associate Vice President. Susan Schaar made a substitute motion for Sally to send a fax poll to the Executive Committee once Denise, Dave and Carmela submitted expenses. This would also apply to the reimbursement for the Associate Vice President and the Chair of the Canadian-American Relations Committee to attend the Clerks-at-the-Table meeting. Ann Cornwell seconded the motion and the motion carried.

Sally Kittredge was requested to investigate the possibility of obtaining reprinted copies of “Cushings’” and “Hughes’” parliamentary manuals through NCSL.

Gwen Bailey reported that the Legislative Administrator was printed courtesy of the State of Illinois.

Adjournment

With no further business, the meeting was adjourned.

Submitted by Pat Saville, Secretary-Treasurer
Beginning Balance (as of November 2, 1998) $41,758.97

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| 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
Pat Saville, Secretary-Treasurer (Supplies) 121.36
Insufficient Funds (Oklahoma Tornado) 20.00
Rep. Joan Greenwood (Oklahoma Tornado) 765.00
Kay McEwen Ridgley (Oklahoma Tornado) 765.00
Sharon Veazey (Oklahoma Tornado) 765.00
Stephanie Richardson (Oklahoma Tornado) 765.00
Jerry Eaves (Oklahoma Tornado) 765.00
Julius Schallermuller (Oklahoma Tornado) 765.00
Michael Kiefner (Oklahoma Tornado) 765.00

Less Total Disbursements $44,340.74

Ending Balance General Account $22,440.23

Submitted by Pat Saville, Secretary-Treasurer
Bylaws and Standing Orders

Eleven members attended the NCSL Meeting of the Bylaws and Standing Orders Committee in Indianapolis on July 24, 1999.

The previous changes in the Bylaws and Standing Orders were reviewed prior to the presentation to the Executive Committee.

Additional changes were made to correct any omissions and typographical errors. Adjustments in wording were also made in some instances.

The Index was also reviewed to indicate that all changes in the Bylaws and Standing Orders were properly reflected in the index.

The Publication Standards and Mason’s Manual sections will be completed at the Professional Development Seminar in October. Archives material will not be available for the committee this year.

Janet Jones thanked the committee for their hard work and dedication to the committee this year.

Members present: Janet Jones, KS, Chair; Karl Lilly, WV, Associate Vice Chair; Diane Bell, FL; Jim Harry, IL; Millie MacFarland, ME; Steve Marshall, VT; Joe Mayo, ME; Susan Schaar, VA; Butch Speer, LA; Karen Wadsworth, NH; and Larry Warden, OK.

Inside the Legislative Process

The Committee met Saturday afternoon, July 24, 1999, in Indianapolis, Indiana.

Members attending were Ann Cornwell, Chairman, AR; Carmen Cauthen, NC; Tara Perkinson, VA; Jacque Sneddon, NV; Laura Clemens, OH; Matt Schuler, OH; C. J. Beaty, FL; Ann-Marie Sweeney, PA; and Brenda Erickson, NCSL.

The committee reviewed the list of states that had responded to survey that was sent to our membership on the duties of the Chief Clerk or Secretary earlier this year.

The committee divided the list of states that had not responded to the survey and planned on contacting each state by e-mail or by phone to encourage the completion of the survey to be mailed to Brenda Erickson at NCSL. If a state has misplaced the survey, Brenda will mail them a new one to fill out.

It is the committee’s hope that the survey questionnaire will be finalized by August 31, 1999. If everyone will try his or her best to complete the survey and return it to Brenda, 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 that the survey include information regarding the Chaplain and prayer practices in Chambers, and teleconferencing and video conferencing in Chambers and committee rooms.

Respectfully submitted,
Ann Cornwell, Chairman
Membership and Communication

The Committee was called to order by Chair, Norman Moore, Saturday, July 24, 1999 at 1:00 p.m. at the Annual Meeting of NCSL at the Indianapolis Convention Center in Indianapolis, Indiana. Members present were Norman Moore, Chair, AZ; JoAnn Hedrick, Vice Chair, DE; Ann Clark, CT; Carmela Bills, VA; Janet Pruitt, NC; and Norma Lowe, AZ. Also in attendance were Denise Weeks and Sally Kittredge.

After a brief welcome and introduction, the minutes of the previous meeting in Chicago were approved with a correction of the date of the meeting. The Chair then reported that as of July 1, 1999, the Society had thirty-three new members. Members commented that the communication system that was developed by dividing the country into regions and having region coordinators contact other committee members and the other assigned Society members had, in fact, improved communication during the past year.

The prime focus of the discussion and the decisions made by the committee related to the New Member/ New Attendee Orientation for the Annual Meeting and Professional Development Seminar in Coeur d'Alene, Idaho. The Chair reported that New Member Orientation would be on Friday, October 22, 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. The committee continued discussion from previous meetings about the possibility of using two different colored badges for new members and new attendees. The committee decided, after lengthy discussion, that two separate colored badges would not be in the best interests of making everyone feel welcome and a part of the activities at the Society. New members and new attendees had not been treated differently in the past and to do so now might have a negative impact on new attendees. Following a brief discussion of some of the proposed items on the orientation agenda, the agenda was approved as follows: welcome and introduction by the committee chair, icebreaker, message from the President (including an introduction of the Executive Committee, an explanation of business meetings and an explanation that ASLCS meetings are more than just a perk), introduction of new members and new attendees by sponsors, Introduction of Committee Chairs and a brief explanation of the committees, an explanation of the organization of NCSL/ASLCS, questions and answers followed by lunch on your own. Sponsors and their “buddies” will be encouraged to go to lunch together.

Meeting adjourned.

Respectfully submitted,
Norman Moore, Chair
Technology and Innovation

Members present: Cheryl Laube (AZ), Carolyn Tinkle (IN), Rocky Kilgore (IN), George Bishop (VA), Bruce Jamerson (VA), Jeff Finch (VA), Stephen Arias (NM), Judith Rodrigue (CO), Donna Doyle (WI), Moni Rohr (WI), Sheila Ryan (IL), Mary Lou Holsapple (IL), Linda Hawker (IL), Dave Avant (AL), Glenn Knepp (LA), Patty Dicks (CO), Georette Aberle (CO), Betty King (TX), Sharon Carter (TX), Frank Caggiano (SC), Sharon Snyder (ME), and Judy Barrows (ME).

The meeting was called to order.

Minutes of the spring meeting in Chicago were approved.

Sally Kittredge from NCSL gave a brief presentation on the proposed new NCSL website design and how the ASLCS could fit in. A major benefit would be the ability to do a key word search of the whole NCSL site; a possible disadvantage is that we could be limited in the appearance of the site and some of the functions we currently use might change. The new design received generally favorable response, with an interest in seeing more details before making a recommendation on whether to make the ASLCS website an integral part of the NCSL website.

A list of the possible concurrent sessions at the ASLCS annual meeting in Coeur d’Alene was passed around so committee members could sign up as moderators or panelists. Several members did volunteer, but more are needed to present the topics we suggested to the Program Development Committee. Anyone interested can review the topics and sign up on the ASLCS website. It was mentioned that the number of hits per month has more than doubled since the Idaho Program Ideas page was added to the site.

A list of the members signed up for the ASLCS list serve was passed out - there are currently about 98 members from approximately 31 states.

The meeting was adjourned.

Respectfully submitted,

Judy Barrows, Associate Vice Chair
International Communication and Development

The International Communication and Development Committee was called to order by the Chair, Carmela Bills, at the NCSL/ASLCS meeting on Saturday, July 24, 1999, in Indianapolis, Indiana. The following members were present:

Bills, Carmela (VA)  Carter, Sharon (TX)  Mayo, Joseph (ME)
Marshall, Steve (VT)  Cornwell, Ann (AR)  Pruitt, Janet (NC)
Arias, Steve (NM)  Hedrick, Jo Ann (DE)  Skaar, Susan (VA)
Avant, David (AL)  King, Betty (TX)  Sweeney, Anne (PA)
Bell, Diane (FL)

The minutes of the last meeting held April 24, 1999, in Chicago, Illinois were adopted.

The Committee reviewed and approved the final draft of the International Directory. It was decided to have 350 copies printed with a blue cover. Copies of the directory will be mailed with a cover letter from the President, Denise Weeks, to each Principal member of each Association listed in the directory. Copies will also be sent to the members of ASLCS International Communication and Development Committee and ASLCS Canadian-American Relations Committee. Two copies will be sent to the Archives. The committee will request from the Executive Committee that the International Directory be approved and that the directory be posted on the ASLCS website.

The Committee discussed the ANOMAC conference. The Chairman reported that the conference will be held in Durango, Durango, Mexico on August 12-15, 1999. The members designated by the President, Denise Weeks, to accompany her to the conference were Dave Avant, Immediate Past Associate Vice President (AL) and Carmela Bills, Chair of the International Communication and Development Committee (VA). Steve Arias, Chief Clerk of the House of Representatives (NM), will also be attending the conference. The attendees met, developed the presentation guidelines, and selected the following topics for the presentations: Denise, "How to Prepare for Session"; Dave, "How a Bill Becomes a Law in Alabama"; and Steve, "How to Prepare the Journal". Carmela will have these presentations translated into Spanish for the conference.

There was also some discussion on the Joint Canadian-American Conference that will be held in Austin, Texas, September 8-12, 1999. Sharon Carter (TX) gave an update on the schedule and program of the conference. The committee will recommend to the Executive Committee that three members from ANOMAC be extended invitations to this conference.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Carmela C. Bills
Chair
Legislative Administrator

The meeting of the Legislative Administrator Committee was called to order on Saturday, July 24, 1999 by the Chair. The following were in attendance: Gwen Bailey, VA, Carmen Cauthen, NC; Laura Clemens, OH; Linda Hawker, IL; Janet Jones, KS; Matt Schuler, OH; Larry Warden, OK; and Brenda Erickson, NCSL. Denise Weeks, NC, ASLCS President, was also in attendance. The minutes of the spring meeting held in Chicago, Illinois were approved as submitted.

Copies of the 1999 Spring issue of The Legislative Administrator were distributed and discussed. The article on new clerks and secretaries, slated for the spring issue, was delayed until the summer issue at the request of the Membership and Communications Committee. The spring issue of The Legislative Administrator was printed courtesy of the Illinois Printing Unit.

The contents of the summer issue were outlined and discussed. Suggestions for articles were numerous and included chamber renovations, multi-state project, state Y2K preparations, an Ohio project, state holidays, travel articles, and the committee staff interviews. There is also the possibility of an article from the Mariana Islands.

September 1st is the deadline for submitting articles for the summer issue. All articles submitted after the printing of the summer issue will be given to the 1999-2000 Legislative Administrator Committee.

There being no further discussion, the meeting was adjourned.

