<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-20 Executive Committee Roster</td>
<td>3</td>
</tr>
<tr>
<td>Executive Committee Winter 2020 Meeting Minutes</td>
<td>13</td>
</tr>
<tr>
<td>Full Executive Committee Agenda</td>
<td>21</td>
</tr>
<tr>
<td>NCSL Executive Director’s Report</td>
<td>22</td>
</tr>
<tr>
<td>Budget, Finance and Rules Committee</td>
<td>24</td>
</tr>
<tr>
<td>Appropriations</td>
<td>26</td>
</tr>
<tr>
<td>Statement of Revenues and Expenses</td>
<td>28</td>
</tr>
<tr>
<td>FY21 Budget Summary</td>
<td>30</td>
</tr>
<tr>
<td>Committee on Outreach and Member Services</td>
<td>32</td>
</tr>
<tr>
<td>Communications Report</td>
<td>34</td>
</tr>
<tr>
<td>COVID-19 Communications and Impact</td>
<td>37</td>
</tr>
<tr>
<td>Grant and Contract Report</td>
<td>40</td>
</tr>
<tr>
<td>Update on State-Federal Activities</td>
<td>48</td>
</tr>
<tr>
<td>NCSL Foundation for State Legislatures</td>
<td></td>
</tr>
<tr>
<td>Foundation President’s Report</td>
<td>51</td>
</tr>
<tr>
<td>Foundation Sponsors List</td>
<td>53</td>
</tr>
<tr>
<td>Board of Directors List 2020-21</td>
<td>55</td>
</tr>
<tr>
<td>NCSL Bylaws</td>
<td>56</td>
</tr>
<tr>
<td>NCSL Rules of Procedure</td>
<td>67</td>
</tr>
</tbody>
</table>
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Executive Committee Roster 2019-20

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Executive Committee Roster 2019-20

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NCSL President Speaker Robin Vos called the meeting to order. The following officers and members were present:

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Speaker Scott Saiki, Hawaii  
Speaker Scott Bedke, Wyoming  
Martha Wigton, Director, House Budget and Research Office, Georgia  
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---

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Senator Eric Bassler, Indiana  
Senator David Blount, Mississippi  
Tim Bommel, Missouri  
Jen Carlton, Indiana  
Senator David Carlucci, New York  
Representative Gilda Cobb-Hunter, South Carolina  
Representative Sarah Copeland-Hanzas, Vermont  
Representative Kurt Daudt, Minnesota  
Lonnie Edgar, Mississippi  
Representative Marcus Evans, Illinois  
Matt Gehring, Minnesota  
Senator Bill Hansell, Oregon  
Senator Wayne Harper, Utah  
Aurora Hauke, Alaska  
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Sabrina Lewellen, Arkansas  
Senator Ann Millner, Utah  
Representative Angelo Puppolo Jr., Massachusetts  
Speaker David Ralston, Georgia  
Connie Ridley, Tennessee  
Representative Kevin Ryan, Connecticut  
Representative Marilyn Ryan, Montana  
John Snyder, Kentucky  
Representative Trey Stewart, Maine  
Senator Greg Treat, Oklahoma  
Linda Triplett, Mississippi

A quorum was present with 43 members in attendance.
APPROVAL OF MINUTES AND VACANCIES
Wisconsin Speaker of the House and NCSL President Robin Vos called for a motion to approve the minutes of the meeting held in Honolulu on Oct. 12, 2019. The minutes were unanimously approved. He called for a motion to approve Vermont Speaker Mitzi Johnson to fill the immediate past president position vacancy left by Illinois Senator Toi Hutchinson. This nomination was unanimously approved. He also called for a motion to approve Anne Sappenfield from Wisconsin to fill a legislative staff vacancy. This motion was unanimously approved.

STRATEGIC PLANNING PROCESS
Tim Storey reported that NCSL is undergoing a strategic planning process at the direction of the NCSL officers and Executive Committee, with the generous contribution of the NCSL Foundation for State Legislatures. NCSL contracted with MYB (Mind Your Business), a Chicago firm that specializes in strategic planning for associations. Storey introduced MYB’s Kevin Hinton and Stephanie Kusibab, who have been facilitating focus group meetings.

