

American Society of Legislative Clerks and Secretaries

2022 PROFESSIONAL DEVELOPMENT SEMINAR



Little Rock Marriott | Little Rock, Arkansas
September 18-23, 2022

AGENDA

SUNDAY, SEPTEMBER 18, 2022

8:30 a.m.- 11:30 a.m.	2030 Mason's Manual Commission <i>Coffee and pastries will be served.</i>
1-6 p.m.	Registration and Information Desk
3-4:30 p.m.	2020-2021 Executive Committee Presiding: Brad Young, 2021-2022 ASLCS President and Clerk of the Ohio House of Representatives
1-3 p.m.	Nominating Committee
4:15-5:45 p.m.	Membership Orientation and Mixer <i>Hosted by the Membership and Communication Committee</i> Mentor-Mentee Meet & Greet 4:15-5:00 p.m. For new attendees and mentors ASLCS Membership Orientation 5:00-5:15 New and returning members! All are welcome to drop in to learn more about ASLCS while enjoying refreshments and an excellent view of the Arkansas River. Membership Mixer 5:15-5:45 Grab a drink, meet other ASLCS members and exchange pins! <i>Thank you to our sponsor, Xcential Legislative Technologies!</i>

4:30-5 p.m.	Internal Audit Committee (immediately following Executive Committee meeting)
6-7:30 p.m.	Opening Night Reception The Arkansas Host State Committee welcomes everyone to Little Rock with cocktails, hors d'oeuvres and live music.
9 p.m.- Midnight	Hospitality Suite
MONDAY, SEPTEMBER 19, 2022	
8 a.m.-5 p.m.	Registration and Information Desk
8-9 a.m.	Breakfast <i>Thank you to our sponsor, Sliq Media Technologies!</i>
9:30-11 a.m.	Plenary Session: A Workplace That Plays Together, Stays Together In this interactive workshop, we'll learn how the "power of play" can strengthen your workplace, from improving staff retention to increasing collaboration to spurring innovation. Introduction: Brad Young, ASLCS President and Clerk of the Ohio House of Representatives Speaker: Gary Ware, Breakthrough Play LLC
11:30 a.m.- 1p.m.	Lunch at the Arkansas Association of Counties Buses will load outside the front entrance at 11:15 a.m.
1-2:45 p.m. <i>Arkansas State Capitol</i>	Legislative Staff Breakout Sessions Take your networking and problem-solving to the next level! Staff breakout sessions provide a forum where attendees can discuss specific parliamentary situations and administrative challenges. Talk to experienced colleagues, obtain helpful solutions and discuss shared experiences with your colleagues across the country. Note: Staff Breakout Sessions are open only to legislative staff. 7 break-out sessions for: Principal Clerks and Secretaries – This session is designed for currently serving Principal Clerks and Secretaries. Moderator: Brad Young, Clerk of the Ohio House of Representatives Assistant/Deputy Clerks and Secretaries – This session is designed for the assistant or deputy chief clerk or secretary of the chamber. Moderator: Ali Sagraves, Assistant Clerk, Ohio House of Representatives Legislative Operations: Journal Staff – This session is designed for staff whose work directly relates to the legislative process via the journal. Moderators: Angela Smith, Assistant Clerk of the House, Louisiana House of Representatives and Sarah Curry, Journal Clerk, Oregon House of Representatives

Legislative Operations: Technology Staff –

This session is designed for staff whose work directly relates to the legislative process via information technology.

Moderators: Joy Engelby, Application Development Supervisor, Missouri House of Representatives and Zack Griffith, Software Engineer, Kentucky Legislative Research Commission

Legislative Operations: Enrolling and Engrossing Staff –

This session is designed for staff whose work directly relates to the legislative process via engrossing and enrolling.

Moderators: Greg Glass, Chief Engrossing Clerk, Tennessee House of Representatives and Jacqueline Scott, Indexing & Enrolling Director, Virginia House of Delegates

Legislative Operations: Calendar Staff, Bill Status/History and Committee Staff –

Appropriations Committee (2nd Floor, Room 228)

This session is designed for staff whose work directly relates to the legislative process via the calendars and agendas, bill index and status, and committee operations.