Respectfully submitted,
Gwen Bailey, Chair

Site Selection

The Site Selection Committee met briefly with the following members present:

Jim Harry, Illinois
Bruce Jamerson, Virginia
Millie MacFarland, Maine
Butch Speer, Louisiana
Karen Wadsworth, New Hampshire

Having previously agreed to help staff the Hospitality Suite for the Professional Development Seminar in Coeur d’Alene, the committee reviewed the proposed schedule for the hours of operation. There was a general consensus that two people would be needed for each two hour block of time. Committee members will be contacted about staffing the Hospitality Suite. Some states have offered to take on the responsibility for an entire evening.
Support Staff

The meeting of the Support Staff Committee was called to order by Vice Chair, Ann M. Clark on Saturday, July 24, 1999 at 1:45 P.M. in Indianapolis, Indiana. Present: Georgette Aberle, CO; Judy Barrows, ME; C.J. Beaty, FL; Hogan Brown, SC; Frank Caggiano, SC; Donna Doyle, WI; Jeff Finch, VA; Cheryl Laube, AZ; Karl Lilly, WV; Norma Lowe, AZ; Norman Moore, AZ; Judy Rodrigue, CO; Moni Rohr, WI; Sharon Snyder, ME.

The committee received a status report from Sally Kittredge on the posting of Staff Position Descriptions to the ASLCS web page. Ms. Kittredge reported that she expected the position descriptions to be posted to the Web by the end of August 1999 in database format. The database is expected to be active in time for the Fall Professional Development Seminar in Coeur d'Alene, Idaho.

The committee continued discussion from the Winter and Spring meetings on the merits of distinguishing between new members and new attendees on nametags. It was agreed that there would be no distinction between new members and new attendees in the ribbons worn. Norman Moore (AZ), Chairman of the Membership and Communications Committee, articulated his support for that position. Mr. Moore further reported that his committee plans to keep ribbon colors the same as in previous years while also providing a guide to ribbon colors in the Fall Professional Development Program. Mr. Moore also reported that attendees at the Fall meeting would not be pre-assigned ribbons. It was decided that, at the time of registration, attendees would have the option of choosing the ribbon category that best described their responsibilities.

The committee revisited discussion from the Spring meeting on working plans for program development for the Fall meeting. The committee discussed the format and topics of the staff breakout session as well as thoughts on the structure of the job fair. There was general agreement that the breakout session would be more formal with a moderator and a syllabus to provide direction. The job fair would be a separate meeting with an informal structure allowing attendees more opportunity to exchange information. In addition, there was discussion on having legislative publications available at the job fair. The following ideas were offered as topic areas for the staff breakout session:

- Chamber Automation & Floor Amendments
- Information Sharing: Internet/Intranet
- Integrated Systems – Sample Cases: (1) Minnesota handled a 600-page bill as an electronic bill (2) In Connecticut the Senate can take up an Emergency Certified House bill before the House does if the Speaker grants permission. Question: Who has possession?
- Sole source entry of legislative data feeding multiple legislative publications/programs.

Judy Rodrigue (CO), Chair of the Program Development Committee, requested continued Support Staff input in developing the staff group breakout sessions. Ms. Rodrigue expressed specific interest in staff breakout session topics as well as direction from the Support Staff Committee on the names of associates who would serve as moderators and panelists during breakout sessions. It was agreed that Ms. Rodrigue would be offered assistance from the Chair and Vice Chairs of the Support Staff Committee.

There being no further business, the meeting was adjourned at 2:20 P.M.

Respectfully Submitted,
Ann M. Clark, Vice Chair
Canadian-American Relations

The Canadian-American Relations Committee met on Saturday, July 24, 1999 at the convention center in Indianapolis. The meeting was called to order by the Vice-Chair, Sharon Carter.

The following members were present: Dave Avant, AL; Ann Cornwell, AR; Jim Harry, IL; Carolyn Tinkle, IN; Joe Mayo, ME; Stephen R. Arias, NM; Janet Pruitt, NC; Ann-Marie Sweeney, PA; Betty King, TX; Sharon Carter, TX; Robert Haney, TX; and Steve Marshall, VT.

Discussion focused on the upcoming 1999 Joint Canadian-American Clerks Conference, scheduled for September 9-11 in Austin, Texas. The committee was notified that an invitation letter, along with registration materials and a preliminary agenda had been sent to all principals in ASLCS and to the members of the Canadian Association of Clerks-at-the-Table. The committee discussed the invitation of members of ANOMAC to the conference, and, based on past discussions of the Canadian-American Relations Committee and the Executive Committee of ASLCS, the committee agreed that it had been determined that an invitation would be extended for three members of ANOMAC to attend the Joint Canadian-American Clerks Conference. President Denise Weeks offered to carry the letters of invitation when she attends the ANOMAC Conference in Durango, Mexico in August. The committee briefly discussed a suggestion made during the spring meeting in Chicago that the conference program include two luncheon presentations, one on the Palestinian Legislative Council and one on the American/Canadian staff exchange program. The committee agreed that any luncheon presentations included in the program would be informal presentations. The committee was reminded that volunteers are still needed to participate in the panel discussions for the conference. Sally Kittredge informed the committee that she had only received five registrations for the conference. It was recommended that a reminder regarding the conference be sent to the principals of ASLCS and to the members of the Canadian Clerks-at-the-Table. There being no further business, the meeting was adjourned.

Respectfully submitted,
Sharon Carter

Professional Journal

The Professional Journal Committee met in Indianapolis, Indiana during the 1999 NCSL Annual 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 Steve Marshall, VT.

The committee received an update on the status of the summer edition of the Journal. Four articles have been received and reviewed by the editorial board. The editor will be in touch with the authors to discuss minor revisions, and the summer edition should be completed by the end of August.

The committee discussed various ways of soliciting articles from ASLCS members and from members of the other NCSL staff sections. In addition, the Committee discussed various topics for future issues.

Meeting adjourned.
Respectfully submitted,
George Bishop, Chair
Program Development

Present: J. R. Rodrigue, CO, Chair; Donna Doyle, WI, Associate Vice Chair; Bruce Jamerson, VA; Jeff Finch, VA; Moni Rohr, WI; Karen Wadsworth, NH; Janet Jones, KS; Cheryl Laube, AZ; Patty Dicks, CO; Georgette Aberte, CO; Norman Moore, AZ; Mary Lou Holsapple, IL; Sheila Ryan, IL; Judy Barrows, ME; Hogan Brown, SC; Larry Warden, OK; Ann Clark, CT; Jacque Sneddon, NV; JoAnn Hedrick, DE; Linda Hawkins, IL.

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

The preliminary program for the ASLCS fall meeting in Coeur d' Alene, Idaho, is available on the ASLCS website. The site contains a “hot link” to J. R. Rodrigue for anyone interested in participating in the program as either a moderator or a panelist. Everyone is encouraged to check out the site and review the topics.

The thrust of the Winter and Spring meetings was to set up the concurrent sessions and the way those sessions should be presented. It had been suggested that it would aid members in choosing sessions to attend if they had more information on what a session would cover. The moderator and panelists should discuss what they will be bringing to the session and together they should create a syllabus. The moderator should ask the audience before the session begins what they are hoping to gain from the session and those points should be addressed. The idea is to make the sessions relevant. Handouts should be provided if possible and should be placed on the web after the meeting for those unable to attend or those looking for information at a later date.

Judy Barrows suggested that the moderator could ask for a volunteer to take notes at the session if appropriate. These notes could also be added to the website.

The Chair asked if any of the concurrent sessions listed should be eliminated or if any others should be added. It was suggested that instead of having a session on XML and the new multi-state effort in that area, it might be more effective to have a member of the committee make a report to ASLCS.

The Chair encouraged all members of the program development committee to sign up as either a moderator or a panelist. A list of sessions was distributed for the committee's consideration.

Speakers for the Fall meeting will include Mr. Peter Stark, who will address “Effectively leading organizational change.” Mr. Sandy Peterson was delighted to speak about “How technology affects parliamentary procedure.” Mr. Peterson would encourage anyone with a specific question or situation on this topic to e-mail him prior to the conference.

Finally, members were again encouraged to volunteer early. Moderators and panelists need to work together to develop a program by developing questions and getting responses from a variety of sources, large and small states, full and part-time legislatures, etc.

Anyone with questions or concerns should call or e-mail the Chair, J. R. Rodrigue. 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, C. J. Beaty, on July 24, 1999 at the Indianapolis Conference Center, Indianapolis, Indiana.

In attendance: C. J. Beaty, FL, Co-Chair; Diane Bell, FL, Co-Chair; Dave Larson, KS; Karl Lilly, WV; Norma Lowe, AZ; Laura Clemens, OH; and Brenda Erickson, NCSL.

The meeting began with the approval of the minutes from the April 24th Spring meeting in Chicago, Illinois.

Co-Chair Beaty expressed appreciation to all committee members who have assisted in getting information together for the Roster. She informed members present that the Executive Committee had approved the half page in the Roster with an addition of two entries. Add “Professional/Legislative Experience” to the principal page and an entry with session dates for each state. The principal’s page would be re-formatted to allow for additional space required for the new entry on the half page. She also informed the members present that information was slow coming in and she and Co-Chair Bell would begin a telephone campaign when they returned from the NCSL meeting. The original deadline was June 30 for all information to be returned for the new Roster.

There being no further business, the meeting was adjourned.

Publications Standards

The Publications Standards Committee met during the NCSL Annual Meeting in Indianapolis on Saturday, July 24, 1999. The following were in attendance:

JoAnn Hedrick, Chair, DE; Gwen Bailey, VA; C. J. Beaty, FL; Diane Bell, FL; George Bishop, VA; Carmen Cauthen, NC; Sally Kittredge, NCSL; and Denise Weeks, ASLCS President, NC.

The main focus of our meeting was scheduled to be the standards for the ASLCS website. Tim Madel had drafted proposed standards and forwarded them to committee members. Due to airline scheduling problems, Tim had not arrived in Indianapolis at the time of our meeting. In fairness to him, we postponed reviewing his draft until the Annual Professional Development Seminar in October.

The next set of standards we reviewed was for the Roster and Reference Guide. There was much discussion regarding the “current position” entry currently in the Roster for Associate Members. It was the decision of the committee that the wording “year appointed/elected to current position” would more accurately describe the intent of that entry.

Other than some formatting changes, the only change to the current draft of the Roster guidelines was the addition of Session dates for each Legislature in Section 3.

We then reviewed the proposed standards for the International Directory. As a result of the International Communication and Development Committee meeting held earlier in the day, the circulation section of the draft was revised.

Sally questioned the language regarding the budget which is uniform in all of the standards this committee has been reviewing. The standards state that the publications “will be produced within the budget authorized by the Executive Committee...”. Sally suggested that this is not the current practice.

The committee thought this requirement could be fulfilled by the President when
new committee chairs are appointed. Based on expenses for the current year, the President can give the chairs a ballpark figure. If publishing costs will exceed that figure, Executive Committee approval shall be requested.

Sally and Denise will make sure that President-Elect Jim Harry is aware of this provision and JoAnn will include it in her report to the Executive Committee later in the week.

The standards for the Professional Journal and the Legislative Administrator require only formatting changes.

The standards for Inside the Legislative Process had been approved at our earlier meeting in Chicago.

Having completed all of the business before the Committee, the meeting was adjourned.

Respectfully submitted,
JoAnn M. Hedrick, Chair
“BULA FIJI”

by Denise Weeks, NC

With thoughts (and hopes) of a shorter than usual legislative session in North Carolina, I met with House Speaker Jim Black and informed him I had been invited to attend the 30th Conference of Presiding Officers and Clerks hosted by the Parliament of Fiji Islands. This was the beginning of June. Speaker Black had begun this session stating that the N.C. House could adjourn by the first week of July. My travel was approved and I was excited about this wonderful opportunity!