Hinton said the firm’s role is to create a road map, a strategic plan that will carve out where NCSL is going over the next few years. MYB has been working with organizations like NCSL for more than 20 years to facilitate strategic planning.

The strategic plan will help guide and measure NCSL’s growth over the next three years, set the direction and priorities for NCSL and align stakeholders. The intent is to help simplify decision-making and ultimately communicate the organization’s areas of focus.

Kusibab added that the first step is gathering information from the survey, interviews and focus groups to understand where the organization is today and obtain a baseline of knowledge and activities. It is also to identify opportunities, strengths and challenges of participating in NCSL.

MYB will conduct a staff questionnaire and then work through a competitive analysis and environmental scan to understand other organizations, what are they doing and how NCSL compares.

The next step is to look forward seven or 10 years and create a vision for what members and staff want NCSL to be in the future and figure out what steps need to be taken to get there. MYB will conduct a visioning workshop in Chicago in April with a smaller group of constituents, officers and a working group to come up with a small number of high-level strategic goals. Then it will build a work plan, a strategic plan, which the officers and Executive Committee will vote on at their meeting in June.

Specifically, the strategic plan will outline three to five high-level strategic goals and identify objectives: What does success look like? That is followed by the action steps: What do we need to do to accomplish those objectives to meet our goals?
REMARKS BY THE NCSL EXECUTIVE DIRECTOR

Tim Storey said we have reached a historic moment in the history of NCSL, which was founded in 1974-75. For the first time ever, four House speakers are serving as officers, and, he said he is happy that Johnson was able to accept.

Storey mentioned that the strategic plan survey has been sent to all 7,383 state legislators and asked that members fill out the survey and encourage their colleagues to fill it out as well.

Next, Storey reported that NCSL and the states had a big win in Washington, D.C., when NCSL, with a handful of partners, was able to reverse an $8 billion cut in federal transportation funding. It took a lot of work, and Storey thanked the Washington staff and legislators who worked on that issue.

Storey stated that the officers decided that Executive Committee meetings will go from four to three meetings every year. The Executive Committee will meet in Quebec June 5-6, then at the Legislative Summit in Indianapolis on Aug. 9, and then ahead of the NCSL Capitol Forum in Washington, D.C., Dec. 11-12. He also mentioned that it’s assumed that everybody will run for an additional term and they’ll be contacted by the nominating committee. Storey and his leadership team are working on how to structure these meetings to achieve a higher level of quality and engagement.

Storey shared that the LSCC traditionally raises money for a charity at Executive Committee meetings. Echo Austin, which works to combat homelessness, was selected for this meeting. It was decided to split the donations between Echo Austin and Unidos Puerto Rico Relief Fund because Félix Ortiz, assistant speaker of the New York Assembly, and Senator Carmelo Rios Santiago, Senate majority leader from Puerto Rico, could not attend because of the earthquake that hit Puerto Rico.

Last, Martha Wigton added that the LSCC will continue to hold four meetings each year. One of the meetings will be a little more low-key, a little more in-depth and continue to include professional development. Because they do so much of the planning for Summit, staff officers collectively felt that continuing with four meetings would be appropriate.

BUDGET, FINANCE AND RULES COMMITTEE

Hawaii House Speaker Scott Saiki acknowledged the excellent job that Mary Wild does for NCSL. There are three items to report: the audit report, appropriations and the NCSL budget.

Storey reported that the audit was clean. The Audit Committee and the Budget, Finance and Rules Committees both heard and reviewed the full report. NCSL is closing the books on fiscal year 2019. The audit showed a loss of $1,400 on a budget of over $36 million. The amount is insignificant but NCSL will try to make it up next year.

Vos called for a motion to approve the audit report; it was unanimously approved.
Saiki reported on appropriations, sharing that, to date, NCSL has collected 74% of state dues, which amounts to approximately $8.7 million. States that are behind will receive a call.

Storey reported on NCSL’s budget, stating that the winter meeting is where the committee reviews the budget carefully and decides whether to make any amendments. On the revenue side, because of the work of the Tennessee host committee and Connie Ridley, the Legislative Summit was outstanding in every way possible, not the least of which was the excess revenue to the NCSL budget, which was not anticipated. NCSL always budgets for large expenses because it takes a lot of resources to put on the Summit. More than $800,000 in excess revenue was not budgeted. This is a one-time revenue. The officers will hold a special budget retreat in April and look at how best to use this revenue as they move forward with the budget for FY 2021.

