## NCSL Executive Committee and Legislative Staff Coordinating Committee

### HYATT REGENCY WAIKIKI BEACH RESORT & SPA
2424 Kalakaua Avenue | HONOLULU, HI | Phone: (808) 923-1234

**AGENDA**

*(NOTE: See Bus and Room Information on the Other Side)*

<table>
<thead>
<tr>
<th>Thursday, October 10</th>
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</thead>
<tbody>
<tr>
<td>2–6:30 p.m.</td>
<td>Registration</td>
</tr>
<tr>
<td>2–3:30 p.m.</td>
<td>2020 Super PDS Planning Meeting</td>
</tr>
<tr>
<td>3:30–4:45 p.m.</td>
<td>Legislative Staff Coordinating Committee (LSCC) Orientation</td>
</tr>
<tr>
<td>4:45–5:30 p.m.</td>
<td>LSCC Mentor Meet and Greet</td>
</tr>
<tr>
<td>5:30–7 p.m.</td>
<td>Reception at the Hotel</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Friday, October 11</th>
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<tbody>
<tr>
<td>7:30 a.m.–5 p.m.</td>
<td>Registration</td>
</tr>
<tr>
<td>7:30–8:30 a.m.</td>
<td>Breakfast</td>
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<tr>
<td>8:30–9:45 a.m.</td>
<td>LSCC Work Groups</td>
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<tr>
<td></td>
<td>• Professional Staff Association Officers</td>
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<tr>
<td></td>
<td>• Standing Committees</td>
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<td></td>
<td>• Strategic Planning</td>
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<tr>
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<td>• Certificate and Career Development</td>
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<tr>
<td>9:45–10 a.m.</td>
<td>Break</td>
</tr>
<tr>
<td>10–11:15 a.m.</td>
<td>LSCC Subcommittees</td>
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<tr>
<td></td>
<td>• Legislative Institution</td>
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<td></td>
<td>• Information Technology, Social Media, E-Learning and Outreach</td>
</tr>
<tr>
<td></td>
<td>• Programs and Professional Development</td>
</tr>
<tr>
<td>11:15 a.m.–1:45 p.m.</td>
<td>Legislator Nominating Committee</td>
</tr>
<tr>
<td>11:30 a.m.–12:15 p.m.</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:15–1:30 p.m.</td>
<td>Full Legislative Staff Coordinating Committee</td>
</tr>
<tr>
<td>1:45–5 p.m.</td>
<td>Tour WWII Valor in the Pacific National Monument, Pearl Harbor &amp; Arizona Memorial*</td>
</tr>
<tr>
<td>6:30–8 p.m.</td>
<td>Reception at the Hotel</td>
</tr>
<tr>
<td>Time</td>
<td>Activity</td>
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<td>------------------------------------------------------------</td>
</tr>
<tr>
<td>7 a.m.–1:30 p.m.</td>
<td>Registration</td>
</tr>
<tr>
<td>8:15–9:15 a.m.</td>
<td>Breakfast</td>
</tr>
</tbody>
</table>
| 9:30–10:30 a.m. | • Budget, Finance and Rules Committee  
                  • Subcommittee on Outreach and Member Services       | Mauka Ballroom Maloko Ballroom |
| 10:30–10:45 a.m.| Break                                                      |               |
| 10:45–11:45 a.m.| • Subcommittee on the Legislative Institution  
                  • Subcommittee on State/Federal Policy               | Mauka Ballroom Maloko Ballroom |
| Noon–1:15 p.m.  | Lunch                                                      | Kou Ballroom  |
| Noon–1:15 p.m.  | New Executive Committee Members Orientation               | Ekahi         |
| 1:15–2:45 p.m.  | Full Executive Committee Meeting                           | Makai Ballroom |
| 3 p.m.          | Bus departs for visit to Palace and Capitol*              | Off-Site      |
| 3:30–5 p.m.     | Tour of Iolani Palace and the Capitol                     | Off-Site      |
| 5:30–7 p.m.     | Reception at Washington Place                             | Off-Site      |

**Bus Pickup:**
- Buses will pick up guests on Koa Avenue, which is the street behind the hotel. The entrance to this street is ground floor, center of hotel, across from the grand staircase.

Meeting Room Locations

Main Hotel Meeting Rooms:
- Basement Level – Ekahi, Ekolu, Eha & Elima
- 1st Floor - Leahi
- 2nd Floor - Kou Ballroom & Kou Boardroom
- 3rd Floor - Pool Terrace

Meeting Rooms Across the Street at the Regency Ballroom Convention Center – Please cross the street from the hotel valet area, enter through the glass doors and follow the signs for the Regency Ballroom:
- 2nd Floor - Makai, Maloko & Mauka Ballrooms

The Winter Executive Committee meeting will be held January 17-18 at The Westin Austin Downtown in Austin, Texas.

The Spring Executive Committee meeting will be held June 5-6 at The Fairmont Le Château Frontenac in Quebec City, Quebec, Canada.
Executive Committee Meeting
Saturday, October 12, 2019
1:15 p.m. – 2:45 p.m.
Hyatt Regency Waikiki Beach Resort & Spa
Makai Ballroom

AGENDA

Call to Order, Roll Call and Recognition of Guests

Executive Committee Meeting Minutes from Nashville ..........................................................11

  • International Program – Speaker: Madam Li Xiaolin, President of CPAFFC (The
    Chinese People's Association for Friendship with Foreign Countries)

Legislator Nominating Committee

Executive Director’s Report .................................................................21

Executive Committee Task Forces ........................................................23

Budget, Finance and Rules Committee ..................................................25

Committee on Outreach and Member Services ...........................................41

Subcommittee on the Legislative Institution .........................................55

Subcommittee on State/Federal Policy ..................................................57

Legislative Staff Coordinating Committee .............................................65

NCSL Foundation for State Legislatures Report ......................................85

NCSL Bylaws and Rules of Procedure ..................................................91
<table>
<thead>
<tr>
<th>NCSL OFFICERS</th>
<th>Staff Chair</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>President</strong></td>
<td><strong>Staff Chair</strong></td>
</tr>
<tr>
<td>Speaker Robin Vos</td>
<td>Martha R. Wigton</td>
</tr>
<tr>
<td>Assembly Speaker</td>
<td>Director – House Budget &amp; Research Office</td>
</tr>
<tr>
<td>Wisconsin Legislature</td>
<td>Georgia General Assembly</td>
</tr>
<tr>
<td>State Capitol, Room 217 West</td>
<td>412 Coverdell Legislative Office Building</td>
</tr>
<tr>
<td>PO Box 8953</td>
<td>18 Capitol Square</td>
</tr>
<tr>
<td>Madison, WI 53708-8953</td>
<td>Atlanta, GA 30334</td>
</tr>
<tr>
<td>(608) 266-9171</td>
<td>(404) 656-5050</td>
</tr>
<tr>
<td><a href="mailto:Rep.Vos@legis.wisconsin.gov">Rep.Vos@legis.wisconsin.gov</a></td>
<td><a href="mailto:martha.wigton@house.ga.gov">martha.wigton@house.ga.gov</a></td>
</tr>
<tr>
<td>Year 6</td>
<td>Year 5</td>
</tr>
<tr>
<td><strong>President-Elect</strong></td>
<td><strong>Staff Vice Chair</strong></td>
</tr>
<tr>
<td>Speaker Scott Saiki</td>
<td>Joseph James “J.J.” Gentry, Esq.</td>
</tr>
<tr>
<td>Speaker of the House</td>
<td>Counsel, Ethics Committee – Senate</td>
</tr>
<tr>
<td>Hawaii State Legislature</td>
<td>South Carolina General Assembly</td>
</tr>
<tr>
<td>State Capitol</td>
<td>PO Box 142</td>
</tr>
<tr>
<td>415 South Beretania Street</td>
<td>205 Gressette Building</td>
</tr>
<tr>
<td>Room 431</td>
<td>Columbia, SC 29202</td>
</tr>
<tr>
<td>Honolulu, HI 96813</td>
<td>(803) 212-6306</td>
</tr>
<tr>
<td>(808) 586-6100</td>
<td><a href="mailto:JJGentry@scsenate.gov">JJGentry@scsenate.gov</a></td>
</tr>
<tr>
<td><a href="mailto:repsaiki@capitol.hawaii.gov">repsaiki@capitol.hawaii.gov</a></td>
<td>Year 4</td>
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<tr>
<td>Year 5</td>
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</tr>
<tr>
<td><strong>Vice President</strong></td>
<td><strong>Immediate Past Staff Chair</strong></td>
</tr>
<tr>
<td>Senator Curt Bramble (Interim)</td>
<td>Jon Heining</td>
</tr>
<tr>
<td>Utah Legislature</td>
<td>General Counsel – Legislative Council</td>
</tr>
<tr>
<td>State Capitol, Suite 320</td>
<td>Texas Legislature</td>
</tr>
<tr>
<td>350 North State Street</td>
<td>PO Box 12128</td>
</tr>
<tr>
<td>Salt Lake City, UT 84114</td>
<td>Robert E. Johnson Building</td>
</tr>
<tr>
<td>(801) 538-1035</td>
<td>1501 North Congress Avenue</td>
</tr>
<tr>
<td><a href="mailto:curt@cbramble.com">curt@cbramble.com</a></td>
<td>Austin, TX 78711-2128</td>
</tr>
<tr>
<td>Year 2</td>
<td>(512) 463-1151</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:jon.heining@tlc.texas.gov">jon.heining@tlc.texas.gov</a></td>
</tr>
<tr>
<td></td>
<td>Year 6</td>
</tr>
<tr>
<td><strong>Immediate Past President</strong></td>
<td></td>
</tr>
<tr>
<td>Senator Toi Hutchinson</td>
<td></td>
</tr>
<tr>
<td>Illinois General Assembly</td>
<td></td>
</tr>
<tr>
<td>Capitol Building, Room 108-A</td>
<td></td>
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<tr>
<td>301 South Second Street</td>
<td></td>
</tr>
<tr>
<td>Springfield, IL 62706</td>
<td></td>
</tr>
<tr>
<td>(217) 782-7419</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:twhutch@gmail.com">twhutch@gmail.com</a></td>
<td></td>
</tr>
<tr>
<td>Year 4</td>
<td></td>
</tr>
</tbody>
</table>
AT LARGE MEMBERS

Representative Marvin Abney
Rhode Island General Assembly
State House
82 Smith Street
Providence, RI 02903-1105
(401) 222-1478
rep-abney@rilegislature.gov
Year 2

Senator David Blount
Mississippi Legislature
State Capitol
PO Box 1018
400 High Street, Suite 213
Jackson, MS 39215-1018
(601) 359-3232
dblount@senate.ms.gov
Year 3

Senator Ralph Alvarado
Kentucky General Assembly
Capitol Annex, Suite 229
702 Capitol Avenue
Frankfort, KY 40601
(502) 564-8100
ralph.alvarado@lrc.ky.gov
Year 3

Tim Bommel
Photojournalist
House of Representatives
Missouri General Assembly
State Capitol Building B34
201 West Capitol Avenue
Jefferson City, MO 65101
(573) 751-4043
tim.bommel@house.mo.gov
Year 1

Joe Ayala
Principal Deputy Legislative Counsel
Office of Legislative Counsel
California State Legislature
925 L Street, Suite 700
Sacramento, CA 95814
(916) 341-8246
joe.ayala@legislativecounsel.ca.gov
Year 2

Jen Carlton
Deputy Chief of Staff for Operations
Senate Majority Caucus
Indiana General Assembly
200 W. Washington Street, Room 126
Indianapolis, IN 46204
(317) 460-6204
jen.carlton@iga.in.gov
Year 2

Senator Eric Bassler
Indiana General Assembly
State House, Room 3B-S
200 West Washington Street
Indianapolis, IN 46204-2785
(317) 232-9400
Senator.Bassler@iga.in.gov
Year 2

Senator David Carlucci
New York State Legislature
Legislative Office Building
198 State Street, Room 509
Albany, NY 12247
(518) 455-2991
carlucci@nysenate.gov
Year 2

Speaker Scott Bedke
Speaker of the House
Idaho Legislature
State Capitol Building
PO Box 83720
700 West Jefferson Street
Boise, ID 83720-0038
(208) 332-1123
sbedke@house.idaho.gov
Year 2

Charlotte Carter-Yamauchi
Director
Legislative Reference Bureau
Hawaii State Legislature
State Capitol, Room 446
415 South Beretania Street
Honolulu, HI 96813
(808) 587-0666
yamauchi@capitol.hawaii.gov
Year 3
Representative Gilda Cobb-Hunter
South Carolina Legislature
309 C Blatt Building
PO Box 11867
Columbia, SC 29211
(803) 734-2809
gildacobbhunter@schouse.gov
Year 1

Representative Sarah Copeland-Hanzas
Vermont General Assembly
State House
115 State Street
Montpelier, VT 05633-5501
(802) 828-2228
scopelandhanzas@leg.state.vt.us
Year 3

Representative Kurt Daudt
House Minority Leader
Minnesota Legislature
267 State Office Building
100 Rev. Dr. Martin Luther King Jr. Blvd.
St. Paul, MN 55155-1298
(651) 296-5364
rep.kurt.daudt@house.mn
Year 2

Representative Marcus Evans
Illinois General Assembly
Stratton Office Building, Room 268-S
401 South Spring Street
Springfield, IL 62706
(217) 782-8272
marcus@repevans.com
Year 1

Representative Dan Flynn
Texas Legislature
Capitol Extension
PO Box 2910
Austin, TX 78768-2910
(512) 463-0880
dan.flynn@house.texas.gov
Year 2

Matt Gehring
Staff Coordinator
House Research Department
Minnesota Legislature
100 Rev. Dr Martin Luther King Jr Blvd.
Saint Paul, MN 55155
(651) 296-5052
matt.gehring@house.mn
Year 1

Senator Bill Hansell
Oregon Legislative Assembly
State Capitol
900 Court Street, NE
Room S-415
Salem, OR 97301
(503) 986-1729
Sen.BillHansell@oregonlegislature.gov
Year 2

Aurora Hauke
Chief of Staff
Legislative Budget & Audit Committee
Alaska Legislature
State Capitol, Room 24
120 4th Street
Juneau, AK 99801-1182
(907) 465-5051
aurora.hauke@akleg.gov
Year 2

Senator Matt Huffman
Senate Majority Floor Leader
Ohio General Assembly
Senate Building
One Capitol Square, 2nd Floor
Columbus, OH 43215
(614) 466-7584
Huffman-m@ohiosenate.gov
Year 3

Representative Jean Hunhoff
South Dakota Legislature
State Capitol
500 East Capitol Avenue
Pierre, SD 57501-5070
(605) 773-3851
jean.hunhoff@sdlegislature.gov
Year 1
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Address</th>
<th>Phone</th>
<th>Email</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jennifer Jackson</td>
<td>Legislative Counsel</td>
<td>Legislative Council</td>
<td></td>
<td><a href="mailto:jennifer.jackson@tlc.texas.gov">jennifer.jackson@tlc.texas.gov</a></td>
<td>3</td>
</tr>
<tr>
<td>Senator Ron Kouchi</td>
<td>Senate President</td>
<td>Hawaii Legislature</td>
<td></td>
<td><a href="mailto:senkouchi@capitol.hawaii.gov">senkouchi@capitol.hawaii.gov</a></td>
<td>1</td>
</tr>
<tr>
<td>Scott Kaiser</td>
<td>Assistant Secretary – Senate</td>
<td>Illinois General Assembly</td>
<td></td>
<td><a href="mailto:scottk@ilga.gov">scottk@ilga.gov</a></td>
<td>2</td>
</tr>
<tr>
<td>Othni J. Lathram</td>
<td>Alabama Legislature Director, Legislative</td>
<td>Services Agency</td>
<td></td>
<td><a href="mailto:olathram@lsa.state.al.us">olathram@lsa.state.al.us</a></td>
<td>1</td>
</tr>
<tr>
<td>Susan W. Kannarr</td>
<td>Chief Clerk</td>
<td>House of Representatives</td>
<td></td>
<td><a href="mailto:susan.kannarr@house.ks.gov">susan.kannarr@house.ks.gov</a></td>
<td>2</td>
</tr>
<tr>
<td>Senator Greg Leding</td>
<td>Arkansas General Assembly Assistant Secretary</td>
<td>of the Senate</td>
<td></td>
<td><a href="mailto:Greg.Leding@senate.ar.gov">Greg.Leding@senate.ar.gov</a></td>
<td>2</td>
</tr>
<tr>
<td>Jessica Karls-Ruplinger</td>
<td>Deputy Director</td>
<td>Legislative Council</td>
<td></td>
<td><a href="mailto:jessica.karls-ruplinger@legis.wisconsin.gov">jessica.karls-ruplinger@legis.wisconsin.gov</a></td>
<td>2</td>
</tr>
<tr>
<td>Sabrina Lewellen</td>
<td>Deputy Director</td>
<td>Assistant Secretary of the Senate</td>
<td></td>
<td><a href="mailto:sabrina.lewellen@senate.ar.gov">sabrina.lewellen@senate.ar.gov</a></td>
<td>2</td>
</tr>
<tr>
<td>Representative John Kavanagh</td>
<td>(Arizona)</td>
<td>State Legislature</td>
<td>Capitol Complex - House</td>
<td></td>
<td><a href="mailto:jkavanagh@azleg.gov">jkavanagh@azleg.gov</a></td>
</tr>
<tr>
<td>Lt. Governor Randy McNally</td>
<td>(Tennessee)</td>
<td>General Assembly</td>
<td>Lieutenant Governor and Speaker of the Senate</td>
<td>Cordell Hull Building, Suite 700</td>
<td>425 Fifth Avenue North, 7th Floor</td>
</tr>
</tbody>
</table>
Senator Eddie Melton  
Indiana General Assembly  
State House, Room 4D-S  
200 West Washington Street  
Indianapolis, IN 46204-2785  
(317) 232-9400  
Senator.Melton@iga.in.gov  
Year 2

Senator Ann Millner  
Senate Assistant Majority Whip  
Utah State Legislature  
P.O. Box 145115  
350 North State Street, Suite 320  
Salt Lake City, UT 84114  
(801) 538-1035  
amillner@le.utah.gov  
Year 2

Assemblymember Félix Ortiz  
Assistant Speaker of the Assembly  
New York Legislature  
731 Legislative Office Building  
Albany, NY 12248  
(518) 455-3821  
OrtizF@nyassembly.gov  
Year 1

Anthony “Steve” Pike  
Chief of Police  
Virginia Division of Capitol Police  
Virginia General Assembly  
Washington Building  
1100 Bank Street, 2nd Floor  
Richmond, VA 23219  
(804) 786-5035  
spike@dcp.virginia.gov  
Year 2

Representative Angelo Puppolo, Jr.  
Massachusetts General Court  
State House, Room 122  
24 Beacon Street  
Boston, MA 02133-1099  
(617) 722-2006  
Angelo.Puppolo@mahouse.gov  
Year 2

Senator Sue Rezin  
Senate Assistant Minority Leader  
Illinois General Assembly  
Capitol Building, Room 309-J  
301 South Second Street  
Springfield, IL 62706  
(217) 782-3840  
senatorrezin@gmail.com  
Year 2

Connie Ridley  
Director of Administration  
Office of Legislative Administration  
Tennessee General Assembly  
Cordell Hull Building  
425 5th Avenue North, Suite 802  
Nashville, TN 37243  
(615) 741-1919  
connie.ridley@capitol.tn.gov  
Year 1

Senator Carmelo Rios Santiago  
Senate Majority Leader  
Puerto Rico Legislative Assembly  
The Capitol  
PO Box 9023431  
San Juan, PR 00902-3431  
(787) 724-2030  
crios@senado.pr.gov  
Year 2

Representative David Santiago  
Florida Legislature  
House Office Building  
402 South Monroe Street  
Room 317  
Tallahassee, FL 32399-1300  
(850) 717-5027  
david.santiago@myfloridahouse.gov  
Year 2

Senator Joseph Scarnati, III  
Senate President Pro Tempore  
Pennsylvania General Assembly  
PO Box 203025  
Harrisburg, PA 17120-3025  
(717) 787-7084  
jscarnati@pasen.gov  
Year 2
### AT LARGE MEMBERS, continued

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Office Address</th>
<th>Contact Information</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Snyder</td>
<td>Committee Staff Administrator</td>
<td>Legislative Research Commission Kentucky General Assembly Room 014, Capitol Annex 702 Capitol Avenue Frankfort, KY 40601 (502) 564-8100 EXT 478 <a href="mailto:John.snyder@lrc.ky.gov">John.snyder@lrc.ky.gov</a></td>
<td>Year 1</td>
<td></td>
</tr>
<tr>
<td>Linda Triplett</td>
<td>Performance Accountability Director</td>
<td>Legislative PEER Committee Mississippi Legislature PO Box 1204 Jackson, MS 39215-1204 (601) 359-1226 <a href="mailto:linda.tripllett@peer.ms.gov">linda.tripllett@peer.ms.gov</a></td>
<td>Year 2</td>
<td></td>
</tr>
<tr>
<td>Representative Trey Stewart</td>
<td>House Assistant Minority Leader Maine Legislature State House, Room 332 2 State House Station Augusta, ME 04333-0002 (207) 227-0569 <a href="mailto:stewartforpresqueisle@gmail.com">stewartforpresqueisle@gmail.com</a></td>
<td>Year 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Speaker Linda Upmeyer</td>
<td>Speaker of the House</td>
<td>Iowa General Assembly State Capitol 1007 East Grand Avenue Des Moines, IA 50319 (515) 281-3221 <a href="mailto:linda.upmeyer@legis.iowa.gov">linda.upmeyer@legis.iowa.gov</a></td>
<td>Year 2</td>
<td></td>
</tr>
<tr>
<td>Senator Greg Treat</td>
<td>Senate President Pro Tempore</td>
<td>Oklahoma Legislature State Capitol Building 2300 North Lincoln Boulevard Room 422 Oklahoma City, OK 73105 (405) 521-5632 <a href="mailto:Treat@oksenate.gov">Treat@oksenate.gov</a></td>
<td>Year 2</td>
<td></td>
</tr>
</tbody>
</table>

### EX-OFFICIO MEMBERS

#### Co-Chairs, Standing Committees

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Office Address</th>
<th>Contact Information</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Representative Barbara Ballard</td>
<td>House Minority Caucus Chair</td>
<td>Kansas Legislature Kansas State Capitol 300 SW Tenth Avenue, Room 451-S Topeka, KS 66612-1504 (785) 296-7697 <a href="mailto:barbara.ballard@house.ks.gov">barbara.ballard@house.ks.gov</a></td>
<td>Year 3</td>
<td></td>
</tr>
<tr>
<td>Senator Wayne Harper</td>
<td>Utah Legislature</td>
<td>State Capitol 350 North State Street, Suite 320 Salt Lake City, UT 84114 (801) 538-1035 <a href="mailto:wharper@le.utah.gov">wharper@le.utah.gov</a></td>
<td>Year 2</td>
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#### Staff Co-Chairs, Standing Committees

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Office Address</th>
<th>Contact Information</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jennifer Jones</td>
<td>Acting Director</td>
<td>Sunset Advisory Commission Texas Legislature PO Box 13066 Austin, TX 78711 (512) 463-1291 <a href="mailto:jennifer.jones@sunset.texas.gov">jennifer.jones@sunset.texas.gov</a></td>
<td>Year 2</td>
<td></td>
</tr>
<tr>
<td>Lonnie Edgar</td>
<td>Principal Analyst</td>
<td>PEER Mississippi Legislature 501 North West Street Jackson, MS 39201 (601) 359-1226 <a href="mailto:lonnie.edgar@peer.ms.gov">lonnie.edgar@peer.ms.gov</a></td>
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<td>Chair, Council of State Governments</td>
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<td>![Senator Lou D’Allesandro]</td>
<td>Mathieu Lemay</td>
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<td><strong>Senator Lou D’Allesandro</strong></td>
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<td>New Hampshire General Court</td>
<td>National Assembly of Quebec</td>
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<td>State House, Room 117</td>
<td>Quebec, QC G1A 1A4</td>
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<td>107 North Main Street</td>
<td>Canada</td>
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<tr>
<td>Concord, NH 03301-4951</td>
<td>(450) 966-0111</td>
<td></td>
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<tr>
<td>(603) 271-2117</td>
<td><a href="mailto:Mathieu.lemay@assnat.qc.ca">Mathieu.lemay@assnat.qc.ca</a></td>
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<tr>
<td><a href="mailto:Lou.Dallesandro@leg.state.nh.us">Lou.Dallesandro@leg.state.nh.us</a></td>
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## CSG REGIONAL MEMBERS

### Eastern Region

<table>
<thead>
<tr>
<th><strong>Representative Kevin Ryan</strong></th>
<th>House Majority Deputy Speaker</th>
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<tr>
<td><strong>House</strong></td>
<td>Connecticut General Assembly</td>
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<tr>
<td><strong>Connecticut General Assembly</strong></td>
<td>Legislative Office Building</td>
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<tr>
<td><strong>Legislative Office Building</strong></td>
<td>300 Capitol Avenue, Room 4108</td>
</tr>
<tr>
<td><strong>Hartford, CT 06106-1591</strong></td>
<td>(860) 240-8585</td>
</tr>
<tr>
<td><a href="mailto:Kevin.Ryan@cga.ct.gov">Kevin.Ryan@cga.ct.gov</a></td>
<td>Year 2</td>
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### Midwestern Region

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<thead>
<tr>
<th><strong>Representative Joan Ballweg</strong></th>
<th><strong>Wisconsin Legislature</strong></th>
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<tr>
<td><strong>Speaker</strong></td>
<td><strong>State Capitol</strong></td>
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<tr>
<td><strong>Wisconsin Legislature</strong></td>
<td><strong>PO Box 8952</strong></td>
</tr>
<tr>
<td><strong>State Capitol</strong></td>
<td><strong>Madison, WI 53708-8952</strong></td>
</tr>
<tr>
<td><strong>PO Box 8952</strong></td>
<td>(608) 266-8077</td>
</tr>
<tr>
<td><a href="mailto:rep.ballweg@legis.wisconsin.gov">rep.ballweg@legis.wisconsin.gov</a></td>
<td>Year 2</td>
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### Southern Region

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<thead>
<tr>
<th><strong>Speaker David Ralston</strong></th>
<th><strong>Speaker of the House</strong></th>
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<tbody>
<tr>
<td><strong>Georgia General Assembly</strong></td>
<td><strong>State Capitol, Room 332</strong></td>
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<tr>
<td><strong>State Capitol, Room 332</strong></td>
<td><strong>206 Washington Street SW</strong></td>
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<tr>
<td><strong>206 Washington Street SW</strong></td>
<td><strong>Atlanta, GA 30334</strong></td>
</tr>
<tr>
<td><strong>Atlanta, GA 30334</strong></td>
<td>(404) 656-5020</td>
</tr>
<tr>
<td><a href="mailto:david.ralston@house.ga.gov">david.ralston@house.ga.gov</a></td>
<td>Year 4</td>
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### Western Region

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<tr>
<th><strong>Representative Marilyn Ryan</strong></th>
<th><strong>Montana Legislature</strong></th>
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<tr>
<td><strong>Representative</strong></td>
<td><strong>PO Box 200400</strong></td>
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<tr>
<td><strong>Montana Legislature</strong></td>
<td><strong>Helena, MT 59620-0400</strong></td>
</tr>
<tr>
<td><strong>PO Box 200400</strong></td>
<td>(406) 444-4800</td>
</tr>
<tr>
<td><a href="mailto:Marilyn.ryan@mtleg.gov">Marilyn.ryan@mtleg.gov</a></td>
<td>Year 2</td>
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*Chair, Council of State Governments*

*International Affiliate*
NCSL Advisory Committee (Past Officers still in legislative service)

Michael P. Adams
Director of Human Resources
Senate Clerk's Office
Virginia General Assembly
PO Box 396
Richmond, VA 23218
(804) 698-7405
madams@senate.virginia.gov

Sharon Crouch Steidel
Chief Technology Officer
House of Delegates
Virginia General Assembly
900 East Main Street
Richmond, VA 23219
(804) 698-1561
SCrouchSteidel@house.virginia.gov

John B. Phelps
Staff Director/ Senate Rules Committee
Florida Legislature
404 South Monroe Street
402 Senate Office Building
Tallahassee, FL 32399-1100
(850) 487-5350
phelps.john@flsenate.gov

Senator Dan Blue
Senate Democratic Leader
North Carolina General Assembly
Legislative Building, Room 1129
16 West Jones Street
Raleigh, NC 27601-2809
(919) 733-5752
Dan.Blue@ncleg.net

Nancy Cyr
Director of Research
Legislative Research Office
Nebraska Legislature
PO Box 94604
Lincoln, NE 68509-4604
(402) 471-0077
ncyr@leg.ne.gov

Patsy Spaw
Secretary of the Senate
Texas Legislature
PO Box 12068
Austin, TX 78711
(512) 463-0100
patsy.spaw@senate.texas.gov

Raúl Burciaga
Director
Legislative Council Service
New Mexico Legislature
490 Old Santa Fe Trail, Suite 411
Santa Fe, NM 87501
(505) 986-4671
raul.burciaga@nmlegis.gov

Representative John Martin
Maine Legislature
State House, Room 333
2 State House Station
Augusta, ME 04333-0002
(207) 287-1430
John.Martin@legislature.maine.gov

Alfred W. (Butch) Speer
Clerk of the House
Louisiana State Legislature
State Capitol, Suite G – 106
PO Box 44281
Baton Rouge, LA 70804
(225) 342-7259
speera@legis.la.gov

Susan Clarke Schaar
Clerk of the Senate
Virginia General Assembly
PO Box 396
Richmond, VA 23218
(804) 698-7400
sschaar@senate.virginia.gov

Patrick J. O'Donnell
Clerk of the Legislature
Nebraska Unicameral Legislature
State Capitol, Room 2018
PO Box 94604
Lincoln, NE 68509-4604
(402) 471-2271
podonnell@leg.ne.gov

John W. Turcotte
Director, Program Evaluation Division
Legislative Services Office
North Carolina General Assembly
300 N. Salisbury Street, Suite 100
Raleigh, NC 27603-5925
(919) 301-1399
John.turcotte@ncleg.net
NCSL President Senator Toi Hutchinson called the meeting to order. The following officers and members were present:

**Officers**

Senator Toi Hutchinson, Illinois  
Speaker Robin Vos, Wisconsin  
Speaker Scott Saiki, Hawaii  
Senator Curt Bramble, Utah  
Jon Heining, General Counsel, Legislative Council, Texas  
Martha Wigton, Director, House Budget and Research Office, Georgia  
Chuck Truesdell, Fiscal Analyst, Office of Budget Review, Legislative Research Commission, Kentucky

**Executive Committee Members**

Representative Marvin Abney, Rhode Island  
Senator Ralph Alvarado, Kentucky  
Representative Barbara Ballard, Kansas  
Senator Eric Bassler, Indiana  
Senator David Blount, Mississippi  
Jen Carlton, Indiana  
Senator David Carlucci, New York  
Charlotte Carter-Yamauchi, Hawaii  
Representative Sarah Copeland-Hanzas, Vermont  
Representative Kurt Daudt, Minnesota  
Susan Furlong, Nevada  
J.J. Gentry, South Carolina  
Senator Bill Hansell, Oregon  
Senator Wayne Harper, Utah  
Aurora Hauke, Alaska  
Senator Matt Huffman, Ohio  
Jennifer Jackson, Texas  
Jennifer Jones, Texas  
Scott Kaiser, Illinois  
Susan Kannarr, Kansas  
Jessica Karls-Ruplinger, Wisconsin  
Representative John Kavanagh, Arizona  
Othni Lathram, Alabama  
Senator Greg Leding, Arkansas  
Sabrina Lewellen, Arkansas  
Senator Ryan McDougle, Virginia  
Lt. Governor Randy McNally, Tennessee  
Senator Ann Millner, Utah  
Steve Pike, Virginia  
Representative Angelo Puppolo Jr., Massachusetts  
Joel Redding, Kentucky  
Senator Sue Rezin, Illinois  
Representative Kevin Ryan, Connecticut  
Senator Carmelo Rios Santiago, Puerto Rico  
John Snyder, Kentucky  
Senator Greg Treat, Oklahoma  
Linda Triplett, Mississippi  
Speaker Linda Upmeyer, Iowa  
Representative Jennifer Williamson, Oregon

A quorum was present with 46 members in attendance.