My husband, Henry, decided that this was one conference to which he should accompany me. As the departure date drew closer - the Speaker kept asking, “when is it you leave?” This was Speaker Black’s first term as Speaker. I continued to assure him that he would do a great job and that my staff was very capable. I also continued to hope for an early adjournment.

July 14th arrived, Henry and I left, and the N.C. General Assembly was still in session. Some 19 hours after leaving Raleigh, we arrived in Nadi, Fiji. We spent the night near the airport - and we were off the next morning to Suva for the pre-conference tour.

Mary Chapman, Secretary General to Parliament, had taken care of every detail for the arrival of delegates. We were greeted at the airport and transferred to our hotel. We had some time to walk about the city and do some shopping before dinner at Parliament Bure. Henry was really fascinated by the cannibal forks and neck breakers that were prevalent in the shops. Once we officially registered for the conference he was delighted to find that his “conference gift” included a neck breaker!?!?

On Saturday, we spent the morning touring and inspecting the Government Buildings, Forum Secretariat, and a Women’s Crisis Center. We enjoyed morning tea and refreshments at a government school for girls, Adi Cakobau School. The young girls seemed to enjoy our visit as much as we did. The entire school took part in the celebration. Many were dressed in native costumes and danced, while others provided the music and food. We were hosted at lunch by the Australian Embassy followed by a tour of the Parliament House. For evening cocktails, the Vice President of Fiji, His Excellency Ratu Josefa Iloilo, hosted us at Borron House. On Sunday, the delegation traveled to Korolevu. The Warwick Hotel was the site for the conference. Sunday evening, Henry and I made reservations at one of the hotel’s restaurants, “The Wicked Walu”. As we entered the restaurant, which overlooked the beautiful South Pacific, we were introduced to kava and the tradition for drinking it. I have yet to find it offered in North Carolina and I know why.

On Monday, the conference officially opened with formal proceedings. Photographs of delegates were taken then photos of partners. Prior to breaking for morning tea, the Honorable Dr. Apenisa Kurisaqila, Speaker of the Fiji House of Representatives and Co-Chair of the Conference, declared the remainder of the conference to be “bula” dress.
Needless to say the gentlemen were delighted to shed the jackets and ties. Fiji’s winter temperatures were in the 80’s.

The delegates attending this annual conference encompassed members of parliaments and clerks of the Australian and Pacific regions, with approximately 52 participants. There were five observers present, including myself. One of the first orders of business was to have the observers join the delegates at the conference table. The sessions were quite different from those at ASLCS meetings. The participants deliver prepared papers, then are open to questions and discussion. Even though our systems of government are different, there are commonalities: public accountability; increased access by the community; rights of members of the minority; confidentiality; conduct of debate; joint committee meetings; the use of computers in the chambers; control in the House; and the power to send for persons, papers and records. Each of these could just as well appear on the agenda at our conference. My attendance at the conference was definitely an educational opportunity... and the learning was not limited to the conference sessions.

The remainder of Monday and Tuesday the delegates spent in conference sessions with breaks for morning tea, lunch and afternoon tea. My “partner” - namely Henry - spent his days snorkeling or lounging by the pool. Most evenings were spent outside under the stars at events hosted in our honor. Tuesday evening, the Warwick Hotel hosted us for cocktails… the only stipulation was that we all wear the “sulu” the hotel had provided for inclusion in our gift bags. You might imagine the conversation that arose from the guys trying to determine the proper length at which they should be worn and what was worn underneath. There were lots of photos of men in skirts!

On Wednesday we were given the choice of an adventure to Robinson Crusoe Island or joining a fish drive with a local village. We opted for the adventure. Our group spent the day snorkeling, hand line fishing, swimming or just relaxing under the palms in a hammock. We enjoyed a delicious lunch and saw some of the locals fire walk. The day was a delightful respite… not a bad idea to take a day off! This just happened to be the same date that N.C.’s legislative session finally adjourned.

Thursday, July 22nd, I celebrated my birthday by attending the last day of conference sessions. At the close of the day’s session, the observers were encouraged to make remarks. I was very proud to be able to represent the American Society of Legislative Clerks and Secretaries at this conference.

In order to be in Indianapolis on July 23 for the meeting of Mason’s Manual Commission, it was necessary for us to depart the hotel before the scheduled closing conference dinner. We had a two-hour shuttle to the airport. Our flight departed at 11:30 p.m. Thirty minutes after departure we crossed the international dateline and yes, it was July 22nd, my birthday, all over again. I tried to convince Henry that such an occasion warranted another present! It is my hope that ASLCS will continue to develop a bond with the Australian Clerks. You can all take an active role in this effort. The Australian Chapter of Clerks-at-the-Table has extended an invitation to all members of our Society to attend their first conference in Adelaide, January 2000. The invitation and conference information follows in this issue of the Administrator.
Society of Clerks at the Table
Australian Chapter

Professional Development Seminar

Ms. Denise Weeks
President
American Society of Legislative Clerks and Secretaries
Email: denise.weeks@ncsl.org

Dear Denise:

Attached is an invitation to attend the inaugural Professional Development Seminar of the Australian Clerks to be held in Adelaide, South Australia from 23 to 26 January 2000.

We would be pleased if you or your colleagues were able to attend and share this occasion with us. Please feel free to seek further information if you need it. We would be more than happy to help put together a wider program in Australia.

Kind regards,

G.D. Mitchell
CLERK, HOUSE OF ASSEMBLY
6 August 1999
Society of Clerks at the Table
Australian Chapter

Professional Development Seminar

Officers of all Australian Houses are invited to attend the inaugural Professional Development Seminar in Adelaide from Sunday 23 to Wednesday 26 January 2000.

The draft program is as follows:

Sun 23 Jan  Delegates arrive  
6.30 pm      Informal Reception

Mon 24 Jan   9.00am - 12.30pm  Seminar
             2.00pm - 4.30pm  Workshop A - Towards an electronic Parliament
             Evening free
             Workshop B - Security implications in the future

Tues 25 Jan  9.00am - 12.30pm  Seminar
              2.00pm - 4.30pm  Chapter meeting/House reports
              7.00pm        Seminar dinner

Wed 26 Jan   Optional day tour probably to the Barossa Valley
             Delegates disperse

Seminar topics are invited from each House to be presented by individual delegates on behalf of their House. Without limiting topics in any way some suggestions already made include – Committees: Are they achieving their objectives?, training schemes for potential Clerks, printing services and parliamentary papers, public relations and employment of Committee staff. In addition, there will be a general meeting of the Australian Chapter (our first), short round table reports from each House and specialist workshops.

Intending delegates must register by 30 November with Ms Dianne Peacock at Parliament House, Adelaide. A registration form is attached.
Spouses/partners are welcome and a program will be put together for them when numbers are known.

The venue is the Royal Coach Motor Inn on the eastern fringe of the parklands surrounding the city. Delegates are responsible for their own costs for air fares, accommodations, and meals, etc. outside the functions listed in the program. The registration fees will cover incidental costs and hospitality.
SOCIETY OF CLERKS

AUSTRALIAN CHAPTER
PROFESSIONAL DEVELOPMENT SEMINAR

REGISTRATION FORM

Name: ________________________________________________________________

Parliament: ............................................................................................

House: .................................................................................................

Position Held: ....................................................................................... 

Contact:  Phone: ........................................ Fax: ....................................

Email: ..........................................................

YES   NO

I would like to attend the Professional Development Seminar
In Adelaide from 23 to 26 January 2000.  ___________________  ____

I will be accompanied by my spouse/partner. ______________________  ____

I would like accommodation booked at the
Royal Coach Motor Inn. ____________________________________________

I would like to undertake the optional bus tour on
Wednesday, 26 January 2000.  ______________________  ____

Registration Fees

Delegate - $100.00
Spouse - $ 50.00
Optional Bus Tour- $ 35.00 per person

Please forward completed Registration Form (together with payment) by
30 November 1999 to:

Ms D Peacock, GPO Box 572, Adelaide 5001
Phone: (08) 8237 9388  Facsimile: (08) 8237 9368
Email: assembly@parliament.sa.gov.au

Page 36  The Legislative Administrator
South of the Border
(Down Mexico Way)

By Carmela C. Bills, VA; Chair
International Communications and Development Committee

At the invitation of Jose Antonio Garcia Becerra, President of ANOMAC, four members of ASLCS attended the Third Annual Meeting of ANOMAC (Association of Chief Clerks of Mexico’s State Legislatures and the Federal District of Mexico) in Durango, Durango, Mexico, August 11 – 15.

Accompanying ASLCS President Denise Weeks, Principal Clerk of the North Carolina House of Representatives were Dave Avant, Administrative Assistant to the Alabama Secretary of the Senate, Steve Arias, Chief Clerk of the New Mexico House of Representatives and I, Chairman of the ASLCS International Communications and Development Committee.

The city of Durango is the capital of the State of Durango, one of 32 states constituting the country of Mexico. With a population of 500,000, the capital city contains one-third of the total population of the State of Durango. Like its sister states, the government of the State of Durango is composed of an Executive branch, headed by a Governor; a Judicial branch, whose jurists are appointed by the Governor; and, a Legislative branch embodied by a unicameral Congress, with a Speaker as its presiding officer. The Durango Congress is composed of 25 members; each elected to a three-year term. Members cannot serve successive terms in office. The Governor of Durango is elected to a six-year non-successive term.

Durango is best known as the shooting locale for hundreds of motion pictures of the Western genre. One of the oldest movie sets still visible is the Villa del Oeste (also known as Rancho Howard). An actual Mexican village “discovered” by John Wayne was turned into a movie set and used for more Hollywood westerns than any other Durango location. The most intact local set is one constructed to represent the town of Los Alamos, New Mexico, for the filming of Fat Man and Little Boy starring Paul Newman. Many movie sets remain standing, and are a popular tourist attraction.

The reception we received at the Durango airport was overwhelmingly hospitable. We were met by the President of ANOMAC, Jose Antonio Garcia Becerra, as well as the Chief Clerk of the Durango Congress, Marco Antonio Guereca Diaz, and his assistants. We learned that our hotel was used primarily for foreign “dignitaries”, a title we found more flattering than accurate. Our hosts afforded us every kind and thoughtful gesture, and each day fresh flowers and baskets of fruits and cheeses were delivered to our rooms, courtesy of the Governor, the Speaker of the House and the Mayor of the city of Durango.

Our first morning began with a trip to the television studios to be interviewed regarding our visit to Durango and our roles in our respective legislatures. This was the first
of two such television interviews that day, as the Durango news media gave extensive coverage to the ANOMAC Conference.

Meetings were held at the Ricardo Castro Theatre, located in the city’s historical district. The opening session included welcoming addresses from the Speaker of the Congress and the Governor of Durango. The keynote speaker was Dr. Manuel Gonzalez Oropeza, who spoke on “Strengthening the Legislative Power”. A luncheon, sponsored by the Speaker, Jose R. Aispuro Torres, was held at an old inn called Meson de Santa Anna. We then returned to meetings for the remainder of the afternoon. Dinner that evening, hosted by the Mayor of Durango, Ismael Alfredo Hernandez Deras, was at an old hacienda outside of Durango. This dinner, like all of the meals and receptions, featured the finest of native Mexican cuisine. The music of a mariachi band is just as much an accompaniment to such formal meals as are flowers and fine wines.