Storey also shared that NCSL’s Denver property is about to be paid off. NCSL bonded for the property and then reissued the bonds in 2010. There is an expanding principle payment, so they’ll work with the officers to look at all aspects of the NCSL budget and how to come to terms with the end of the bond obligations and the building.

The budget has a line for publications revenue, primarily from advertisements in the magazine and Summit program, and some book sales. The budget planned on $306,000 in revenue but Storey asked to reduce it by $75,000.

There are two other zero-sum items in the budget. There is a merit pool for personnel, which gets distributed through the performance evaluation process. All this budget does is distribute $312,000 from a lump sum to all the programs. A big chunk of that is from grants and contracts.

Vos called for a motion to approve the budget amendments; they were unanimously approved.

Saiki thanked the audit committee and the co-chairs of the audit subcommittee: Senator Bill Hansell from Oregon and Linda Triplett from Mississippi, as well as Lisa Meacham and Jeff Savage, the auditors from Plante Moran.

**COMMITTEE ON OUTREACH AND MEMBER SERVICES**

Idaho House Speaker Scott Bedke reported that the committee reviewed the four NCSL proposals totaling $1.4 million:

- Quad Caucus Legislators of Color ($675,000 from the W.K. Kellogg Foundation).
- Engaging Legislators in the Fight to End Youth Homelessness ($270,000 from the Raikes Foundation).
- Advancing Justice ($360,000 from the Stand Together Foundation—formerly the Charles Koch Foundation).
- Women in the Justice System ($100,000 from the Coalition for Public Safety).
Bedke reported that although there isn’t a year-to-year comparison, the numbers of NCSL engagements with membership and the public are higher than last year and we’re on a great trajectory for outreach. The NCSL staff is to be commended.

Indiana Senator Eric Bassler said planning for the upcoming Legislative Summit, which will be held in Indianapolis in August, was going well. He personally invited everyone to be there, plus their family, friends, colleagues and coworkers. He reported the host committee secured two outstanding locations: Lucas Oil Field, where the Indianapolis Colts play, and the Indianapolis Motor Speedway, where the Indianapolis 500 takes place every year. That’s the greatest spectacle in racing and it’s known around the world. The committee has reached about 85% of its fundraising goal. He encouraged those traveling to Indianapolis to stay for a while. There is a great children’s museum, wonderful Eiteljorg Museum, a zoo, the NCAA headquarters and dinner at Saint Elmo’s.

Bedke encouraged anyone with ideas that could contribute to a successful Summit to email Gene Rose.

Stacy Householder summarized the NCSL training program, reporting that in 2019, NCSL staff conducted 70 trainings in 26 states. Anyone interested in having NCSL provide training to legislators or staff should contact her. Training is a very important aspect of the services NCSL can provide to members in their states.

**SUBCOMMITTEE ON THE LEGISLATIVE INSTITUTION**

Bedke said the goal for this committee was to develop a legislative institution track and to have both plenary sessions and programs at the Legislative Summit. The consensus was to recommend civil discourse as a timely and interesting topic.

**SUBCOMMITTEE ON STATE/FEDERAL POLICY**

New York Senator David Carlucci reported that the subcommittee received a quick update on activities in NCSL’s Washington, D.C., office, as well as an overview of the State and Local Legal Center and the decision process for NCSL to sign onto a brief to the U.S. Supreme Court.

Oklahoma Senator Greg Treat reported on two items that need action by the full Executive Committee. First, after reviewing the NCSL state/federal priorities and major state issues as approved by the Executive Committee last year, the committee recommends the changes reflected on its PowerPoint presentation: to add “data privacy” to the cybersecurity bullet point and “census and redistricting” to the major state issues. Currently, the federalism bullet point talks exclusively about an executive order and the subcommittee wants it to be more inclusive on just state powers.

Vos called for a motion to accept the changes on the PowerPoint presentation; it was unanimously approved.
Treat reported that the recommendation to adopt model legislation on marketplace facilitators was adopted by the Task Force on State and Local Taxation (SALT).