**Approval of Minutes**

Senator Hutchinson called for a motion to approve the minutes of the meeting held in Madison on June 8, 2019. The minutes were unanimously approved.
International Program - Canada

Senator Hutchinson gave a welcome to the Canadian delegation. NCSL has an extensive relationship with Canada and National Assembly members attend many of the NCSL meetings including the Executive Committee meetings. MP Colin Fraser, representing Nova Scotia, was born and raised in Yarmouth, Nova Scotia and earned a bachelor’s degree from Carlton University in Ottawa, followed by his law degree at the University of Halifax. Since 2008, his areas of specialization have included criminal and family law, real estate, wills and estates, and civil litigation. In 2015, he was elected as a member of Parliament for the West Nova. He proudly serves on the House of Commons standing committee on veterans affairs and the standing committee on justice and human rights.

MP Fraser recognized the long-standing relationship that Canada shares with the United States. The Canada/U.S. IPG is always looking to strengthen its bilateral relationship and while that task has faced a few challenges in recent years, he assured that the Canada/U.S. relationship remains very strong indeed. Canadian members are interested in attending the Legislative Summit and its informative policy sessions. The interaction with state legislators on the full range of issues discussed enables members of the IPG to provide input into and gather information about state-level issues that affect Canada. At the 2018 Legislative Summit in Los Angeles, the Honorable Wayne Easter, co-chair of the Canadian section of the IPG, participated in an international trade panel discussion concerning the renegotiation of the North American Free Trade Agreement. As Canada gets closer to a federal election, the IPG continues to promote the importance of Canada/U.S. relationships and a better understanding between Canada and American legislators on shared issues of concern by meeting with U.S. governors and taking part in several state-level conferences. The IPG sent delegations to the Western Governors’ Association conference in Vail, Colo. and to the National Governors’ Association in Salt Lake City, Utah. The IPG’s Canadian section delegates attending all of these events work very hard to promote the policies that are favorable to both Canada and the United States, and that will help build on the already very strong relationship. The IPG also participated in the Council of State Governments conferences and those held by three of its four regional groups: the East, the Midwest and the West. The CSG Southern Legislative Conference was canceled due to Hurricane Barry. While these conferences deal mostly with issues of state and provincial concerns, they also include discussions about the Canada/U.S. relationship and certain federal matters. The IPG also participated in other activities where the private and the public sectors came together to discuss bilateral issues including border security, trade, agriculture, and energy and the environment. This year, IPG delegates attended the CAN/AM Border Trade Alliance meeting in Ottawa in the Pacific Northwest Economic Region Annual Summit in Saskatoon, Saskatchewan.

In the spring and fall of every year, the Canadian section of the IPG organizes meaningful discussions of critical issues during its congressional meetings in Washington, D.C., with U.S. senators and members of the House of Representatives. These meetings provide useful insight about the Canada/U.S. relationship, both in areas of friction that require mutually beneficial solutions, and in areas of cooperation where we can work together more closely for added benefit. My colleagues traveled to Washington in late November. During their meetings on Capitol Hill, their primary focus was on bilateral trade, especially the ratification of the United States, Mexico, Canada Agreement, the USMCA, and the removal of tariffs on Canadian steel and aluminum. As always, they stressed the critical role that trade plays in the economies of both of our countries, and the integrated supply chains that have enhanced the prosperity of both of our countries’ businesses. In February 2019, our co-chair, Wayne Easter, led another delegation to Washington to meet with newly elected members of the House of
Representatives. Naturally, the main topics of discussion continued to be the USMCA and the Section 232 tariffs, but they also had the opportunity to highlight the extraordinary cooperation our countries share in defense and in cross-border emergency response efforts such as wildfire disaster relief. This fall, the IPG will hold an annual meeting with members of the American section. The very first IPG meeting was held in 1959 and both countries have met annually since that time. It is the United States’ turn to host the IPG’s annual meeting this year and although nothing has been decided yet, I can confirm that we are working with the American section to find a venue. The agenda will include matters of common interest such as our joint economic prosperity, trade and regulatory cooperation, North American and international security issues, and environment concerns that require bilateral cooperation. With that, thank you for this opportunity to speak. I wish you a wonderful conference here in beautiful Nashville and successful policy sessions, as well as the opportunity to foster many new relationships.

International Program – China
Senator Hutchinson stated that NCSL has enjoyed a long-standing relationship with China through the Chinese People’s Association for Friendship with Foreign Countries. In October, a Chinese delegation will be in Hawaii as part of a study tour. These exchanges are valuable and important to help foster a healthy sharing of information between our countries. Minister Zhu is the third highest ranking official at the Chinese Embassy in Washington, D.C. In January 2018, she was appointed as Administer of Embassy of the People’s Republic of China in the United States of America. Prior to taking the current post, Minister Zhu was Deputy Director General of the Department of North American Ministry of Foreign Affairs. From 2011 to 2015, she worked as counselor and chief of the political section of the Chinese Embassy in the U.S. From 2010 to 2011, she studied in the U.K. with a scholarship program. She has also worked overseas in the Chinese Embassy in the Republic of Trinidad and Tobago. She was born in the Zenyang Province and received a master’s degree in English language from Fudan University in Shanghai.

Minister Zhu said that she understood that one of the topics for the Legislative Summit would be misinformation in the 21st century. That topic is certainly relevant today. As policymakers and consumers are exposed to an ever-growing amount of information, the ability to distinguish accurate information from misinformation can be very challenging. Face-to-face communication remains an effective way to avoid misunderstanding and misjudgment. Currently, the China and U.S. relationship faces some difficulties and challenges. Some hawkish people within Washington view China as a threat or an adversary, and thus have been advocating for a decoupling of the two countries or a clash of civilizations. We should not be misled by such misinformation. We must make sure that common sense will prevail in policy-shaping and decision-making.

The Chinese people love peace. It is deeply rooted in our cultural DNA. The goals behind China’s development have never been to challenge or replace other countries. This development is to meet the aspirations of the Chinese people to fill a better life, which is no different than the aspirations of the American people. In this regard, China is pursuing a people-centered development strategy and strives to build a community with a shared future for mankind. The China/U.S. relationship is one of the most consequential bilateral relationships in the world. Since the establishment of diplomatic relations four decades ago, both countries have made great achievements in development, bringing enormous benefits to the people of both countries and the world.

History has proven that both China and the U.S. benefit from cooperation and lose in confrontation. Cooperation and dialogue are better than friction and confrontation. Chinese President Xi Jinping and
President Donald Trump had a very successful meeting in Osaka, Japan, in June, during which they had an in-depth exchange of views on the mantle issues concerning China/U.S. relations. Our two leaders agreed to continue pursuing a China/U.S. relationship based on coordination, cooperation and stability. They also agreed to restart consultations on trade. The trade war will only hurt both countries and the bilateral cooperation is the only right choice. The two sides should adhere to the principle of equality and mutual respect, keep to integrity and sincerity, and address each other’s concerns through consultations to narrow down our differences, expand our common interests, and contribute to global economic stability and development.

Such national cooperation and the people-to-people ties are the foundation of China/U.S. relations. Last May, Minister Zhu personally joined a 100-person delegation from China to the Golden Spike 150 Festival in Utah. Together with thousands of Americans, they commemorated the contributions and sacrifices made by Chinese railway workers for building the American transcontinental railroad. Being together, this was also to open up new prospects for future cooperation.

During the fifth China/U.S. Governors Forum in Lexington, Ky. and the fourth China/U.S. Sister Cities Conference in Houston, Texas, several hundred representatives from the states, provinces and cities from both sides explored practical cooperation and reached agreements in various areas. By the end of 2019, the fourth China/U.S. National Legislators Corporation for Work Forum will take place in China.

These exchanges fully demonstrate that the Chinese and American people have amicable feelings towards each other, and they are ready to strengthen the friendship and the cooperation between our two countries. The Chinese side is grateful for the commitment of NCSL to support greater exchanges with China. State legislators come from various local communities and represent the real interests of local people.

We hope that NCSL will continue to promote people-to-people ties to lay a solid foundation for China/U.S. relations. As the saying goes: Wealth is not a friend, but friends are wealth. We hope the friendship between the Chinese and American people will last forever.

Remarks by the NCSL Executive Director
Tim Storey remarked that this was his first Executive Director report as the new Executive Director of NCSL and fortunately, it’s all positive. NCSL entered its 45th Legislative Summit and could not be more excited about the upcoming week. Registration will exceed 7,000. It’s easily the largest Legislative Summit NCSL has had since the Great Recession of 2008 with over 1,300 state legislators and 1,000 legislative staff. NCSL has the state of Tennessee and Dolly Parton to thank for that. Dolly has a great program to talk about. One of the criticisms NCSL often gets about the Legislative Summit is that it’s too big and it can feel very intimidating. Let’s be NCSL’s best ambassadors and let’s try to make this really big meeting seem like a small meeting. The Tennessee legislature did an unbelievable amount of heavy lifting to make this a big-time week that’s going to be very successful. Please give them a sincere thank you. It’s going to be a tough act to follow, but we think that Indianapolis can pull that off.

The 400th anniversary of the legislative self-governance assemblies in the North American continent was held on July 30. The state of Virginia was very kind to invite NCSL and Senator Toi Hutchinson spoke in Jamestown, Va. There is a link on NCSL’s web page. It wasn’t easy and somewhat stressful to arrange but we want to thank Senator Hutchinson for doing a fantastic job and making NCSL proud.
NCSL’s budget is ending with a slight surplus for FY 2019. Everything looks pretty good, and that’s the most important thing. Thanks to Bill Pound for getting NCSL in a great position financially.

Our gratitude to the NCSL Foundation staff as they exceeded last year’s goals and everything looks terrific for another good year.

NCSL staff has done some terrific work with LSCC in terms of planning the Legislative Summit and legislative staff events, working on some big projects like staff certification programs and moving that forward. They have also produced some publications including the “Legislative Litigation: A Toolkit for Legislative Staff.” If you’re in a legislature that unfortunately winds up in litigation, NCSL has this terrific new resource.

For internal staff changes, Arturo Pérez has been promoted to Director of the State Services division. Arturo comes from our fiscal affairs program. Stacy Householder will be the director of our new division for leaders and international programs. Stacy also is staff to the legislator nominating committee.

State-Federal Activities Report

Senator Wayne Harper reported that NCSL testified on three different occasions in July alone before congressional committees. In addition, NCSL became aware that the White House was hosting a national call on occupational licensing, something that NCSL is very active in. NCSL was able to work with the White House to ensure that legislators were involved with this, sharing what was going on in their states as well as what NCSL is doing in occupational licensing.

NCSL continues to work with congressional offices as they consider federal legislation on data privacy. In September, Senator David Carlucci, New York, co-chair of the NCSL CFI committee, will be in D.C. to meet with members of Congress on this issue to thwart the effort to preempt state privacy laws. The CFI committee and its policy working group have worked to update NCSL’s policy on data privacy, which will be voted on at the business meeting.

There are overviews in the book of each of the standing committees’ work since the Madison meeting with additional information and description of the activities of each committee. The committee staff and policy working groups have been very busy updating the policies for consideration. There will be a total of 46 policies that will be considered. The policy working groups, the standing committees and then the general group at the business meeting will have a lot to go over. Download the NCSL’s app to find all the policies and activities, or you can go to the NCSL web page. Paper copies are no longer being provided.

For Legislative Summit highlights, NCSL has arranged for a group of legislators, in particular chairs of the state-federalism committees, to participate in a roundtable discussion with the Government Accountability Office. They are seeking input on how federal agencies consult with their inner-governmental partners.

On a personal note, Minister Zhu talked about the relationship between China and the United States. In particular, she referred to the Golden Spike 150 celebration which was a commemoration of the 150th anniversary of the driving of the last spike in the transcontinental railroad. That railroad could not have been done and built without the Chinese laborers, without the Irish and the other great immigrants we have who came into the United States. Minister Zhu and a large Chinese delegation were at that festival in Utah. It talks about the importance of our relationship, the things that we do here at NCSL, not just
locally but with our international relationships. It keeps us all close and more aware of what’s going on and makes what we do here much more beneficial.

**Budget, Finance and Rules Committee**

Speaker Robin Vos reported that NCSL ended the 2019 year with a surplus of $10,021. Kudos to NCSL staff for doing a fantastic job. The NCSL budget for fiscal year 2021 was adopted in Madison and we heard an update on where NCSL stands right now. Over half of the states have already paid their dues, which is a record for NCSL at this point in our fiscal year. For the states that have done so, thank you, and for those that have not, we appreciate you being part of NCSL.

We also heard a quick review of NCSL’s budget and where NCSL is so far this year. It looks like NCSL ended in a very good place. So again, we owe a debt of gratitude to Bill Pound for not only leaving this organization in a fantastic place policy-wise, but also financially as our new Executive Director took over.

**Committee on Outreach and Member Services**

Speaker Scott Saiki reported that the committee approved applications for three new grants: Assistance to State Legislatures on Critical Policy Issues ($1,404,222 from The Pew Charitable Trusts), Success for Every Student ($500,000 from the Gates Foundation) and Legislative Support for Data-Led Governing in Criminal Justice Policy ($271,000 from the Counsel of State Governments Justice Center). These grants total approximately $2.1 million. The proposed grants were unanimously approved.

The committee received a state activity report. Laura Tobler and Molly Ramsdell put together a report for each of our states that gives some statistics on the participation level from our members and staff on NCSL activities. This report contains data on members and staff attendance at Legislative Summit and other NCSL meetings, stipends, research requests and appointments to task forces and standing committees. It is a very useful document. If you want this information for your state, please contact Laura. This report is really good for outreach purposes because it shows each of us in our different states what the level of participation is at both the member and staff levels. It will enable us to hopefully increase participation by identifying those who aren’t really putting in a lot of effort at this point, so hopefully we can mobilize more people.

The other item that we discussed was a proposal to revamp standing committees. One of the concerns is that sometimes standing committees have too many members and aren’t very manageable. The discussion was on how to refine the standing committees in terms of size, composition and procedure as far as if there should be any rules that govern standing committees. There was a lot of discussion on this topic and it was evident that we would require a lot of deliberation before we actually make any changes. If you have any suggestions on how we can improve the standing committee process, please email Laura. We want to compile any input that we receive between now and the next Executive Committee meeting and then have further discussions in October. Speaking of Executive Committees in the future, the next one will be in Hawaii on Oct. 11-12 at the Hyatt Regency in Waikiki.

Mick Bullock from Public Affairs reported that the public affairs team put together a very robust social media and media plan for Legislative Summit. People sometimes don’t realize the amount of information that is coming from NCSL. During this reporting period based on the information, the report shows 12,100 mentions from CNN, Fox News, Washington Post, etc., and it translates into 15.2 million potential people who saw that NCSL was mentioned across the world. It’s a great branding for NCSL and it’s extremely strong.
If you are using Twitter, #ncslsummit is our official Twitter handle. Please tag us. That’s how we track all the mentions and everything else that’s going on. There will be new attendee shout-outs on Twitter. There are close to 500 people who have never attended an NCSL Legislative Summit. We pulled their Twitter handles, and tweeted directly to them saying: We’re looking forward to having you at the Legislative Summit in Nashville, and included a link to some helpful information. Out of those 500 people, more than 400 re-followed us on our Twitter account.

We’re spotlighted legislative staff in the Tuesday sessions. We handed over the NCSL Instagram account to a legislative staffer for an Instagram takeover showcasing a day in the life of a staffer at the NCSL Legislative Summit. Our Instagram continues to grow.

For those who didn’t attend the Legislative Summit, we have nine live streaming sessions from education, criminal justice and so on. We appreciate the Ohio staff and the Ohio public channel for helping us do that.

There are more than 50 members of the media registered. This is probably one of our strongest attended media for a Legislative Summit, ranging from New York Times, Washington Post, etc.

**Subcommittee on the Legislative Institution**

Speaker Robin Vos stated that the Legislative Summit is another good opportunity for us to look at what happens inside the legislature. The subcommittee watched Senator Hutchinson’s video speaking in Virginia and listened to her comments about the strength of the institution. She did a wonderful job and represented NCSL incredibly well.

We also talked about the increasing number of requests that we are receiving from states to talk about how states can strengthen their own institutions from HR policies to all kinds of different things along those lines. We brainstormed ideas of what would be coalition-building and how we could make our legislatures stronger. It was a great opportunity for us to talk about the institution.

The last thing is that the U.S. Congress has a committee made up of members of Congress that are looking at strengthening and making the U.S. Congress more family-friendly, and they have directly reached out to NCSL to see what legislatures do around the country and how the U.S. Congress can try to mirror the effective ways that legislatures utilize techniques to be able to make our institutions more friendly. We all agree, no matter what your party or ideology, if the U.S. Congress worked more like state legislatures did, our country would be better off. Let’s hope that they are able to learn from us and hopefully in turn make the Congress even more productive like many legislatures are.

**Subcommittee on the Legislative Summit**

Martha Wigton stated that over 260 companies are exhibiting in the Exhibit Hall. Visit the Exhibit Hall to see the exhibits from drones to major league baseball. New this year in the Exhibit Hall is the Learning Lab, where attendees can stop in for 30 minutes to attend any of the sessions on different topics offered by either NCSL staff or exhibitors themselves. There is also a Connection Café where you can charge your phone and grab a snack.

The NCSL app has been updated and it’s much more user-friendly. This subcommittee created tracks and blocks of times to help follow the policies that interest you and get it all in one place.
Finally, attendees will be electronically sent a survey asking for their feedback on how they perceived the meetings, some of the tracks, and the flow of the Legislative Summit. The survey responses help NCSL plan for next year in Indianapolis. The next Legislative Summit will be held in Chicago in 2021, Denver in 2022; 2023 is being finalized; and Louisville, Ky. in 2024 (thank you to Senator Alvarado).

Russell Humphries spoke on behalf of Lt. Governor McNally and the Tennessee General Assembly, to welcome everyone to Nashville, Tenn. They are very glad to have the Legislative Summit attendees in Nashville. A thank you to Connie Ridley, Director of Legislative Administration, who was responsible for this Legislative Summit and for the 2006 Legislative Summit. They look forward to having a very productive week for the policy and meeting discussions. The first social event is an outdoor event with accommodations to make sure that everybody had a good time with plenty of food and drink. The performing artist wrote many songs that everyone probably knows, but don’t know he was the guy who wrote them. He will showcase many of his hits over the last 15 or 20 years. On Wednesday night, the social event will be what Nashville calls Fanfare, CMA Fest—an outdoor party with food and drink. Trace Adkins, a well-known country music artist will perform. For the discussion of entertainment, Lt. Governor McNally said that it had to be Dolly. So Representative Mark White, Lt. Governor McNally and several others were able to get Dolly Parton to come and be our featured speaker and to sing a couple of songs. That’s a big deal. She does not do these things often and she very rarely does them for free. So, she’s not charging any fee. She is promoting her educational foundation. She’s a special person, special treasure not only for Tennessee, but for our entire country.

Thank you for coming to Nashville as Tennessee is looking forward to hosting the Legislative Summit. Since Tennessee is the Volunteer State, our volunteers are here to be helpful and make sure that you’re comfortable and enjoy your experience. We’re very excited about the week to come.

2020 Legislative Summit Update – Indianapolis

Senator Eric Bassler commented on the 2020 Legislative Summit. Things continue to go well. Their fundraising committee has raised just shy of about $700,000 so far. They are well on their way to achieving their goal. Tennessee is proving to be a tough act to follow for attendance numbers. Register for next year and bring two or three of your colleagues with you to help Indiana be competitive with Tennessee when it comes to the number of attendees. We do have an event planner who is working on all the details, the two major events the first night, and then the last night will be related to the Indianapolis Motor Speedway, which is where the Indianapolis 500 has been held for the last 100-plus years. There will be a preview of next year’s Legislative Summit at Thursday’s general session.

Legislative Staff Coordinating Committee

Jon Heining reported that the 2018-2019 conference year was extremely successful for the Legislative Staff Coordinating Committee. Jon is very proud of this group, both the dedicated staff that serves and the many goals they helped him achieve. One of his major priorities this year was that LSCC put together a toolkit with the idea to help prepare for that inevitable consequence of litigation, and then when you’re involved in it, it helps protect the privileges and confidentialities of your chamber. If you need a copy, contact Kay Warnock.

Incorporating fitness and exercise at NCSL’s meetings was another priority. NCSL incorporated a walking app and encouraged everybody to sign up and get a little more exercise. Thank you to the American Heart Association for supporting this initiative and putting together this app.
LSCC is strongly focused on professional development for legislative staff. The nine professional staff associations will be holding their annual professional development seminars between August and late October. One will meet at this Legislative Summit. Registration is open. These meetings are open to all staff, both nonpartisan and partisan staff, including leadership and personal staff. There are many other opportunities for professional development for legislative staff. The Legislative Staff Management Institute, NCSL’s premier leadership and management program was held July 20-27 in Sacramento, Calif. It is an incredible program. Jon is an alumnus of this program and he encouraged everybody to participate. This year there were 44 participants from 22 states.

A special workshop will be offered at Legislative Summit for legislative staff directors. LSCC is focused on creating a networking and professional development opportunity for this specific group.

NCSL’s new leadership development program for senior-level staff will take place Dec. 1-4 in Lexington and Concord, Mass. Using the American Revolution as a touchstone, senior staff will engage in a two-and-a-half-day executive leadership workshop to explore their own leadership strengths and weaknesses. Senior level legislative staff are invited to apply to participate in this program. Many thanks to NCSL’s Foundation for supporting this new program. LSCC has been working on this for two to three years and it fills a very important niche in the professional development menu that NCSL offers legislative staff.

LSCC produced two publications more than 10 years ago and they’re being updated or recently completed: “The Model Code of Conduct for Legislative Staff” and “NCSL’s Guide for Writing a Personnel Manual for State Legislatures.” The situation, especially with regard to HR and some of the challenges with ethics, has changed dramatically over the last 10 to 20 years. Thanks to LSCC for updating both of those publications.

Another goal was to enhance the staff recruitment to serve on the Executive Committee and the standing committees. With the help of Executive Committee members, NCSL produced a short video explaining the purposes of the NCSL Executive Committee and the benefits of serving on this governance board. This video was used to help recruit staff to run for the Executive Committee and the goal is to use it in future years. With NCSL’s help, LSCC also created a short video about staff serving on the standing committees. Both videos can be viewed on NCSL’s YouTube channel. At this week’s Salute to Legislative Staff Lunch, LSCC will be recognizing the work of legislative staff in Utah and their review of state programs and the result of that review.

During this conference year, many of you have worn jeans in exchange for supporting a local charity. Thanks for your support, generosity and your willingness to wear jeans. The Executive Committee raised more than $2,600 that was given to three worthy charities: The American Cancer Society and the Second Harvest Food Banks of Louisiana and Wisconsin.

The LSCC is partnering with a Foundation member, the Boys and Girls Club of America, to provide children with school supplies. You can purchase school supplies in the exhibit hall to donate.

The legislator nominating committee is meeting right now. Some of the legislative staff nominating committee members are here: Nancy Cyr, Kathy Schill, John Bjornson, Wendy Jackson, Julie Pelegrin, Miriam Fordham, Catherine Wusterhausen and Martin Brock. The staff vice chair candidates for the
Executive Committee are JJ Gentry and Wayne Kidd. The at-large candidates are Tim Bommel, Jeff Fossett, John Snyder, Connie Ridley and Matt Gehring.

Unfortunately, the legislative staff who will be departing the Executive Committee includes: Susan Furlong, JJ Gentry (if he doesn’t make it through), Joel Redding and Chuck Truesdell, who has been an amazing mentor for me. I really appreciate your service. Finally, thank you for the opportunity to be your staff chair. There are greater accomplishments in my life, but there aren’t many greater than being staff chair. This has been a tremendous honor and privilege. Thank you to Senator Hutchinson, Tim and the rest of the NCSL staff for making this an incredibly successful year. It is very much appreciated.

Report from the Host State of Tennessee
Lt. Governor Randy McNally appreciated everyone attending the Summit and invited everyone to enjoy the fine City of Nashville and to visit Tennessee. The host committee is pleased to have Governor Bill Lee along with Dolly Parton. Dolly will be doing an interview with the governor and then she’ll sing a few songs. Trace Adkins is also coming to perform. The capitol is about a half mile up the hill and you’re welcome to visit the capitol and tour the legislative offices, which are next door to the capitol.

NCSL Foundation for State Legislatures Report
Senator Curt Bramble reported that the Foundation had a very successful year. Caroline Carlson has been promoted to Director of the Foundation. The Foundation exceeded its goal with 226 sponsors, which included 45 platinum sponsors, seven new ones and five upgrades. That is the most sponsors the Foundation has had. The Foundation also exceeded its goal of $2.8 million, with $2,992,500. This is the 19th year in a row that the Foundation has exceeded its fundraising goal. Everything is very positive. Without the support of the private sector through the Foundation, NCSL couldn’t do most of what is done at NCSL. We owe the private sector a debt of gratitude. We need to approve the board of directors for the 2019-2020 year, which is listed in the book.

Senator Hutchinson called for a motion to approve. The motion was approved.

Closing Remarks by Senator Toi Hutchinson
Senator Hutchinson thanked the Executive Committee legislator members who are rolling off for their service: Assemblymember Adam Gray, Senator Ryan McDougle, Speaker Peter Schwartzkopf and Representative Jennifer Williamson. A special note to Senator Bramble who was kind enough to come out of retirement to come back and serve as the Immediate Past President again for the second time. We truly thank you for that because this was an incredible year.

This is my final Executive Committee meeting as your President. I cannot tell you what an honor this has been. NCSL has taken me across the country and around the world and I have taken you with me everywhere I went. NCSL is an incredible family and an amazing organization. We’re starting a new chapter and it’s a wonderful time to do it in this city, and I’m just so very proud of this past year. You’re going to have a wonderful year with Speaker Vos and our new Executive Director, Tim Storey.

Senator Hutchinson adjourned the meeting.
To:        Members of the NCSL Executive Committee  
From:  Tim Storey, NCSL Executive Director  
Date:  October 4, 2019  
Re:  Executive Director’s Report  

Welcome to the beautiful Aloha State and the first NCSL Executive Committee meeting of 2019-2020.