After the various ANOMAC meetings, we were escorted on tours of the city. In addition to visiting the famed Durango movie sets, we also toured museums and markets where Indian crafts, wool sarapes, and leather goods were on display. Most striking were the many utilitarian uses of the remains of the “alacrans” – scorpions, for which Durango is well known. They can be purchased as key rings and their image is found on wallets, mirrors and other sundry items. More enduring is the “apparition of the nun”, which we encountered on a special night tour of Durango. The Roman Catholic Cathedral in Durango has many balconies and towers, and there is a 200-year old legend surrounding a certain nun whose apparition can be seen at night against one of the balconies. The legend is that a French soldier was seeking asylum in the cathedral after deserting the Napoleonic army, fell in love with a nun and made plans to marry. The Frenchman was to leave for France and seek pardon for his crime of desertion; upon his return, the nun was to leave nunhood and marry. On his return, he was killed. Not knowing his fate, the nun continued to climb to the tower balcony to wait for him—— she finally died of heartbreak. As the legend was told to us and our attention was pointed in the direction of the balcony — the apparition, clearly visible, was indeed there!

On Saturday, August 14, the theme of the meeting was “Professionalism in the Legislative Branch”, and the program was centered on our presentations. I gave an overview, in Spanish, of the ASLCS International Communications and Development Committee and delivered copies of the International Directory to the members of ANOMAC. President Denise Weeks presented letters of invitation for our Joint Canadian/American conference, scheduled for September 8 in Austin, Texas, and our conference in Coeur d’Alene, Idaho, October 22—27 to the President of ANOMAC. Prior to Denise, Dave and Steve addressing the conference, copies of their prepared presentations (already translated to Spanish) had been distributed to the members of ANOMAC. Denise’s presentation focused on new member orientation, Dave gave a detailed presentation on the legislative process in Alabama,
and Steve spoke on the procedure he follows in writing and preparing the House Journal in New Mexico.

At the end of this meeting, we were taken to the Government Municipal Center Building, and ushered into a meeting of the Durango Municipal Council. There, Mayor Ismael Alfredo Hernandez Deras joined the Council in declaring President Weeks and the delegation "Honorary Citizens of Durango", at which time we were serenaded by the official Band of Durango, a 100-piece orchestra. Needless to say, we were all overwhelmed with gratitude for this great honor. We proceeded to a special luncheon hosted by Governor Angel Sergio Guerrero Mier at the Governor's Mansion. The Governor was a very gracious host, and we particularly enjoyed our table conversation with him. He was once Clerk of the Durango Congress, and he candidly informed us of his familiarity with the functions, and occasional problems, attendant to our profession. The intimacy of this luncheon, combined with the wonderful architecture and beautiful surroundings of the Governor's Mansion, was a highlight of our trip.

That evening, the final reception was a festive "Mexican Night" held at the patio of the Congress building. A fashion show featuring young women wearing different costumes from the past to present was presented. There was lots of food, laughter, and dancing to the wonderful music provided by the mariachis.

Our trip to the ANOMAC Conference was both memorable and rewarding. The dignity and formal traditions of our hosts made us well aware that we were not only guests, but also ambassadors of goodwill. The opportunity to interact and learn more about our fellow professionals engaged in the legislative process was most enlightening. These experiences made us all proud of the relationship and bond that has been established between ASLCS and ANOMAC and which we hope will continue to thrive in the years to come.

Denise "Hangs Out" on the Durango movie set
Association of Canadian Clerks-at-the-Table

Professional Development Seminar
August 17-22, 1999
Waskesiu, Saskatchewan

by Jeff Finch, VA

How do you escape the summer heat? You head north of course and visit Canada to experience summertime in Saskatchewan.

In continuing the tradition between ASLCS and the Canadian Clerks-at-the-Table, Denise Weeks, Principal Clerk of the North Carolina House of Representatives and President of ASLCS, was invited to attend the Association of the Canadian Clerks-at-the-Table meeting in Waskesiu, Saskatchewan. The Canadian Clerks extended the invitation to Denise and to two others. Selected to accompany Denise were Jeff Finch, Deputy Clerk, Virginia House of Delegates, and Associate Vice-President of ASLCS, and Charlie Sanders, Chief Clerk, Wisconsin Assembly and Chair of the ASLCS Canadian-American Relations Committee.

Denise, Jeff, and Charlie found themselves greeted by their pleasurable hosts in Saskatoon. A city that is a busy hub of commerce and industry, home to many high-tech and mining companies. While only there for two nights, Saskatoon’s laid-back charm and warm-heartedness quickly set the mood for the spirit of the conference. The city was named by John Lake who chose Saskatchewan after sampling “misaskwotomin,” the purple berries that grew along the river. In fact, the berries that intrigued Lake are still prevalent today and are a local feature on the dessert menus. You should not leave Saskatoon without sampling Saskatoon berry pie, and we didn’t. It was great.

We departed Saskatoon for Waskesiu and were treated to many cultural and historical stops along the way. The first stop was at the Wanuskewin Heritage Park. This national historical park provides an amazing interpretation of more than 6,000 years of Northern Plains Indian culture. The park featured many interesting exhibits including an explanation of how the Indians would hunt buffalo before the introduction of the gun and the horse. We also were provided a demonstration of “hoop dancing” and even participated in a group dance.

We then proceeded to the University of Saskatchewan where we visited The Right Honourable John G. and Olive Diefenbaker Museum. The Diefenbaker Museum featured displays that interpret Canadian history and Mr. Diefenbaker’s political career. Mr. Diefenbaker was the thirteenth Prime Minister of Canada and former Chancellor of the University of Saskatchewan.
After lunch on the campus, we boarded the buses and headed to Batoche National Historic Site. This is the site of an armed conflict between the Métis provisional government and the Canadian government in 1885. After a nice tour of the grounds and the remains of the Métis community of Batoche, we headed to Waskesiu located in Prince Albert National Park.

Arriving in Waskesiu we were immediately drawn into the beautiful relaxed environment that this lakeside village radiated. The scenery was magnificent with the crystal clear waters of Lake Waskesiu, the vast green forests, and the ever present wildlife. Yes, upon our arrival, black bear, elk, and moose grazing on the side of the road greeted us.

Although not a hotbed of activity, Waskesiu provided an ideal environment for the Clerks-at-the-Table meeting. It did not take long to learn your way around since the village consisted of one big circle that enveloped our Inn, the village eateries, and shops. Denise and Charlie participated in a unique nighttime activity as they went “Wolf howling.” After fighting off the vicious mosquito attacks they were treated with a chorus of nighttime wolf howls in the nearby forests. The park rangers noted that this was the best howl they had heard in their years of leading groups. Most notable was not only the numbers of wolves that could be heard, but that you could distinguish the adults from the pups. A definite Waskesiu memory for Denise and Charlie. They have volunteered to demonstrate their new talent at the Clerk’s meeting in Idaho. Jeff meanwhile opted for the sunset dessert paddleboat cruise on Lake Waskesiu.

The series of business sessions of the Clerks-at-the-Table were very interesting. Their concerns and topics of discussion were no different than what we focus on at our meetings. This year’s sessions papers (yes, they present papers on their topics) included “The Role of the Clerk in the new Millennium,” “Parliamentary Reform: Useful Undertaking?,” “Challenges of the new Millennium,” “The Potential Impact of Freedom of Information Legislation on Parliament: The Alberta Experience,” and “Orientation Programs for New Members.” The last session was of particular interest since it focused on not only the training of new members but the training of new members in a newly created government in a newly created territory, the territory of Nunavut. We did pick up some good ideas at a couple of the sessions and their handouts were outstanding. In fact, during their roundtable discussions, where the delegates are updated on the legislative activities of the provinces and territories, various Rules reforms regarding the election of the Speaker in Manitoba were presented. Both Denise and Jeff listened attentively to this presentation.
The last day of the conference provided us a visit to the “Land of the Loon.” Many of us traveled by boat onto Anglin Lake to view the nesting grounds of loons. These rare birds inhabit this lake and use it as their primary nesting grounds. It is difficult to get a glimpse of the loons but many were able to catch a peek at some loons that had come out of their lakeside nests for an afternoon swim.

We wish to thank our gracious hosts from the Saskatchewan Clerk’s Office and our appreciation to the Clerks-at-the-Table for allowing us to participate in their conference. Our visit to Waskesiu was indeed a memorable and pleasurable experience. We look forward to continuing the friendships that we have made with our northern neighbors. Although we operate in vastly different governments, through this type of shared experience we benefit from learning from each other and have discovered that on occasion we can share similar legislative procedures.
Can-Am Games

By Deborah Deller, Ontario, Canada

Joint Canadian American Clerks Conference
Austin, Texas September 8 – 11, 1999

The Canadian contingent to the 1999 Joint Conference arrived in Austin to be greeted by warm weather and warmer hospitality. Many of us had been looking forward to our first trip to Texas, anticipating good food, friendly people and big blue skies. We were not disappointed. Betty King and Sharon Carter hosted us in style, giving us a taste of true Texas hospitality. The conference started with a welcoming reception where we had a chance to renew old acquaintances and make new friends.

The business program organized by Charlie Sanders and Sharon Carter allowed us to contrast the two systems and highlighted experiences familiar to Clerks and Secretaries wherever they work. The meetings took place in the well-appointed Senate Chamber, a beautiful square room with original wood desks and chairs. John Phelps from Florida and Robert Vaive from British Columbia got the ball rolling with Parliamentary and Democratic Forms of Government. This was complimented with input from John Evans from Australia, providing us with the added dimension of a third system to compare. We were also treated to a lively debate on the issue of Relations between the Media and the Legislative Branch, leaving no doubt about the strength of opinion some of us have on this matter! We also had presentations on the Role of the Clerk and Secretary, Committees and Training of New Members. While many of the presenters took advantage of technological gadgetry to make their point, Dave Avant from Alabama and David McNeil from Alberta made pointedly low tech presentations on the Impact of Technology.

As an added treat, especially for those of us from Canada, we watched Governor George W. Bush administer the oath of office to the Commissioner of Education. Initially when we arrived in the Senate Chamber for the ceremony we politely gathered around the edges of the room. However, we were soon asked to fill in the seats on the floor by an anonymous woman. Finally ascertaining that she was indeed official, we moved onto the floor for a birds eye view of the ceremony.

Our first day in Austin ended with a scrumptious barbecue followed by the annual International Volleyball Championship. The U.S. team made for the sand volleyball court early for some practice and we believe they may have sprinkled tiny little sand burrs all over the grass. Thus, when we Canucks arrived and
removed our shoes to play barefoot, as is our custom, we were immediately covered with the sharp little stickers! In spite of these serious injuries, we quickly reshot our feet and played admirably. Taking an early lead, we were undaunted by the appearance of ringer players from the Texas Sergeant-at-Arms office and continued to play well. Disaster struck however when it became clear that we had misunderstood the location of boundary lines. Loss of the first game shook us up a little, but we regrouped and took a good shot at the second game with the assistance of dual Canadian/American citizen Denise Weeks. Alas, we lost that one as well and had to concede defeat to our worthy opponents! In spite of our best attempts to intimidate them, referees Flip Richards from Arizona and Bill "King" Lear from New Mexico conducted themselves in true Clerk like fashion – objective and unflappable! Good job guys.