Moderators: Martha Jarrow, Director of Member Services, Arkansas House of Representatives and Jackie Schulz, Alaska House of Representatives

Administrative and Support Services: Administration, PR, Facilities, Safety and Security Staff –

This session is designed for staff whose work supports the legislative process via fiscal administration, information and public relations, facilities management, purchasing, printing, document handling, mail rooms, safety, security, and general support services.

Moderator: Bill Horn, Facilities Director, Alabama Senate

Sponsored by the ASLCS Support Staff Committee

2:45-4 p.m.

Tours of the Capitol Grounds and Monuments

5:45-8:30 p.m.

Evening at the Governor’s Mansion

Buses will load at 5:45.

**9 p.m.-
Midnight**

Hospitality Suite

TUESDAY, SEPTEMBER 20, 2022

8 a.m.-4 p.m.

Registration and Information Desk

8-9 a.m.

Breakfast

9:15-11 a.m.

Concurrent Session – Stayin’ Alive: Changes Made During COVID that are Hangin’ Around

Important customs and traditions make legislative chambers naturally slow to accept new technologies. However, from new voting methods to remote public testimony, the COVID-19 pandemic accelerated the adoption of technological changes by state legislatures throughout the country. This session will focus on changes to legislative rules, practices, and expectations that will remain in place moving forward.

9:15-11 a.m.

Concurrent Session –Managing Expectations: Caution! Work in progress!

Much of life’s discomfort and unhappiness happens in the space between expectations and reality- especially in the workplace. The "Great Reshuffle" is proof of this and the effects have not bypassed our state legislatures. Finding and retaining good legislative

	<p>staff seems to have become more and more difficult. In this interactive session, NCSL's Natalie Wood will share what she has learned about the changing motivations and expectations that employees are bringing to legislative workplaces and spark a discussion about how your legislature can be an employer of choice.</p> <p>Speaker: Natalie Wood, director, Center for Legislative Strengthening, NCSL</p>
<p>11:30 a.m.- 1:30 p.m. <i>Robinson Center, Grand Ballroom</i></p>	<p>ASLCS Lunch and Business Meeting Presiding: Brad Young, ASLCS President and Clerk of the Ohio House of Representatives</p> <p>Buses will load at 11:15 at the Marriott and at 1:40 for the return trip.</p> <p><i>Thank you to our sponsor, International Roll-Call Corporation!</i></p>
<p>2:15-3:30 p.m.</p>	<p>Concurrent Session – Going Beyond the Basics: Expanding your Civic Education Universe</p> <p>Who better to teach about the legislative branch than the legislative branch? In this session, we will explore fun and creative ways you can take the next step in educating the students and adults of your state about their government and how to participate in it. From big ideas to baby steps, we'll discuss what some other states are doing in this arena and brainstorm ideas that could be a good fit for yours.</p> <p>Panelists: Colleen Rust, Deputy Secretary, Washington Senate; Brian McKinley, Sergeant at Arms, Oregon House of Representatives; and Jeff Takacs, Clerk, Florida House of Representatives</p>
<p>2:15-3:30 p.m.</p>	<p>Concurrent Session – The Who, What, Why and How of State Legislatures</p> <p>An interactive discussion comparing the ways legislatures are structured and how they operate. Come prepared with questions and scenarios for your colleagues from around the country!</p> <p>Moderator: Jennifer Novak, Secretary, Idaho Senate</p>
<p>3:45-5 p.m.</p>	<p>Concurrent Session – Maximize Your Dues! Getting the most out of ASLCS and NCSL</p> <p>Legislatures pay dues to ASLCS and NCSL – but are <i>you</i> getting the most bang for their buck? Join us for a session to learn more about both organizations and find out how you can get the most out of your membership.</p>
<p>3:45-5 p.m.</p>	<p>Concurrent Session – Coping with Rules Resistance and Increasing Incivility</p> <p>A look at the growing trend of resistance to the written and unwritten rules of the legislature, both internally and externally, and strategies to deal with it. This session will give you the opportunity to share experiences and solutions from your state.</p>
<p>5:30-9 p.m.</p>	<p>Evening at the William J. Clinton Presidential Library and Museum</p> <p>Buses will load at 5:15.</p>
<p>9 p.m.- Midnight</p>	<p>Hospitality Suite</p>
WEDNESDAY, SEPTEMBER 21, 2022	
<p>8 a.m.-3 p.m.</p>	<p>Registration and Information Desk</p>
<p>8-9:15 a.m.</p>	<p>Breakfast <i>Thank you to our sponsor, Thomson Reuters!</i></p>
<p>9:30-11 a.m.</p>	<p>Plenary Session: A Conversation with the U.S. House Clerk</p>