Rhode Island Representative Marvin Abney reported that SALT looked at developing model legislation dealing with the post-Wayfair decision, which allows states to require remote sellers to collect state and local taxes. The task force met with tax experts from all over the country and got their perspectives, which was very useful. Abney shared the model legislation and said Rhode Island has used some of it in its tax bill.

Vos called for a motion to approve recommending the model legislation as passed by the Subcommittee on State/Federal Policy. The motion was unanimously approved.

**STATE-FEDERAL ACTIVITIES REPORT**

Utah Senator Wayne Harper commented on the work of NCSL in restoring the $7.6 billion rescission in federal highway funds that helped keep states from taking a big hit in July. The report shows the events where NCSL brought legislators to Capitol Hill to advocate on behalf of policies adopted by the Executive Committee.

Upcoming events include a briefing for Capitol Hill staff on what states are doing on prescription drug pricing and transparency. Harper expressed appreciation for Maryland Congressman Steny Hoyer, who arranged for NCSL to provide a briefing for a bipartisan group of Capitol Hill staff on how state legislatures work and a discussion on state federalism.

**LEGISLATIVE STAFF COORDINATING COMMITTEE**

Martha Wigton from Georgia thanked Georgia House Speaker David Ralston for understanding the value of NCSL, the staff, and how meaningful NCSL is to legislative staff. She appreciates having this opportunity even though it takes her away from her home office.

Wigton shared that as staff chair, she represents 25,000 legislative staff across the nation. The LSCC met yesterday with more than 23 states represented in person and on the phone—a good showing given that it was during legislative sessions.

Her highest priority this year is to successfully implement the pilot legislative staff certificate program—a one-day training seminar for newer legislative staff that focuses on five core competencies: the legislative institution, parliamentary and fiscal procedures, code of conduct, communications and leadership. A main goal is to inspire staff to continue their careers in the legislature. The program will be held Oct. 6, 2020, in Atlanta and NCSL is beginning to market the meeting.

Wigton thanked NCSL for bringing Gene Rose and Amy Skinner on board. She mentioned Staff Hub ATL 2020, where most of the professional development associations will come together to break down silos.
and learn what everyone does to strengthen the legislative institution. The theme is creating, connecting and collaborating.

The three staff associations not meeting in Atlanta will meet in Portland, Maine; Helena, Mont.; and Madison, Wis. Last year saw record attendance at the seminars and this year the challenge is to get more attendees.

NCSL is the only organization that does staff training. In December 2019, the LSCC started what it hopes will be a capstone program for very senior staff. It was a two-day program in Lexington, Mass., fully supported and funded by the NCSL Foundation. Wigton thanked Foundation members, said the program was critically important and well-received, and that she will share the results.

Plans for the 31st annual Legislative Staff Management Institute, NCSL’s premiere leadership management program for legislative staff, are underway. It’s held in Sacramento, Calif., and is also subsidized by Foundation members. The overall goal is to create a continuum of career development to enhance retention in all of our legislatures, supported by all of this training.

Wigton shared that strengthening the institution is a priority. A team of staff is working on several initiatives, including the retention issue and creating a staff exchange program. The LSCC is also looking at heightening some of the awards given out each year and developing a strong communications plan to get the story out of what a great job staff do.

Another new initiative is a very special podcast series called “Building Democracy.” This six-episode series is going to tell the story of state legislatures, from the House of Burgess in Virginia to today’s legislatures. An episode will be released every other month in 2020. Wigton recognized at-large member Linda Triplett, who planted this idea.

NCSL will recognize legislative staff and all their contributions during Legislative Staff Week May 3-8, 2020. Be on the lookout for ways to appreciate staff. Last year was the first competitive “shoutout" contest and Georgia came in second to Connecticut, which won an ice cream social. She thanked NCSL staff for its work on this.

**NCSL FOUNDATION FOR STATE LEGISLATURES REPORT**

Storey noted that Minnesota Senate President Jerry Miller and Jennifer Jones of Texas are nominated to fill the two vacancies on the Foundation board.

Vos called for a motion to approve Miller and Jones to fill the two vacancies on the Foundation. This motion was unanimously approved.