For reasons unclear to us at the time, the U.S. players (aided and abetted by colleagues and spouses) snatched the Canadian flag. Later they explained that they would return it when we returned the trophy, which disappeared last year. While there were those who assumed that one among us had taken it and was holding it hostage we soon realised that it had been misplaced. I want to take this opportunity to say that if any Canadian is responsible for the lost trophy, we are most humbly apologetic... and hopeful that it will be found before Canada wins the tournament in 2001.

Friday, we visited San Antonio. A visit to San Juan Mission, the Alamo, the River Walk and Mexican Market made for a great day. Lunch was at the Buckhorn Museum, which had so many big game trophies hanging about that it was almost enough to turn us all into vegetarians. Not quite though since we all sat down and enjoyed a delicious lunch of beef and chicken fajitas.

On Friday evening Bob Marleau from Ottawa showed off his thespian talents at Ester’s Follies. Plucked from the audience by Chi Chi La Bamba and asked whether he knew shorthand or longhand, Bob replied “I have two hands”. This set the tone and he was later photographed shaking his booty on the stage. These photos will be available for purchase in the fullness of time.
Saturday's business session was punctuated by some luncheon entertainment. First we viewed a video extolling the virtues of Ottawa, Canada, the site of the next Joint Conference. Then Denise Weeks, President of the ASLCS and I made a serious rather sombre presentation about the first ever Canadian American Clerks Exchange. (Incidentally, if anyone knows the whereabouts of my teeth, I would be grateful if you would return them.)

A very successful and enjoyable conference was concluded with a farewell dinner at the top of the Hyatt Regency. At sunset, just before dessert, some of us went ‘batty’! We filed down to the Congress Avenue Bridge to watch the flight of the Mexican Free-Tail bats. Watching thousands of bats launching themselves out of the bridge and along the river certainly explained the absence of insects in Austin! I have started inquiring as to how we might import some of the creatures into Saskatchewan, where they would surely grow fat on the limitless supply of mosquitos!

On behalf of the 12 Canadian Clerks and the 6 guests who accompanied them, I want to thank the staff of the Texas Legislature for a truly memorable experience. The conference was well planned and expertly run. Congratulations to you all.

Oh and by the way, thank you too Sally Kittredge!

North Carolina Legislator
(Deborah Deller, Assembly of Ontario)

Photographs submitted by Betty King, Texas and Robert Marleau, Ontario
Legislative Staff
Management Institute 1999
by Jeff Finch, VA

Attending the 1999 Legislative Staff Management Institute (LSMI) this year from respective Clerk’s and Secretary’s Offices were Marilyn Eddins, Assistant Chief Clerk, Colorado House of Representatives; Jeff Finch, Deputy Clerk, Virginia House of Delegates; and Mary Mendel, Assistant Secretary, Indiana State Senate. They were joined by 25 other legislative staffers including budget directors, legislative drafting and research staff, audit personnel, and partisan caucus officials.

The LSMI, now in its tenth year, brings together senior state legislative staff members from all parts of the country for an intensive, two-week staff development program held at the Humphrey Institute on the campus of the University of Minnesota. The conference participants are presented with the opportunity to learn from and engage with their legislative colleagues in seminars and exercises led by Humphrey Institute faculty.

The purpose of the LSMI is to help senior-level staff with a commitment to the legislative process develop their abilities in managing the legislative process, resolving personnel disputes and conflict, strengthening personal leadership skills, and learning to plan strategically both for personal and organizational development. Further, we are able to learn new ideas and techniques and build professional relationships with legislative staff throughout the various state legislatures.

As we all know, more responsibility for government is being transferred to the states in a clear trend that is expected to continue. State legislators must be prepared, and tantamount in importance, state legislative staff must be equipped to adjust to the new demands and complexities of modern government. John Brandl, Dean of the Humphrey Institute and program director, said, “The underlying idea of the LSMI is that those attending it are the custodians of a centrally important institution of American government. They leave not only conversant with the latest developments in management and planning as applied to legislatures, but also invigorated in their careers.”

Each year the Humphrey Institute conducts extensive evaluations, and year after year the participants have given it very high praise. We learned a great deal during our two-
weeks at LSMI and brought back many new tools that can be utilized in our respective legislative toolkits. The interaction with the other participants was the high point. These are some of the best people in the legislative arena nationwide. Anyone working in the legislative arena could benefit from this experience.

Last Session and Graduation Day

Group Dinner - LSMI Class of 1999
ASLCS Representation

In January, Carole Peterson, Clerk of the Utah House of Representatives was appointed to fill a vacancy on the Executive Committee of the National Conference of State Legislatures. Since the appointment was for less than a year, Carole had to run for reappointment. At the NCSL Annual meeting in Indianapolis, Carol was elected to serve a full term. Susan Clarke Schaar, Clerk of the Virginia Senate, was also elected to fill one of five vacancies on the Executive Committee.

Carole will serve on the Program and Planning Oversight Committee and Susan will serve on the Budget, Finance and Rules Committee. In addition, both will serve on the Legislative Staff Coordinating Committee as At Large members. LCSS has four task forces. Carole will be on the Task Force for Staff Development and Susan will serve on the Task Force on the Legislature of the Future.

Carole and Susan join Staff Chair John Phelps, Clerk of the Florida House of Representatives, on the Executive Committee.

In addition, Ramona Kenady, Chief Clerk of the Oregon House, will serve as Staff Chair of the Assembly on State Issues and JoAnn Hedrick, Chief Clerk of the Delaware House, was named Staff Vice Chair of the Legislative Effective Committee of ASL.

We are well represented! Congratulations!

Legislative Staff Recruitment and Retention

The Legislative Staff Coordinating Committee (LSCC) has asked the Staff Development Task Force to look at issues surrounding the recruitment and retention of legislative staff. The task force decided that it needs more knowledge of what motivates individuals of different generations to work in the legislative environment. This information will help to develop a document that will address the culture of legislative bodies, the importance of the legislature to our society, the role of staff in the legislative process, and the rewarding aspects of life as a legislative staffer. With this in mind, the task force will develop a survey on motivational factors and would like LSCC members to assist by encouraging the staff in their states to respond to the survey. It will be placed on the Internet and respondents will be able to reply electronically. The State of Virginia has agreed to host this survey which will have a link from the NCSL web site. The target date for having the survey on line is October 20, 1999.
Legislative Staff Achievement Awards

The NCSL Legislative Staff Coordinating Committee created the Legislative Staff Achievement Award two years ago. The award is presented annually to designated individuals or offices that have demonstrated excellence in supporting the work of a state legislature and strengthening the legislative institution. The awards have added meaning in that they are bestowed by the recipients’ peers through each of the ten staff sections and the Assembly on State Issues (ASI).

Each staff section may nominate for recognition up to two individuals, teams or legislative offices from its membership. In addition, the staff chair of the ASI may nominate up to two individuals serving on ASI committees and task forces. Recipients of the 1999 Legislative Staff Achievement Awards were announced by the NCSL staff chair during the legislative staff luncheon at the NCSL Annual Meeting in Indianapolis. Each honoree was recognized and received an appropriate plaque at the ceremony.

The ASLCS recipients of this award are Elizabeth Isaacson, Chief Clerk of the Iowa House of Representatives, and Karl Lilly, Assistant Clerk of the West Virginia Senate. Congratulations!!!

Elizabeth Isaacson

Elizabeth Isaacson has been with the Iowa House of Representatives for 32 years. She began her career as a legislative secretary in 1967 and then secretary to the majority in 1969. In 1970 she became the journal clerk, in 1974 the chief journal clerk, in 1975 journal editor, and chief clerk in 1982. When the majority switched she became the assistant chief clerk in 1983. The majority switched again in 1993 and she was appointed Chief clerk, a position she holds today. She is an active member of the American Society of Legislative Clerks and Secretaries. She graduated from North High School in Des Moines. Liz serves on the Board of the Iowa Institute for Public Leadership and the Steering Committee for the Iowa Capitol Master Plan. She is married to Max and has 4 children. In addition she has 5 grandsons, 2 granddaughters, 1 stepgrandson and 1 stepgranddaughter.

Karl Lilly

Karl Lilly was appointed Assistant Clerk of the West Virginia Senate in January 1976. He serves as reading and roll call clerk, parliamentary advisor to the Senate President and supervisor of the front desk, printing and computer operations for the Senate. Associate Editor of the West Virginia Blue Book. Author of the book, Reopening Glen Rogers, a history of a coal mining town. Member of the advisory board and contributing editor to the West Virginia Encyclopedia being published by the West Virginia Humanities Council. Graduated from College of West Virginia. Former newspaper editor and correspondent for United Press International. Member, Executive Committee of the American Society of Legislative Clerks and Secretaries. Recipient, ASLCS Distinguished Service Award for Associates, 1998. Married to Janet Sue with three children and five grandchildren.
Assignment: Interview

The following interviews are the results of an assignment given to members of the Legislative Administrator Committee: Interview an individual who works at the Capitol Building and/or complex and does not work for a Chief Clerk or Secretary of the Senate and House.

Carmeelee Tuma, Office of the Governor

By Rosie Ziem, NE

It is my pleasure to introduce you to Carmeelee (Carm) Tuma.

Carmeelee serves as scheduler for Nebraska’s newly elected Governor, Mike Johanns. Carm is a detail-oriented person and handles as many as 70 appearance requests for the Governor in a week. Before moving to the state Capitol in January, Carm worked for Governor Johanns when he was Mayor of Lincoln. She worked in the mayor’s office for 17 years, serving for four mayors.

Carm and her husband live on acreage outside of Lincoln. In her spare time she works on crafts and enjoys gardening. She is also very busy researching the genealogy of her family. Her husband is an excellent woodworker/cabinetmaker and has his own business.

I have known Carm for 30 years. She and I were roommates back in the late 60’s. And yes, we did have a good time way back then—and continue to do so today.

Anne Dunn, A Lady of Distinction

By Ruby Johnson, LA

In 1969, Anne Dunn began work at the Louisiana Legislature while she was still in graduate school at Louisiana State University, having completed course work for a graduate degree in Political Science; and during that time Anne worked for what was then called the Legislative Council, a staff agency that served both houses. The staff consisted of no more than twelve people, and almost all of the research staff members were attorneys.

During Anne’s 32 years as a legislative staff professional, she has seen many changes take place. In 1973, Anne had the opportunity to witness and be part of a major breakthrough in state government, a constitutional convention that proposed Louisiana’s present constitution—a time of dramatic change in state government. Anne worked with the House Executive Committee. This committee of House leaders made important recommendations to the convention to strengthen the legislature, and under the leadership of Speaker Bubba Henry, was responsible for major changes in House procedures.
In 1981, when the Legislative council staff was divided into House and Senate staffs, Anne became the coordinator of the Governmental Affairs Division of House Legislative Services. This division now consists of the Education, House and Governmental Affairs, Retirement, and Municipal, Parochial and Cultural Affairs Committees. There has been a constant working relationship with the Division staff and the Clerk’s Office staff. Anne, along with her staff, has helped legislators make a profound impact in the educational arena, laws governing municipalities, ethics, constitutional amendments, and other very important pieces of legislation. Some of the major areas in which she has worked are: House rules revisions, executive branch reorganization, campaign finance laws, and strengthening the committee system.

Anne is unique in that she deems people to be the most important part of the political process, and considers her staff to be very important. She has a strong conviction and enjoys working with staff and members who have a conviction about getting things done. Over the years, Anne has enjoyed having a very capable staff, and she gives very high accolades to the people who work for her.