Much has happened since the last meeting prior to the Nashville Summit. NCSL closed the books on the FY 19 general fund budget in good shape showing a very small deficit of less than $1,500 on a total budget of more than $19 million.

It is highly unlikely that this fiscal year will end with a deficit in large part because of the extraordinary success of the Legislative Summit in Nashville. The Tennessee Legislature did an amazing job hosting the Summit. Their hard work was obvious to everyone who attended and reflected in the strong attendance numbers and in the very positive post-Summit evaluations. Nashville attracted more people than any Summit since the 2008 recession, topping 6,500. That included more than 1,200 legislators and 1,100 legislative staff. The revenue for the Summit exceeded expectations as well.

Participation by legislators, legislative staff and others is also strong for the many fall NCSL conferences, including attendance numbers for most of the staff professional development seminars that are as high as they have been in over a decade. In a couple of weeks, NCSL is staging the second in a series of seminars to help legislatures prepare for redistricting in Columbus, Ohio and registration for that is looking good as well.

The position of NCSL Vice President is currently vacant because of the unexpected primary election loss of the nominee for that position. The officers established a nominating committee and process to fill that vacancy, and the committee will be recommending a nominee at the Executive Committee meeting on Saturday.

In what is very exciting news for her, and very sad news for us, NCSL’s Immediate Past President, Senator Toi Hutchinson from Illinois, has announced that she will be resigning from the Senate soon to accept an appointment by the Illinois governor to be the state’s new Cannabis Regulation Oversight Officer. Senator Hutchinson has had an enormous impact on the success of NCSL for many years and capped a tremendously successful year as NCSL President.
by presiding over the NCSL Summit in Nashville where she was born. NCSL is undoubtedly stronger because of her leadership. I am personally grateful to her for the advice and guidance she frequently offered during my transition to my new position. Everyone at NCSL wishes her the very, very best as she embarks on her new career path…even though she is leaving us for the executive branch.

Very soon after this meeting, NCSL will partner with a consultant to commence a robust strategic planning process to guide the Conference for the next several years. This is an exciting opportunity and I would encourage everyone on the Executive Committee to think about what can make our Conference stronger and even more relevant and helpful to legislatures as we go forward. At the next meeting in Austin (if not sooner), we expect to fully engage Executive Committee members and our partners in the process.

NCSL is in the process of hiring a new Director of Communications and Marketing, and we hope to have that key position filled by early December. I am very pleased to share that NCSL has a new Chief Operations Officer, Victor Vialpando-Nuñez. Victor was the Dean of Academic Affairs at the Aurora Community College before joining NCSL. He is off to a great start.

At this meeting, the Executive Committee will be asked to approve its Task Forces for the upcoming year. These are the proposed Task Forces as of October 4th:

- Task Force on Agriculture
- Task Force on Cybersecurity
- Task Force on Energy Supply
- Task Force on Immigration and the States
- Task Force on Innovations in State Health Systems
- Task Force on Insurance
- Task Force on International Relations
- Task Force on Military and Veterans Affairs
- Task Force on State and Local Taxation

In short, this fiscal year is off to a good start and we know that your input will be invaluable as we move into 2020 and begin another exciting decade as the nation’s preeminent organization for state legislators and legislative staff.
Executive Committee Task Forces

NCSL uses task forces to complement the work of the standing committees. Task forces typically deal with issues that cut across the jurisdictions of the standing committees and are created for a specified period of time. They usually range in size from 20 to 30 legislators and legislative staff and have been very effective at developing positions on highly complex and controversial issues.

Members of task forces are appointed by the NCSL president and staff chair and have Republican and Democrat co-chairs. Policy statements on state-federal issues that are developed by task forces must be approved through the regular NCSL policy process before becoming official.

- Task Force on Agriculture
- Task Force on Cybersecurity
- Task Force on Energy Supply
- Task Force on Immigration and the States
- Task Force on Innovations in State Health Systems
- Task Force on Insurance
- Task Force on International Relations
- Task Force on Military and Veterans Affairs
- Task Force on State and Local Taxation
Budget, Finance and Rules Committee

Saturday, October 12, 2019
9:30 a.m. – 10:30 a.m.
Hyatt Regency Waikiki Beach Resort & Spa – Makai Ballroom

AGENDA

1. Welcome and Introductions

2. Appropriations
   • FY2019 Appropriations Received
   • FY2020 Appropriations Received through September 30, 2019

3. NCSL Budget FY2019
   • Preliminary Balance Sheet and Statement of Revenue and Expense as of June 30, 2019
   • FY2019 General Fund Revenues and Expenses by Conference Program

4. NCSL Budget FY2020
   • FY2019 General Fund Revenues and Expenses by Conference Program as of August 31, 2019

5. NCSL Financial Rules

6. Report on NCSL Bank Accounts

7. NCSL Investments

8. Other Business
2019 – 2020 Budget, Finance and Rules Committee

**Jurisdiction:** The Budget, Finance and Rules Committee oversees the financial operations of the Conference. These activities include the review of NCSL’s financial rules; budget recommendations and amendments; approval of grants and contracts; changes in NCSL’s Bylaws and Rules of Procedure; acceptance of the financial audit; oversight of investments and bank accounts; recommendations on NCSL’s dues levels and structure, and review of Audit and Compliance Subcommittee recommendations. This year, the committee will review:

- FY 2019 Financial Audit
- Investments and Bank Accounts
- FY 2020 Budget Amendments
- FY 2020 Appropriations Receipts
- Dues Schedule for FY21 and FY22
- FY 2021 Budget

**Speaker Scott Saiki, Hawaii**  
Chair  

**Senator Toi Hutchinson, Illinois**  
Vice Chair  

**Martha Wigton, Georgia**  
Staff Chair  

**Linda Triplett, Mississippi**  
Staff Vice Chair

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<th><strong>Legislator Members</strong></th>
<th><strong>Staff Members</strong></th>
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<td>1. Representative Marvin Abney, Rhode Island</td>
<td>1. Charlotte Carter-Yamauchi, Hawaii</td>
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<td>2. Representative Barbara Ballard, Kansas</td>
<td>2. Lonnie Edgar, Mississippi</td>
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<td>3. Senator David Blount, Mississippi</td>
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<td>6. Representative Kurt Daudt, Minnesota</td>
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<td>7. Representative Dan Flynn, Texas</td>
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<td>9. Senator Matt Huffman, Ohio</td>
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### National Conference of State Legislatures
### Appropriations Schedule
### FY2019

*Current as of September 3, 2019*

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## National Conference of State Legislatures
### Appropriations Schedule
#### FY2019

*current as of September 3, 2019*

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*per cent of total Billed*

|              | 100.0%  | 90.2%   | 9.8%    |
National Conference of State Legislatures
Appropriations Schedule
FY2020

as of September 30, 2019

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<td>Idaho</td>
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<td>238,102</td>
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<td>188,280</td>
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<td>203,508</td>
<td>203,508</td>
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<td>South Dakota</td>
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<td>131,743</td>
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<tr>
<td>Tennessee</td>
<td>232,728</td>
<td>232,728</td>
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# National Conference of State Legislatures
## Appropriations Schedule
### FY2020

<table>
<thead>
<tr>
<th></th>
<th>Scheduled / Billed</th>
<th>Received to Date</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Texas</td>
<td>605,630</td>
<td>-</td>
<td>605,630</td>
</tr>
<tr>
<td>Utah</td>
<td>170,300</td>
<td>-</td>
<td>170,300</td>
</tr>
<tr>
<td>Vermont</td>
<td>127,494</td>
<td>127,494</td>
<td>-</td>
</tr>
<tr>
<td>Virgin Islands</td>
<td>118,534</td>
<td>29,634</td>
<td>88,901</td>
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<tr>
<td>Virginia</td>
<td>263,025</td>
<td>253,922</td>
<td>9,103</td>
</tr>
<tr>
<td>Washington</td>
<td>244,642</td>
<td>-</td>
<td>244,642</td>
</tr>
<tr>
<td>West Virginia</td>
<td>148,087</td>
<td>-</td>
<td>148,087</td>
</tr>
<tr>
<td>Wisconsin</td>
<td>216,828</td>
<td>216,828</td>
<td>-</td>
</tr>
<tr>
<td>Wyoming</td>
<td>126,728</td>
<td>106,773</td>
<td>19,955</td>
</tr>
<tr>
<td>American Samoa</td>
<td>22,617</td>
<td>-</td>
<td>22,617</td>
</tr>
<tr>
<td>Guam</td>
<td>24,345</td>
<td>24,345</td>
<td>-</td>
</tr>
<tr>
<td>Northern Marianas</td>
<td>22,534</td>
<td>-</td>
<td>22,534</td>
</tr>
<tr>
<td>Quebec</td>
<td>37,892</td>
<td>37,892</td>
<td>-</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>11,829,629</strong></td>
<td><strong>$6,967,920</strong></td>
<td><strong>$4,861,710</strong></td>
</tr>
</tbody>
</table>

*per cent of total Billed*

|                | 100.0% | 58.9% | 41.1% |
National Conference of State Legislatures  
Comparative Statements of Net Position

<table>
<thead>
<tr>
<th>Assets</th>
<th>June 30, 2019 (unaudited)</th>
<th>June 30, 2018 Audited</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash and cash equivalents</td>
<td>$ 892,601</td>
<td>$ 462,491</td>
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<tr>
<td>Short-term investments</td>
<td>4,951,144</td>
<td>7,105,926</td>
</tr>
<tr>
<td>Receivables from grants and contracts, net</td>
<td>1,722,863</td>
<td>1,376,133</td>
</tr>
<tr>
<td>Trade receivables, net</td>
<td>149,051</td>
<td>92,813</td>
</tr>
<tr>
<td>Appropriations receivable</td>
<td>179,326</td>
<td>178,923</td>
</tr>
<tr>
<td>Due from the NCSL Foundation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other receivables</td>
<td>28,609</td>
<td>79,173</td>
</tr>
<tr>
<td>Prepaid expenses</td>
<td>1,437,112</td>
<td>1,175,837</td>
</tr>
<tr>
<td>Deposits</td>
<td>408,077</td>
<td>524,140</td>
</tr>
<tr>
<td><strong>Total current assets</strong></td>
<td><strong>9,768,783</strong></td>
<td><strong>10,995,436</strong></td>
</tr>
<tr>
<td>Restricted cash held by trustee</td>
<td>1,126,256</td>
<td>1,120,385</td>
</tr>
<tr>
<td>Capital assets, net</td>
<td>8,275,439</td>
<td>8,560,649</td>
</tr>
<tr>
<td><strong>Total non-current assets</strong></td>
<td><strong>9,401,694</strong></td>
<td><strong>9,681,034</strong></td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td><strong>19,170,477</strong></td>
<td><strong>20,676,470</strong></td>
</tr>
</tbody>
</table>

**Deferred Outflows of Resources**

| Other assets - amortizable issuance costs   | 31,156                     | 56,416               |
| **Total Assets and Deferred Outflows of Resources** | $ 19,201,633 | $ 20,732,886 |

**Liabilities**

| Current portion of bonds payable           | 925,000                    | 880,000              |
| Accounts payable                           | 2,067,239                  | 1,534,193            |
| Accrued liabilities                        | 1,220,450                  | 1,377,642            |
| Deferred revenue                           | 9,398,975                  | 10,422,688           |
| Other current liabilities                  | 321,828                    | 291,258              |
| Due to the NCSL Foundation                 | 50,289                     | 27,143               |
| **Total current liabilities**              | **13,983,782**             | **14,532,923**       |
| Bonds payable, net of current portion      | 1,885,000                  | 2,810,000            |
| Bond premium                               | 68,680                     | 124,364              |
| **Total long term liabilities**            | **1,953,680**              | **2,934,364**        |
| **Total liabilities**                      | **15,937,462**             | **17,467,287**       |

**Net assets**

| Invested in capital assets, net of related debt | 5,427,914 | 4,802,701 |
| Restricted cash held by trustee               | 1,126,256 | 1,120,385 |
| Unrestricted                                 | (3,289,999) | (2,657,487) |
| **Total net assets**                         | **3,264,171** | **3,265,599** |
| **Total Liabilities and Net Assets**         | **$ 19,201,633** | **$ 20,732,886** |
## National Conference of State Legislatures
### Comparative Statement of Revenues, Expenses and Change in Net Position

<table>
<thead>
<tr>
<th></th>
<th>FY19 (unaudited)</th>
<th>FY18 Audited</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operating Revenue:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Appropriations</td>
<td>$ 10,324,355</td>
<td>$ 10,615,025</td>
</tr>
<tr>
<td>Grants and contracts</td>
<td>16,289,320</td>
<td>14,428,629</td>
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<tr>
<td>Meeting registration fees</td>
<td>2,569,872</td>
<td>2,952,791</td>
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<tr>
<td>Private contributions</td>
<td>4,141,984</td>
<td>4,798,267</td>
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<tr>
<td>Sales of publications and exhibits</td>
<td>775,049</td>
<td>704,434</td>
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<tr>
<td>NCSL Foundation' services</td>
<td>167,667</td>
<td>132,429</td>
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<tr>
<td>Other revenue</td>
<td>273,214</td>
<td>308,882</td>
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<tr>
<td><strong>Total Operating Revenue</strong></td>
<td>34,541,461</td>
<td>33,940,456</td>
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<tr>
<td><strong>Operating Expenses:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td>13,489,227</td>
<td>12,962,188</td>
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<tr>
<td>Travel and conferences</td>
<td>6,578,116</td>
<td>6,916,817</td>
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<td>Employee benefits</td>
<td>4,498,404</td>
<td>4,227,783</td>
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<td>Consultants and contract services</td>
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<td>6,059,437</td>
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<td>1,318,717</td>
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<td>876,467</td>
<td>652,436</td>
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<tr>
<td>Printing, publications and film</td>
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<td>506,229</td>
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<td>Electronic data services</td>
<td>788,772</td>
<td>481,653</td>
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<td>Depreciation</td>
<td>331,105</td>
<td>367,158</td>
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<td>Other</td>
<td>315,442</td>
<td>(68,831)</td>
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<tr>
<td><strong>Total Operating Expenses</strong></td>
<td>34,496,428</td>
<td>33,423,588</td>
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<td><strong>Operating Income</strong></td>
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<td>$ 516,868</td>
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<tr>
<td><strong>Non-operating Income and Expenses</strong></td>
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<tr>
<td>Interest and dividend income</td>
<td>138,241</td>
<td>113,925</td>
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<tr>
<td>Interest expense</td>
<td>(184,702)</td>
<td>(216,239)</td>
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<tr>
<td><strong>Total Non-operating Income and Expenses</strong></td>
<td>(46,460)</td>
<td>(102,313)</td>
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<td><strong>Increase in Net Assets</strong></td>
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<td><strong>Total Net Assets, beginning of period</strong></td>
<td>3,265,599</td>
<td>2,851,044</td>
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<tr>
<td><strong>Total Net Assets, end of period</strong></td>
<td>$ 3,264,171</td>
<td>$ 3,265,599</td>
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**9/30/2019**
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<tr>
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<th>FY’19 AMENDED</th>
<th>PRIOR PERIOD BALANCE</th>
<th>YTD ACTUAL</th>
<th>PERCENT</th>
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<td><strong>GENERAL FUND REVENUE</strong></td>
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<td>$ 9,641,723</td>
<td>$ 10,324,355</td>
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<td>2,555,632</td>
<td>2,555,632</td>
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<td>473,259</td>
<td>473,259</td>
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<td>387,561</td>
<td>387,561</td>
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<td>137,465</td>
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<td>1,271,883</td>
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<td>1,050,751</td>
<td>1,112,872</td>
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<td>124,016</td>
<td>133,070</td>
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<td><strong>TOTAL REVENUES</strong></td>
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<td>19,122,083</td>
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<td><strong>STATE POLICY RESEARCH</strong></td>
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<td>Children, Youth &amp; Families</td>
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<td>96.61</td>
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<td>Criminal Justice</td>
<td>164,299</td>
<td>160,149</td>
<td>170,162</td>
<td>103.57</td>
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<td>188,983</td>
<td>207,201</td>
<td>105.20</td>
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<td>100,270</td>
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<td>653,685</td>
<td>635,380</td>
<td>609,743</td>
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<td>Legislative Staff Services</td>
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<td>782,686</td>
<td>822,721</td>
<td>95.63</td>
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<td>Elections &amp; Redistricting</td>
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<td>128,867</td>
<td>143,277</td>
<td>109.83</td>
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<td>Center on Legislative Strengthening</td>
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<td>206,956</td>
<td>170,686</td>
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<td>Leaders’ Center &amp; Legislative Training</td>
<td>330,554</td>
<td>293,217</td>
<td>304,629</td>
<td>92.16</td>
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<tr>
<td>Director of State Services</td>
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<td>325,787</td>
<td>359,883</td>
<td>94.96</td>
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<td>Division Totals</td>
<td>2,560,853</td>
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<td>2,410,940</td>
<td>94.15</td>
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<tr>
<td><strong>OUTREACH &amp; COMMUNICATIONS</strong></td>
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<td></td>
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<tr>
<td>Member Services &amp; Outreach</td>
<td>429,904</td>
<td>611,515</td>
<td>484,677</td>
<td>112.74</td>
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<tr>
<td>Digital Communications</td>
<td>789,337</td>
<td>687,351</td>
<td>750,301</td>
<td>95.05</td>
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<tr>
<td>Legislative Summit</td>
<td>1,914,168</td>
<td>1,851,886</td>
<td>1,851,234</td>
<td>96.71</td>
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<tr>
<td>Exhibits</td>
<td>216,372</td>
<td>194,472</td>
<td>194,472</td>
<td>89.88</td>
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<tr>
<td>Stipends/Strategic Initiatives</td>
<td>87,000</td>
<td>87,618</td>
<td>87,618</td>
<td>100.71</td>
</tr>
<tr>
<td>Meetings &amp; Seminars</td>
<td>207,426</td>
<td>188,245</td>
<td>253,942</td>
<td>122.43</td>
</tr>
<tr>
<td>PSA PDS Meetings</td>
<td>387,560</td>
<td>387,561</td>
<td>387,561</td>
<td>100.00</td>
</tr>
<tr>
<td>Publications</td>
<td>736,885</td>
<td>625,500</td>
<td>667,169</td>
<td>90.54</td>
</tr>
<tr>
<td>Division Totals</td>
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<td>4,676,975</td>
<td>98.08</td>
</tr>
<tr>
<td>Conference Program</td>
<td>FY'19 AMENDED</td>
<td>PRIOR PERIOD BALANCE</td>
<td>YTD ACTUAL</td>
<td>PERCENT</td>
</tr>
<tr>
<td>--------------------</td>
<td>--------------</td>
<td>----------------------</td>
<td>------------</td>
<td>---------</td>
</tr>
<tr>
<td>EXECUTIVE MANAGEMENT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office of Executive Director</td>
<td>923,698</td>
<td>957,368</td>
<td>1,007,264</td>
<td>109.05</td>
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<tr>
<td>Officers &amp; Executive Committee</td>
<td>365,180</td>
<td>386,186</td>
<td>452,434</td>
<td>123.89</td>
</tr>
<tr>
<td>International Programs</td>
<td>385,527</td>
<td>304,705</td>
<td>313,763</td>
<td>81.39</td>
</tr>
<tr>
<td>Division Totals</td>
<td>1,674,405</td>
<td>1,648,259</td>
<td>1,773,462</td>
<td>105.92</td>
</tr>
<tr>
<td>OPERATIONS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Central Services</td>
<td>149,119</td>
<td>153,508</td>
<td>165,631</td>
<td>111.07</td>
</tr>
<tr>
<td>Information Technology/Online Services</td>
<td>1,584,271</td>
<td>1,602,778</td>
<td>1,839,737</td>
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<td>Finance &amp; Accounting</td>
<td>1,280,815</td>
<td>1,113,181</td>
<td>1,221,130</td>
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<td>Building Operating Account</td>
<td>1,160,237</td>
<td>1,023,092</td>
<td>1,148,216</td>
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<td>Director of Operations</td>
<td>775,762</td>
<td>913,031</td>
<td>951,491</td>
<td>122.65</td>
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<td>Division Totals</td>
<td>4,950,206</td>
<td>4,805,590</td>
<td>5,326,205</td>
<td>107.60</td>
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<tr>
<td>STATE-FEDERAL RELATIONS</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Fiscal and Government Affairs</td>
<td>1,036,147</td>
<td>848,903</td>
<td>934,261</td>
<td>90.17</td>
</tr>
<tr>
<td>Human Services</td>
<td>478,962</td>
<td>489,454</td>
<td>526,481</td>
<td>109.92</td>
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<tr>
<td>Capitol Forum</td>
<td>136,700</td>
<td>138,577</td>
<td>138,577</td>
<td>101.37</td>
</tr>
<tr>
<td>Public Affairs</td>
<td>395,916</td>
<td>386,255</td>
<td>426,584</td>
<td>107.75</td>
</tr>
<tr>
<td>Director of State-Federal Relations</td>
<td>1,770,907</td>
<td>1,522,042</td>
<td>1,689,863</td>
<td>95.42</td>
</tr>
<tr>
<td>Division Totals</td>
<td>3,818,633</td>
<td>3,385,229</td>
<td>3,715,766</td>
<td>97.31</td>
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<tr>
<td>MERIT POOL</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL EXPENDITURES</td>
<td>19,107,674</td>
<td>17,952,674</td>
<td>19,123,510</td>
<td>100.08</td>
</tr>
<tr>
<td>REVENUE OVER EXPENDITURES</td>
<td>$11,732</td>
<td>(28,297)</td>
<td>(1,427)</td>
<td></td>
</tr>
</tbody>
</table>
## GENERAL FUND REVENUE

<table>
<thead>
<tr>
<th></th>
<th>FY’20 Budget</th>
<th>JULY’19 Actual</th>
<th>AUGUST’19 Actual</th>
<th>YTD Actual</th>
<th>YTD Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appropriations</td>
<td>$11,001,555</td>
<td>$5,321,396</td>
<td>$1,437,024</td>
<td>$6,758,420</td>
<td>61.4%</td>
</tr>
<tr>
<td>Legislative Summit</td>
<td>2,665,616</td>
<td>-</td>
<td>3,418,387</td>
<td>3,418,387</td>
<td>128.2%</td>
</tr>
<tr>
<td>Legislative Summit Exhibition</td>
<td>485,000</td>
<td>-</td>
<td>556,753</td>
<td>556,753</td>
<td>114.8%</td>
</tr>
<tr>
<td>Publications Revenue</td>
<td>306,602</td>
<td>36,138</td>
<td>6,907</td>
<td>43,045</td>
<td>14.0%</td>
</tr>
<tr>
<td>Capitol Forum</td>
<td>278,500</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Seminars &amp; Meetings</td>
<td>180,000</td>
<td>14,995</td>
<td>6,345</td>
<td>21,340</td>
<td>11.9%</td>
</tr>
<tr>
<td>PSA PDS Meetings</td>
<td>363,407</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Interest Income</td>
<td>155,000</td>
<td>11,518</td>
<td>12,736</td>
<td>24,253</td>
<td>15.6%</td>
</tr>
<tr>
<td>Central Services</td>
<td>150,000</td>
<td>19,305</td>
<td>21,513</td>
<td>40,817</td>
<td>27.2%</td>
</tr>
<tr>
<td>Information Technology/Online Services</td>
<td>1,841,276</td>
<td>145,823</td>
<td>149,637</td>
<td>295,459</td>
<td>16.0%</td>
</tr>
<tr>
<td>Indirect Cost Recovery</td>
<td>1,600,000</td>
<td>114,415</td>
<td>113,539</td>
<td>227,954</td>
<td>14.2%</td>
</tr>
<tr>
<td>Occupancy Cost Allocation</td>
<td>1,220,179</td>
<td>101,682</td>
<td>101,682</td>
<td>203,364</td>
<td>16.7%</td>
</tr>
<tr>
<td>Miscellaneous Revenue</td>
<td>120,000</td>
<td>2,023</td>
<td>2,530</td>
<td>4,553</td>
<td>3.8%</td>
</tr>
</tbody>
</table>

**TOTAL REVENUES**

|                      | $20,367,136  | 5,767,294       | 5,827,050        | 11,594,344 | 56.9%       |

## STATE POLICY RESEARCH

<table>
<thead>
<tr>
<th></th>
<th>FY’20 Budget</th>
<th>JULY’19 Actual</th>
<th>AUGUST’19 Actual</th>
<th>YTD Actual</th>
<th>YTD Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children, Youth &amp; Families</td>
<td>250,626</td>
<td>31,936</td>
<td>21,617</td>
<td>53,553</td>
<td>21.4%</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>211,401</td>
<td>26,625</td>
<td>18,735</td>
<td>45,361</td>
<td>21.5%</td>
</tr>
<tr>
<td>Environment, Energy &amp; Transportation</td>
<td>205,030</td>
<td>21,855</td>
<td>17,193</td>
<td>39,048</td>
<td>19.0%</td>
</tr>
<tr>
<td>Education</td>
<td>178,093</td>
<td>15,005</td>
<td>21,359</td>
<td>36,365</td>
<td>20.4%</td>
</tr>
<tr>
<td>Health Services</td>
<td>203,774</td>
<td>7,136</td>
<td>3,191</td>
<td>10,327</td>
<td>5.1%</td>
</tr>
<tr>
<td>Employment, Labor &amp; Retirement</td>
<td>150,271</td>
<td>13,234</td>
<td>14,425</td>
<td>27,659</td>
<td>18.4%</td>
</tr>
<tr>
<td>Elections &amp; Redistricting</td>
<td>1,586,386</td>
<td>16,611</td>
<td>11,847</td>
<td>28,458</td>
<td>18.2%</td>
</tr>
<tr>
<td>Director of State Policy Research</td>
<td>353,117</td>
<td>20,271</td>
<td>23,055</td>
<td>43,326</td>
<td>12.3%</td>
</tr>
</tbody>
</table>

**Division Totals**

|                      | 1,708,698    | 152,674        | 131,423          | 284,097    | 16.6%       |

## STATE SERVICES

<table>
<thead>
<tr>
<th></th>
<th>FY’20 Budget</th>
<th>JULY’19 Actual</th>
<th>AUGUST’19 Actual</th>
<th>YTD Actual</th>
<th>YTD Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Affairs</td>
<td>724,475</td>
<td>58,049</td>
<td>46,691</td>
<td>104,740</td>
<td>14.5%</td>
</tr>
<tr>
<td>Legislative Staff Services</td>
<td>869,049</td>
<td>70,643</td>
<td>71,359</td>
<td>142,001</td>
<td>16.3%</td>
</tr>
<tr>
<td>PSA PDS Meetings</td>
<td>363,407</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Center on Legislative Strengthening</td>
<td>217,792</td>
<td>17,455</td>
<td>19,944</td>
<td>37,398</td>
<td>17.2%</td>
</tr>
<tr>
<td>Member Services &amp; Outreach</td>
<td>301,989</td>
<td>23,671</td>
<td>26,948</td>
<td>52,619</td>
<td>17.4%</td>
</tr>
<tr>
<td>Stipends/Strategic Initiatives</td>
<td>150,000</td>
<td>-</td>
<td>90,592</td>
<td>90,592</td>
<td>60.4%</td>
</tr>
<tr>
<td>Director of State Services</td>
<td>352,269</td>
<td>22,324</td>
<td>27,791</td>
<td>50,114</td>
<td>14.2%</td>
</tr>
</tbody>
</table>

**Division Totals**

|                      | 2,978,981    | 192,141        | 285,324          | 477,465    | 16.0%       |

## COMMUNICATIONS

<table>
<thead>
<tr>
<th></th>
<th>FY’20 Budget</th>
<th>JULY’19 Actual</th>
<th>AUGUST’19 Actual</th>
<th>YTD Actual</th>
<th>YTD Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legislative Summit</td>
<td>1,881,359</td>
<td>-</td>
<td>1,916,770</td>
<td>1,916,770</td>
<td>101.9%</td>
</tr>
<tr>
<td>Exhibits</td>
<td>258,725</td>
<td>-</td>
<td>164,351</td>
<td>164,351</td>
<td>63.5%</td>
</tr>
<tr>
<td>Meetings &amp; Seminars</td>
<td>345,249</td>
<td>19,663</td>
<td>18,628</td>
<td>38,291</td>
<td>11.1%</td>
</tr>
<tr>
<td>Marketing</td>
<td>381,062</td>
<td>13,446</td>
<td>12,463</td>
<td>25,909</td>
<td>6.8%</td>
</tr>
<tr>
<td>Capitol Forum</td>
<td>251,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Digital Communications</td>
<td>729,555</td>
<td>70,694</td>
<td>75,141</td>
<td>145,835</td>
<td>20.0%</td>
</tr>
<tr>
<td>Publications</td>
<td>582,105</td>
<td>65,479</td>
<td>41,785</td>
<td>107,264</td>
<td>18.4%</td>
</tr>
</tbody>
</table>

**Division Totals**

|                      | 4,429,055    | 169,282        | 2,229,138        | 2,398,420  | 54.2%       |

10/2/2019
# National Conference of State Legislatures

## General Fund

### Revenues and Expenses by Conference Program

**For the Period Ending 8/31/2019**

<table>
<thead>
<tr>
<th></th>
<th>FY'20 Budget</th>
<th>JULY'19 Actual</th>
<th>AUGUST'19 Actual</th>
<th>YTD Actual</th>
<th>YTD Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Leadership &amp; International</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>International Programs</td>
<td>373,405</td>
<td>42,608</td>
<td>58,300</td>
<td>100,908</td>
<td>27.0%</td>
</tr>
<tr>
<td>Leaders' Center &amp; Legislative Training</td>
<td>364,430</td>
<td>39,293</td>
<td>32,629</td>
<td>71,923</td>
<td>19.7%</td>
</tr>
<tr>
<td></td>
<td>737,835</td>
<td>81,901</td>
<td>90,929</td>
<td>172,830</td>
<td>23.4%</td>
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<tr>
<td><strong>Executive Management</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office of Executive Director</td>
<td>1,050,035</td>
<td>95,989</td>
<td>86,294</td>
<td>182,283</td>
<td>17.4%</td>
</tr>
<tr>
<td>Officers &amp; Executive Committee</td>
<td>278,800</td>
<td>15,803</td>
<td>6,107</td>
<td>21,910</td>
<td>7.9%</td>
</tr>
<tr>
<td></td>
<td>1,328,835</td>
<td>111,791</td>
<td>92,401</td>
<td>204,193</td>
<td>15.4%</td>
</tr>
<tr>
<td><strong>Operations</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Central Services</td>
<td>149,238</td>
<td>8,687</td>
<td>19,772</td>
<td>28,459</td>
<td>19.1%</td>
</tr>
<tr>
<td>Information Technology/Online Services</td>
<td>1,841,276</td>
<td>145,823</td>
<td>151,086</td>
<td>296,909</td>
<td>16.1%</td>
</tr>
<tr>
<td>Building Operating Account</td>
<td>1,241,832</td>
<td>101,122</td>
<td>81,448</td>
<td>182,570</td>
<td>14.7%</td>
</tr>
<tr>
<td>Director of Operations</td>
<td>744,501</td>
<td>49,167</td>
<td>30,488</td>
<td>79,675</td>
<td>10.7%</td>
</tr>
<tr>
<td></td>
<td>3,976,847</td>
<td>304,819</td>
<td>282,794</td>
<td>587,613</td>
<td>14.8%</td>
</tr>
<tr>
<td><strong>Finance &amp; Accounting</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finance &amp; Accounting</td>
<td>1,358,769</td>
<td>104,980</td>
<td>110,514</td>
<td>215,494</td>
<td>15.9%</td>
</tr>
<tr>
<td><strong>State-Federal Relations</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fiscal and Government Affairs</td>
<td>905,389</td>
<td>103,282</td>
<td>88,034</td>
<td>191,316</td>
<td>21.1%</td>
</tr>
<tr>
<td>Human Services</td>
<td>746,648</td>
<td>26,180</td>
<td>26,800</td>
<td>52,980</td>
<td>7.1%</td>
</tr>
<tr>
<td>Public Affairs</td>
<td>405,945</td>
<td>35,685</td>
<td>35,685</td>
<td>73,927</td>
<td>18.2%</td>
</tr>
<tr>
<td>Director of State-Federal Relations</td>
<td>1,398,780</td>
<td>121,160</td>
<td>101,951</td>
<td>223,111</td>
<td>16.0%</td>
</tr>
<tr>
<td></td>
<td>3,456,762</td>
<td>288,864</td>
<td>252,470</td>
<td>541,334</td>
<td>15.7%</td>
</tr>
<tr>
<td><strong>Merit Pool</strong></td>
<td>348,074</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>20,323,856</td>
<td>1,406,453</td>
<td>3,474,993</td>
<td>4,881,446</td>
<td>24.0%</td>
</tr>
<tr>
<td><strong>Revenue Over Expenditures</strong></td>
<td>$ 43,280</td>
<td>4,360,841</td>
<td>2,352,057</td>
<td>6,712,898</td>
<td>n/m</td>
</tr>
</tbody>
</table>

10/2/2019
RULES FOR THE FINANCIAL MANAGEMENT
NATIONAL CONFERENCE OF STATE LEGISLATURES
As adopted by the Executive Committee on January 9, 2016

1. **Financial Reports.** At each annual meeting of the National Conference of State Legislatures, a report shall be distributed showing expenditures and income of the Conference for: (a) the fiscal year ended the previous June 30; (b) the first portion of the current fiscal year (of reasonably current date).