Storey shared that the Foundation continues to do a fantastic job. He gave the report because traditionally it’s given by the immediate past president, but Johnson was just appointed so she’ll do it at the next meeting.
Storey thanked sponsors for a fantastic year and reported the Foundation has 46 platinum sponsors, up from 38 at this time last year. The two new platinum sponsors are Southern California Edison and Verizon and two platinum upgrades are the Carpet and Rug Institute and Turo. The Foundation also has commitments from Google, Qualtrix, the State Government Affairs Council and Vistra to upgrade to platinum levels but hasn’t received checks yet.

Since the beginning of 2020, the NCSL Foundation has welcomed four new gold sponsors—Altria, CBS Health, the Fox Cable Network and Pierson—and six new silver sponsors—BIO, Change Healthcare, the International Association of Amusement Parks, the International Bottled Water Association, Responsibility.org and TC Energy. It has three new commitments from Amazon at the gold level and the International Coat Council and Tucson Energy at the silver level.

The Foundation has been doing spectacular work, continuing to be aggressive but also inclusive in trying to get more individual sponsors involved to help pay for many of the great things that NCSL is doing.

The Foundation board of directors decided to change contribution amounts for each membership level: A silver sponsor now contributes $7,500, a gold sponsor $12,500 and a platinum sponsor $25,000. The Foundation had not increased the sponsorship levels in 12 years and saw an opportunity for a small increase.

After much discussion, the board passed a resolution to increase the sponsor levels by approximately half of the requested increase. The Foundation staff is working with sponsors to make sure increases are built into their budgets.

The board also discussed creating a new sponsorship level called the Capitol Circle for those at a level above platinum. This will be a way for NCSL to recognize companies that are already beyond the platinum level. There is not yet set a suite of benefits—that is going to be designed by a Foundation working group, which will report back when we meet again in the fall.

Storey congratulated all those involved in the Foundation for continuing to step up and for unanimously supporting the increase in their contributions. This will allow NCSL more chances to expand its services.

**CLOSING REMARKS BY TIM STOREY**
At the Executive Committee meeting in Quebec, the National Assembly will host a special event on Friday night.

**CLOSING REMARKS BY SPEAKER ROBIN VOS**
Vos stated that one of his favorite parts of being involved in the Executive Committee is the opportunity to go around the country, see other capitols and look at the way other people do things. He thanked the folks who helped organize this meeting and commended them for doing a great job. Vos said he looks forward to seeing everyone in Quebec. He then adjourned the meeting.
JUNE 12, 2020 | 2 PM ET | ONLINE MEETING

1. Call to Order
2. Approval of the Minutes
3. Remarks by the NCSL Executive Director
4. Committee Reports
   a. Budget, Finance and Rules Committee
   b. Committee on Outreach and Member Services
5. State-Federal Activities Report
6. Legislative Staff Coordinating Committee Report
7. NCSL Foundation for State Legislatures Report
8. Closing Remarks by Speaker Robin Vos
To: Members of the NCSL Executive Committee  
From: Tim Storey, NCSL Executive Director  
Date: June 8, 2020  
Re: Executive Director’s Report

Thank you for participating in the first official meeting of NCSL’s Executive Committee where we are not gathered in the same room. I sincerely hope that this is not a regular occurrence and that we are together again very soon.

Since we convened in Austin in January, legislatures have transformed, and innovated, to focus on the converging crises facing the nation. The challenges are formidable, yet I have tremendous faith that you and your colleagues, who do the heavy lifting in our democracy, are rising to the call.

Over the past few months, NCSL has achieved numerous impressive milestones while stepping up to support legislatures. Even though we had to cancel many in-person meetings, we set records for engaging legislators, staff and the public via research requests, our website, webinars, podcasts, video calls and more. Various reports in this briefing book highlight remarkable data indicating that the work produced by NCSL is essential as legislatures act to get America back on track.

The momentous decision by the NCSL officers to cancel the Legislative Summit in Indianapolis was very difficult—yet also very easy. It was clear that NCSL, and the Indiana General Assembly, could not host the Summit under the public health and safety restrictions in place and guarantee the high-quality program that we present every year.