	Join us for a discussion with the Clerk of the U.S. House of Representatives, The Honorable Cheryl L. Johnson
11:15-11:45 a.m.	Committee Chair Transition Presiding: Timothy Sekerak, ASLCS President-Elect and Clerk of the Oregon House of Representatives
Noon-2 p.m.	Lunch on your own
2-3:30 p.m.	Legislative Staff Breakout Sessions By popular demand – a second staff breakout session! Reconvene with your colleagues and take your networking and problem-solving to the next level! Note: Staff Breakout Sessions are open only to legislative staff. <ul style="list-style-type: none"> • Principal Clerks and Secretaries Assistant/Deputy Clerks and Secretaries • Legislative Operations: Journal Staff • Legislative Operations: Technology Staff • Legislative Operations: Enrolling and Engrossing Staff • Legislative Operations: Calendar Staff, Bill Status/History and Committee Staff • Administrative and Support Services: Administration, PR, Facilities, Safety and Security Staff <p><i>Sponsored by the ASLCS Support Staff Committee</i></p>
4-5:30 p.m.	Legislative Expo and Reception
	Evening on your own
9 p.m.- Midnight	Oregon Night in the Hospitality Suite <i>Courtesy of the Host State Committee for the 2023 PDS in Eugene, Oregon</i>
THURSDAY, SEPTEMBER 22, 2022	
8 a.m.-3 p.m.	Information Desk
8-9 a.m.	Breakfast
9:15-10:45 a.m.	Plenary Session: Mason's Manual and Its Place in the Changing World Learn about the 2020 Manual and how it interacts with the world around it. Panelists will discuss what's in the new manual and emerging case law. Panelists: Paul Smith, Clerk, New Hampshire House of Representatives; Liz Clark, Secretary, Alaska Senate; Susan Kannarr, Clerk, Kansas House of Representatives
11-Noon	Modernizing Workplace Procedures: A Global Perspective Updating workplace procedures following the pandemic is a global issue facing legislative chambers all around the world. Hear from international clerks on the challenges they face, and what creative solutions they have implemented to update their procedures to recruit and retain talented staff, while maintaining a healthy workplace for all. Moderators: Yolanda Dixon, Secretary, Louisiana Senate and Obie Rutledge, Deputy Chief Clerk, Oregon House of Representatives

Noon-1:15 p.m.	Grab & Go Lunch <i>Boxed lunches will be served</i>
Noon-1 p.m.	Pin Contest! Turn in the pins and business cards you've been collecting all week – prizes will be awarded at the State Dinner.
1:30–2:15 p.m.	“A” Committees* <ul style="list-style-type: none"> • Bylaws and Standing Orders – • Inside the Legislative Process – • Site Selection – • Technology – <i>*You are encouraged to attend committee meetings even if you don't currently serve on a committee and to join those still in progress once yours has ended.</i>
2:15–3 p.m.	“B” Committees* <ul style="list-style-type: none"> • International Communication and Development – • Legislative Administrator – • Membership and Communication – • Support Staff –
3–3:45 p.m.	“C” Committees* <ul style="list-style-type: none"> • Canadian-American Relations – • Professional Journal – • Program Development –
3:45-4:30 p.m.	Special Committees <ul style="list-style-type: none"> • Budget and Financial Review – • Strategic Planning –
6-7 p.m.	President's Reception <i>Thank you to our sponsor, Propylon!</i>
7–11 p.m.	State Dinner Celebrate ASLCS at the annual State Dinner, featuring entertainment from Lagniappe! Presiding: Brad Young, ASLCS President and Clerk, Ohio House of Representatives
FRIDAY, SEPTEMBER 23, 2022	
8:30-9:30 a.m.	Breakfast and Business Meeting Presiding: Timothy Sekerak, 2022-2023 ASLCS President and Clerk, Oregon House of Representatives
9:30-Noon	2022–2023 Executive Committee Presiding: Timothy Sekerak, ASLCS President and Clerk, Oregon House of Representatives
Noon	Meeting Adjourned