

# Inside the Legislative Process Committee Meeting Minutes

2016 Professional Development Seminar

Boise, Idaho

Thursday, Sept. 22, 2016

## Call to Order

The meeting of the Inside the Legislative Process Committee was called to order by Corey Carnahan (Kan.), Chair.

## Attendance

The following members of the committee were present: Corey Carnahan (Kan.), Chair; Donna Holiday (Ky.), Vice Chair; Sherry Rodriguez (Nev.), Vice Chair; Sarah Bannister (Wash.); Effie Ameen (Colo.); Lucinda Benjamin (Nev.); Jean Burgin (Ky.); Sarah Burhop (Wis.); Tim Carroll (Mass.); Adriane Crouse (Mo.); Lisa Davis (Miss.); Barrett Dudley (Ark.); Erin Gillitzer (Wis.); Susan Hoffman (Nev.); Kelsey Hood (Wash.); Bernadette McNulty (Calif.); Joy Murphy (Ala.); Jay Pearson (Va.); Ellen Thompson (Wyo.); Lindsey Vroegindewey (Mont.).

## Approval of Minutes

Upon a motion by Sherry Rodriguez (Nev.), seconded by Jean Burgin (Key.), the minutes of the last meeting held Mon., August 8, 2016 at the NCSL Summit in Chicago, IL, were approved.

## Old Business

There was no discussion under this item of business.

## New Business

The committee received copies of a draft survey compiled by NCSL staff. The 2016 survey topic is job duties/responsibilities. The survey contained four columns: a listing of the job functions, a column for senate staff, a column for house staff, and a column for other legislative staff. Using the job duties in the first column, a survey respondent would write down the job title in columns 2 or 3 (depending on their chamber) of the person performing the applicable task or column 4 if the task is performed by another agency.

After reviewing the draft survey language, the committee had the following comments: Add some legislative record functions to column 1, add more security job functions, add committee staff functions, consider grouping column 1 by broad categories (journal, calendar, etc.), add open records request job functions, clarify that column 4 can be used for both legislative agencies and legislative leadership, and, in general, add clarifying language to some of the functions found in column 1.

## Adjournment

Upon a motion by Donna Holiday (Ky.), seconded by Sherry Rodriguez (Nev.), the meeting was adjourned.

Respectfully submitted,  
Corey Carnahan (Kan.), Chair