Cancelling the Summit affected NCSL in many ways, including the major hit it delivered to our revenue for fiscal year 2021. At this meeting, you will be asked to approve a budget for our next fiscal year that reflects numerous cuts due to anticipated declines in revenue, primarily from the Summit and other meetings. Fortunately, NCSL will complete FY 2020 on sound financial footing. This stability is the result of numerous decisions over the past few months to rein in spending as well as the strong revenue from the Legislative Summit in Nashville last year.

Another major effect of not holding the Legislative Summit is that it creates problems related to NCSL’s bylaws and activities that are tied to the “annual meeting” of the Conference, such as adopting a budget, enacting policies, and electing Executive Committee members and officers. NCSL’s current officers will present a resolution to the Budget, Finance and Rules Committee to memorialize the cancellation of the Summit and recognize that the unprecedented impact of the global pandemic will result in extraordinary steps by NCSL. Those include having the budget approved by the Executive Committee and not electing new Executive Committee members or officers until the next annual meeting.
I am extremely pleased to report that NCSL will pay off the bonds used to finance our headquarters building in Denver by the end of June. This is a major milestone for NCSL and one worth celebrating. I am grateful to our leadership for their guidance in pursuing the retirement of this debt one year ahead of schedule. This will allow the Conference to have a stronger fiscal foundation as we head into a time of economic unpredictability.

Let me close by telling you that I am immeasurably proud of the NCSL staff and the work they have done since the outbreak of COVID-19. You should be too. The staff transitioned seamlessly to working remotely at a time when demands on them increased dramatically as a result of legislatures and Congress moving swiftly to address the health crisis. Finally, thank you. It is a true privilege for us to support you and American democracy.
1. Welcome and Introductions

2. FY 2020 Budget Update

3. Proposed FY 2021 Budget

4. Headquarters Building in Denver

5. Resolution Regarding NCSL Annual Meeting, NCSL Budget and Terms of Office for NCSL Executive Committee and Officers

6. Other Business
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

OFFICERS

Speaker Scott Saiki, Hawaii
Chair

Speaker Mitzi Johnson, Vermont
Vice Chair

Martha Wigton, Georgia
Staff Chair

Linda Triplett, Mississippi
Staff Vice Chair

LEGISLATOR MEMBERS

1. Representative Marvin Abney, Rhode Island
2. Representative Barbara Ballard, Kansas
3. Senator David Blount, Mississippi
4. Senator David Carlucci, New York
5. Representative Sarah Copeland-Hanzas, Vermont
6. Representative Kurt Daudt, Minnesota
7. Representative Dan Flynn, Texas
8. Senator Bill Hansell, Oregon
9. Senator Matt Huffman, Ohio
10. Senator Greg Leding, Arkansas
11. MNA Mathieu Lemay, Quebec
12. Lt. Governor Randy McNally, Tennessee
13. Senator Eddie Melton, Indiana
14. Senator Ann Millner, Utah
15. Assemblymember Félix Ortiz, New York
16. Senator Sue Rezin, Illinois
17. Senator Joseph Scarnati, Pennsylvania
18. Senator Greg Treat, Oklahoma

STAFF MEMBERS

1. Charlotte Carter-Yamauchi, Hawaii
2. Lonnie Edgar, Mississippi
3. Matt Gehring, Minnesota
4. Jon Heining, Texas
5. Scott Kaiser, Illinois
6. Susan Kannarr, Kansas
7. Othni Lathram, Alabama
8. Sabrina Lewellen, Arkansas
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<td>Director of State Services</td>
<td>288,504</td>
<td>243,364</td>
<td>28,103</td>
</tr>
<tr>
<td><strong>Division Totals</strong></td>
<td><strong>1,763,081</strong></td>
<td><strong>1,121,052</strong></td>
<td><strong>41,002</strong></td>
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<tr>
<td>Fiscal Affairs</td>
<td>257,213</td>
<td>156,625</td>
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<tr>
<td>Criminal Justice</td>
<td>204,323</td>
<td>149,851</td>
<td>9,313</td>
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<tr>
<td>Environment, Energy &amp; Transportation</td>
<td>210,503</td>
<td>141,171</td>
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<td>195,529</td>
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<tr>
<td>Health Services</td>
<td>214,802</td>
<td>57,538</td>
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<tr>
<td>Employment, Labor &amp; Retirement</td>
<td>154,966</td>
<td>99,877</td>
<td>(8,092)</td>
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<td>17,023</td>
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<td>Director of State Policy Research</td>
<td>365,177</td>
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<td><strong>1,121,052</strong></td>
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</tr>
<tr>
<td>Fiscal Affairs</td>
<td>751,974</td>
<td>447,214</td>
<td>51,448</td>
</tr>
<tr>
<td>Legislative Staff Services</td>
<td>697,009</td>
<td>508,567</td>
<td>60,290</td>
</tr>
<tr>
<td>PSA PDS Meetings</td>
<td>474,402</td>
<td>467,121</td>
<td>-</td>
</tr>
<tr>
<td>Center on Legislative Strengthening</td>
<td>413,574</td>
<td>269,293</td>
<td>34,657</td>
</tr>
<tr>
<td>Director of State Services</td>
<td>288,504</td>
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</tr>
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<td>474,402</td>
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<td><strong>1,763,081</strong></td>
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</tr>
<tr>
<td><strong>Division Totals</strong></td>
<td><strong>1,763,081</strong></td>
<td><strong>1,121,052</strong></td>
<td><strong>41,002</strong></td>
</tr>
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### National Conference of State Legislatures