Success to Anne has meant being able to work closely with the democratic process in helping make things happen for people. As we quickly approach the new millennium, there is no doubt that Anne Dunn is a legacy herself, for she has worked under the leadership of four Governors, three Clerks of the House, and two Senate Secretaries.

She has had a love of horses since she was 11 years old. During her spare time Anne rides and shows her American Saddlebred horses. Anne Dunn is a lady with a subtle smile and a softspoken voice, and we applaud her for the many contributions she has made and continues to make to the legislative process.

Charlotte Troxell, Capitol Hostess

By Gwen Bailey, VA

It is my pleasure to introduce you to Charlotte Troxell. Charlotte began work as a Capitol Hostess in 1975 by working one day per week. Today she works full-time and supervises a staff of twelve hostesses. She trains hostesses by providing basic historical information. Each hostess is expected to present the information in a manner that is unique to her personality. An average of 180,000 tourists, students, and dignitaries from all over the world visit the Capitol Building each year. It is possible to learn something new with each visit.

Charlotte brings Virginia history to life as she proudly speaks of General Washington, General Lee, and Mr. Jefferson as if they were in the next room. While she is neither a historian nor an architect, she is well read on the subject of Virginia history and the Capitol Building. If she does not know the answer to a question, she searches through volumes of documents and indexes or contacts the State Library of Virginia until the answer is found.

When Charlotte is not mesmerizing visitors with the antics of Virginians who were “just people like you and I,” she enjoys music. At eighty years young, she feels fortunate to continue to serve the Commonwealth. After spending a few minutes with this eloquent lady, one knows that it is the citizens of the Commonwealth who are the fortunate ones.
“Be convinced that to be happy means to be free and that to be free means to be brave. Therefore do not take lightly the perils of war.” —Thucydides

In August, the Ohio Capitol celebrated the first anniversary of the opening of the Ohio Veterans’ Plaza. This last component of our Capitol renovation and restoration project honors veterans from World War II through the Gulf War.

The idea for the Plaza began with an act of civil disobedience. In 1981, a group of Ohio Vietnam veterans thought the Statehouse should have a memorial to their fallen comrades. At the time, the last major veterans’ memorial on the statehouse grounds was a statue of a World War I Dough Boy which was dedicated in 1930. To address the need, they erected their own hand-painted plywood Vietnam memorial on the Statehouse grounds without permission.

The impromptu memorial caused controversy. However, sympathetic fellow veterans in the legislature intervened, and the 4-foot by 8-foot orange sign was allowed to stay for a time. Soon the state passed legislation for a permanent Ohio Vietnam memorial. This memorial plan eventually evolved into a memorial to honor past, present, and future Ohio veterans in times of war and peace.

The memorial itself is nearly a city block long and is bordered by two forty-foot-long curved Ohio limestone walls which display anonymous excerpts from veterans’ letters from World War II through the Gulf War. The memorial also includes flowers and shrubbery, lighted fountains at each end and flag holders inscribed with the names of Ohio’s eighty-eight counties. The eighty-eight Ohio flags are posted for special occasions. Displayed at the main entrance to the plaza are the United States, Ohio and POW-MIA flags. The center pole’s base includes emblems of the U.S. Air Force, Army, Coast Guard, Marine Corps, and Navy.

The Ohio Veterans Plaza serves as the main drop off point for visitors to the Statehouse. Each year, thousands of adults and school children make this the first stop on their tour of the Capitol. How fitting that an educational visit to see the workings of our democratic processes begins with a lesson about the tremendous sacrifices made to ensure our freedoms.
Y2K – WHAT SOME STATES ARE DOING

By Carmen Cauthen, NC

By now, I am sure you have all heard about Y2K, a.k.a. "the millenium bug", or "the year 2000 problem". And, surely a lot of you have had to deal with the problem with vendors, and suppliers of software and hardware in different areas where computers are used. Based on the following questions, here is what several states are doing or have done to prepare for the new millennium.

What types of equipment, etc. are you having to update for Y2K? (i.e., voting equipment, LED displays, etc.)

Has your state passed any laws this year dealing with Y2K? (i.e., liability limits, unusual work requirements, etc.)

Are you doing any personal preparation in case of "glitches" or power interruptions?

WASHINGTON – Brad Hendrickson, Deputy Secretary of the Senate, Washington, reports:

- The Washington Senate’s rostrum hardware and software (most of it recently acquired from International Roll Call) has been certified as Y2K compliant. We do not have an electronic voting system (EVS).
- This past session, the legislature passed a law which eliminated “joint” liability for local and state government on certain Y2K-related lawsuits. There was also a provision to discourage low-cost nuisance suits. Here’s the address for the text of the bill: http://www.leg.wa.gov/pub/billinfo/1999-00/house/2000-2024/2015_sl_0518_1999.txt
- I’ve found a good hiding place! Since we don’t use an EVS, we are able to do most everything the ol’ fashioned way. The legislative building has an emergency generator which has been recently beefed up and tested for Y2K or any other power disruptions. A few years ago, I remember having a pro forma session with candles after a storm brought down the power.
- Our Department of Information Systems (DIS) has done a superb job in preparing Washington for Y2K. Here’s the address for their Y2K site: http://www.wa.gov/dis/2000/

VIRGINIA – Tim Madel, Senate Information Systems Director, states that “we have experienced very few computer-related problems. Most of our systems are up-to-date and therefore aren’t susceptible to the BIOS problem found on older computers. We did have a problem with our voting system, but the vendor provided us with a fix in short order. Some software packages have minor Y2K problems which we are correcting via patches. Our phone system has been certified as Y2K compliant by our vendor.

Our state has passed legislation concerning Y2K liability. First, state officials are exempt from any liability related to Y2K glitches with some caveats. The general law is as follows: "Notwithstanding any other provision of law to the contrary, the following provisions shall apply in connection with any civil action against a person in which the claim for damages is based upon a Year 2000 problem:

1. No person shall be liable to any person who is (i) not in privity of contract with such person, (ii) not a person to whom an express warranty has been extended by such person,
or (iii) in the case of a trust, not the beneficiary of a trust administered by such person.

2. No person shall be liable for damages caused by a delay or interruption in performance, or in the delivery of goods or services, resulting from or in connection with (i) a Year 2000 problem to the extent such Year 2000 problem was caused by a third party or (ii) a third party’s Year 2000 problem.

3. No employee, officer, or director shall be liable in his capacity as such to any person.

4. No person shall be liable for consequential or punitive damages.

5. Total damages shall not exceed actual direct damages.

6. This section shall not affect the right of recovery for damages in connection with wrongful death, personal injury or property damage.”

Tim says that “personally, I will be preparing myself and my family for a big snow storm. I plan to have about two weeks worth of cash on hand, a supply of firewood, batteries, and gas for the camp stove. I don’t think there will be a complete breakdown in our society, but I’d rather not go hungry.”

Bruce Jamerson, Clerk of the House of Delegates, acknowledged that all of their systems had been checked and are compliant, plus they have passed numerous bills this year on Y2K, some dealing with liability, others with more focused issues, such as changing the day chosen for the New Year’s Day holiday from December 31, 1999 to January 3, 2000.

WISCONSIN—Charlie Sanders, Chief Clerk of the House of Representatives, received the following information from Ehren Schwiebert of the Legislative Technology Services Bureau (LTSB). Ehren reports that the old voting system was based on a circa 1987 DOS platform, which was not Y2K compliant. No upgrade path existed for that equipment to make it understand the 2000 date change. The analog display board was still functional, but the software that controlled them was also not fully year 2000-compliant. The flexibility of an LED display system was appealing. So we contracted with Daktronics of Brookings, SD, to have custom-built tri-color LED displays made to replace all of the displays. They also provided software to control the voting and displays; the software is written in VisualBasic and runs on our Windows NT network.

LTSB staff will be on hand for the midnight rollover from 12/31/1999 to 1/1/2000. We will test all mission critical systems to ensure that our extensive testing and code modifications did not miss any bugs. We also have a contingency plan for loss of telephone systems at that time, and all of our servers are connected to UPS devices to prevent a sudden loss of power from damaging any systems. LTSB will move into a heightened state of readiness in mid-December, throughout January, to ensure that the 2000 rollover takes place smoothly.

Don Schneider, Chief Clerk of the Senate, says that “there is a bill pending relating to the liability question. There was a great deal of activity on the issue earlier in the session, but nothing recently.
In the Senate, most systems are joint between the houses, upgrades have been made for electronic lock systems, workstations, software, vote systems, and payroll system (still in testing).

At this time, I believe we are in a good position.”

INDIANA - Rocky Kilgore says that The Indiana Legislature and Legislative Services Agency has upgraded it’s primary network (Novell 4.11 Operating System) to Y2K already with the appropriate patches. The Windows NT servers and the operating software were just upgraded this month to be compliant. We have a spare server in place to begin testing all client application software residing on the servers and that will begin next month. We are fairly confident we will have no problems.

1. The House is upgrading any DOS programs they use to Windows.
2. All users using Windows 95 on their desktops will get the Y2K patch applied before November and Wordperfect 8 will replace version 6.
3. The Senate Rolcall system is currently being replaced in order to make the step into the new millenium. It should be installed and finished in late September. It will also have a new video wall capable of a 800x600 resolution.

On a personal level, I have stored enough food, water, auxiliary light and heat for 3-4 weeks of lost utilities. I have also thought of waste disposal. I live in a small town 30 miles away from Indianapolis where the town council is just now beginning to fight and point fingers for not being Y2K compliant. The company that installed the software and hardware for the utilities, fire and law enforcement entities went out of business recently. I am not aware of any laws that have been passed dealing with this specific Y2K issue.

TEXAS – Betty King, Secretary of the Senate, reports that “all of our workstations, laptops, desktops, servers, etc., which run Windows95 will receive the Y2K fix this fall. The legislature is going to Internet Explorer 5.0 in order to be Y2K compliant. The IS division’s diesel generator does not contain any programmable logic controllers and therefore is Y2K compliant. The manufacturer of IS’s UPS believes it is Y2K compliant but will confirm that. S.B. 598, introduced by Senator Duncan, which exempts certain businesses from lawsuits regarding computer date failures, passed during the last session.”

DELAWARE – JoAnn Hedrick, Chief Clerk of the House of Representatives, states that “to the best of my knowledge, our voice mail system is the only equipment in the building that is not Y2K compliant. We are expending $7500 to get it up to speed. It’s an AUDIX system purchased from Lucent.”

On personal preparation? We might keep some extra cash in the house and I know I don’t want to be on an airplane but other than that, we’re not stocking up on dried foods, etc. like the alarmists would like us to do!

KANSAS – Dave Larson, Director of Information Systems in Legislative Services announces that “nearly everything we have is Y2K compliant. It has been checked by three different methods to validate it. The exceptions were some older printers and fax machines. They were deemed non-essential and if they fail on 1/1/2000, no big deal. The House has a voting machine that was checked and found to be non-compliant but functional. That means it would still work but spit out the wrong date. A software patch for it has
recently arrived.

He is “unaware of any laws limiting Y2K liability or making any unusual requirements.”