2. **Budgets.** In accord with Article XIII, Section 2 of the NCSL By-laws, the Budget and Finance Committee shall make budget recommendations to the Executive Committee. The Executive Committee shall submit to the Conference at its annual meeting a proposed budget for the coming fiscal year for consideration and adoption by the Conference. The Executive Committee may approve transfers of funds within the budget adopted by the Conference during the course of the fiscal year by a two-thirds vote of the entire Executive Committee.

3. **Audits.** In accord with Article XIII, Section 3 of the NCSL By-laws, the accounts of the Conference shall be audited annually by a certified public accountant retained by the President with the approval of the Executive Committee. Such audit shall be reported to the Executive Committee and to the Conference at its annual meeting.

4. **Bank Accounts.** The Executive Director is authorized to open and maintain such bank accounts as necessary for the conduct of the Conference's work, and shall report to the Executive Committee at least once each year describing the bank accounts in force. The Executive Director may designate one or more persons to act as signers or authorized representatives of the Conference’s deposit and investment accounts and to conduct banking operations on behalf of the Conference.

5. **Bonding and Insurance.** The Executive Director shall be bonded, and shall arrange for the bonding of such other employees of the Conference, as necessary. The Executive Director shall arrange for insurance coverage on equipment and properties of the Conference.

6. **Borrowing.** The Executive Director is authorized to enter into credit agreements with financial institutions for the prudent management of the Conference’s cash. The aggregate credit limit under all such agreements shall be two million dollars and the term of any such agreement shall not exceed three years. Furthermore, the Executive Director, with the express written permission of the President, is authorized to borrow funds on behalf of the Conference for periods not exceeding 180 days in anticipation of maturity of investments and other revenues properly accrued but not yet received, and the Executive Director, or an appointed designee, is authorized to sign notes or pledge property of the Conference for this purpose. Any other type of borrowing shall require the specific approval of the Executive Committee.

7. **Investments.** The Executive Director, or investment counsel approved by the Executive Committee, is authorized to invest funds of the Conference in any federally secured or guaranteed obligation, to include money market mutual funds that invest solely in federally secured or guaranteed obligations, which provide the best return. Additionally, up to 100 percent of the Conference's investible balances can be invested in the top two grades of commercial paper providing the maturities of such investments be limited to not more than 270 days.

Proceeds from the issuance of bonds are exempt from this provision. However, the investment of bond proceeds is limited to investments approved by both the underwriter of the bond issue and the trustee for the bond issue.

Overnight investments in collateralized bank repurchase contracts are permitted in order to maximize interest income of residual balances remaining at the end of the day in the operating account. At no time shall these residual investments exceed one million dollars.

Any other type of investment shall require the specific approval of the Executive Committee.

8. **Grants.** The Executive Director is authorized to negotiate and, with the approval of the Executive Committee, to enter into contracts and arrangements to finance or assist in financing designated special projects or activities, and may, on behalf of the Conference, accept, receive, administer and utilize the same. No funds available pursuant to this paragraph shall be extended unless the Executive Committee has approved the project or activity. Upon the approval of the President and the Staff Chair, the Executive Director may negotiate and expend funds for grants or contracts of $100,000 or less. The Executive Director shall make written financial reports on all grant or contract activity periodically to the Executive Committee and annually to the Conference.
REPORT ON BANK ACCOUNTS
As of September 30, 2019

NATIONAL CONFERENCE OF STATE LEGISLATURES

KeyBank

<table>
<thead>
<tr>
<th>Account</th>
<th>Authorized Signers/Representatives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investment Account - #RF4009179</td>
<td>Mary Wild</td>
</tr>
<tr>
<td>Operating Account - #76968107772</td>
<td>Tim Storey, Mary Wild</td>
</tr>
<tr>
<td>Payroll Account - #76968107780</td>
<td>Tim Storey, Mary Wild</td>
</tr>
</tbody>
</table>

Wells Fargo

<table>
<thead>
<tr>
<th>Account</th>
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<tbody>
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<tr>
<td>Operating Account - #1010947781</td>
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<tr>
<td>ASLCS Operating Account - #7986023187</td>
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UMB (Bond Trustee)

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<tbody>
<tr>
<td>Bond Interest Fund - #136784.1</td>
<td>Mary Wild</td>
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<tr>
<td>Bond Principal Fund - #136784.2</td>
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<td>Debt Service Reserve Fund - #136784.3</td>
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<tr>
<td>Repair &amp; Replacement Fund - #136784.4</td>
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NCSL FOUNDATION FOR STATE LEGISLATURES

KeyBank

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Wells Fargo

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<td>Operating Account - #1010810081</td>
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Pursuant to the Rules for the Financial Management of the National Conference of State Legislatures adopted by the Executive Committee on January 9, 2016 (the “Rules”), the Executive Director is authorized to open and maintain bank accounts necessary for the conduct of the Conference’s work. The Executive Director periodically delegates to employees of NCSL the authorization to act as signers or authorized representatives on NCSL’s bank accounts, to conduct NCSL’s banking and investment operations, and to act on all banking matters, consistent with the Rules.

The accounts listed above represent all bank accounts and investment accounts held for the benefit of NCSL and the NCSL Foundation for State Legislatures as of the date of this report.
<table>
<thead>
<tr>
<th>Maturity Date</th>
<th>Par Investment</th>
<th>Total by Product</th>
<th>Investment Issue</th>
<th>CUSIP</th>
<th>Coupon</th>
<th>Yield To Maturity</th>
<th>Price</th>
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<tbody>
<tr>
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<td>Dreyfus Government Cash Mgmt Money Market Fund</td>
<td>262006307</td>
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<td><strong>Subtotal Money Market Investments</strong></td>
<td><strong>$6,981,734.00</strong></td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>
Committee on Outreach and Member Services

Saturday, October 12, 2019
9:30 a.m. – 10:30 a.m.
Hyatt Regency Waikiki Beach Resort & Spa – Maloko Ballroom

AGENDA

1. Welcome and Introductions

2. Grants and Contracts
   • Approval of Proposals
   • Overview of Grant Funding

3. Outreach Report

4. Legislative Summit Recap
   • Public Affairs Report

5. Standing Committees
   • Update from the Standing Committee Work Group

6. Other Business
   • Training update
2019 – 2020 Committee on Outreach and Member Services

Jurisdiction: The Committee on Outreach and Member Services is responsible for providing guidance and strategic advice to NCSL about its many programs and services. This includes recommendations and advice on the outreach activities to engage legislators and staff, NCSL Standing Committees, the NCSL Website and other digital platforms, grants and contracts and State Legislatures magazine. Members determine the roles and responsibilities of Executive Committee members in marketing NCSL to promote the relevance and value of the organization to legislators and legislative staff.

<table>
<thead>
<tr>
<th>Senator Curt Bramble, Utah</th>
<th>J.J. Gentry, South Carolina</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>Staff Chair</td>
</tr>
<tr>
<td>Representative Angelo Puppolo, Jr.,</td>
<td>Jennifer Jones, Texas</td>
</tr>
<tr>
<td>Massachusetts</td>
<td>Staff Vice Chair</td>
</tr>
</tbody>
</table>

Legislator Members

1. Senator Ralph Alvarado, Kentucky
2. Representative Joan Ballweg, Wisconsin
3. Senator Eric Bassler, Indiana
4. Speaker Scott Bedke, Idaho
5. Representative Gilda Cobb-Hunter, South Carolina
6. Senator Lou D'Allesandro, New Hampshire
7. Representative Marcus Evans, Illinois
8. Senator Wayne Harper, Utah
9. Representative Jean Hunhoff, South Dakota
10. Representative John Kavanagh, Arizona
11. Senator Ron Kouchi, Hawaii
12. Speaker David Ralston, Georgia
13. Senator Carmelo Rios Santiago, Puerto Rico
14. Representative Kevin Ryan, Connecticut
15. Representative Marilyn Ryan, Montana
16. Representative David Santiago, Florida
17. Representative Trey Stewart, Maine
18. Speaker Linda Upmeyer, Iowa

Staff Members

1. Joe Ayala, California
2. Tim Bommel, Missouri
3. Jen Carlton, Indiana
4. Aurora Hauke, Alaska
5. Jennifer Jackson, Texas
6. Jessica Karls-Ruplinger, Wisconsin
7. Steve Pike, Virginia
8. Connie Ridley, Tennessee
9. John Snyder, Kentucky
Grant and Contract Report, October 2019

NCSL Grant Solicitation Guidelines

1. NCSL's primary objective in fund raising is to pursue grants on issues that are important to legislators. Among the measures of importance are information requests, requests for technical assistance, currently filed legislation, a federal initiative to which states must respond, priorities set by the Executive Committee, or a topic that NCSL staff foresee coming to center stage.

2. NCSL will consider topics that enhance established strengths of the organization to provide greater depth to legislators as they consider increasingly complex facets of an issue.

3. Where the issue is new to the organization, staff will consider how quickly it can develop expertise to ensure sustainability should future grant funding end.

4. NCSL will focus its fund raising on topics where reliable and impartial sources of information are not readily available to legislators to avoid duplication of efforts. Where credible resources exist, NCSL will serve as a broker to facilitate access to information.

5. NCSL will not accept funding from a source unless it agrees that:
   - NCSL will not advocate the funder's position on an issue (unless it is consistent with NCSL policy adopted under NCSL bylaws); and
   - NCSL will maintain total direction and editorial control over the operation and work produced under the grant.

Despite being able to ensure that these guarantees are in place, NCSL understands that there may be a perceived conflict of interest in pursuing grant funding from certain sources. Staff must thoroughly assess these risks and be confident that it can justify any such funding to NCSL's Executive Committee, which retains final authority to approve or reject any grant proposal, before proceeding with negotiations.

6. In negotiating final grant conditions, NCSL and the funder must agree to the scope and timing of the proposal, project deliverables and budget.
New Projects Requiring Executive Committee Approval

1. State Solar Policy Collaborative
Source: U.S. Department of Energy
Amount: $1,385,319
Direct/Indirect Costs: $1,234,264 – Direct Costs; $151,055 – Indirect Costs (@ 42.1% of salaries)
Description: This proposal is to convene regional state teams of legislators, utility commissioners and state energy officials to identify approaches to streamlining siting and permitting regulations for large scale solar development.
Time Period: April 1, 2020 to April 1, 2023
Deliverables: Four policy collaborative meetings; four webinars; and four publications.
Submitted to EC: October 12, 2019

2. Immigration and the States
Source: Carnegie Corporation of New York
Amount: $200,000
Direct/Indirect Costs: $174,371 – Direct Costs; $25,629 – Indirect Costs (@ 15% of direct costs, minus consultants)
Description: This project will provide state legislators and legislative staff with clear, concise, bipartisan analysis on federal and state immigration issues.
Time Period: October 1, 2019 to March 31, 2021
Deliverables: State immigration report; LegisBriefs; and task force meetings.
Submitted to EC: October 12, 2019

Source: Credential Engine
Amount: $200,000
Direct/Indirect Costs: $182,560 – Direct Costs; $18,256 – Indirect Costs (@ 10% of direct costs)
Description: Credential Engine is a non-profit whose mission is to bring about credential transparency, reveal the credential marketplace, increase credential literacy, and empower providers, policymakers, job seekers and students to make more informed decisions about the value of credentials. In collaboration with NCSL and other national organizations, Credential Engine will lead an awareness, education and technical assistance effort to support state policymakers to integrate credential transparency into education and workforce development data and delivery strategies.
Time Period: March 1, 2020 to February 28, 2022
Deliverables: Two sessions at NCSL meetings, and two half-day workshops.
Submitted to EC: October 12, 2019

4. Voting Outside the Polling Place: Digging for the Details
Source: Vote at Home
Amount: $100,000 – FUNDED at $99,958
Direct/Indirect Costs: $90,871 – Direct Costs; $9,087 – Indirect Costs (@ 10% of direct costs)
Description: This project will provide legislators with a soup-to-nuts description of how the 50 states manage ballots that are voted at home and either mailed in or dropped off for counting.
Time Period: September 2, 2019 to August 31, 2022
Deliverables: One interactive webpage; one report; Three steering committees; one legislative data workgroup; one report; and four in-state meeting/testimony.
Submitted to EC: October 12, 2019
**Status of Previously Approved Projects:** Changes in status since the last report are shown in **BOLD CAPITALS.**

5. **State Traffic Safety Legislative Education and Outreach Efforts**
   
   **Source:** National Highway Traffic Safety Administration (NHTSA)
   
   **Amount:** $1,247,172 – **FUNDED at $1,247,172**
   
   **Direct/Indirect Costs:** $966,740 – Direct Costs; $280,432 – Indirect Costs (@ 42.1% of salaries)
   
   **Description:** Creates a new five-year cooperative agreement that extends NCSL’s 22-year relationship with NHTSA to bring balanced, comprehensive and in-depth information on traffic safety issues to state legislatures through a variety of formats and approaches.
   
   **Time Period:** September 30, 2019 to September 29, 2024
   
   **Deliverables:** One traffic safety trends report, two LegisBriefs, three databases and one traffic safety review.
   
   **EC Approval Date:** June 8, 2019

6. **Success for Every Student**
   
   **Source:** Bill and Melinda Gates Foundation
   
   **Amount:** $500,000
   
   **Direct/Indirect Costs:** $454,545 – Direct Costs; $45,454 – Indirect Costs (@ 10% of direct costs)
   
   **Description:** This is a continuation of our previous work with legislators to improve college and career readiness for all students, focused on the following policy areas; standards, assessments, accountability, career pathways, CTE/apprenticeships, teaching, funding and data literacy.
   
   **Time Period:** July 1, 2019 to December 31, 2021
   
   **Deliverables:** Two education chairs meetings; six 101 bootcamps; three meetings for education staff; and four in-state technical assistance/travel to partner meetings.
   
   **EC Approval Date:** August 4, 2019

7. **Legislative Support for Data-Led Governing in Criminal Justice Policy**
   
   **Source:** Council of State Governments Justice Center (sub-grant under Bureau of Justice Assistance, U.S. Department of Justice)
   
   **Amount:** $271,549
   
   **Direct/Indirect Costs:** $209,970 – Direct Costs; $61,579 – Indirect Costs (@ 42.1% of salaries)
   
   **Description:** NCSL will support the data-led governing project by representing legislative interests and convening key legislators and legislative staff to develop and implement best practices for use of data in policy and budget decisions.
   
   **Time Period:** October 1, 2019 to September 30, 2022
   
   **Deliverables:** Three steering committees; one legislative data workgroup; one report; and four in-state meeting/testimony.
   
   **EC Approval Date:** August 4, 2019

8. **Drug Policy: The Intersection of Criminal Justice and Health**
   
   **Source:** Charles Koch Institute
   
   **Amount:** $126,261- **CKI requested a broader proposal “Advancing Justice Summit” with an increase to $270,000**
   
   **Direct/Indirect Costs:** $121,330 – Direct Costs; $4,931 – Indirect Costs (@ 10% of salaries/benefits)
   
   **Description:** NCSL proposes a two-day roundtable-style meeting that will bring influential lawmakers together with leading experts to discuss the intersection of health and criminal justice in drug policy. From the meeting, NCSL will publish a framework for addressing drug policy using both a criminal justice and health lens.
   
   **Time Period:** July 1, 2019 to March 31, 2020
   
   **Deliverables:** One roundtable meeting; and one policy brief.
   
   **EC Approval Date:** June 8, 2019
**Status of Renewals**

9. **Education and Outreach to State Legislators and Legislative Staff on Energy Policy (TPTA)**
   
   Source: U.S. DOE  
   Amount: $335,000 – FUNDED at $335,000  
   Direct/Indirect Costs: $278,553 – Direct Costs; $56,447 – Indirect Costs (@ 42.1% of salaries)  
   Time Period: October 1, 2019 to September 30, 2020  
   Deliverables: Three webcasts; five publications; the Task Force on Energy Supply; and the Legislative Energy Horizons Institute.  
   Reported to EC: October 12, 2019

10. **Building Legislative Leadership on Early Childhood Policy**
   
   Source: Alliance for Early Success  
   Amount: $300,000 – FUNDED at $300,000  
   Direct/Indirect Costs: $287,908 – Direct Costs; $12,092 – Indirect Costs (@ 4% of direct costs)  
   Time Period: September 2, 2019 to August 31, 2020  
   Deliverables: One meeting session; two policy documents; one summit session; and one legislative database.  
   Reported to EC: August 4, 2019

11. **Exploring Interconnecting Behavioral Health and Public Health at the State Policy Level**
   
   Source: Centers for Disease Control and Prevention  
   Amount: $250,000 – FUNDED at $250,000  
   Direct/Indirect Costs: $209,797 – Direct Costs; $40,203 – Indirect Costs (@ 42.1% of salaries)  
   Time Period: August 1, 2019 to July 31, 2020  
   Deliverables: One meeting; two blog posts; one LegisBrief; and one magazine article or podcast.  
   Reported to EC: June 8, 2019

12. **State Exchange on Employment and Disability**
   
   Source: Concepts  
   Amount: $250,000 – FUNDED at $250,000  
   Direct/Indirect Costs: $206,979 – Direct Costs; $43,021 – Indirect Costs (@ 42.1% of salaries)  
   Time Period: June 22, 2019 to June 21, 2020  
   Deliverables: Session at Forum AV Pre-Con; provide technical assistance for Western States; session at the 2020 Legislative Summit; and web resources and reports.  
   Reported to EC: October 12, 2019

13. **Informing Legislative Solutions to Support Positive Outcomes for Infants and Toddlers**
   
   Source: Pritzker Children’s Initiative  
   Amount: $225,000 – FUNDED at $300,000  
   Direct/Indirect Costs: $204,545 – Direct Costs; $20,455 – Indirect Costs (@ 10% of direct costs)  
   Time Period: October 1, 2019 to December 31, 2020  
   Deliverables: One meeting; one webinar; two publications; and one database.  
   Reported to EC: June 8, 2019

14. **CDC Public Health Priorities (Winnable Battles)**
   
   Source: Centers for Disease Control and Prevention  
   Amount: $200,000 – FUNDED at $450,000  
   Direct/Indirect Costs: $176,348 – Direct Costs; $23,652 – Indirect Costs (@ 42.1% of salaries)
Grant and Contract Report

Time Period: August 1, 2019 to July 31, 2020
Deliverables: One State Policy Collaborative Meeting; four needs assessments; technical assistance; and immunization-related activities.
Reported to EC: June 8, 2019

15. Educating State-Level Stakeholders on Injury and Violence Prevention
Source: Centers for Disease Control and Prevention
Amount: $188,000 – FUNDED at $188,000
Direct/Indirect Costs: $155,564 – Direct Costs; $32,436 – Indirect Costs (@ 42.1% of salaries)
Time Period: September 1, 2019 to August 31, 2020
Deliverables: One Suicide Prevention Meeting; one educational session at a Legislative Summit or NCSL Capitol Forum; one LegisBrief; and four blogs.
Reported to EC: June 8, 2019

16. Injury and Violence Prevention Fellows
Source: Centers for Disease Control and Prevention
Amount: $175,000 – FUNDED at $175,000
Direct/Indirect Costs: $159,104 – Direct Costs; $15,896 – Indirect Costs (@ 42.1% of salaries)
Time Period: August 1, 2019 to July 31, 2020
Deliverables: Two Fellows meetings; two webinars; and technical assistance.
Reported to EC: June 8, 2019

17. Informing State Leaders on Effective Infectious Disease Policies and Systems Strategies
Source: Centers for Disease Control and Prevention
Amount: $120,000 – FUNDED at $120,000
Direct/Indirect Costs: $100,815 – Direct Costs; $19,185 – Indirect Costs (@ 42.1% of salaries)
Time Period: August 1, 2019 to July 31, 2020
Deliverables: One meeting; one LegisBrief; one magazine article or podcast; and two blog posts.
Reported to EC: June 8, 2019

18. Assistance to State Legislators on Energy Efficiency Issues
Source: U.S. Department of Energy
Amount: $115,000 – FUNDED at $115,000
Direct/Indirect Costs: $92,695 – Direct Costs; $22,305 – Indirect Costs (@ 42.1% of salaries)
Time Period: October 1, 2019 to September 30, 2020
Deliverables: One legislative tracking; four publications; information requests; and meeting session.
Reported to EC: October 12, 2019

Proposals Under $100,000

19. Lead and Healthy Homes Best Practices
Source: U.S. HUD
Amount: $80,000
Direct/Indirect Costs: $64,122 Direct Costs; $15,878 Indirect Costs (@ 42.1% of salaries)
## Grant and Contract Report

**Description:** This project is designed to assist HUD’s Office of Lead Hazard Control and Healthy Homes (OLHCHH) in its efforts to promote successful state policies related to healthy housing laws and policies. State policymakers have developed several efforts designed to reduce health threats in housing. These efforts include obtaining sustainable funding (e.g., Medicaid) to reduce lead hazards in rental housing, as well as other policies to promote Healthy Housing. Examples include the use of Medicaid or SCHIP funds to cover home assessments, resident education, and basic interventions for lead hazards, asthma triggers, and senior fall prevention.

**Time Period:** July 17, 2019 to July 16, 2020

**Deliverables:** State EH funding; state statutes report; and best practices review.

**Reported to EC:** October 12, 2019

### 20. ACLS Fellow

**Source:** American Council of Learned Societies

**Amount:** $75,000 – **FUNDED at $75,000**

**Direct/Indirect Costs**

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**Description:** This is the first year of a two-year grant to NCSL to support the work of a Legislative Policy Specialist.

**Time Period:** September 3, 2019 to August 31, 2020

**Deliverables:** Nothing specific.

**Reported to EC:** October 12, 2019

### 21. Educate Public Officials on Environmental Public Health (EPH) Issues and Policies

**Source:** CDC

**Amount:** $50,000 – **FUNDED at $50,000**

**Direct/Indirect Costs**

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<tr>
<th>Direct Costs</th>
<th>Indirect Costs</th>
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</thead>
<tbody>
<tr>
<td>$40,948</td>
<td>$9,052</td>
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</tbody>
</table>

**Description:** Educate state legislators and legislative staff on environmental public health (EH) issues and policies; conduct policy surveillance, technical assistance and policy analysis.

**Time Period:** August 1, 2019 to July 31, 2020

**Deliverables:** Legislative bill tracking; communications; and travel.

**Reported to EC:** October 12, 2019

### 22. Census Outreach

**Source:** New Venture Fund

**Amount:** $40,000 – **FUNDED at $48,000**

**Direct/Indirect Costs**

<table>
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<tr>
<th>Direct Costs</th>
<th>Indirect Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>$48,000</td>
<td>$0</td>
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</table>

**Description:** Continue, for a third year, tracking and disseminating research on state level census legislation and policy activities.

**Time Period:** September 1, 2019 to June 30, 2020

**Deliverables:** Legislative tracking, publications and web pages

**Reported to EC:** August 4, 2019

### 23. Manufacturing Extension Partnership Cooperative Agreement

**Source:** State Science and Technology Institute on behalf of MEP

**Amount:** $25,000 – **FUNDED at $25,000**

**Direct/Indirect Costs**

<table>
<thead>
<tr>
<th>Direct Costs</th>
<th>Indirect Costs</th>
</tr>
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<tbody>
<tr>
<td>$24,203</td>
<td>$797</td>
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</table>

**Description:** This is the first year of a two-year grant to support the work of a Legislative Policy Specialist.
Grant and Contract Report

Description: This project is a cooperative agreement between NCSL and the State Science and Technology Institute who is dispersing funds on behalf of the Manufacturing Extension Partnership in $25,000 increments over five years. The funds are to sponsor two NCSL Jobs Summits in 2017 and 2019 as well as various sessions on manufacturing topics at other NCSL meetings. NCSL will also conduct webinars and produce short publications on manufacturing topics.