#### General Fund

**Revenues and Expenses by Conference Program**

**For the Period Ending 4/30/2020**

<table>
<thead>
<tr>
<th>FY'20 AMENDED</th>
<th>YTD March'20</th>
<th>April'20</th>
<th>YTD April'20</th>
<th>YTD PERCENT</th>
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</thead>
<tbody>
<tr>
<td>BUDGET</td>
<td>ACTUAL</td>
<td>ACTUAL</td>
<td>ACTUAL</td>
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#### Leadership & International

<table>
<thead>
<tr>
<th></th>
<th>FY'20 AMENDED</th>
<th>YTD March'20</th>
<th>April'20</th>
<th>YTD April'20</th>
<th>YTD PERCENT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>424,962</td>
<td>366,193</td>
<td>60,466</td>
<td>426,659</td>
<td>100.4%</td>
</tr>
<tr>
<td>International Programs</td>
<td>411,093</td>
<td>304,061</td>
<td>77,432</td>
<td>381,493</td>
<td>92.5%</td>
</tr>
<tr>
<td>Leaders' Center &amp; Legislative Training</td>
<td>124,869</td>
<td>62,132</td>
<td>7,034</td>
<td>68,166</td>
<td>71.2%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>836,055</strong></td>
<td><strong>670,255</strong></td>
<td><strong>117,898</strong></td>
<td><strong>798,055</strong></td>
<td><strong>95.7%</strong></td>
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</table>

#### Executive Management

<table>
<thead>
<tr>
<th></th>
<th>FY'20 AMENDED</th>
<th>YTD March'20</th>
<th>April'20</th>
<th>YTD April'20</th>
<th>YTD PERCENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of Executive Director</td>
<td>808,453</td>
<td>541,820</td>
<td>53,818</td>
<td>595,638</td>
<td>73.7%</td>
</tr>
<tr>
<td>Officers &amp; Executive Committee</td>
<td>278,800</td>
<td>210,659</td>
<td>10</td>
<td>210,669</td>
<td>75.6%</td>
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<tr>
<td><strong>Division Totals</strong></td>
<td><strong>1,087,253</strong></td>
<td><strong>752,480</strong></td>
<td><strong>53,827</strong></td>
<td><strong>806,307</strong></td>
<td><strong>74.2%</strong></td>
</tr>
</tbody>
</table>