WEST VIRGINIA – Greg Gray, Clerk of the House of Delegates, says that they “have worked with International Roll Call to be sure of the voting system. We have also upgraded our legislative computer system (and are working on a fix for bill status). We anticipate no problems, but are nonetheless trying to be as thorough as possible without overkill. My personal view is that we managed somehow without all this equipment in years gone by. Should there be a problem, I still have my parchment and quill. It’s compliant!”

COLORADO – Patty Dicks, Secretary of the Colorado Senate says that they have worked with our computer folks to make sure that our equipment is Y2K compliant. No voting system to worry about. We have upgraded faxes so we think they will be okay. Other agencies are taking care of sound systems, lighting, etc. I believe that we will be ready come January 2000. I agree with Greg Gray—I can still cut and paste and we still have an antique model non-eletric typewriter if worse comes to worse!!”

NORTH CAROLINA – Peter Capriglione of the Information Systems Division (ISD) of Legislative Services, informed me that the voting systems software needs to be upgraded, but that is being dealt with. There were two liability laws passed in 1999, dealing with the subject. Hardware from pc’s to printers is fine. In-house software is compliant. There is a Y2K lab set up in ISD where they are continually testing all applications and applying patches as they learn of new ones. Contingency plans are being made in the event there is a problem.

“Personally, I am following some of the guidelines listed in the American Red Cross pamphlet below. (Website: www.redcross.org)”

WHAT YOU CAN DO TO BE PREPARED
(from the American Red Cross pamphlet Y2K – What You Should Know)

Y2K Checklist

Check with manufacturers of any essential computer-controlled electronic equipment in your home to see if that equipment may be affected. This includes fire and security alarm systems, programmable thermostats, appliances, consumer electronics, garage door openers, electronic locks, and any other electronic equipment in which an “embedded chip” may control its operation.

Stock disaster supplies to last several days to a week for yourself and those who live with you. This includes having nonperishable foods, stored water, and an ample supply of prescription and nonprescription medications that you regularly use. See “Your Family Disaster Supplies Kit” brochure for suggestions.

As you would in preparation for a storm of any kind, have some extra cash or traveler’s checks on hand in case electronic transactions involving ATM cards, credit cards, and the like cannot be processed. Plan to keep cash or traveler’s checks in a safe place, and withdraw money from your bank in small amounts well in advance of 12/31/99.

As you would in preparation for a winter storm, keep your automobile gas tank above half full.
In case the power fails, plan to use alternative cooking devices in accordance with manufacturer’s instructions. Don’t use open flames or charcoal grills indoors.

Have extra blankets, coats, hats, and gloves to keep warm. Please do not plan to use gas-fueled appliances, like an oven, as an alternative heating source. The same goes for wood-burning or liquid-fueled heating devices that are not designed to be used in a residential structure. Camp stoves and heaters should only be used out of doors in a well-ventilated area. If you do purchase an alternative heating device, make sure it is approved for use indoors and is listed with the Underwriters Laboratories (UL).

Have plenty of flashlights and extra batteries on hand. Don’t use candles for emergency lighting.

Examine your smoke alarms now. If you have smoke alarms that are hard-wired into your home’s electrical system (most newer ones are), check to see if they have battery back-ups. Every fall, replace all batteries in all smoke alarms as a general fire safety precaution.

Be prepared to relocate to a shelter for warmth and protection during a prolonged power outage or if for any other reason local officials request or require that you leave your home. Listen to a battery-operated radio or television for information about where shelters will be available.

If you plan to use a portable generator, connect what you want to power directly to the generator; do not connect the generator to your home’s electrical system. Also, be sure to keep a generator in a well-ventilated area - either outside or in a garage, keeping the door open. Don’t put a generator in your basement or anywhere inside your home.

Check with the emergency services providers in your community to see if there is more information available about how your community is preparing for any potential problems. Be an advocate and support efforts by your local police, fire, and emergency management officials to ensure that their systems will be able to operate at all times.

Multi-State Legislative Document Project
By Dave Larson, KS

As we all know, the legislative environment is a very active and ever-changing one. Continuous advances in technology and the application of technology are driving states and the legislature to constantly examine the methods and tools they use to process bills and make public policy. Couple that with the unstable future of the widely used TextDBMS product and you have the motivation for the recently established Multistate Legislative Document Management Project.

This project was created by the NCSL Legislative Staff Coordinating Committee (LSCC) to “explore the possibility of a multistate solution to the replacement of TextDBMS and the development of a comprehensive legislative document management system.” The LSCC has created a steering committee to direct this effort co-chaired by Don Schneider and Mark Allred. The committee met in Chicago, June 5 and twice during the NCSL Annual Meeting in Indianapolis.

At the NCSL Annual Meeting the initial project report was issued. This report and other information concerning this project can be found on the NCSL web site. The address is: http://www.ncsl.org/legis/nalit/multistate.htm
November 19, 1998

Donald Schneider
American Society of Legislative Clerks and Secretaries
P.O. 7882
Madison, WI 53707

Dear Mr. Schneider:

I want to thank the American Society of Legislative Clerks and Secretaries for your generous donation of $350.00 to the CASA program. As you know, the CASA program was very important to Tom and he was instrumental in fund development to sustain the program during some lean years. We continue to miss his motivation, enthusiasm, commitment, and humor. The CASA program in Dane County is part of his legacy and your contribution continues his involvement.

On behalf of the many children who live safer lives because they have a CASA and myself, thank you!

Sincerely,

Michael Kenitz
Area Director
THANKS FROM OKLAHOMA

After the tornadoes hit Oklahoma on May 3rd, we started receiving calls from our friends and colleagues from ASLCS to see if we were all well. The answer was that we were all healthy but seven of our co-workers here at the House and Senate lost their homes in the tragic storm. A few days later, President Weeks called and said word was going out about the loss these people sustained and she asked us for the names of the workers who lost their homes. As has become what is now a normal thing for our association, help was on the way. The efforts and generosity that are always there in times of need are amazing. The members of this society banded together to help our friends here in Oklahoma in a tremendous way. On behalf of those seven people, and all of us here in Oklahoma, we want to thank all of you who took the time and effort to help in this cause. We would especially like to thank Denise Weeks, Sally Kittredge and Pat Saville for their special efforts on our behalf. Each year our society does something that continues to show the caring and compassion of the people that make it the great group it is. We are extremely proud to be a part of such an organization.

Thanks again,

Larry Warden
Chief Clerk of the House

Lance Ward
Secretary of the Senate

Larry Cottingham
Assistant Secretary of the Senate

OKLAHOMA THANKS YOU

By Denise Weeks, NC

The members of the American Society of Legislative Clerks and Secretaries raised $5,350 to assist seven members of the Oklahoma legislature and staff in rebuilding their homes and lives. These individuals lost their homes May 3, 1999, in the devastating tornadoes that hit parts of Oklahoma.

These are the notes of thanks that I received.

"My wife and I thank the (ASLCS) for thinking of us during this time. It just goes to show how fellow Americans think and pull together. Thank you so much."

Jerry and Sue Eaves
"Dear Ms. Weeks:
   Your thoughts and the check have been delivered by Larry Warden. Thank you so very much for both. Larry said you were a great person and Sam Green said even better. I do agree with both of them. My wife and I are getting over the storm pretty well, but it will be some time to get back to normal. We are hoping we will find a home today and start over once more. Thanks again to you and the ASLCS."

Julius A. Schallenmuller

"Ms. Weeks,
   My family and I would like to thank you and all the members of the ASLCS for your generosity. Your help was very unexpected and could not have come at a better time. Thank you!"

Sharon Veazey

"Dear Denise,
   Your organization's generosity and kindness is overwhelming. Your monetary gift was such a blessing to me and my family after the devastating loss of our home in the May 3rd tornado. It helps so much to know people really do care. I'm trying to put my life back together and your gift certainly helps. Please convey my thanks to all."

Love,
Kay McEwen Ridgley

"Dear Denise,
   Thank you so much for the generous gift that your society has given to my family. We are amazed that so many people across America have reached out to the storm victims. Please extend our appreciation and gratitude to your members."

Sincerely,
Joan Greenwood
TOO GOOD TO LOSE....
By Denise Weeks, NC

The position of Elected Associate Member of the Executive Committee may not be very desirable. This year two members of ASLCS have served the Society in that capacity and both resigned. I'm not going to take it personally though!! Contrary to what some may think, Jay Paul Gummi's resignation was NOT just ahead of a special prosecutor!

All humor aside Jay Paul resigned his position as Senior Media Specialist with the Oklahoma House of Representatives in December 1998 to accept the position of Executive Director of the Durant Area Chamber of Commerce. Durant is Jay Paul's hometown. It is in southeastern Oklahoma about 90 minutes north of Dallas, Texas. Jay Paul has been involved in several issues since returning to his hometown. Things like revitalizing downtown, attracting new business and industry, working to boost tourism, increasing the availability of affordable housing and expanding a leadership development program. He said the work was challenging and fun...that he had always been a cheerleader for his hometown and now he is getting paid for it!

Jay Paul's resignation created a vacancy on the Executive Committee and Rosie Ziems accepted the appointment to that position. In August, Rosie made a very difficult decision to resign as Executive Assistant to the Clerk of the Nebraska Legislature. She accepted a position of Administrative Assistant to Senator Deb Suttle. This new position will allow Rosie to spend more time with her family and with the newest addition, Emma who was born in July.

Both Jay Paul and Rosie told me how difficult it was to reach the decision to resign. Each one expressed their regrets that they would not be involved with ASLCS and that they would miss their friends in the Society. I know we will miss them both and we wish them well in their new roles.

The good news is they both are just an e-mail away. Jay Paul may be reached at gumm@netcommander.com and Rosie at rosie_ziems@unicom3.lc.state.ne.us.
THURSDAY, OCTOBER 21
11:00 am - 5:00 pm  Registration  Convention Center Registration Desk
1:00 pm - 5:00 pm  New Materials Committee  Casco Bay

FRIDAY, OCTOBER 22
8:00 am - 5:00 pm  Registration  Convention Center Registration Desk
8:00 am - 10:00 am  Continental Breakfast  Bay 3
8:00 am - 9:00 am  Publication Standards  Bay 1A-1B
8:00 am - 10:00 am  New Materials (if necessary)  Cabin 4
9:00 am - 10:00 am  Committee Chair Transition  Bay 1A-1B
10:15 am - 12:00 pm  New Attendee Orientation  Bay 6
12:15 pm - 2:00 pm  Lunch (on your own)  Casco Bay
12:15 pm - 2:00 pm  Executive Committee Lunch  Bay 2
2:15 pm - 5:00 pm  Management Training

What does it take to really manage or supervise well? What motivates employees and how to get the best performance from those employees is covered in this session. We will answer the following questions: How to set performance expectations, how to hold employees accountable for their performance responsibilities, the difference between coaching and counseling. We will also cover Maslow’s Pyramid and how to reward employees when there is little money for awards. Speaker: Barbara Rudnicki, Management Consultant, Rudnicki Communications Enterprises, Florida

9:00 pm - 1:00 am  Welcoming Reception Dessert Party  Bay 3-4

SATURDAY, OCTOBER 23
8:00 am - 11:30 am  Registration/Information Desk  Convention Ctr. Registration Desk
8:00 am - 9:30 am  Continental Breakfast  Bay 3
8:30 am - 10:30 am  Staff Group Breakout 1  Bay 4
Principals Clerks and Secretaries - This session is designed for the chief clerk or secretary of the chamber.
Facilitator: Denise Weeks, Principal Clerk of the House, NC
8:30 am - 10:30 am  Staff Group Breakout 2  Bay 2
Assistant Clerks and Secretaries - This session is designed for the assistant chief clerk or secretary of the chamber.
Facilitator: Jeff Finch, Deputy Clerk of the House, VA
8:30 am - 10:30 am  Staff Group Breakout 3  N. Cape Bay
Calendar or Agenda - This session is designed for the staff whose work involves the preparation of calendars or agendas for the session or proceedings.
8:30 am - 10:30 am  Staff Group Breakout 4  Bay 1A
Journal - This session is designed for staff whose work involves record keeping or recording the proceedings.
8:30 am - 10:30 am  Staff Group Breakout 5  Kidd Island Bay
Engrossing and Enrolling - This session is designed for staff whose work involves engrossing or enrolling of bills.
8:30 am - 10:30 am  Staff Group Breakout 6  Beauty Bay
Public Relations - This session is designed for staff whose work involves media relations, constituent services or the dissemination of public information.
8:30 am - 10:30 am  Staff Group Breakout 7  Boardroom SBC
Bill Index, Status and History - This session is designed for staff
whose work involves bill index, status, and history systems and information.