Time Period: July 1, 2019 to June 30, 2020
Deliverables: One Jobs Summit; one webinar; and one LegisBrief or web report.
Reported to EC: October 12, 2019

24. 2019 Peer Review of the South Carolina Legislative Audit Council
Source: South Carolina Legislative Audit Council
Amount: $11,553 – FUNDED at $11,553
Direct/Indirect Costs $9,717 Direct Costs; $1,836 Indirect Costs (@ 12% of direct costs)
Description: The South Carolina Legislative Audit Council follows the GAO Yellow Book, so it is required to have a peer review every three years. The LAC director has requested that NCSL/NLPES performs its 2019 peer review.
Time Period: September 26, 2019 to December 30, 2019
Deliverables: One compliance letter; one management memorandum and one final report.
Reported to EC: October 12, 2019

25. Science, Public Health, Immunizations
Source: GlaxoSmithKline (GSK)
Amount: $10,500 – FUNDED at $10,500
Direct/Indirect Costs $8,589 Direct Costs; $1,911 Indirect Costs (@ 52.7% of salaries)
Description: NCSL will support a podcast, postcard and blog on immunizations.
Time Period: June 1, 2019 to January 31, 2020
Deliverables: One podcast; one postcard; and one blog.
Reported to EC: October 12, 2019

26. NACCHO Policy Lab
Source: National Association of County and City Health Officials (NACCHO)
Amount: $5,000 – FUNDED at $5,000
Direct/Indirect Costs $3,777 Direct Costs; $1,223 Indirect Costs (@ 52.7% of salaries)
Description: NCSL will provide advice and policy consultation for NACCHO’s Policy Lab in 2019.
Time Period: June 17, 2019 to December 31, 2019
Deliverables: Policy expertise; one virtual presentation.
Reported to EC: October 12, 2019
NCSL Outreach Activities
All figures for January-September 2019

10,789,056
Visits to the NCSL website

30,990
Visits to the primary NCSL member website

285
Blogs posted

257,720
Blog views

68
In-person meetings that you attended
1,026 legislator attendees
(504 D, 505 R, 17 other)
1,139 legislative staff attendees

1,238 legislators (676 D, 535 R, 27 other)

6,567
Attendees at the Nashville Legislative Summit

1,238 legislators (676 D, 535 R, 27 other)
1,122 legislative staff

169
State visits, technical assistance visits, in-state trainings and testimonies provided to you

7,694
In-state connections between NCSL and legislators and legislative staff. NCSL met more than 2,600 legislators and staff during 45 state visits, and 5,094 legislators and staff during 124 technical and training visits.

43
Policy and training webinars that you attended
250 legislator attendees
2,426 legislative staff attendees

2,257
Research requests answered for you

70
NCSL State Coordinators serving in their chambers

18,168
Downloads of 22 episodes of the NCSL podcast, Our American States

2,046
Peak subscribers to the podcast

64
Legislators and staff quoted in State Legislatures magazine

99
Printed reports and LegisBriefs were provided to you
71% of people see NCSL information through online platforms (includes news sites, searches, etc.).

For the 2019 Legislative Summit we had 32 members of the media pre-register and another 29 register on-site.

Reach is the number of people in the media market that will likely be exposed to one spot.

During this reporting period, NCSL was cited more than 5,500 times.

71% of people see NCSL information through online platforms (includes news sites, searches, etc.).

Reach is the number of people in the media market that will likely be exposed to one spot.

Top Media Outlets Reporting NCSL Info.

<table>
<thead>
<tr>
<th>Outlet</th>
<th>Number of Clips</th>
</tr>
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<tbody>
<tr>
<td>Twitter</td>
<td>3829</td>
</tr>
<tr>
<td>State Health Notes</td>
<td>41</td>
</tr>
<tr>
<td>Chicago City Wire</td>
<td>17</td>
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<tr>
<td>Eagle Online</td>
<td>14</td>
</tr>
<tr>
<td>U.S. News &amp; World Report</td>
<td>13</td>
</tr>
<tr>
<td>The Register Guard Projects</td>
<td>10</td>
</tr>
<tr>
<td>Idaho Statesman Online</td>
<td>9</td>
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<tr>
<td>The Tennessean Online</td>
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</tr>
<tr>
<td>Associated Press Online</td>
<td>8</td>
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<tr>
<td>Washington Times Online</td>
<td>8</td>
</tr>
</tbody>
</table>

New Media

Facebook, Twitter, Hashtags

Our social media strategy during the Summit consisted of: 1) Twitter; 2) Facebook; 3) LinkedIn; 4) Instagram; and, 5) Photography. Utilization listed below:

- **Twitter**: Live outlet for session promotion, live tweeting, retweeting, press releases promotions, and photos.
- **Facebook**: Daily highlights posts and photo albums, daily Facebook e-video updates, and session live streams.
- **LinkedIn**: Daily highlights posts, press release promotions.
- **Instagram**: Photo collections featuring morning updates, general and special sessions and officer photos. This year we used a new feature, Instagram Story, to show a ‘behind the scenes’ look at the meeting.
- **Photography**: Photos for social media, NCSL blogs, Executive Officer requests and program requests.
## By the Numbers

### Facebook 2019 (7/31—8/14)
- Total Impressions: 81,729
- Total Reach: 41,673
- Total Video Views: 25,921
- New Followers: 356

### Facebook 2018 (During the 2 week period)
- Total Impressions: 36,062
- Total Reach: 14,435
- Total Video Views: 4,267

### Twitter 2019 (7/31—8/14)
- Potential Reach: 5.3M
- Potential Impressions: 30.2M
- Total Tweets: 4,664 (NCSL: 2,180)
- Total Contributors: 1,813

### Twitter 2018 (During the 2 week period)
- Potential Reach: 5.1M
- Potential Impressions: 25.2M
- Total Tweets: 4,661 (NCSL: 1,916)
- Total Contributors: 1,917

### Twitter Hashtag #NCSLsummit 2019 (7/25—8/3)
- 5.1M Potential Impressions
- 25.2M Total Tweets

### Instagram 2019
- 2019: Instagram Story
  - Total Impressions: 28,980
  - Total Instagram Story Posts: 129
- 2019: Instagram Feed
  - Total Impressions: 8,249
  - Total Reach: 3916
  - Total Likes: 410
  - Total Feed Posts: 6
- 2019 Total:
  - Total Impressions: 37,229
  - Total Reach: 3916
  - Total Likes: 410
  - Total Posts: 135

### Facebook Live Streamed Sessions
- Moving Forward with Autonomous Vehicles
  - 290 Views
  - 681 People reached
- Navigating Criminal Justice Reform
  - 18,000 views
  - 12,847 People reached
- Redistricting Basics
  - 824 Views
  - 2,258 People reached
- Supreme Court Roundup
  - 403 Views
  - 1,028 People reached
- View from Rocky Top: Tennessee’s Higher Education Success
  - 454 views
  - 1,107 People reached
- A New World: Blockchain: What It Means for the Digital World
  - 624 Views
  - 1,837 People reached
- The Family First Prevention Service Act: Reforming Foster Care
  - 774 Views
  - 2,573 People reached
- No Time to Lose: States Transforming Their Education System
  - 726 Views
  - 2,382 People reached
- A Proactive Approach to School Safety
  - 1,100 Views
  - 3,304 People reached

### Facebook Daily Officer Videos
- Day 1 NCSL Legislative Summit in Review
  - Sen. Hutchinson
  - 533 Views
- What’s happening for Legislative Staff at the Legislative Summit
  - 441 Views
- Incoming NCSL President Robin Vos discusses the week at the Summit
  - 515 Views
Member Engagement

We made it a priority to engage with new attendees, officers, legislative staff, keynote and featured speakers during the NCSL summit. We also introduced Instagram Story for a ‘behind-the-scenes’ look.
We saw a decrease in the number of visits to our homepage and Summit homepage during the 2019 meeting compared to the 2018 meeting of about 14%.

Mobile app statistics, however, show a nearly 500% increase in the number of mobile app pages visited. This would suggest a substantial move by attendees away from the website and to the mobile app.

We increased the number of blogs in 2019 over 2018, and saw a doubling in pageviews.

Website

2019 Website Metrics | 7/28-8/16/2018

Homepage: 23,591
2019 Summit homepage: 26,460
Combined pageviews for period: 50,051

2019 Website Metrics | 7/22-8/10, 2018

Homepage: 28,343
2018 Summit homepage: 29,971
Combined pageviews for period: 58,314

Mobile App

2019
3,364 downloads
92,422 session visits

Five most popular sessions (pageviews):
① Opening social event (2,785)
② Dolly Parton (2,626)
③ Block party (2,108)
④ Wes Moore General Session (2,077)
⑤ Attendee Lunch (1,1718)

Mobile App (Continued)

2018
2,300 downloads
15,586 session visits

Five most popular sessions (pageviews):
① Monday General Session (378)
② Professional Development Pre-conference (348)
③ Standing Committee Working Groups (339)
④ Opening Reception (284)
⑤ Legislative Staff breakfast (268)

Blog

2019
33 Blogs
2,135 pageviews

Five most popular blogs (pageviews):
① Jon Meacham (351)
② Supreme Court (194)
③ Sports Betting (154)
④ Dolly Parton (137)
⑤ Pot’s Still Hot (131)

2018
23 blogs
1,092 pageviews

Five most popular blogs (pageviews):
① Opening blog (350)
② Healthy workplaces (167)
③ Sports betting (166)
④ Economic forecast (120)
⑤ Cannabis (89)
Subcommittee on the Legislative Institution

Saturday, October 12, 2019
10:45 a.m. – 11:45 a.m.
Hyatt Regency Waikiki Beach Resort & Spa – Makai Ballroom

AGENDA

1. Welcome and Introductions
2. Overview of NCSL’s Current Institutional Work
3. Legislative Institution Track at 2019 Legislative Summit: Report Back and Evaluations
4. New Legislator Training
5. Priorities and Goals for 2020
6. Other Business
2019 – 2020 Subcommittee on the Legislative Institution

**Jurisdiction:** NCSL was founded on the principle that a strong legislative branch of government is vital for American democracy. Strengthening the legislative institution remains at the heart of NCSL’s mission today. This subcommittee helps develop the institutional work of the Conference. It provides ideas, advice and guidance on the development and delivery of the “Legislative Institution Track” at the Legislative Summit. It reviews NCSL’s efforts to study and enhance the operations of legislatures. The subcommittee considers and recommends institutional programs and training for NCSL to develop including programs designed to educate legislators, legislative staff and the public about the fundamental role of legislatures in our durable democracy.

<table>
<thead>
<tr>
<th>Speaker Scott Saiki, Hawaii</th>
<th>Susan Kannarr, Kansas</th>
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<tbody>
<tr>
<td>Chair</td>
<td>Staff Chair</td>
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<tr>
<td>Senator Curt Bramble, Utah</td>
<td>Charlotte Carter-Yamauchi, Hawaii</td>
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<tr>
<td>Vice Chair</td>
<td>Staff Vice Chair</td>
</tr>
</tbody>
</table>

**Legislator Members**

1. Representative Joan Ballweg, Wisconsin
2. Senator Eric Bassler, Indiana
3. Speaker Scott Bedke, Idaho
4. Senator David Blount, Mississippi
5. Representative Sarah Copeland-Hanzas, Vermont
6. Senator Lou D'Allesandro, New Hampshire
7. Representative Kurt Daudt, Minnesota
8. Senator Bill Hansell, Oregon
9. Senator Matt Huffman, Ohio
10. Representative John Kavanagh, Arizona
11. Senator Greg Leding, Arkansas
12. MNA Mathieu Lemay, Quebec
13. Senator Eddie Melton, Indiana
14. Assemblymember Félix Ortiz, New York
15. Senator Sue Rezin, Illinois
16. Representative Kevin Ryan, Connecticut
17. Representative Marilyn Ryan, Montana
18. Representative David Santiago, Florida
19. Speaker Linda Upmeyer, Iowa

**Staff Members**

1. Tim Bommel, Missouri
2. Jen Carlton, Indiana
3. Aurora Hauke, Alaska
4. Jennifer Jackson, Texas
5. Scott Kaiser, Illinois
6. Othni Lathram, Alabama
7. Sabrina Lewellen, Arkansas
8. Steve Pike, Virginia
9. Connie Ridley, Tennessee
Subcommittee on State/Federal Policy

Saturday, October 12, 2019
10:45 a.m. – 11:45 a.m.
Hyatt Regency Waikiki Beach Resort & Spa – Maloko Ballroom

AGENDA

1. Welcome and Introductions
2. Discuss Mission of the Subcommittee
3. Update on NCSL Work in D.C.
4. Review Task Force Products
5. Action Items and Timeline
6. Other Business
2019 – 2020 Subcommittee on State/Federal Policy

Jurisdiction: NCSL works to enhance the role of states and state legislatures in the federal system. These state-federal activities encompass many approaches and are guided by policy directives and resolutions developed by NCSL’s standing committees with input from task forces and adopted by the full conference. The Subcommittee on State-Federal Policy will receive updates on NCSL’s federal work, review task force products and guide strategies to promote NCSL’s state-federal work.

Senator David Carlucci, New York  
Co-Chair

Senator Greg Treat, Oklahoma  
Co-Chair

Jon Heining, Texas  
Staff Chair

John Snyder, Kentucky  
Staff Vice Chair

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<tr>
<th>Legislator Members</th>
<th>Staff Members</th>
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<tr>
<td>1. Representative Marvin Abney, Rhode Island</td>
<td>1. Joe Ayala, California</td>
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<td>2. Senator Ralph Alvarado, Kentucky</td>
<td>2. Lonnie Edgar, Mississippi</td>
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<td>3. Representative Barbara Ballard, Kansas</td>
<td>3. Matt Gehring, Minnesota</td>
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<td>4. Representative Gilda Cobb-Hunter, South Carolina</td>
<td>4. J.J. Gentry, South Carolina</td>
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<td>5. Representative Marcus Evans, Illinois</td>
<td>5. Jennifer Jones, Texas</td>
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<td>7. Senator Wayne Harper, Utah</td>
<td>7. Linda Triplett, Mississippi</td>
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<td>8. Representative Jean Hunhoff, South Dakota</td>
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<td>9. Senator Ron Kouchi, Hawai'i</td>
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<td>10. Lt. Governor Randy McNally, Tennessee</td>
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<td>11. Senator Ann Millner, Utah</td>
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<td>12. Representative Angelo Puppolo, Jr., Massachusetts</td>
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<td>13. Speaker David Ralston, Georgia</td>
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<td>14. Senator Carmelo Rios Santiago, Puerto Rico</td>
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<td>15. Senator Joseph Scarnati, Pennsylvania</td>
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<td>16. Representative Trey Stewart, Maine</td>
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To: NCSL Executive Committee

From: Molly Ramsdell, Director, Washington Office

Date: October 12, 2019

Subject: Update on State-Federal Activities

This month and next, several legislators will be in D.C. representing NCSL before Congress and the Trump administration on several issues—regulation of drones, cybersecurity, occupational licensing and immigration.

**Oct. 16 – Regulation of Drones:** U.S. Senator Mike Lee (Utah) has invited NCSL to participate in an event where he will introduce legislation to provide significant new authority to state and local governments to regulate drone operations. The bill would allow state and local governments (when not preempted by states) to set reasonable restrictions on drone operations something which states are generally preempted from doing now. **Legislator: TBD**

**Oct. 23 – Cybersecurity:** NCSL will host a briefing on Capitol Hill to educate congressional staff on the importance of state cyber proficiency and funding. In addition to South Carolina Senator Tom Alexander, co-chair of NCSL’s Executive Committee Task Force on Cybersecurity, other potential participants include the Texas Chief Information Security Officer and possibly Maryland Governor Larry Hogan.

**Nov. 14 – Immigration:** Nevada Senator Mo Denis, co-chair of NCSL’s Executive Committee Task Force on Immigration and the States will be in D.C. and featured on a Bipartisan Policy Center podcast to discuss the state impacts of immigration and how Congress can advance reforms in a way that meets the needs of local communities. NCSL is also looking to arrange meetings with the administration and key congressional offices. NCSL has comprehensive policy on immigration reform.

**Modernizing Congress: Lessons from State Legislatures**
NCSL in partnership with the Bipartisan Policy Center facilitated a panel on "Modernizing Congress: Lessons from State Legislatures." The panel featured Ohio Senate President Larry Obhof, New Mexico House Representative Georgene Loui and Professor Emily Baer from the University of New Hampshire also joined. You can watch the recording here.
Letters to the Hill: Aug. 4 – Sept. 30, 2019

- **NCSL letter urging a one-year extension to the Temporary Assistance for Needy Families (TANF) program.** (Sept. 19, 2019)
- **NCSL Letter regarding House Energy and Commerce request for Information - Comprehensive Climate Legislation.** (Sept. 13, 2019)
- **NCSL letter expressing support for legislation that increases financial independence, provides citizens more avenues for long-term savings, and expands options to best prepare Americans for retirement.** (Sept. 12, 2019)
- **NCSL letter to congressional leadership concerning upcoming rescission of federal highway funding.** (Sept. 12, 2019)
- **NCSL letter to U.S. House and U.S. Senate leaders regarding long-term extension of the United States Export-Import (Ex-Im) Bank.** (Sept. 10, 2019)
- **NCSL letter to U.S. House and U.S. Senate leaders urging the passage of the Affordable Housing Credit Improvement Act.** (Sept. 10, 2019)

The information below summarizes the National Conference of State Legislatures’ state-federal activities since the Aug. 4, 2019 Executive Committee meeting in Nashville.

**NCSL/D.C.: Budgets and Revenue**

Erlinda Doherty (erinda.doherty@ncsl.org; 202-624-8698)

- Actively participated in Capitol Hill advocacy efforts that supported restoring the advance refunding of bonds, protecting the tax-exempt status of municipal bonds, and bond modernization provisions for states as a critical financial tool. Collaborated with the Public Finance Network and other like-minded groups to engage with the House Municipal Caucus on key public finance legislative priorities. Offered NCSL assistance in providing state expertise and experience on this topic.
- Closely monitored hearings on Capitol Hill, which impact states on areas including federal budget, appropriations, federal tax legislation, state and local taxation.
- Sent a letter to congressional leaders expressing NCSL’s support of retirement security legislation.
- Continued to engage congressional and administration officials, providing information on state tax and fiscal-related activities and offering NCSL guidance and “boots on the ground” experience for federal policy makers.
- Overhauled existing statement of principles document to reflect NCSL’s post-Wayfair state sales tax collection of resources. Incorporating the views of all interested parties, the document reflects NCSL’s leadership on this issue, and is currently in draft form awaiting NCSL Executive Committee approval.
- Organized and executed SALT Marketplace Facilitator Working Group meetings. As one of the Budgets and Revenue Committee’s most high-profile activities, this working group of the State and Local Tax (SALT) Task Force continues to provide post-Wayfair resources to states. While most have enacted legislation allowing for the taxation of remote sellers, many states and localities are seeking guidance on how to require “marketplace facilitators” to collect and remit sales taxes on their platform, as well as preempt any federal intrusion into this complex arena. NCSL convened state and local tax experts with the intent to develop a practical statement of principles and provide further leadership to states.
- Initiated engagement with members of the Quad Caucus and the European Parliament delegation office to share information regarding budget and fiscal related policy, and to develop more inclusive and diverse perspectives for future Budget and Revenue and SALT Task Force programming.
NCSL/D.C.: Communications, Financial Services and Interstate Commerce Committee
Abbie Gruwell (abbie.gruwell@ncsl.org; 202-624-3569)
Tres York (tres.york@ncsl.org; 202-624-8686)

- Met with House and Senate Committees to update them on new Communications, Financial Services and Interstate Commerce Committee policies passed at this year’s Legislative Summit, including the Wire Act and data privacy.
- Attended a House Financial Services Committee hearing on threats to the U.S. financial system.
- Held a call with the Consumer Financial Protection Bureau on their upcoming regulatory agenda.
- Worked with the Federal Communications Commission to set up a technical assistance call for Guam legislators on under-ocean cable tax issues.
- Planned the cybersecurity fly-in for October 2019 Cybersecurity Awareness Month.
- Provided technical assistance for Alabama’s new Commission on Artificial Intelligence and Emerging Technologies on state artificial intelligence (AI) activities, AI/machine learning basics, and policy considerations.
- Participated in a CLE panel for the American Bar Association’s Business Law Section on on-demand wage products and California legislation.
- Attended the Cybersecurity and Infrastructure Security Agency’s Cybersecurity Summit.
- Began planning a webinar to update legislators on FirstNet and public safety applications.
- Met with the National Collegiate Athletic Association to plan collaboration on the 150th anniversary of college football.
- Attended the National Governors Association (NGA) Cybersecurity Roundtable with state and local cyber representatives.
- Met with the National Credit Unions representative on Community Reinvestment Act issues.
- Planned Wireless University and Broadband and Cable Policy Summit.

NCSL/D.C: Education Committee
Molly Ramsdell (molly.ramsdell@ncsl.org; 202-624-3584)

- The Education Committee position in D.C. is currently vacant. The position will be filled in the next month.
- Continue to monitor congressional and administrative actions.
- Beginning work to update NCSL’s position on HEA reauthorization.

NCSL/D.C.: Health and Human Services Committee
Haley Nicolson (haley.nicholson@ncsl.org; 202-624-8662)
Margaret Wile (margaret.wile@ncsl.org; 202-624-8171)

- Met with House Ways and Means minority and majority staff to address questions from our members and to receive updates on implementation for Family First Prevention Services Act.
- Met with House Ways and Means majority staff along with several other stakeholder groups to discuss an upcoming piece of legislation to be introduce on Health Professional Opportunity Grants.
- Presented at several NCSL meetings on a host of issues—federal nutrition, opioids, HIV, behavioral health, prescription drugs, medical billing practices, air ambulance regulation, rural health care and more.
- Remotely presented to the Kansas legislature on “Federal Opportunities and Update,” as part of a NCSL organized half-day program for The Kansas Early Learning Forum.
• Attended the State and Territorials Child Care Development Fund Administrators meeting.
• Attended Department of Education briefing on impacts of the opioid crisis to students and schools.
• Organized and hosted the first coalition meeting with the National Governor’s Association, The National Association of Counties, and the American Public Human Services Association (APHSA) around the reauthorization of the Transitional Assistance for Needy Families. As part of this work NCSL and APHSA authored a letter signed by the state and local groups as well as APHSA urging Congress to authorize the Temporary Assistance for Needy Families (TANF) for a full year while larger issues around TANF can be addressed.
• Attended the Association of State and Territorial Health Officials’ Public Health Roundtable meeting to update state and local public health partners on NCSL’s work on these issues, and to hear from partners on their future priorities.
• Attended Child Welfare Coalition meeting to engage with external stakeholders and to learn more about upcoming federal policies on these issues.
• Attended the Women in Government Relations half day program on “Leadership Institute: Evolution of State Relations.”
• Attended National Healthcare Association meeting to meet and learn more about stakeholders involved in the health occupational licensing space.
• Assisted NCSL Denver staff with technical assistance in Indiana regarding federal proposals and solutions to medical billing issues.

NCSL/D.C.: Labor and Economic Development Committee
Jon Jukuri (jon.jukuri@ncsl.org; 202-624-8663)

• Sent two letters to Capitol Hill:
  o NCSL letter regarding long-term extension of the United States Export-Import (Ex-Im) Bank. (Sept. 10, 2019)
  o NCSL Letter urging the passage of HR 3077, the Affordable Housing Credit Improvement Act, and its companion bill, S 1703. (Sept. 10, 2019)
• Continued publication of the Labor and Economic Development committee newsletters.
• Produced recap of the NCSL 2019 Legislative Summit, and overview of policy directives and resolutions that were passed.

Meetings on Capitol Hill and with the administration included:

• Personal office visits in the House and Senate,
• Office of the U.S. Trade Representative,
• Department of Labor,
• Department of Veterans Affairs, and
• Department of Commerce.

Other meetings:

• American Legion National Licensing and Credentialing Summit in Indianapolis, Indiana.
• NCSL, the Council for State Governments, NGA and U.S. Department of Labor Licensing Consortium meeting in Park City, Utah.
• NCSL Jobs Summit in Detroit, Michigan.
Finalized logistics and obtained funding for a national criminal justice convening for our members to be held in January 2020.

Coordinated with the Department of Homeland Security on partnering activities for National Cybersecurity Awareness month, which takes place in October.

Organized and coordinated with NASCIO and NGA to produce a fly-in opportunity on Oct. 23 for South Carolina Sen. Thomas Alexander on cybersecurity issues. Activities will include a congressional briefing and Hill visits.

Organized and coordinated with NACo and the Bipartisan Policy Center on fly-in opportunity for Senator Mo Denis on immigration issues. Activities will include a podcast for the Bipartisan Policy Center and possible White House meeting to discuss immigration issues.

Attended the Department of Homeland Security’s Cybersecurity Summit.

Met with Senator John Cornyn’s staff to discuss Senate criminal justice priorities, First Step Act appropriations and new legislation ideas.

Continued conversations with Sen. Rick Scott (Fla.) on NCSL’s new Policy Resolution “Timely Aid to States.”

Continued to attend Stafford Act Coalition monthly meetings.

Attended meetings and strategy sessions of the congressional Hazards Caucus Alliance (makeup is state and local government stakeholders and hazard experts) to discuss possible briefings and disasters legislation.

Met with Senate Homeland Security and Government Affairs committee majority and minority staff to discuss disasters issues/legislation and NCSL’s new policy resolution on timely aid to states.

Led the writing of a multi-organization letter, including NGA, to Congress on ensuring any federal legislation on autonomous vehicles strikes the appropriate balance on federal, state and local authorities.

Responded to House Energy and Commerce Committee’s request for information on how federal legislation should address climate change. The letter was crafted using the committee’s “Climate Change Resolution,” which was reauthorized at the 2019 Legislative Summit and stresses that any comprehensive climate legislation at the federal level must not preempt traditional state authority in this arena, must be flexible, and must be cautious of adopting a “one-size fits all” approach. NCSL advocated to the Committee that should comprehensive climate legislation be developed, it must be done with extensive consultation with state elected officials and their national representative organizations.

Continued to meet with Utah Senator Mike Lee’s office regarding draft legislation he is introducing that would expand state authority to regulate drone operations.

Staff continues outreach to Senate and House committee staff as they begin to put pen to paper for reauthorizing the 2015 surface transportation law—the FAST Act. One of the Senate Committees of Jurisdiction, Environment and Public Works, approved its version in July (read NCSL’s Info Alert here), that includes a number of NCSL’s priorities:

- Increase overall funding,
- Maintain the existing funding streams that are formula based (provides states certainty compared to competitive or locally based programs),
- Expand State Transportation System Funding Alternatives pilot,
• Continued communication with the Environmental Protection Agency (EPA) regarding its actions surrounding changes to Clean Water Act Section 401 and the agencies move to diminish, impair and subordinate state authority to protect water quality within their boundaries.
• Participated in their intergovernmental call, reviewing the proposed rule and changes while voicing NCSL’s concerns.
• Begun bi-monthly meeting with Environment and Public Works Minority staff on state and local water issues, specifically the reauthorization of the Water Resources Development Act.
• Sent out two issues of new bi-monthly committee newsletter.
• Issued two NCSL Information Alerts:
  o Aug. 9 - [EPA Proposes to Limit State's Authority on Clean Water Act Section 401](#)
  o July 30 - [Senate Committee Approves Surface Transportation Reauthorization Bill](#)
• Successfully **completed** the 2019 NCSL Legislative Summit committee business meeting that featured over 20 policy resolutions and amendments.
Legislative Staff Coordinating Committee

Friday, October 11, 2019
12:15-1:30 p.m.
Hyatt Regency Waikiki Beach Resort & Spa – Makai Ballroom

AGENDA

1. Welcome and Introductions

2. NCSL Executive Director’s Report

3. Reports from LSCC Work Groups
   a. Professional Staff Association Officers
   b. Standing Committees
   c. Strategic Planning
   d. Certificate and Career Development

4. Reports from LSCC Subcommittees
   a. Legislative Institution
   b. Programs and Professional Development
   c. Information Technology, Social Media, E-Learning and Outreach

5. Other Business
# Legislative Staff Coordinating Committee
## 2019 - 2020
### Member Roster
*(Last update September 30, 2019)*

### EXECUTIVE COMMITTEE OFFICERS

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Organization</th>
<th>Contact Information</th>
</tr>
</thead>
</table>
| Martha R. Wigton         | NCSL Staff Chair              | NCSL                                              | Director – House Budget and Research Office  
Georgia General Assembly  
(404) 656-5050  
martha.wigton@house.ga.gov |
| Joseph James “J.J.” Gentry | NCSL Staff Vice Chair         | NCSL                                              | Counsel, Ethics Committee – Senate  
South Carolina General Assembly  
(803) 212-6306  
JJGentry@scsenate.gov  
–Strategic Planning Work Group, Chair |
| Jon Heining              | NCSL Immediate Past Staff Chair | NCSL                                              | General Counsel  
Legislative Council  
Texas Legislature  
(512) 463-1151  
jon.heining@tlc.texas.gov |
| Jen Carlton              | Deputy Chief of Staff         | NCSL                                              | Senate Majority Caucus  
Indiana General Assembly  
(317) 460-6204  
jen.carlton@iga.in.gov  
–Strategic Planning Work Group  
–Information Technology, Social Media, E-Learning and Outreach Subcommittee |
| Charlotte Carter-Yamauchi| Director                      | NCSL                                              | Legislative Reference Bureau  
Hawaii State Legislature  
(808) 587-0666  
yamauchi@capitol.hawaii.gov  
–Certificate and Career Development Work Group  
–Legislative Institution Subcommittee, Vice Chair |

### AT LARGE MEMBERS

<table>
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<tr>
<th>Name</th>
<th>Title</th>
<th>Organization</th>
<th>Contact Information</th>
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</table>
| Joe Ayala         | Principal Deputy Legislative Counsel       | NCSL                                              | Office of Legislative Counsel  
California State Legislature  
(916) 341-8246  
joe.ayala@legislativecounsel.ca.gov  
–Strategic Planning Work Group  
–Information Technology, Social Media, E-Learning and Outreach Subcommittee |
| Tim Bommel        | Photojournalist                            | NCSL                                              | House of Representatives  
Missouri General Assembly  
(573) 751-4043  
tim.bommel@house.mo.gov  
–Strategic Planning Work Group  
–Information Technology, Social Media, E-Learning and Outreach Subcommittee |
| Lonnie V. Boren    | Financial Analyst                          | NCSL                                              | Office of Legislative Counsel  
California State Legislature  
(916) 341-8246  
joe.ayala@legislativecounsel.ca.gov  
–Strategic Planning Work Group  
–Information Technology, Social Media, E-Learning and Outreach Subcommittee |
| Steve Mooney       | Legislative Consultant                     | NCSL                                              | Office of Legislative Counsel  
California State Legislature  
(916) 341-8246  
joe.ayala@legislativecounsel.ca.gov  
–Strategic Planning Work Group  
–Information Technology, Social Media, E-Learning and Outreach Subcommittee |
| David J. Sabatini  | Legislative Consultant                     | NCSL                                              | Office of Legislative Counsel  
California State Legislature  
(916) 341-8246  
joe.ayala@legislativecounsel.ca.gov  
–Strategic Planning Work Group  
–Information Technology, Social Media, E-Learning and Outreach Subcommittee |
| Richard P. Sowers  | Legislative Consultant                     | NCSL                                              | Office of Legislative Counsel  
California State Legislature  
(916) 341-8246  
joe.ayala@legislativecounsel.ca.gov  
–Strategic Planning Work Group  
–Information Technology, Social Media, E-Learning and Outreach Subcommittee |
| Jeff DePuy         | Legislative Consultant                     | NCSL                                              | Office of Legislative Counsel  
California State Legislature  
(916) 341-8246  
joe.ayala@legislativecounsel.ca.gov  
–Strategic Planning Work Group  
–Information Technology, Social Media, E-Learning and Outreach Subcommittee |
| Richard B. W. Smith| Legislative Consultant                     | NCSL                                              | Office of Legislative Counsel  
California State Legislature  
(916) 341-8246  
joe.ayala@legislativecounsel.ca.gov  
–Strategic Planning Work Group  
–Information Technology, Social Media, E-Learning and Outreach Subcommittee |
| Dora H. Stetler    | Legislative Consultant                     | NCSL                                              | Office of Legislative Counsel  
California State Legislature  
(916) 341-8246  
joe.ayala@legislativecounsel.ca.gov  
–Strategic Planning Work Group  
–Information Technology, Social Media, E-Learning and Outreach Subcommittee |
| Julie E. Rieke     | Legislative Consultant                     | NCSL                                              | Office of Legislative Counsel  
California State Legislature  
(916) 341-8246  
joe.ayala@legislativecounsel.ca.gov  
–Strategic Planning Work Group  
–Information Technology, Social Media, E-Learning and Outreach Subcommittee |
| Jerry R. Larison   | Legislative Consultant                     | NCSL                                              | Office of Legislative Counsel  
California State Legislature  
(916) 341-8246  
joe.ayala@legislativecounsel.ca.gov  
–Strategic Planning Work Group  
–Information Technology, Social Media, E-Learning and Outreach Subcommittee |
| Barbara A. Witter  | Legislative Consultant                     | NCSL                                              | Office of Legislative Counsel  
California State Legislature  
(916) 341-8246  
joe.ayala@legislativecounsel.ca.gov  
–Strategic Planning Work Group  
–Information Technology, Social Media, E-Learning and Outreach Subcommittee |
| Peter M. Polansky  | Legislative Consultant                     | NCSL                                              | Office of Legislative Counsel  
California State Legislature  
(916) 341-8246  
joe.ayala@legislativecounsel.ca.gov  
–Strategic Planning Work Group  
–Information Technology, Social Media, E-Learning and Outreach Subcommittee |
| Michael R. McPhee  | Legislative Consultant                     | NCSL                                              | Office of Legislative Counsel  
California State Legislature  
(916) 341-8246  
joe.ayala@legislativecounsel.ca.gov  
–Strategic Planning Work Group  
–Information Technology, Social Media, E-Learning and Outreach Subcommittee |
| Elizabeth K. Brown  | Legislative Consultant                     | NCSL                                              | Office of Legislative Counsel  
California State Legislature  
(916) 341-8246  
joe.ayala@legislativecounsel.ca.gov  
–Strategic Planning Work Group  
–Information Technology, Social Media, E-Learning and Outreach Subcommittee |
| Donald M. Kuehne   | Legislative Consultant                     | NCSL                                              | Office of Legislative Counsel  
California State Legislature  
(916) 341-8246  
joe.ayala@legislativecounsel.ca.gov  
–Strategic Planning Work Group  
–Information Technology, Social Media, E-Learning and Outreach Subcommittee |
| Joan L. Malloy     | Legislative Consultant                     | NCSL                                              | Office of Legislative Counsel  
California State Legislature  
(916) 341-8246  
joe.ayala@legislativecounsel.ca.gov  
–Strategic Planning Work Group  
–Information Technology, Social Media, E-Learning and Outreach Subcommittee |
| Edward W. Yoo      | Legislative Consultant                     | NCSL                                              | Office of Legislative Counsel  
California State Legislature  
(916) 341-8246  
joe.ayala@legislativecounsel.ca.gov  
–Strategic Planning Work Group  
–Information Technology, Social Media, E-Learning and Outreach Subcommittee |
| John H. Prather    | Legislative Consultant                     | NCSL                                              | Office of Legislative Counsel  
California State Legislature  
(916) 341-8246  
joe.ayala@legislativecounsel.ca.gov  
–Strategic Planning Work Group  
–Information Technology, Social Media, E-Learning and Outreach Subcommittee |
| Benjamin A. Stotsky| Legislative Consultant                     | NCSL                                              | Office of Legislative Counsel  
California State Legislature  
(916) 341-8246  
joe.ayala@legislativecounsel.ca.gov  
–Strategic Planning Work Group  
–Information Technology, Social Media, E-Learning and Outreach Subcommittee |
| Michael J. Alegria | Legislative Consultant                     | NCSL                                              | Office of Legislative Counsel  
California State Legislature  
(916) 341-8246  
joe.ayala@legislativecounsel.ca.gov  
–Strategic Planning Work Group  
–Information Technology, Social Media, E-Learning and Outreach Subcommittee |
| Mark H. Graf      | Legislative Consultant                     | NCSL                                              | Office of Legislative Counsel  
California State Legislature  
(916) 341-8246  
joe.ayala@legislativecounsel.ca.gov  
–Strategic Planning Work Group  
–Information Technology, Social Media, E-Learning and Outreach Subcommittee |
<table>
<thead>
<tr>
<th><strong>AT LARGE MEMBERS (CONTINUED)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Matt Gehring</strong></td>
</tr>
<tr>
<td>Staff Coordinator</td>
</tr>
<tr>
<td>House Research Department</td>
</tr>
<tr>
<td>Minnesota Legislature</td>
</tr>
<tr>
<td>(651) 296-5052</td>
</tr>
<tr>
<td><a href="mailto:matt.gehring@house.mn">matt.gehring@house.mn</a></td>
</tr>
<tr>
<td>Certificate and Career Development Work Group</td>
</tr>
<tr>
<td>Programs and Professional Development Subcommittee</td>
</tr>
<tr>
<td><strong>Aurora Hauke</strong></td>
</tr>
<tr>
<td>Chief of Staff</td>
</tr>
<tr>
<td>Legislative Budget and Audit Committee</td>
</tr>
<tr>
<td>Alaska Legislature</td>
</tr>
<tr>
<td>(907) 465-5051</td>
</tr>
<tr>
<td><a href="mailto:aurora.hauke@akleg.gov">aurora.hauke@akleg.gov</a></td>
</tr>
<tr>
<td>Certificate and Career Development Work Group</td>
</tr>
<tr>
<td>Programs and Professional Development Subcommittee</td>
</tr>
<tr>
<td><strong>Jennifer Jackson</strong></td>
</tr>
<tr>
<td>Legislative Counsel</td>
</tr>
<tr>
<td>Legislative Council</td>
</tr>
<tr>
<td>Texas Legislature</td>
</tr>
<tr>
<td>(512) 463-1155</td>
</tr>
<tr>
<td><a href="mailto:jennifer.jackson@tlc.texas.gov">jennifer.jackson@tlc.texas.gov</a></td>
</tr>
<tr>
<td>Strategic Planning Work Group</td>
</tr>
<tr>
<td>Legislative Institution Subcommittee, Chair</td>
</tr>
<tr>
<td><strong>Scott Kaiser</strong></td>
</tr>
<tr>
<td>Assistant Secretary — Senate</td>
</tr>
<tr>
<td>Illinois General Assembly</td>
</tr>
<tr>
<td>(217) 782-5715</td>
</tr>
<tr>
<td><a href="mailto:ScottK@ilga.gov">ScottK@ilga.gov</a></td>
</tr>
<tr>
<td>Strategic Planning Work Group</td>
</tr>
<tr>
<td>Legislative Institution Subcommittee</td>
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<tr>
<td><strong>Susan W. Kannarr</strong></td>
</tr>
<tr>
<td>Chief Clerk</td>
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<tr>
<td>House of Representatives</td>
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<tr>
<td>Kansas Legislature</td>
</tr>
<tr>
<td>(785) 296-7633</td>
</tr>
<tr>
<td><a href="mailto:susan.kannarr@house.ks.gov">susan.kannarr@house.ks.gov</a></td>
</tr>
<tr>
<td>Strategic Planning Work Group</td>
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<tr>
<td>Information Technology, Social Media, E-Learning and Outreach Subcommittee</td>
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<tr>
<td><strong>Jessica Karls-Ruplinger</strong></td>
</tr>
<tr>
<td>Deputy Director</td>
</tr>
<tr>
<td>Legislative Council</td>
</tr>
<tr>
<td>Wisconsin Legislature</td>
</tr>
<tr>
<td>(608) 266-2230</td>
</tr>
<tr>
<td><a href="mailto:jessica.karls-ruplinger@legis.wisconsin.gov">jessica.karls-ruplinger@legis.wisconsin.gov</a></td>
</tr>
<tr>
<td>Strategic Planning Work Group</td>
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<tr>
<td>Legislative Institution Subcommittee</td>
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<tr>
<td><strong>Othni J. Lathram</strong></td>
</tr>
<tr>
<td>Director, Legislative Services Agency</td>
</tr>
<tr>
<td>Alabama Legislature</td>
</tr>
<tr>
<td>(334) 261-0690</td>
</tr>
<tr>
<td><a href="mailto:olathram@lsa.state.al.us">olathram@lsa.state.al.us</a></td>
</tr>
<tr>
<td>Certificate and Career Development Work Group</td>
</tr>
<tr>
<td>Programs and Professional Development Subcommittee, Vice Chair</td>
</tr>
<tr>
<td><strong>Sabrina Lewellen</strong></td>
</tr>
<tr>
<td>Deputy Director — Senate</td>
</tr>
<tr>
<td>Arkansas General Assembly</td>
</tr>
<tr>
<td>(501) 682-5608</td>
</tr>
<tr>
<td><a href="mailto:sabrina.lewellen@senate.ar.gov">sabrina.lewellen@senate.ar.gov</a></td>
</tr>
<tr>
<td>Certificate and Career Development Work Group</td>
</tr>
<tr>
<td>Programs and Professional Development Subcommittee, Chair</td>
</tr>
<tr>
<td><strong>Anthony “Steve” Pike</strong></td>
</tr>
<tr>
<td>Chief of Police</td>
</tr>
<tr>
<td>Capitol Police</td>
</tr>
<tr>
<td>Virginia General Assembly</td>
</tr>
<tr>
<td>(804) 786-5035</td>
</tr>
<tr>
<td><a href="mailto:spike@dcp.virginia.gov">spike@dcp.virginia.gov</a></td>
</tr>
<tr>
<td>Strategic Planning Work Group</td>
</tr>
<tr>
<td>Information Technology, Social Media, E-Learning and Outreach Subcommittee</td>
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<tr>
<td><strong>Connie Ridley</strong></td>
</tr>
<tr>
<td>Director of Administration</td>
</tr>
<tr>
<td>Office of Legislative Administration</td>
</tr>
<tr>
<td>Tennessee General Assembly</td>
</tr>
<tr>
<td>(615) 741-3569</td>
</tr>
<tr>
<td><a href="mailto:connie.ridley@capitol.tn.gov">connie.ridley@capitol.tn.gov</a></td>
</tr>
<tr>
<td>Certificate and Career Development Work Group</td>
</tr>
<tr>
<td>Legislative Institution Subcommittee</td>
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</tbody>
</table>

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67
**DISCRETIONARY APPOINTMENTS**

**Miriam Fordham, Ph D**  
Legislative Fiscal Analyst  
Legislative Research Commission  
Kentucky General Assembly  
(502) 564-8100, Ext. 347  
miriam.fordham@lrc.ky.gov  
–Certificate and Career Development Work Group  
–Programs and Professional Development Subcommittee

**Rachel Gudgel**  
Director  
Legislative Education Study Committee  
New Mexico Legislature  
(505) 986-4330  
rachel.gudgel@nmlegis.gov  
–Strategic Planning Work Group  
–Programs and Professional Development Subcommittee

**Maryann Horch**  
Senior Systems Analyst  
Senate of Virginia Clerk's Office  
Virginia General Assembly  
(804) 698-7476  
mhorch@senate.virginia.gov  
–Certificate and Career Development Work Group  
–Programs and Professional Development Subcommittee

**Wendy Jackson**  
Administrative Services Manager  
Legislative Reference Bureau  
Wisconsin Legislature  
(608) 266-9983  
wendy.jackson@legis.wisconsin.gov  
–Certificate and Career Development Work Group, Co-Chair  
–Programs and Professional Development Subcommittee

**Vacant**
<table>
<thead>
<tr>
<th>EX-OFFICIO MEMBERS</th>
<th>EX-OFFICIO MEMBERS (CONTINUED)</th>
</tr>
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<tbody>
<tr>
<td>Lonnie Edgar</td>
<td>Jennifer Jones</td>
</tr>
<tr>
<td>Staff Co-Chair, NCSL Standing Committees</td>
<td>Staff Co-Chair, NCSL Standing Committees</td>
</tr>
<tr>
<td>Principal Analyst Legislative PEER Committee</td>
<td>Deputy Director</td>
</tr>
<tr>
<td>Mississippi Legislature</td>
<td>Sunset Advisory Commission</td>
</tr>
<tr>
<td>(601) 359-1226 <a href="mailto:lonnie.edgar@peer.ms.gov">lonnie.edgar@peer.ms.gov</a></td>
<td>Texas Legislature</td>
</tr>
<tr>
<td>– Standing Committees Work Group, Co-Chair</td>
<td>(512) 463-1291 <a href="mailto:jennifer.jones@sunset.texas.gov">jennifer.jones@sunset.texas.gov</a></td>
</tr>
<tr>
<td>– Programs and Professional Development Subcommittee</td>
<td>– Standing Committees Work Group, Co-Chair</td>
</tr>
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<td>– Information Technology, Social Media, E-Learning and Outreach Subcommittee</td>
</tr>
<tr>
<td>Monique Appeaning</td>
<td>Anne Sappenfield</td>
</tr>
<tr>
<td>Vice Chair, NCSL Standing Committees</td>
<td>Vice Chair, NCSL Standing Committees</td>
</tr>
<tr>
<td>Fiscal Analyst/Special Projects Coordinator</td>
<td>Director</td>
</tr>
<tr>
<td>Louisiana State Legislature</td>
<td>Legislative Council</td>
</tr>
<tr>
<td>(225) 342-7236 <a href="mailto:appeaningm@legis.la.gov">appeaningm@legis.la.gov</a></td>
<td>Wisconsin Legislature</td>
</tr>
<tr>
<td>– Standing Committees Work Group, Vice Chair</td>
<td>(608) 266-2818 <a href="mailto:Anne.sappenfield@legis.wisconsin.gov">Anne.sappenfield@legis.wisconsin.gov</a></td>
</tr>
<tr>
<td>– Legislative Institution Subcommittee</td>
<td>– Standing Committees Work Group, Vice Chair</td>
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<td>– Programs and Professional Development Subcommittee</td>
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<tr>
<td>K.C. Norwalk</td>
<td>Esther van Mourik</td>
</tr>
<tr>
<td>Vice Chair, NCSL Standing Committees</td>
<td>Vice Chair, NCSL Standing Committees</td>
</tr>
<tr>
<td>Deputy Director Legislative Services Agency</td>
<td>Senior Staff Attorney II</td>
</tr>
<tr>
<td>Indiana General Assembly</td>
<td>Office of Legislative Legal Services</td>
</tr>
<tr>
<td>(317) 234-2105 <a href="mailto:kc.norwalk@iga.in.gov">kc.norwalk@iga.in.gov</a></td>
<td>Colorado General Assembly</td>
</tr>
<tr>
<td>– Standing Committees Work Group, Vice Chair</td>
<td>(303) 866-4215 <a href="mailto:esther.vanmourik@state.co.us">esther.vanmourik@state.co.us</a></td>
</tr>
<tr>
<td>– Programs and Professional Development Subcommittee</td>
<td>– Standing Committees Work Group, Vice Chair</td>
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<td></td>
<td>– Legislative Institution Subcommittee</td>
</tr>
</tbody>
</table>
American Society of Legislative Clerks and Secretaries (ASLCS)
NCSL Liaison: Holly South

Paul Smith
President-Elect, ASLCS
Clerk of the House
House of Representatives
New Hampshire General Court
(603) 271-2548
paul.smith@leg.state.nh.us
–Professional Staff Association
Officers Work Group
–Legislative Institution Subcommittee

Legislative Information and Communications Staff (LINCS)
NCSL Liaison: Jane Andrade

Tim Bommel
Chair, LINCS
Photojournalist
House of Representatives
Missouri General Assembly
(573) 751-4043
tim.bommel@house.mo.gov
–Strategic Planning Work Group
–Information Technology, Social Media, E-Learning and Outreach Subcommittee

Brad Young
President-Elect, ASLCS
Clerk – House of Representatives
Ohio General Assembly
(614) 466-3357
brad.young@ohiohouse.gov
–Professional Staff Association
Officers Work Group
–Information Technology, Social Media, E-Learning and Outreach Subcommittee

Betsy Theroux
Vice-Chair, LINCS
Director, Media Services
House of Representatives
Georgia General Assembly
(404) 656-3996
betsy.theroux@house.ga.gov
–Professional Staff Association Officers Work Group, Vice Chair
–Information Technology, Social Media, E-Learning and Outreach Subcommittee

Leadership Staff Section (LSS)
NCSL Liaison: Megan McClure

Sheron Violini
Chair, LSS
Deputy Secretary for Operations
Senate Rules Committee
California State Legislature
(916) 651-1504
Sheron.Violini@sen.ca.gov
–Professional Staff Association Officers Work Group
–Legislative Institution Subcommittee

Teresa Wilt
Chair, LRL
Legislative Librarian
Research Library
Legislative Counsel Bureau
Nevada Legislature
(775) 684-6827
twilt@lcb.state.nv.us
–Professional Staff Association Officers Work Group
–Legislative Institution Subcommittee

Josh Nacey
First Vice-Chair, LSS
Research Analyst
Legislative Research Commission
Kentucky General Assembly
(502) 564-4334 Ext. 213
Joshua.Nacey@lrc.ky.gov
–Professional Staff Association Officers Work Group
–Information Technology, Social Media, E-Learning and Outreach Subcommittee

Eric Glover
Vice-Chair, LRL
Legislative Librarian
Legislative Services Office
Idaho Legislature
(208) 334-4863
eglover@lso.idaho.gov
–Professional Staff Association Officers Work Group
–Information Technology, Social Media, E-Learning and Outreach Subcommittee
PROFESSIONAL STAFF ASSOCIATIONS (CONTINUED)

National Association of Legislative Fiscal Offices (NALFO)
NCSL Liaison: Erica MacKellar

Eric Nauman
President, NALFO
Senate Counsel
Research & Fiscal Analysis
Minnesota Legislature
(651) 296-5539
eric.nauman@senate.mn
–Professional Staff Association Officers Work Group, Chair
–Legislative Institution Subcommittee

Melody DeBussey
President-Elect, NALFO
Director
Senate Budget & Evaluation Office
Georgia General Assembly
(404) 657-4602
melody.debussey@senate.ga.gov
–Professional Staff Association Officers Work Group
–Professional Staff Association Officers Programs and Professional Development Subcommittee

National Association of Legislative Information Technology (NALIT)
NCSL Liaison: Kae Warnock

Jeff Ford
Chair, NALIT
Chief Technology Officer
Legislative Services Agency
Indiana General Assembly
(317) 234-2767
jeff.ford@iga.in.gov
–Professional Staff Association Officers Work Group
–Information Technology, Social Media, E-Learning and Outreach Subcommittee

Soren Jacobsen
Vice-Chair, NALIT
Senior IT Specialist
Legislative Services
Idaho Legislature
(208) 334-4848
sjacobsen@iso.idaho.gov
–Professional Staff Association Officers Work Group
–Legislative Institution Subcommittee

National Legislative Program Evaluation Society (NLPES)
NCSL Liaison: Brenda Erickson

Jon Courtney
Chair, NLPES
Program Evaluation Manager
Legislative Finance Committee
New Mexico Legislature
(505) 986-4550, Ext. 4539
jon.courtney@nmlegis.gov
–Professional Staff Association Officers Work Group
–Programs and Professional Development Subcommittee

Kiernan McGorty
Vice-Chair, NLPES
Principal Program Evaluator
North Carolina General Assembly
(919) 301-1393
kiernan.mcgorty@ncleg.net
–Professional Staff Association Officers Work Group
–Programs and Professional Development Subcommittee

National Legislative Services and Security Association (NLSSA)
NCSL Liaison: Angela Andrews and Brenda Erickson

Martin Brock
President, NLSSA
Chief of Legislative Police
North Carolina General Assembly
(919) 733-2159
Martin.Brock@ncleg.net
–Professional Staff Association Officers Work Group, Vice Chair
–Legislative Institution Subcommittee

Tim Hay
Vice President, NLSSA
Sergeant at Arms – Senate
Florida Legislature
(850) 487-5224
hay.tim@flsenate.gov
–Professional Staff Association Officers Work Group
–Information Technology, Social Media, E-Learning and Outreach Subcommittee
Research, Editorial, Legal and Committee Staff (RELACS)

NCSL Liaison: Kae Warnock

Jamie Shanks
Chair, RELACS
Legislative Attorney
Office of Legal Services
Tennessee General Assembly
(615) 741-7531
jamie.shanks@capitol.tn.gov

–Professional Staff Association Officers Work Group
–Legislative Institution Subcommittee

Fred Messerer
Vice-Chair, RELACS
Principal Deputy Legislative Counsel II
Legislative Counsel Bureau
California Legislature
(916) 341-8196
fred.messerer@legislativecounsel.ca.gov

–Professional Staff Association Officers Work Group
–Programs and Professional Development Subcommittee
Legislative Staff Coordinating Committee
Meeting Summary
Nashville, Tennessee
Aug. 4, 2019

Welcome and Introductions

Jon Heining, NCSL Staff Chair called the meeting to order. The following LSCC members were present:

Martha Wigton, NCSL staff vice chair, Georgia
Chuck Truesdell, NCSL immediate past staff chair, Kentucky

Tim Bommel, Missouri
Martin Brock, North Carolina
Jen Carlton, Indiana
Charlotte Carter-Yamauchi, Hawaii
Jon Courtney, New Mexico
Claire Clift, Nevada
Lonnie Edgar, Mississippi
Jeff Ford, Indiana
Susan Furlong, Nevada
Matt Gehring, Minnesota
Patrick Goldsmith, Louisiana
Rachel Gudgel, New Mexico
Aurora Hauke, Alaska
Betsy Haugen, Minnesota
Tim Hay, Florida
Jennifer Jackson, Texas
Wendy Jackson, Wisconsin
Jennifer Jones, Texas

Jessica Karls-Ruplinger, Wisconsin
Susan Kannarr, Kansas
Wayne Kidd, Utah
Othni Lathram, Alabama
Sabrina Lewellen, Arkansas
Eric Nauman, Minnesota
K.C. Norwalk, Indiana
Cindy O’Dell, Kentucky
Steven Ogle, Texas
Steve Pike, Virginia
Joel Redding, Kentucky
Anne Sappenfield, Wisconsin
Jamie Shanks, Tennessee
John Snyder, Kentucky
Shunti Taylor, Georgia
Betsy Theroux, Georgia
Linda Triplett, Mississippi
Brad Young, Ohio
Introduction of Staff Nominating Committee

Chair Heining introduced the 2019 Legislative Staff Nominating Committee.

- **Chair**
  - Nancy Cyr, Nebraska

- **Members**
  - John Bjornson, North Dakota
  - Miriam Fordham, Kentucky
  - Wendy Jackson, Wisconsin
  - Julie Pelegrin, Colorado
  - Kathy Schill, fiscal analyst, Minnesota
  - Catherine Wusterhausen, Texas

- **Alternates:**
  - Martin Brock, North Carolina

Introduction of Candidates for Staff Vice-Chair and Staff At-Large Members

Chair Heining then introduced the candidates for staff vice-chair and staff at-large members for the Executive Committee.

- **Staff Vice-Chair Candidates**
  - J.J. Gentry
  - Wayne Kidd

- **Staff At-Large Candidates**
  - Tim Bommel, Missouri
  - Jeff Fossett, Kentucky
  - John Snyder, Kentucky
  - Connie Ridley, Tennessee
  - Matt Gehring, Minnesota

NCSL Executive Director’s Report

Tim Storey, NCSL’s Executive Director, shared highlights programming and attendance highlights for the 2019 Legislative Summit in Nashville. Specifically, Storey mentioned that over 7,000 people are registered for the meeting and that NCSL is expecting the Dolly Parton plenary session to be extremely popular. He also shared that the programs in the legislative staff track looked great.
He said that NCSL will soon close the 2019 fiscal year and that it looks like there may be a small surplus and dues collection for FY2020 is strong. Similar to the Legislative Summit, attendance at the 2019 staff association professional development seminars (PDS) are showing really strong attendance. Finally, Storey shared that Arturo Perez, a long-time staffer at NCSL, was recently named director of the State Services Division. This position was recently held by Storey.

**LSCC Workgroups Reports**

**Professional Staff Association Officers Workgroup**

Chair Tim Bommel (Mo.) started his report by mentioning the strength of attendance for the upcoming PDS meetings. Each officer updated the group about programming and size of attendance for their meetings. Some groups have sold out of hotels and are now locating overflow properties. Bommel then shared that the workgroup wrapped up its projects for the year, specifically updating the professional staff associations “best practices” document by adding additional information about the different ways staff associations conduct e-learning for their members. The group, in collaboration with the IT subcommittee, also helped to update the “Guide to Hosting a Webinar.” He concluded by say that the staff associations are growing and getting stronger.

**Standing Committees Workgroup**

Co-chair John Snyder (Ky.) said that the Standing Committees Workgroup began its meeting talking about committee officer recruitment. They watched a recruitment video, starring Martha Wigton and Lonnie Edgar, which was sent to legislative staff in early July. The hope is to use this recruitment video in the future and send it out earlier. Snyder then shared that the workgroup heard about the results of NCSL’s internal working group about the standing committees. NCSL’s goals with the standing committees are to have a forum to consider the policies and conduct member outreach.

Finally, there was a discussion about the survey sent to members of the policy working groups (PWG). The survey provided helpful feedback from PWG members and this workgroup will consider some changes in the future.
Strategic Planning Workgroup

Martha Wigton (Ga.), NCSL staff vice chair, shared that the strategic planning workgroup had a great meeting. The focus of the discussion centered on reviewing a revised state report that staff can use to demonstrate NCSL’s value in their state. The revised report had really good, vibrant, state-centric, tailored-to-your state information to show a state’s return on investment for the dues paid to NCSL. Wigton also shared that the group continued its discussion about the creation of a “roadmap” that shows various entry points for legislative staff to obtain professional development from NCSL. The draft “roadmap” is a starting point and will continue to be discussed during the next conference year.

Legislative Litigation Workgroup

Chair J.J. Gentry (S.C.) reminded the committee that Staff Chair John Heining created this special workgroup to help states that are facing litigation and the end result was the Legislative Litigation Toolkit. Gentry shared that it will not be distributed to the masses, but instead to research and legal directors as well as other key staff. He also shared that the Research, Editorial, Legal and Committee staff association (RELACS) will hold a session about this toolkit at their PDS in Santa Fe, N.M., in the fall of 2019.

LSCC Subcommittees Reports

Legislative Institution Subcommittee

Chair Jennifer Jackson (Texas) reported that the update to the Model Code of Conduct is complete and posted on ncsl.org. She also shared that the subcommittee, in conjunction with NCSL staff, is continuing to update NCSL’s Guide to Writing A Personnel Manual. The goal is to complete this document by fall 2019. The subcommittee also discussed article ideas for State Legislatures magazine, including topics on staff recruitment, retention and keeping institutional knowledge. Finally, Jackson shared that the subcommittee discussed ideas for the 2020 “Staff Success Story” video series and ideas to keep the momentum going to the 2020 Legislative Staff week.
Programs and Professional Development Subcommittee

Chair Anne Sappenfield (WI) provided the committee with a few updates about programming in Nashville, specifically a reminder to attend the Salute to Legislative Staff lunch, Legislative Staff University and the Legislative Staff Breakfast. She also encouraged everyone to sign up for the walking app and participate in the walking competition during the conference. Sappenfield also shared that in addition to the general staff programming, there will also be a workshop for legislative staff directors during the week and about 25 directors have registered for this workshop.