8:30 am - 10:30 am
Staff Group Breakout 8  Cabin 4
Fiscal Administration - This session is designed for staff whose work involves fiscal administration for the chamber or the clerk’s office—for example, tracking member or staff salaries, per diems and benefits or purchasing.

8:30 am - 10:30 am
Staff Group Breakout 9  Casco Bay
Computer and Technology Support Services - This session is designed for staff whose work involves computer services and other technology support services.

8:30 am - 10:30 am
Staff Group Breakout 10  Bay 1B
Support Services Staff - This session is designed for staff whose work involves support services such as security, document or mailing rooms, committee work, or other legislative tasks

10:45 am – 12:45 pm
Nominating Committee  Beauty Bay
Presiding: Susan Clarke Schaar, Clerk of the Senate, VA

1:30 pm - 2:00 pm
Loading for Boat Cruise  Dockside

2:00 pm - 5:00 pm
Host State Boat Cruise and Luncheon Buffet

SUNDAY, OCTOBER 24
8:00 am - 5:00 pm
Registration/Information  Convention Center Registration Desk
Continental Breakfast  Bay 3
 Plenary Session  Bay 1-2
Effectively Leading Organizational Change - Speaker: Peter B. Stark, Consultant, Peter Barron Stark and Associates, California

11:45 am - 1:45 pm
Business Lunch  Bay 5-6
Presiding: Denise Weeks, Principal Clerk of the House, NC

2:00 pm - 3:30 pm
Concurrent Session 1  Casco Bay
Staffing the Part Time Legislature
Moderator: JoAnn Hedrick, Chief Clerk of the Delaware House
Panelist: Frank Caggiano, Clerk of the South Carolina Senate
Panelist: Ann Cornwell, Secretary of the Arkansas Senate

2:00 pm - 3:30 pm
Concurrent Session 2  Kidd Island Bay
Legislative Web Site Management
Moderator: Patrick O’Donnell, Clerk of the Nebraska Legislature
Panelist: Don Schneider, Chief Clerk, Wisconsin Senate
Panelist: Janet Jones, Chief Clerk, Kansas House
Panelist: Judi DelFranco

2:00 pm - 3:30 pm
Concurrent Session 3  North Cape Bay
Front Desk Operations
Moderator: Jeff Finch, Deputy Clerk, Virginia House
Panelist: Rocky Kilgore, Network Engineer, Indiana
Panelist: Jacque Sneddon, Chief Clerk, Nevada Assembly

2:00 pm - 3:30 pm
Concurrent Session 4  Bay 1A-1B
Member Orientations
Planning: How planning is done and when do you start? Agenda: Other entities involved (press, lobbyists, professional speakers) and follow-up evaluations. Spouse Program: Are children involved?
Moderator: Bruce Jamerson, Clerk, Virginia House
Panelist: Marilyn Eddins, Asst. Chief Clerk of the House, CO
Panelist: Norma Lowe, Assistant Secretary of the Senate, AZ

4:00 pm - 6:00 pm
Optional Social Event - Volleyball Game - Front Lawn of Hotel

6:30 pm - 11:00 pm
North Carolina Night  Bay 3-5
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<th>Time</th>
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<tr>
<td>8:00 am - 5:00 pm</td>
<td>Registration/Information Convention Center Registration Desk</td>
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<td>8:00 am - 9:30 am</td>
<td>Continental Breakfast Bay 4</td>
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<td>8:45 am - 10:15 am</td>
<td>Concurrent Session 5 Bay 1A</td>
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<td>8:45 am - 10:15 am</td>
<td>The Digital Legislator - Members &amp; Laptops</td>
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<td>Moderator: Judy Barrows, Chief Calendar Clerk, Maine House</td>
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<td>Panelist: Mark Dunham, Computer Support, Colorado House</td>
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<td>Panelist: Kevin Smith, Computer Support, Colorado Senate</td>
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<td>Panelist: Brad Hendrickson, Asst.Secretary, WA Senate</td>
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<td>Concurrent Session 6 Bay 1B</td>
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<td>Realtime Floor Amending</td>
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<td>Moderator: Karl Lilly, Assistant Clerk, West Virginia Senate</td>
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<td>Panelist: Vicki Sue Anderson, Workroom Supervisor, Washington House</td>
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<td>Panelist: C.J. Beaty, First Assistant Clerk, Florida House</td>
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<td>8:45 am - 10:15 am</td>
<td>Panelist: Al Mathiowitz, First Assistant Clerk, MN House</td>
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<td>Concurrent Session 7 Bay 6</td>
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<td>10:30 am - 12:00 pm</td>
<td>Legal Issues with Personnel</td>
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<td>Moderator: J.R. Rodrigue, Chief Clerk, Colorado House</td>
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<td>Panelist: Michael Crane, Chief Counsel, West Virginia Senate</td>
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<td>Panelist: Tim Martin, Co-Chief Clerk, Washington House</td>
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<td>8:45 am - 10:15 am</td>
<td>Concurrent Session 8 Boardroom 5ABC</td>
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<td>10:30 am - 12:00 pm</td>
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<td>Moderator: Larry Warden, Chief Clerk of the Oklahoma House</td>
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<td>Panelist: Harle Glover, Assembly Administrative Asst., NV</td>
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<td>Panelist: Cheryl Laube, Asst. Chief Clerk, Arizona House</td>
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<td>Concurrent Sessions 9 Bay 1A</td>
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<td>Video Audio Conference</td>
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<td>Moderator: Tim Madel, Information Systems Dir., VA Senate</td>
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<td>Panelist: Pat Rodgers, Senate Calendar Clerk, Texas</td>
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<td>Panelist: Jan Thomas, Secretary, Nevada Senate</td>
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<td>10:30 am - 12:00 pm</td>
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<td>The Paperless Legislature</td>
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<td>Moderator: Carole Peterson, Chief Clerk of the Utah House</td>
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<td>Panelist: Mike Linn, Third Assistant, Minnesota House</td>
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<td>Panelist: Karen Wadsworth, Clerk, New Hampshire House</td>
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<td>Panelist: Karen Hansen, Asst. Chief Clerk, WI Assembly</td>
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<td>Panelist: Faye Blanton, Secretary of the Florida Senate</td>
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<td>10:30 am - 12:00 pm</td>
<td>Concurrent Sessions 11 Bay 6</td>
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<td>Interviewing for Attitude</td>
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<td>Hire for Attitude Train for Skill. You can't build a great staff</td>
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<td>without great people. There's just one problem—how do you know</td>
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<td>great people when you see them? What people know is less</td>
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<td>important than who they are.</td>
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<td>Moderator: Terry Spieler, Secretary, Missouri Senate</td>
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<td>Panelist: Linda Hawker, Assistant Secretary, Illinois Senate</td>
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<td>Panelist: Pat Saville, Secretary, Kansas Senate</td>
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<td>10:30 am - 12:00 pm</td>
<td>Concurrent Sessions 12 Boardroom 5ABC</td>
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<td>Feng Shui Office Design</td>
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<td>Panelist: Tim Madel, Information Systems Dir., VA Senate</td>
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<td>Panelist: J.R. Rodrigue, Chief Clerk, Colorado House</td>
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<td>12:15 pm - 2:00 pm</td>
<td>Awards Lunch Bay 4-5</td>
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<td>2:30 pm - 5:00 pm</td>
<td>Plenary Session Bay 4-5</td>
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<td>History of Parliamentary Law and the Impact of Technology</td>
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<td>Speaker: Sanford Peterson, Consultant, Kansas</td>
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TUESDAY, OCTOBER 26
8:00 am - 3:30 pm
Registration/Information  Convention Center Registration Desk
Continental Breakfast  Bay 4
1999-2000 Committee Meetings
Presiding: Jim Harry, Secretary of the Senate, Illinois
“A” Committees
B Ylaws
Inside the Legislative Process
Membership and Communication
Technology and Innovation
“B” Committees
International Communication and Development
Legislative Administrator
Site Selection
Support Staff
“C” Committees
Bay 1A
Canadian-American Relations
Bay 1B
Professional Journal
Bay 6
Program Development
Bay 5
Roster
11:00 am - 12:00 pm
Lunch on your own
Mason’s Manual Full Commission - Luncheon Meeting 5ABC
Advance Reservations Required
1:45 pm - 3:30 pm
Bay 5
Staff Group Breakout 2
Assistant Clerks and Secretaries - This session is designed for the assistant chief clerk or secretary of the chamber.
Staff Group Breakout 3
N. Cape Bay
Calendar or Agenda - This session is designed for the staff whose work involves the preparation of calendars or agendas for the session or proceedings.
Staff Group Breakout 4
Bay 1A
Journal
This session is designed for staff whose work involves record keeping of or recording the proceedings.
Staff Group Breakout 5
Kidd Island Bay
Engrossing and Enrolling - This session is designed for staff whose work involves engrossing or enrolling of bills.
Staff Group Breakout 6
Beauty Bay
Public Relations - This session is designed for staff whose work involves media relations, constituent services or the dissemination of public information.
Staff Group Breakout 7
Bay 6
Bill Index, Status and History - This session is designed for staff whose work involves bill index, status, and history systems and information.
Staff Group Breakout 8
Bay 4
Fiscal Administration
This session is designed for staff whose work involves fiscal administration for the chamber or the clerk’s office—for example, tracking member or staff salaries, per diems and benefits or purchasing.
Staff Group Breakout 9
Casco Bay
Computer & Technology Support - This session is designed for staff whose work involves computer services and other technology support services.
Wednesday, October 27
8:30 am - 12 noon
9:00 am - 10:00 am
10:00 am - 11:30 am

Registration/Information Desk Convention Ctr. Registration Desk
Business Meeting and Breakfast Buffet Bay 4-5
1999-2000 Executive Committee/Committee Leadership Meeting Bay 1A-1B

Presiding: Jim Harry, Secretary of the Senate, Illinois
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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(Check Should Be Payable to ASLCS)

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Send Orders to: Sally Kittredge, NCSL, 1560 Broadway, Suite 700, Denver, CO 80202
Telephone Number (303) 830-2200 ext. 139  Fax Number (303) 863-8003
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