She mentioned the inaugural senior staff leadership development program, which will be December 1-4, will be accepting applications from mid-August to mid-September. The program is an experiential training based on the American Revolution and will be in Lexington, Mass. Finally, Sappenfield shared that the subcommittee continued to discuss the implementation of the pilot legislative staff certificate program. This program will be held on October 6, 2020, before the start of the “Super PDS” meeting.

IT Subcommittee

Chair Wayne Kidd (UT) reported that the video recruiting standing committee officers was very successful. It was sent to all legislative staff serving on NCSL’s standing committees (592 staff) and the email was opened by 252 staff, a good metric! Kidd also mentioned that “NCSL’s Guide to Hosting a Webinar” is now up-to-date, looks more professional and very user-friendly. The subcommittee also discussed the creation of special six-series podcast that looks at the history of state legislatures and the legislative institution. Kidd concluded his report by sharing the 2019 legislative staff success story video, which is about the performance audit of the Utah Science Technology and Research Initiative and the staff collaboration resulting from the audit.

Adjournment

Chair Heining reminded the committee about the LSCC-sponsored service project, “stuff the bus,” for the Boys and Girls Club of America. He also thanked the committee members for their work during the conference year.

Heining then adjourned the meeting.
LSCC Professional Staff Association Officers Work Group
Friday, October 11, 2019
8:30 a.m. – 9:45 a.m.
Hyatt Regency Waikiki Beach Resort & Spa – Ekahi

AGENDA

1. Welcome and Introductions
2. Update on 2019 Professional Development Seminars
3. Review Staff Chair goals for 2019-2020
4. Establish next steps and work plan for 2019-2020
5. Other Business

Members
Chair: Eric Nauman, Minnesota, NALFO
Vice Chair: Martin Brock, North Carolina, NLSSA
Vice Chair: Betsy Theroux, Georgia, LINCS
Jon Courtney, New Mexico, NLPES
Melody DeBussey, Georgia, NALFO
Jeff Ford, Indiana, NALIT
Eric Glover, Idaho, LRL
Tim Hay, Florida, NLSSA
Soren Jacobsen, Idaho, NALIT
Kiernan McGorty, North Carolina, NLPES
Fred Messerer, California, RELACS
Joshua Nacey, Kentucky, LSS
Jamie Shanks, Tennessee, RELACS
Paul Smith, New Hampshire, ASLCS
Sheron Violini, California, LSS
Teresa Wilt, Nevada, LRL
Brad Young, Ohio, ASLCS

NCSL Staff: Arturo Pérez and Mary Wild
LSCC Standing Committees Work Group

Friday, October 11, 2019
8:30 a.m. – 9:45 a.m.
Hyatt Regency Waikiki Beach Resort & Spa – Kou Boardroom

AGENDA

1. Welcome and Introductions
2. Roles and Responsibilities
3. Review Summary of 2018-2019 Activities
4. 2019-2020 Staff Chair Goals
5. Finalize Staff Officer Survey
6. Staff Officer Orientation
8. Identify Action Items and Timeline
9. Other Business

Members
Co-Chair: Lonnie Edgar, Mississippi
Co-Chair: Jennifer Jones, Texas
Vice Chair: Monique Appeaning, Louisiana
Vice Chair: K.C. Norwalk, Indiana
Vice Chair: Anne Sappenfield, Wisconsin
Vice Chair: Esther van Mourik, Colorado

NCSL Staff: Molly Ramsdell and Laura Tobler
LSCC Strategic Planning Work Group

Friday, October 11, 2019
8:30 a.m. – 9:45 a.m.
Hyatt Regency Waikiki Beach Resort & Spa – Elima

AGENDA

1. Welcome and introductions

2. Overview of Staff Chair Goals for 2019-2020

3. Discussion of Goals and Next Steps

4. Other business

Members:
Chair: J.J. Gentry, South Carolina  Jennifer Jackson, Texas
Joe Ayala, California  Scott Kaiser, Illinois
Tim Bommel, Missouri  Susan Kannarr, Kansas
Jen Carlton, Indiana  Jessica Karls-Ruplinger, Wisconsin
Rachel Gudgel, New Mexico  Steve Pike, Virginia

NCSL Staff:  Stacy Householder, Victor Vialpando-Nuñez and Natalie Wood
LSCC Certificate and Career Development Work Group
Friday, October 11, 2019
8:30 a.m. – 9:45 a.m.
Hyatt Regency Waikiki Beach Resort & Spa – Ekolu

AGENDA

1. Welcome and Introductions
2. Discuss purpose of work group and overview of group’s goals for 2019-2020
3. Review of the 2020 pilot staff certificate program proposal and update on planning
4. Establish next steps and work plan for 2020 pilot staff certificate program
5. Other Business

Members
Co-Chair: Wendy Jackson, Wisconsin                        Co-Chair: Wayne Kidd, Utah
Charlotte Carter-Yamauchi, Hawaii                         Othni Lathram, Alabama
Miriam Fordham, Kentucky                                  Sabrina Lewellen, Arkansas
Matt Gehring, Minnesota                                    Connie Ridley, Tennessee
Aurora Hauke, Alaska                                       John Snyder, Kentucky
Maryann Horch, Virginia
NCSL Staff: Angela Andrews
LSCC Legislative Institution Subcommittee

Friday, October 11, 2019
10:00 a.m. – 11:15 a.m.
Hyatt Regency Waikiki Beach Resort & Spa – Ekahi

AGENDA

1. Welcome and Introductions
2. Priority setting for the year
4. State Legislatures Magazine Articles
5. Legislative Success Stories Video
6. Other Business

Members
Chair: Jennifer Jackson, Texas                          Eric Nauman, Minnesota
Vice Chair: Charlotte Carter-Yamauchi, Hawaii          Connie Ridley, Tennessee
Monique Appeaning, Louisiana                           Jamie Shanks, Tennessee
Martin Brock, North Carolina                           Paul Smith, New Hampshire
Soren Jacobsen, Idaho                                   Esther van Mourik, Colorado
Scott Kaiser, Illinois                                  Sheron Violini, California
Jessica Karls-Ruplinger, Wisconsin                      Teresa Wilt, Nevada

NCSL Staff: Natalie Wood, Mary Wild and Laura Tobler
LSCC Programs and Professional Development Subcommittee

Friday, October 11, 2019
10:00 a.m. – 11:15 a.m.
Hyatt Regency Waikiki Beach Resort & Spa – Ekolu

AGENDA

1. Welcome and Introductions

2. Review of Staff Chair Goals for 2019-2020

3. Update on planning for the Senior Staff Leadership Development Program (Dec 1-4)

4. Review evaluations/feedback from 2019 Legislative Summit Legislative Staff University, Legislative Staff breakfast, YNP programming, staff directors’ workshop and the walking app

5. Establish next steps and work plan for 2019-2020

6. Other Business

Members
Chair: Sabrina Lewellen, Arkansas
Vice Chair: Othni Lathram, Alabama
Jon Courtney, New Mexico
Melody DeBussey, Georgia
Lonnie Edgar, Mississippi
Miriam Fordham, Kentucky
Matt Gehring, Minnesota
Rachel Gudgel, New Mexico
Aurora Hauke, Alaska
Maryann Horch, Virginia
Wendy Jackson, Wisconsin
Kiernan McGorty, North Carolina
Fred Messerer, California
K. C. Norwalk, Indiana
Anne Sappenfield, Wisconsin

NCSL Staff: Angela Andrews and Stacy Householder
LSCC Information Technology, Social Media, E-Learning and Outreach Subcommittee

Friday, October 11, 2019
10:00 a.m. – 11:15 a.m.
Hyatt Regency Waikiki Beach Resort & Spa – Elim

AGENDA

1. Welcome

2. Review Staff Chair Goals for 2019-2020


4. Fonteva Update

5. Identify Action Items and Timeline for Action

6. Other business

Members
Chair: John Snyder, Kentucky
Vice Chair: Linda Triplett, Mississippi
Joe Ayala, California
Tim Bommel, Missouri
Jen Carlton, Indiana
Jeff Ford, Indiana
Eric Glover, Idaho
Tim Hay, Florida

Jennifer Jones, Texas
Susan Kannarr, Kansas
Wayne Kidd, Utah
Joshua Nacey, Kentucky
Steve Pike, Virginia
Betsy Theroux, Georgia
Brad Young, Ohio

NCSL Staff: Arturo Pérez, Victor Vialpando-Nuñez and Molly Ramsdell
MEMO TO: NCSL EXECUTIVE COMMITTEE

FROM: Senator Toi Hutchinson, NCSL Foundation President

SUBJECT: Status Report as of September 30, 2019

DATE: October 12, 2019

---

The Foundation's Revenues - FY 2020

The Foundation Board approved an ambitious unrestricted fundraising goal of $3,030,000 for fiscal year 2020. As of Sept. 30, the Foundation has raised $333,000 in unrestricted giving. This amount compares to $217,500 in unrestricted contributions at the Executive Committee Meeting last fall.

We are pleased to report that we have 47 platinum sponsors, up from 35 at this time last year.

Thank you to all our platinum sponsors for their confidence and support of the Foundation:

1-800 CONTACTS  Gilead Sciences  PepsiCo
Advance America  GlaxoSmithKline  PhRMA
American Water  HP Inc.  RELX
Amgen  IceMiller  Reynolds American Inc.
Ancestry.com  Institute of Scrap Recycling  Signify
Apple  Industries, Inc.  Southern California Edison
AT&T  International Paper  State & Federal Communications, Inc.
Biogen  Intuit  State Farm Insurance Companies
Charter Communications  Juul Labs  TIAA
Comcast Cable Communications  Las Vegas Sands Corp.  Verizon
Consumer Technology Association  MAXIMUS
Entertainment Software Association  Mylan  National Beer Wholesalers Association
Esri  National Beer Wholesalers Television Association
Fresenius Medical Care  NCTA – The Internet & Television Association
Genentech  Novartis
Getaround  Nuclear Energy Institute

Since the beginning of FY2020, the NCSL Foundation welcomed two new silver sponsors—BIO and TC Energy, two new gold sponsors—Altria and CVS Health, and two new platinum sponsors—Southern California Edison and Verizon.
Additionally, we have two new commitments: **Change Healthcare** and **Hewlett Packard Enterprises** at the silver level.

Thank you for acknowledging Foundation sponsors who attend our meetings and please thank these organizations for their support of NCSL.

### Fundraising Activities

The Foundation has continued to offer enhanced opportunities to bring in new sponsors and renew current sponsors. Efforts include:

➢ The Foundation has expanded its team. Please welcome Senior Development Specialist Nicole Bailey. Nicole is based in the NCSL D.C. office.

➢ The Foundation is planning a happy hour on Oct. 30, 2019 in Washington, D.C. for sponsors and directors.

➢ NCSL Foundation new board directors will meet via conference call in fall of 2019 for a board orientation.

➢ The Foundation plans to coordinate a meeting of its private sector board directors in conjunction with the SGAC Leader’s Policy Conference on Saturday, Nov. 23, 2019 to discuss prospecting, retention, upgrades and the mentor program.

### Foundation Partnerships

We have one public-private partnership that met on Sunday, Aug. 4. Partnerships like these are helpful in engaging our sponsors in a meaningful way and recruiting new sponsors.

**Disaster Mitigation and Recovery Partnership**

The Foundation Partnership on Disaster Mitigation and Recovery held its first in-person convening Aug. 4 in Nashville, Tenn. The partnership’s steering committee heard from experts including representatives from the White House, CDC, USDA, Wells Fargo and more. Three main themes—interstate agreements, rebuilding and mitigation strategies and the federal/state funding nexus—were identified as key areas of focus for future convenings. The steering committee also discussed the deliverables and goals of the partnership. Many thanks to our current partners: American Electric Power, the American Property Casualty Insurers Association, the American Society of Civil Engineers, Facebook, the Pew Charitable Trusts, and Wells Fargo. The partnership is still seeking a few more private sector partners to round out the steering committee roster.
## Awards and Transfers to NCSL for FY 2020

Approved awards this fiscal year include:

<table>
<thead>
<tr>
<th>Program</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Center for Ethics in Government</td>
<td>$295,000</td>
</tr>
<tr>
<td>Leaders’ Program</td>
<td>$250,000</td>
</tr>
<tr>
<td>Legislator and Legislative Staff Engagement</td>
<td>$250,000</td>
</tr>
<tr>
<td>Legislator and Legislative Staff Professional Development</td>
<td>$230,000</td>
</tr>
<tr>
<td>Center for Legislative Strengthening</td>
<td>$225,000</td>
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<tr>
<td>Quad Caucus &amp; Women’s Legislative Network</td>
<td>$205,000</td>
</tr>
<tr>
<td>Challenge Grants</td>
<td>$120,000</td>
</tr>
<tr>
<td>Legislative Staff Services</td>
<td>$100,000</td>
</tr>
<tr>
<td>NCSL Strategic Planning</td>
<td>$100,000</td>
</tr>
<tr>
<td>Database and Research Development</td>
<td>$60,000</td>
</tr>
<tr>
<td>Legislative Staff Management Institute</td>
<td>$55,000</td>
</tr>
<tr>
<td>E-learning</td>
<td>$30,000</td>
</tr>
<tr>
<td>Civics Education</td>
<td>$25,000</td>
</tr>
<tr>
<td>Standing Committee Priority Setting</td>
<td>$20,000</td>
</tr>
<tr>
<td>NCSL Professional Development</td>
<td>$20,000</td>
</tr>
<tr>
<td>Young and New Legislative Professionals</td>
<td>$15,000</td>
</tr>
<tr>
<td>KnowWho Database</td>
<td>$10,000</td>
</tr>
</tbody>
</table>

**Total** $2,010,000

Since 1984, total awards and transfers from the Foundation to NCSL are over $24 million.

## Foundation Operating Expenses for FY 2020

The Board of Directors approved an operating budget of $1,003,514 and $2,010,000 for awards to NCSL. Currently, our operating expenses are on track and within the approved budget.
Platinum Sponsors

1-800 CONTACTS, Inc.  
Advance America  
American Water  
Amgen  
Ancestry.com  
Apple  
AT&T  
Biogen  
Charter Communications  
Comcast Cable Communications  
Consumer Technology Association  
Entertainment Software Association

Fresenius Medical Care  
Genentech  
Getaround  
Gilead Sciences  
GlaxoSmithKline  
HP Inc.  
Ice Miller  
Institute of Scrap Recycling Industries, Inc.  
International Paper  
Intuit  
Juul Labs  
Las Vegas Sands, Corp.

MAXIMUS  
Mylan  
National Beer Wholesalers Association  
NCTA—The Internet & Television Association  
Novartis  
Nuclear Energy Institute  
Orrick  
PepsiCo  
PhRMA  
RELEX Inc.  
Reynolds American Inc.

Roche Diagnostics  
Signify  
Southern California Edison  
State & Federal Communications, Inc.  
State Farm Insurance Companies  
TIAA  
Verizon  
Visa  
Walmart  
Weedmaps  
Western Governors University

Gold Sponsors

AARP  
AbbVie  
ADM  
The Advocacy Group (TAG)/FOCUS, a Leonine Business  
Alkermes  
Alliance of Automobile Manufacturers  
Altia  
Alzheimer’s Association  
America’s Credit Unions  
American Airlines  
American Association for Justice  
American Association of Nurse Practitioners  
American Bankers Association  
American Childhood Cancer Organization  
American College of Cardiology  
American Council of Life Insurers  
American Dental Association  
American Express  
American Federation of State, County & Municipal Employees  
American Federation of Teachers  
American Fuel & Petrochemical Manufacturers  
American Gas Association  
American Heart Association  
American Hotel & Lodging Association  
American Institute of CPAs  
American Institutes for Research  
American Kratom Association  
American Optometric Association  
American Physical Therapy Association  
American Property Casualty Insurance Association*  
American Public Power Association  
American Society of Civil Engineers  
American Speech-Language-Hearing Association  
Anheuser-Busch Companies  
Associated Builders and Contractors  
Association for Accessible Medicines  
Association of Dental Support Organizations  
Bank of America  
Bayer Healthcare Pharmaceuticals  
Best Buy  
Biotechnology Innovation Organization (BIO)*  
BlueCross BlueShield Association  
Boehringer Ingelheim  
Bombardier  
Boys & Girls Clubs of America  
Capital One  
The Carpet & Rug Institute  
Center for Growth and Opportunity  
Chevron  
Coalition of State Rheumatology Organizations  
The College Board  
Cox Communications, Inc.  
CTIA-The Wireless Association  
CVS Health  
Darden Restaurants, Inc  
Deloitte*  
Design-Build Institute of America  
DJI  
EdChoice  
Edison Electric Institute  
Everytown for Gun Safety  
Facebook  
Foundation for Individual Rights in Education  
Google  
HIMSS  
IBM  
International Council of Shopping Centers  
LexisNexis State Net**
### Gold Sponsors (continued)

<table>
<thead>
<tr>
<th>Sponsor Name</th>
<th>Donor Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lockridge Grindal Nauen P.L.L.P</td>
<td>Gold $12,500</td>
</tr>
<tr>
<td>Mallinckrodt Pharmaceuticals</td>
<td>Gold $12,500</td>
</tr>
<tr>
<td>MasterCard Worldwide</td>
<td>Gold $12,500</td>
</tr>
<tr>
<td>McKesson Specialty Health Merck</td>
<td>Gold $12,500</td>
</tr>
<tr>
<td>Microsoft</td>
<td>Gold $12,500</td>
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<tr>
<td>Molina Healthcare</td>
<td>Gold $12,500</td>
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<tr>
<td>MultiState Associates</td>
<td>Gold $12,500</td>
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<tr>
<td>National Association of Convenience Stores</td>
<td>Gold $12,500</td>
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<tr>
<td>National Athletic Trainers’ Association</td>
<td>Gold $12,500</td>
</tr>
<tr>
<td>National Rural Electric Cooperative Association</td>
<td>Gold $12,500</td>
</tr>
<tr>
<td>Novo Nordisk Nurse-Family Partnership</td>
<td>Gold $12,500</td>
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<tr>
<td>NWEA</td>
<td>Gold $12,500</td>
</tr>
<tr>
<td>Organization for International Investment PayPal</td>
<td>Gold $12,500</td>
</tr>
<tr>
<td>The Pew Charitable Trusts Professional Beauty Association</td>
<td>Gold $12,500</td>
</tr>
<tr>
<td>Rare Access Action Project Reason Foundation</td>
<td>Gold $12,500</td>
</tr>
</tbody>
</table>

### Silver Sponsors

<table>
<thead>
<tr>
<th>Sponsor Name</th>
<th>Donor Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAA</td>
<td>Silver $7,500</td>
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<tr>
<td>Advantage Capital</td>
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</tr>
<tr>
<td>Aflac</td>
<td>Silver $7,500</td>
</tr>
<tr>
<td>Agrium</td>
<td>Silver $7,500</td>
</tr>
<tr>
<td>Air-Conditioning, Heating, and Refrigeration Institute</td>
<td>Silver $7,500</td>
</tr>
<tr>
<td>Alliant Energy</td>
<td>Silver $7,500</td>
</tr>
<tr>
<td>America’s Health Insurance Plans</td>
<td>Silver $7,500</td>
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<tr>
<td>American Chemistry Council</td>
<td>Silver $7,500</td>
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<tr>
<td>American Coatings Association</td>
<td>Silver $7,500</td>
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<tr>
<td>American Electric Power</td>
<td>Silver $7,500</td>
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<tr>
<td>American Federation for Children</td>
<td>Silver $7,500</td>
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<tr>
<td>American Financial Services Association</td>
<td>Silver $7,500</td>
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<tr>
<td>American Forest &amp; Paper Association</td>
<td>Silver $7,500</td>
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<tr>
<td>American Gaming Association</td>
<td>Silver $7,500</td>
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<tr>
<td>American Hospital Association</td>
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<tr>
<td>American Medical Association</td>
<td>Silver $7,500</td>
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<td>AmerisourceBergen</td>
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<tr>
<td>Aqua America</td>
<td>Silver $7,500</td>
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<tr>
<td>Association of American Railroads</td>
<td>Silver $7,500</td>
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<tr>
<td>Association of National Advertisers</td>
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<tr>
<td>Auto Care Association</td>
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<tr>
<td>Axon</td>
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<tr>
<td>BOMA International</td>
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<tr>
<td>Boston Scientific</td>
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<tr>
<td>Brewers Association</td>
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<tr>
<td>Bristol-Myers Squibb</td>
<td>Silver $7,500</td>
</tr>
<tr>
<td>CEDIA</td>
<td>Silver $7,500</td>
</tr>
<tr>
<td>CenturyLink</td>
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</tr>
<tr>
<td>The Coca-Cola Company</td>
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</tr>
<tr>
<td>CompTIA</td>
<td>Silver $7,500</td>
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<tr>
<td>Consumer Healthcare Products Association</td>
<td>Silver $7,500</td>
</tr>
<tr>
<td>Council for Affordable Quality Healthcare</td>
<td>Silver $7,500</td>
</tr>
<tr>
<td>CropLife America</td>
<td>Silver $7,500</td>
</tr>
<tr>
<td>Cummins</td>
<td>Silver $7,500</td>
</tr>
<tr>
<td>Diageo</td>
<td>Silver $7,500</td>
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<tr>
<td>Dominion Energy, Inc. eBay Inc.</td>
<td>Silver $7,500</td>
</tr>
<tr>
<td>Educational Testing Service Everbridge</td>
<td>Silver $7,500</td>
</tr>
<tr>
<td>ExxonMobil</td>
<td>Silver $7,500</td>
</tr>
<tr>
<td>Fidelity Investments Hallmark Cards</td>
<td>Silver $7,500</td>
</tr>
<tr>
<td>Helicopter Association International The Humane Society of the United States Johnson Controls Johnson &amp; Johnson JPMorgan Chase &amp; Co. Lime</td>
<td>Silver $7,500</td>
</tr>
</tbody>
</table>

*Level based on total contributions—unrestricted and restricted **In-kind contribution

Updated 9/30/2019
Board of Directors 2018-2019

President
The Honorable Toi Hutchinson
State Senator
Chicago Heights, Illinois

Vice President
Ms. Maureen Riehl
Principal & Counsel
MultiState Associates
Washington, D.C.

Secretary/Treasurer
Mr. Jon Heining
General Counsel
Texas Legislative Council
Austin, Texas

At-Large Members

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State Senator
Frankfort, Kentucky

Mr. Taylor Beis
Edison Electric Institute
Washington D.C.

The Honorable Dan Blue
Senate Democratic Leader
Raleigh, North Carolina

The Honorable Elaine Bowers
Senate Majority Whip
Ballotpedia, Kansas

The Honorable Curt Bramble
State Senator
Salt Lake City, Utah

Mr. Raul Burciaga
Director
Legislative Council Service
Santa Fe, New Mexico

Mr. Jon Burton
RElx Inc.
Alpharetta, Georgia

Ms. Lynn Butler
AT&T
Columbus, Ohio

The Honorable David Carlucci
State Senator
Rockland County, New York

Mr. David Casey
MAXIMUS
Washington, D.C.

Mr. David Christman
National Beer Wholesalers
Association
Alexandria, Virginia

Mr. Rick Cimerman
NCTA – The Internet & Television Association
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Lincoln, Nebraska

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Walmart
Bentonville, Arkansas

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Hartford, Connecticut

Mr. Tom Foulkes
Entertainment Software Association
Washington, D.C.

J.J. Gentry
Counsel
State Senate South Carolina

The Honorable Greg Hansell
State Senator
Salem, Oregon

Mr. Dave Howell
Wells Fargo
Phoenix, Arizona

Mr. Joe Jaso
Mylan
Washington, D.C.

Jessica Karls-Ruplinger
Deputy Director
Wisconsin Legislative Council
Madison, Wisconsin

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State Representative
Little Rock, Arkansas

Mr. Tom Phillips
Siemens
Washington, D.C.

Anthony “Steve” Pike
Chief of Police
Virginia Capitol Police
Richmond, Virginia

Mr. Chris Riley
Archer Daniels Midland (ADM)
Decatur, Illinois

Ms. Chris Rung
American Federation of Teachers
Washington, D.C.

The Honorable Greg Snowden
Speaker Pro Tempore
Jackson, Mississippi

Ms. Carol Stewart
Advance America
Spartanburg, South Carolina

Ms. Jenn Stowe
Carpet & Rug Institute
Washington, D.C.

Mr. Joe Testa
American Express
Washington, D.C.

Jeff Thiebert
The Pew Charitable Trusts
Washington D.C.

Check Truesdell
Legislative Research Commission
Kentucky

Ms. Danielle Waterfield
Institute of Scrap Recycling Industries, Inc.
Washington, D.C.

Ms. Martha Wigton
Director
House Budget and Research Office
Atlanta, Georgia

The Honorable Robin Vos
Speaker of the Assembly
Madison, Wisconsin

Ms. Martha Wigton
Director
House Budget and Research Office
Atlanta, Georgia
ARTICLE I
Name

Section 1. Name. The name of this organization shall be the National Conference of State Legislatures ("the Conference").

Section 2. Offices. Offices of the Conference shall be in such localities as shall be determined by the Executive Committee.

ARTICLE II
Purpose

Section 1. Purposes. The purposes and objectives of the Conference shall be:
(1) To advance the effectiveness, independence, and integrity of legislatures in the states, territories, and commonwealths of the United States.

(2) To foster interstate cooperation and to facilitate information exchange among state legislatures.

(3) To represent the states and their legislatures in the American federal system of government consistent with support of state sovereignty and state flexibility and protection from unfunded federal mandates and unwarranted federal preemption.

(4) To improve the operations and management of state legislatures; to improve the effectiveness of legislators and legislative staff; and to encourage the practice of high standards of conduct by legislators and legislative staff.

(5) To promote cooperation between state legislatures in the United States and legislatures in other countries.

ARTICLE III
Membership and Divisions

Section 1. Membership. The membership of the Conference shall consist of the legislatures of the states, the District of Columbia, and the territories and commonwealths of the United States. Payment of properly established membership dues shall be a condition of participation by legislators and legislative staff within each of the member jurisdictions.

Section 2. Divisions. The Conference shall have at least two participant divisions: a Legislator Division and a Staff Division. Other divisions may be established by the Executive Committee. Sections and committees may be established by the Executive Committee or by the divisions with the approval of the Executive Committee. The Legislator Division shall have a section for legislative leaders.

ARTICLE IV
Other Organizations

Section 1. Cooperation with other organizations. The Conference may cooperate with or establish relationships with such other groups, public or private, as may seem most likely to advance the purposes of the Conference, directing special effort toward cooperative work with those bodies that represent local and state governments. In order to more effectively promote state interests, the Conference shall seek a working association with the Council of State...
NATIONAL CONFERENCE OF STATE LEGISLATURES
BY-LAWS
Amended August 8, 2019

Governments and its regional conferences, while reserving and maintaining complete autonomy and independence of budget, staff and operations.

Section 2. International affiliates. The state or provincial legislatures of other countries may affiliate with the Conference. International affiliates shall not be entitled to vote, but may have members serve on NCSL standing committees and the Executive Committee subject to conditions established by the Executive Committee.

ARTICLE V
Meetings and Rules

Section 1. Annual meetings. The Conference shall meet annually at such time and place as may be determined by the Executive Committee.

Section 2. Special meetings. Special meetings of the Conference may be called by the Executive Committee at any time; or shall be called by the President upon request of at least 26 member jurisdictions. The meeting shall be held within forty-five days after filing of the request with the Executive Director. The notice of the meeting shall state its purpose. No other business shall be considered.

Section 3. Notice of meetings. The Executive Director shall provide timely written notice of Annual and special meetings of the Conference not less than thirty days prior to the opening of the meeting.

Section 4. Voting at annual meeting. Roll call voting at the Annual Meeting shall be by member jurisdiction, and each member jurisdiction in good standing shall be entitled to cast one vote regardless of the number of delegates present from that jurisdiction. A quorum for the transaction of business shall consist of representation from at least twenty member jurisdictions. On any vote that places the Conference on record in a matter of public policy, an affirmative vote of three-fourths of the jurisdictions who respond to the most recent quorum call shall be required to adopt the motion. A state not present for the most recent quorum call can, before the start of the next roll call vote, request recognition from the presiding legislator Chair and be recorded as present for purposes of the quorum. New quorum calls shall be conducted at the request of five (5) member jurisdictions. The determination of the vote within each jurisdiction shall be by the members present from that jurisdiction. On any vote that places the Conference on record in a matter of public policy, legislative staff shall not be entitled to vote.

Section 5. Rules. Rules governing the conduct of meetings shall be recommended by the Executive Committee and adopted by the Conference. Mason’s Manual of Legislative Procedure shall govern the proceedings of the Conference in all cases not covered by these Bylaws or the Conference Rules of Procedure.

Section 6. Proxy voting. There shall be no proxy voting during any proceedings of the Conference.

ARTICLE VI
Officers and Executive Committee

Section 1. Officers. The officers of the Conference shall be a President, a President-Elect, a Vice President, and the Immediate Past President; and a Staff Chair, a Staff Vice Chair, and the Immediate Past Staff Chair.

Section 2. Executive Committee Composition and Voting Privileges. The Executive Committee shall be composed of forty-one legislators, twenty-one legislative staff and one nonvoting ex officio legislator member representing international affiliates. The legislator member representing international affiliates is nominated by the Nominating Committee.
ARTICLE VI

Section 1. Ex officio members are voting members of the Executive Committee, unless otherwise provided.

Section 2. Following the NCSL Annual Meeting, the CSG Regional Conference Members and Alternates shall be elected from states not having at-large legislator representation on the Executive Committee.

ARTICLE VII

Nomination and Election Procedures

Section 1. Legislator Nominating Committee. The President shall appoint a Legislator Nominating Committee of twelve members at least sixty days prior to the next Annual Meeting. The Nominating Committee shall consist of an equal number of Republicans and Democrats. It shall include at least one Democrat and one Republican from each region and no more than four members from the same region. The President shall select members with the advice and consent of the legislator members of the Executive Committee. The President shall appoint the chair of the Legislator Nominating Committee, who shall be a legislative leader.

Section 2. Legislative Staff Nominating Committee. The Staff Chair shall select a Legislative Staff Nominating Committee consisting of seven legislative staff at least sixty days prior to the next Annual Meeting. The Staff Chair shall select members with the advice and consent of staff members of the Executive Committee. The Staff Chair shall appoint the chair of the Legislative Staff Nominating Committee.

Section 3. Nominating procedures for legislator officers. The Legislator Nominating Committee shall present to the Annual Meeting a slate of candidates for the offices of President-Elect and Vice President. The President succeeds automatically from the office of President-Elect; the Immediate Past President succeeds automatically from the office of President. No officer who has served one full term shall be eligible for reelection to the same office until at least one intervening term has elapsed. The President-Elect and Vice President shall be legislative leaders from a member jurisdiction at the time of their election. The offices of President, President-Elect and Vice President shall alternate between the two major political parties. For the office of Vice President and President-Elect, the Legislator Nominating Committee may submit more than one name.
Section 4. Nominating procedures for legislators on the Executive Committee. The Legislator Nominating Committee shall present to the Annual Meeting a slate of candidates for the at-large positions, the member representing international affiliates and the annual meeting host state positions on the Executive Committee. In nominating members for the Executive Committee, the Legislator Nominating Committee shall, insofar as possible, consider geographic balance. At least ten of the at-large members of the Executive Committee shall be legislative leaders at the time of their election. No more than two legislator members other than ex officio members shall come from the same state.

Section 5. Legislative Staff Nominating Committee duties. The Legislative Staff Nominating Committee shall present to the Annual Meeting a slate of candidates for the Executive Committee and the office of Staff Vice Chair. The Staff Chair succeeds automatically from the office of Staff Vice Chair. The Immediate Past Staff Chair succeeds automatically from the office of Staff Chair. All nominees of the Legislative Staff Nominating Committee shall be full-time professional legislative staff from member jurisdictions. In nominating legislative staff for the Executive Committee, the Legislative Staff Nominating Committee shall, insofar as possible, consider geographic balance. No more than one legislative staff member shall come from the same state, except that states represented by an officer or ex officio member may have two members.

Section 6. State representation on the Executive Committee. Each state shall have the opportunity to be represented on the Executive Committee at least once every five years.

Section 7. Consecutive terms. No member of the Executive Committee other than an officer or ex officio member may serve for more than three consecutive terms. A member of the Executive Committee who is appointed or elected to be an officer or ex officio member before completing three consecutive terms on the Executive Committee may, upon completion of service as an officer or ex officio member, serve each remaining full one-year term not yet served.

Section 8. Floor nominations. Additional nominations may be made from the floor for the offices of Vice President and President-Elect. Such candidates shall be qualified under Article VII, Section 3.

Section 9. Voting procedures. Voting on the reports of the nominating committees shall be by member jurisdiction, and each member jurisdiction in good standing shall be entitled to cast one vote regardless of the number of delegates present from that jurisdiction. A majority of the member jurisdictions who respond to the most recent quorum call shall be required to adopt the reports of the nominating committees. If no nominee receives a majority of the member jurisdictions who respond to the most recent quorum call on the first ballot, there shall be a runoff ballot among the two nominees receiving the highest vote. The nominee who receives a majority of votes on the runoff ballot shall be elected.

ARTICLE VIII
Terms of Office and Vacancies

Section 1. Terms. The term of office for the officers and other members of the Executive Committee shall be from the close of the annual meeting through the next following annual meeting.

Section 2. Vacancies. In the event of a vacancy in the office of President, the Executive Committee shall elect a past President of the Conference or a member of the Executive Committee to serve the remainder of the term. Such person shall be of the same political party as the person vacating the office. In the event of a vacancy in the office of Staff Chair, the Staff Vice Chair shall succeed to the office of Staff Chair. The Executive Committee shall fill other elected offices, if vacant, at any regular or special meeting.
ARTICLE IX
Duties of Officers

Section 1. President. The President shall serve as chair of the Executive Committee and as a member, ex officio, with the right to vote, on all committees and subcommittees of the Executive Committee except the Nominating Committee. The President, with the approval or authorization of the Executive Committee, shall appoint the legislator officers and members of all appropriate committees and subcommittees of the Executive Committee. The President shall preside at all meetings of the Executive Committee. The President shall perform such other duties as are incidental to the office of President or as may be prescribed by the Executive Committee.

Section 2. President-Elect. The President-Elect shall perform the duties of the President in the event of the President's absence or inability to serve. Other duties may be delegated to the President-Elect by the Executive Committee or the President.

Section 3. Vice President. The Vice President shall perform the duties of the President-Elect in the event of the absence or inability of the President-Elect to serve. Other duties may be delegated to the Vice President by the Executive Committee or the President.

Section 4. Immediate Past President. The Immediate Past President shall serve as the President of the Foundation for State Legislatures and shall perform other duties as assigned by the Executive Committee and the President.

Section 5. Staff Chair. The Staff Chair shall serve as the chair of the Staff Division of the Conference and perform such other duties delegated by the Executive Committee or the President. The Staff Chair, with the approval or authorization of the Executive Committee, shall appoint the legislative staff officers and members of all appropriate committees and subcommittees of the Executive Committee.

Section 6. Staff Vice Chair. The Staff Vice Chair shall serve as Vice Chair of the Staff Division and shall perform the duties of the Staff Chair in the event of the officer's absence or inability to serve, and perform such other duties as may be delegated to the Staff Vice Chair by the Staff Chair or the Executive Committee.

Section 7. Immediate Past Staff Chair. The Immediate Past Staff Chair shall serve as the Secretary-Treasurer of the Foundation for State Legislatures and shall perform other duties as assigned by the Executive Committee and the Staff Chair.

Section 8. Appointment of Standing Committee Officers. The legislator officers of the Conference’s standing committees, including the overall standing committee legislator officers, shall be appointed by the President and the President-elect. The staff officers of the Conference’s standing committees, including the overall standing committee legislative staff officers, shall be appointed by the Staff Chair.

ARTICLE X
Powers of the Executive Committee

Section 1. Executive Committee powers. The Executive Committee is the governing body of this Conference. The Executive Committee shall supervise, control and direct the affairs of the Conference; shall implement the policies of the Conference; shall actively prosecute its objectives; and supervise the disbursement of its funds. The Committee may adopt rules and regulations for the conduct of its business and may delegate certain of its authority and responsibility to committees, divisions, sections, officers, and the Executive Director.
ARTICLE XI
Executive Committee Procedures

Section 1. Quorum and voting. A majority of the Executive Committee's membership shall comprise a quorum. On any vote not otherwise specified, a simple majority of the members present and voting is required for passage. Each member shall be entitled to vote on any matter coming before the Committee. On any vote that places the Conference on record in a matter of public policy, legislative staff shall not be entitled to vote. All decisions on voting eligibility of staff members shall be made by the President, subject to appeal to the Executive Committee.

Section 2. Meetings of the Executive Committee. The Executive Committee shall meet at least three times each year at such time and place as the Committee shall decide. No more than one meeting during the Annual Meeting of the Conference shall be used to satisfy this requirement.

Section 3. Absences from Executive Committee meetings. Absence from two Executive Committee meetings within a year without cause shall be grounds for removal.

Section 4. Reimbursement. Upon authorization of the President, Executive Committee members may be reimbursed for actual and necessary expenses for travel directly related to official NCSL activities. The officers may receive a per diem in addition to actual and necessary expenses if their home state does not pay such per diem.

Section 5. Executive Committee meetings open. All meetings of the Executive Committee shall be open to the public.

Section 6. Setting the Conference's Priorities and Issues. At the start of the biennium, the Executive Committee shall establish the state federal priorities and major state issues with input from the standing committees, task forces of the Executive Committee, the Conference's officers, members of the Executive Committee and the Executive Director. These state federal priorities and major state issues shall serve to guide the Conference's representation before the federal government, in standing committees and meeting programming and grant funded research.

Section 7. Adopting policy directives and resolutions under emergency circumstances. In emergency circumstances, when there is insufficient time to consider a new policy directive and resolution under normal processes, policy directives and resolutions having the same force and effect as policy directives and resolutions adopted by the full Conference may be established by either of the following means: (1) majority vote of the legislator members, present and voting, of the Executive Committee in meeting assembled; or (2) the unanimous agreement by conference call of the President, the President-Elect, the Vice President, the Immediate Past President, the Legislator Co-Chairs or a legislator Vice Chair of the NCSL Standing Committees, and the Legislator Co-Chairs or a legislator Vice Chair of the appropriate standing committee. Proposed policy directives and resolutions must be provided to the NCSL Executive Director by 4:00 p.m. of the day before the NCSL Executive Committee meeting.

ARTICLE XII
Committees and Subcommittees of the Executive Committee

Section 1. Committees and subcommittees. There shall be a Budget, Finance and Rules Committee, and such other committees and subcommittees as the Executive Committee may authorize. Membership on committees and subcommittees shall be divided between legislator and staff members in accord with voting eligibility on the Executive Committee, unless otherwise provided by the Executive Committee. The Legislator and Staff Chairs and
members of these committees and subcommittees shall be appointed by the President and Staff Chair, respectively, with the approval of the Executive Committee.

ARTICLE XIII
Executive and Staff

Section 1. Executive Director. The Executive Committee shall appoint an Executive Director and determine the terms and conditions of employment.

Section 2. Duties of Executive Director. The Executive Director shall be the chief administrator of the Conference, responsible for all management functions under the direction of the officers and Executive Committee. The Executive Director shall manage and direct all activities of the Conference as prescribed by the Executive Committee and shall be responsible to the Committee. The Executive Director shall employ members of the staff necessary to carry on the work of the Conference, shall fix their compensation within the approved budget, subject to the direction and approval of the officers and Executive Committee, supervise them in the conduct of their duties, and terminate them as necessary.

Section 3. Deputy Executive Director. There shall be a Deputy Executive Director who shall perform duties as assigned by the Executive Director.

Section 4. Acting Executive Director. In the event of an unanticipated vacancy in the position of Executive Director, the Deputy Executive Director shall be the Acting Executive Director for a designated period until the Executive Director returns or a permanent successor is named.

ARTICLE XIV
Finance

Section 1. Funding. The Executive Committee shall determine the funding of the Conference, which shall include but not be limited to membership dues. Population of each jurisdiction shall be a factor in the determination of the amount of dues.

Section 2. Financial Rules. The Budget and Finance Committee shall present to the Executive Committee a set of "Financial Rules," which, when adopted, shall govern the fiscal affairs of the Conference without re-adoption except that they may be amended from time to time. These Financial Rules shall establish the fiscal year of the Conference, set forth the extent of surety bonding required, provide for the annual audit, specify the way grants in aid are to be solicited and handled, and such other items of fiscal management as are deemed necessary.

Section 3. Conference Budget. The Budget and Finance Committee shall make budget recommendations to the Executive Committee. The Executive Committee shall submit to the Conference at its Annual Meeting a proposed budget for the coming fiscal year for consideration and adoption by the Conference. The Executive Committee may approve transfers of funds within the budget adopted by the Conference or amend the budget during the course of the fiscal year by a two-thirds vote of the entire Executive Committee.

Section 4. Financial audit. The accounts of the Conference shall be audited annually by a certified public accountant retained by the President with the approval of the Executive Committee. Such audit shall be reported to the Executive Committee and to the Conference at its Annual Meeting.
ARTICLE XV
Miscellaneous

Section 1. Political Activities. The Conference shall not, at any time, directly or indirectly participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office.

ARTICLE XVI
Dissolution

Section 1. Dissolution. Upon dissolution of this Conference for any reason such funds remaining after the satisfaction of all obligations shall be returned to the member jurisdictions in the proportion to which they were received during the prior fiscal year.

ARTICLE XVII
Definitions

For the purposes of these bylaws and other instruments of the Conference, certain terms shall be defined as follows:

Section 1. Legislative leaders. “Legislative leaders” are those members of each legislature who are elected by the body in which they serve or by its respective political caucuses to be presiding officer, majority or minority leaders, and any other officers elected by the body as a whole; and any other legislator so designated by the presiding officer of either house.

Section 2. Regions. “Regions” refers to states and territories grouped together as prescribed by the bylaws of the Council of State Governments for the purpose of defining its regional legislative conferences.

ARTICLE XVIII
Amendments

Section 1. Amendments. The Conference at any meeting may amend these Bylaws by a three-fifths majority vote of the member jurisdictions who respond to the most recent quorum call. A state not present for the most recent quorum call can, before the start of the next roll call vote, request recognition from the presiding legislator Chair and be recorded for purposes of the quorum. New quorum calls shall be conducted at the request of five (5) member jurisdictions. A notice of such amendments shall be filed with the Executive Director at least thirty days prior to the meeting. Upon receipt of a copy of the proposed amendments, the Executive Director shall forward copies thereof to the presiding officers of each house of every member legislature and to the members of the Conference Executive Committee.

ARTICLE XIX
Effective Date

Section 1. Effective date. These Bylaws shall take effect on January 1, 1975, provided that they are adopted by the governing bodies of the National Legislative Conference, National Conference of State Legislative Leaders, and the National Society of State Legislators.

NATIONAL CONFERENCE OF STATE LEGISLATURES

BY-LAWS
Amended August 1, 2018

Colorado, July, 26, 2002; Salt Lake City, Utah, July 23, 2004; Nashville, Tennessee, August 17, 2006; Louisville, Kentucky, July 28, 2010; San Antonio, Texas, August 11, 2011; Chicago, Illinois, August 9, 2012; Atlanta, Georgia, August 15, 2013; Minneapolis, Minnesota, August 22, 2014; Los Angeles, California, August 1, 2018; and Nashville, Tennessee, August 8, 2019.
RULE I
RULES OF PROCEDURE

[A] These rules of procedure shall be construed in conformity with the Bylaws of the National Conference of State Legislatures.

[B] On any issue not covered by these rules of procedure or by the Bylaws, Mason's Manual of Parliamentary Procedure shall be the standard authority, when applicable.

RULE II
INTRODUCTION, REFERRAL AND DISSEMINATION OF POLICY DIRECTIVES, RESOLUTIONS AND AMENDMENTS

[A] Any legislator may file a policy directive, resolution or amendments to an existing policy directive or resolution designed for consideration at the Forum Business Meeting or the Annual Business Meeting.

[B] Policy directives and resolutions developed by the Standing Committees shall be directed at Congress, the Administration, or the federal courts, and shall be related to issues that affect the states and shall be consistent with support of state sovereignty and state flexibility and protection from unfunded federal mandates and unwarranted federal preemption.

[C] Resolutions shall be used to (1) bolster a lobbying position; (2) clarify a question of ambiguity in current policy; (3) provide guidance about the specifics of pending regulatory federal decisions; or (4) provide guidance about strategy or tactics regarding a lobbying matter.

[D] There shall be a Memorial Calendar for resolutions that do not comply with Rule II [B]. Members shall file memorial resolutions with the Executive Director in accordance with other provisions of these Rules. The legislator co-chairs of the standing committees shall refer such resolutions to the appropriate standing committee or the Executive Committee. Memorial resolutions adopted by the Forum business meetings, or Executive Committee shall be placed on the memorial calendar of the Annual Business Meeting.

[E] Policy directives, resolutions or amendments to existing policy directives or resolutions shall be filed with the Executive Director or designee at least thirty days prior to the Forum Business Meeting or Annual Business Meeting. The overall legislator Co-Chairs of the Standing Committees, in consultation with the Co-Chairs of the appropriate standing committee, may waive the thirty day deadline under extraordinary circumstances. The legislator Co-Chairs of the Standing Committees shall refer such policy directives, resolutions and amendments to existing policy directives or resolutions promptly to the appropriate standing committee or committees. Each policy directive, resolution and amendment to an existing policy directive or resolutions shall be reviewed and acted upon by the committee to which it is referred.

[F] Policy directives, resolutions and amendments to existing policy directives or resolutions originating in the standing committees shall be submitted to the Executive Director or designee for referral by the legislator Co-Chairs of the Standing Committees at least thirty days prior to the Forum Business Meeting or Annual Business Meeting. The legislator Co-Chairs of the Standing Committees, in consultation with the Co-Chairs of the appropriate standing committee, may waive the thirty day deadline under extraordinary circumstances. The legislator Co-Chairs of the Standing Committees shall refer such
policy directives, resolutions and amendments to existing policy directives or resolutions promptly to the appropriate standing committee or committees.

[G] Standing committees shall disseminate draft policy directives, resolutions and amendments to existing policy directives or resolutions at least twenty days prior to the Forum Business Meeting or Annual Business Meeting. Distribution shall be to all standing committee members, members of the NCSL Executive Committee, legislative leaders of the member jurisdictions and others as determined by the legislator Co-Chairs of the Standing Committees. The legislator Co-Chairs of the Standing Committees, in consultation with the appropriate committee Co-Chairs, may waive this deadline under extraordinary circumstances.

RULE III
POLICY DIRECTIVES AND RESOLUTIONS, AND AMICUS BRIEF
ADOPTION PROCESS

[A] All policy directives and resolutions produced by an NCSL standing committee shall be submitted to the Forum Business Meetings or the Annual Business Meeting for adoption. All policy directives and resolutions produced by the NCSL standing committees and the Forum Business Meetings shall be submitted to the Annual Business Meeting for final adoption. In the interim between Legislative Summits, policy directives and resolutions may be adopted by Committees, but they shall clearly indicate that they are the policy directives and resolutions of that Committee, and not of the Conference as a whole.

[B] In emergency circumstances, when there is insufficient time to consider a new policy directive or resolution under normal processes, policy directives or resolutions having the same force and effect as policy directives and resolutions adopted by the full Conference may be established by either of the following means: (1) majority vote of the legislator members, present and voting, of the Executive Committee in meeting assembled; or (2) the unanimous agreement by conference call of the NCSL President, the NCSL President-Elect, the NCSL Vice President, the NCSL Immediate Past President, the legislator Co-Chairs or a legislator Vice Chair of the NCSL Standing Committees, and the Co-Chairs or Vice Chair of the appropriate standing committee or committees.

[C] All policy directives of the Conference shall not expire but must be reviewed by the standing committee of jurisdiction at least once every four years and can be updated or amended by a standing committee at any time, adhering to the NCSL By-Laws and Rules of Procedure. All resolutions of the Conference shall automatically terminate one year after the Annual Business Meeting at which they are adopted, unless reaffirmed in the normal policy process.

[D] The decision to name NCSL as an amicus curiae on briefs filed before the U.S. Supreme Court shall be by unanimous agreement of the NCSL President, the NCSL Immediate Past President, the NCSL President-Elect, the NCSL Vice President, the legislator Co-Chairs of the NCSL Standing Committees, the legislator Co-Chairs of the Law, Criminal Justice and Public Safety Committee and legislator Co-Chairs of other standing committees that have jurisdiction over the question to be resolved by the amicus brief. In the event any person voting indicates a veto, the President may initiate a conference call to allow for discussion and to confirm each person’s vote.
RULE IV
STANDING COMMITTEE PROCEDURES

[A] There shall be standing committees and task forces of NCSL whose number and jurisdictions are determined by the Executive Committee. The standing committees and task forces (1) consider federal issues that affect states; (2) formulate policy positions on federal issues; (3) exchange information about state and federal policy matters; (4) consider and evaluate innovative approaches to state issues; (5) develop policy options and recommendations regarding state issues and legislative organization, management and procedures.

[B] There shall be overall legislator Co-Chairs and overall legislative staff Co-Chairs of the Standing Committees. The legislator Co-Chairs shall be appointed for a term of two years by the NCSL President and President-elect. There shall be at least two overall legislator vice chairs balanced by political party who shall be appointed by the NCSL President and President-elect for a term of two years.

The overall legislative staff Co-Chairs and the overall legislative staff vice chairs serve staggered terms of two years. Each year, the Staff Chair appoints one staff Co-Chair and at least one staff vice chair to a two-year term.

[C] A quorum for the adoption of policy directives and resolutions in Standing Committees shall consist of representation of appointed legislator members, or in their absence, legislator substitutes designated in writing by appointed members’ presiding officers, from at least ten (10) member jurisdictions. Letters designating substitutes or new appointments shall be delivered to the appropriate legislator committee Co-Chairs no later than the beginning of the committee session at which a vote on public policy will occur. The Legislator Co-Chairs of each standing committee shall, prior to a committee vote(s) on a matter of public policy, establish the presence of a quorum.

[D] All voting in standing committees, subcommittees or task forces shall be by voice, except when a roll call vote is requested by two (2) member jurisdictions, or is called by the legislator Co-Chairs.

[E] On matters of public policy that place the standing committees, subcommittees, and task forces on public record, an affirmative vote of three-fourths (3/4) of the member jurisdictions who respond to the most recent quorum call is required. A state not present for the most recent quorum call can before the start of the next roll call vote request recognition from the presiding legislator chair and be recorded as present for purposes of the quorum. New quorum calls shall be conducted at the request of five (5) member jurisdictions. On all other matters, a quorum being present, action is final by majority vote of the member jurisdictions who responded to the most recent quorum call.

[F] Votes on matters of public policy shall be cast by appointed legislator members, or in their absence, by legislator substitutes designated in writing by appointed members’ presiding officers. All legislators duly registered for the fall and spring meetings shall be entitled to vote at the business meeting. Legislative staff shall not be entitled to vote on matters of public policy. In the event of a roll call vote, each member jurisdiction shall be entitled to cast one undivided vote. Each member jurisdiction shall select a spokesperson who will announce the vote of the delegation. Disputes on the presence of a quorum or voting procedures shall be settled by ruling of the legislator chair.

[G] Co-Chairs of the standing committees have authority to preserve order and decorum and have charge of the rooms in which the committees meet.

[H] Each standing committee, subcommittee and task force shall produce a summary of each of its meetings. Included in the summary shall be a record of its roll call votes by member jurisdiction.
[I] Standing committees, shall approve, approve with amendment, postpone, table or defeat each policy directive and resolution submitted to it.

**RULE V**

**STEERING COMMITTEE PROCEDURES**

[A] There shall be a Steering Committee of the Standing Committees, which shall be composed of the overall legislator and legislative staff Co-Chairs of the Standing Committees, the overall legislator and legislative staff vice chairs of the Standing Committees, and the legislator and legislative staff Co-Chairs of each standing committee. The committee Co-Chairs shall designate a legislator committee vice chair and the legislative staff Co-Chairs shall designate a legislative staff vice chair to represent the committee with the Steering Committee in their absence. Only legislator members of the Steering Committee shall vote on policy directives and resolutions, amendments to policy directives and resolutions, and procedural motions related thereto, except legislative staff shall be allowed to vote on joint and re-referrals of policy directives and resolutions.

[B] The Steering Committee at its meeting prior to the standing committee meetings shall review policy directives, resolutions and amendments to policy directives and resolutions filed under Rule II for inconsistencies to Rule II [B] and omissions. Policy directives, resolutions or amendments to policy directives and resolutions that are determined by a majority vote of the legislator members of the Steering Committee to be inconsistent with Rule II [B] shall not be considered by the standing committee to which such policy directive, resolution or amendment was referred.

[C] The Steering Committee at its meeting prior to the standing committees’ meetings shall determine, by majority vote, policy directives, resolutions and amendments to policy directives and resolutions to be considered by more than one committee. The Steering Committee shall designate one standing committee as the lead committee on each jointly-referred resolution. Any standing committee to which the resolution is referred may report the resolution on the floor. If the lead committee adopts a version of the resolution, it shall be considered first at the Forum Business Meeting or Annual Business Meeting; other committees shall offer their versions and amendments from the floor.

[D] In its meeting following the meetings of the standing committees, the Steering Committee shall establish the order of business and calendars for the business meetings; and designate policy directives and resolutions to be re-referred to one or more other committees. The policy directives or resolutions approved by the committee with original jurisdiction automatically shall be placed on the debate calendar at the next Forum Business Meeting or Annual Business Meeting. If the committee to which the policy directive or resolution is re-referred approves changes to it, it shall offer its version as an amendment on the floor. The Steering Committee shall also identify emerging state and federal issues; coordinate outreach to legislators and staff regarding the standing committees; coordinate planning of the Forum meetings; and consider the use of innovative technologies and communications devices for conducting meetings, increasing participation and informing legislators and staff about the work of the Standing Committees.

**RULE VI**

**QUORUM AND PROXIES – FORUM AND ANNUAL BUSINESS MEETINGS**

[A] As required by the Bylaws, a quorum for the transaction of business at the Annual Meeting shall consist of representation from at least twenty (20) member jurisdictions.
As required by the Bylaws, voting rights of a member may not be delegated to any other person nor exercised by proxy.

RULE VII
VOTING IN FORUM AND ANNUAL BUSINESS MEETINGS

[A] All action in the Forum Business Meeting or Annual Business Meeting shall be by voice vote except when a roll call vote is requested by not less than five member jurisdictions or is ordered by the chair.

[B] As provided in the Bylaws, on any vote that places the Conference on record in a matter of public policy, an affirmative vote of three quarters (3/4) of the member jurisdictions who respond to the most recent quorum call shall be required. A state not present for the most recent quorum call can, before the start of the next roll call vote, request recognition from the presiding legislator chair and be recorded as present for purposes of the quorum. New quorum calls shall be conducted at the request of not less than five (5) member jurisdictions. On all other matters, action is final by majority vote of the member jurisdictions who responded to the most recent quorum call. On any vote that places the Conference on record in a matter of public policy, legislative staff shall not be entitled to vote.

[C] In the event of a roll call vote, each member jurisdiction shall be entitled to cast one undivided vote. Prior to the Forum Business Meeting and the Annual Business Meeting, each member jurisdiction shall select the spokesperson who will announce the vote.

[D] When a roll call is being taken, the member jurisdictions shall be called in alphabetical order by the Executive Director. The spokesperson for the delegation shall reply by giving his or her name and then announcing the vote of the delegation.

[E] If there is a challenge by a member of a delegation as to who shall be its spokesperson or as to the announced vote, the jurisdiction shall be called upon again. If the challenger continues the challenge, the chair shall poll the delegation and shall declare that the majority of said delegation prevails.

[F] Until the chair announces the results of a vote, a jurisdiction has the right to change its vote, or to have its vote recorded if it was not recorded during the initial call of the vote, based on the most recent quorum call.

[G] Consideration of policy directives and resolutions shall be by calendar. The consent calendar shall be limited to policy directives and resolutions approved previously at the Forum Business Meetings or reported unanimously by an NCSL standing committee at the annual meeting. The debate calendar shall include all policy directives and resolutions passed by the NCSL standing committees without unanimity; policy directives and resolutions removed from the consent calendar by majority vote of the Steering Committee; and policy directives and resolutions removed from the consent calendar at the Annual Business Meeting at the request of three (3) member jurisdictions. The memorial calendar shall include all resolutions that do not comply with Rule II [D], and approved according to rules governing consideration of policy directives and resolutions.

[H] All policy directives, resolutions and amendments shall be submitted in writing, adhering to the NCSL By-Laws and Rules of Procedure, and available prior to the vote of member jurisdictions.

[I] Policy directives and resolutions that have been tabled or postponed by a committee may be brought for consideration following disposition of the debate calendar by a vote of two thirds (2/3) of the member jurisdictions who respond to the most recent quorum call on a motion to discharge the committee from further consideration. If thus brought up for consideration, the policy directives and proposed
resolutions shall be voted upon under the rules governing consideration of policy directives and resolutions.

RULE VIII
RECOMMENDATIONS REGARDING STATE ISSUES AND LEGISLATIVE MANAGEMENT

[A] Standing committees, subcommittees, and task forces are authorized to issue reports, recommendations, and findings regarding state issues and legislative management. All such work products shall be approved by a majority of the member jurisdictions who responded to the most recent quorum call, and shall be clearly identified only as the work of that committee, subcommittee or task force. These work products shall be reported to the Executive Committee for any appropriate further action.

RULE IX
ADOPTION, AMENDMENT AND SUSPENSION OF RULES

These rules shall remain in effect until such time as they are amended at an Annual Meeting of the Conference. Any amendment or suspension of such rules shall require a three-fifths (3/5) vote of the member jurisdictions who respond to the most recent quorum call. New quorum calls shall be conducted at the request of not less than five (5) member jurisdictions. Any motion to suspend shall be clear with respect to the rule or rules to which it applies.