#### Operations

<table>
<thead>
<tr>
<th></th>
<th>FY'20 AMENDED</th>
<th>YTD March'20</th>
<th>April'20</th>
<th>YTD April'20</th>
<th>YTD PERCENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Services</td>
<td>150,562</td>
<td>103,542</td>
<td>4,274</td>
<td>107,817</td>
<td>71.6%</td>
</tr>
<tr>
<td>Information Technology/Online Services</td>
<td>1,872,808</td>
<td>1,367,256</td>
<td>172,853</td>
<td>1,540,109</td>
<td>82.2%</td>
</tr>
<tr>
<td>Building Operating Account</td>
<td>1,252,116</td>
<td>815,495</td>
<td>83,422</td>
<td>898,917</td>
<td>71.8%</td>
</tr>
<tr>
<td>Director of Operations</td>
<td>558,423</td>
<td>511,423</td>
<td>63,956</td>
<td>575,379</td>
<td>103.0%</td>
</tr>
<tr>
<td>Professional Development</td>
<td>90,000</td>
<td>24,115</td>
<td>40,000</td>
<td>64,115</td>
<td>71.2%</td>
</tr>
<tr>
<td>Travel Services</td>
<td>19,362</td>
<td>6,561</td>
<td>1,590</td>
<td>8,151</td>
<td>42.1%</td>
</tr>
<tr>
<td><strong>Division Totals</strong></td>
<td><strong>3,943,271</strong></td>
<td><strong>2,828,391</strong></td>
<td><strong>366,095</strong></td>
<td><strong>3,194,487</strong></td>
<td><strong>81.0%</strong></td>
</tr>
</tbody>
</table>

#### Finance & Accounting

<table>
<thead>
<tr>
<th></th>
<th>FY'20 AMENDED</th>
<th>YTD March'20</th>
<th>April'20</th>
<th>YTD April'20</th>
<th>YTD PERCENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finance &amp; Accounting</td>
<td>1,481,068</td>
<td>979,236</td>
<td>105,937</td>
<td>1,085,173</td>
<td>73.3%</td>
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</table>

#### State-Federal Relations

<table>
<thead>
<tr>
<th></th>
<th>FY'20 AMENDED</th>
<th>YTD March'20</th>
<th>April'20</th>
<th>YTD April'20</th>
<th>YTD PERCENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal and Government Affairs</td>
<td>937,022</td>
<td>804,682</td>
<td>83,545</td>
<td>888,227</td>
<td>94.8%</td>
</tr>
<tr>
<td>Human Services</td>
<td>650,333</td>
<td>315,046</td>
<td>61,058</td>
<td>376,104</td>
<td>57.8%</td>
</tr>
<tr>
<td>Director of State-Federal Relations</td>
<td>1,397,114</td>
<td>1,035,148</td>
<td>132,692</td>
<td>1,167,841</td>
<td>83.6%</td>
</tr>
<tr>
<td><strong>Division Totals</strong></td>
<td><strong>2,984,469</strong></td>
<td><strong>2,154,877</strong></td>
<td><strong>277,295</strong></td>
<td><strong>2,432,172</strong></td>
<td><strong>81.5%</strong></td>
</tr>
</tbody>
</table>

#### Merit Pool

<table>
<thead>
<tr>
<th></th>
<th>FY'20 AMENDED</th>
<th>YTD March'20</th>
<th>April'20</th>
<th>YTD April'20</th>
<th>YTD PERCENT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

#### Total Expenditures

<table>
<thead>
<tr>
<th></th>
<th>FY'20 AMENDED</th>
<th>YTD March'20</th>
<th>April'20</th>
<th>YTD April'20</th>
<th>YTD PERCENT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>20,325,763</td>
<td>15,124,018</td>
<td>1,612,165</td>
<td>16,736,183</td>
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</tbody>
</table>

#### Revenue Over Expenditures

<table>
<thead>
<tr>
<th></th>
<th>FY'20 AMENDED</th>
<th>YTD March'20</th>
<th>April'20</th>
<th>YTD April'20</th>
<th>YTD PERCENT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$ 939,111</td>
<td>2,344,725</td>
<td>(924,909)</td>
<td>1,419,817</td>
<td>n/m</td>
</tr>
<tr>
<td>Division</td>
<td>FY2020 Actual</td>
<td>FY2020 Request</td>
<td>FY2021 PROJECTED</td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>---------------</td>
<td>----------------</td>
<td>------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Revenue</td>
<td>$11,001,555</td>
<td>$11,001,555</td>
<td>$10,988,336</td>
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<tr>
<td>Total Expense</td>
<td>$7,960,324</td>
<td>$7,979,513</td>
<td>$7,979,513</td>
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<tr>
<td>NCSL GENERAL FUND</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY2020</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NCSL Capitol Forum</td>
<td>1,851,234</td>
<td>2,164,874</td>
<td>2,164,874</td>
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</tr>
<tr>
<td>Legislative Summit</td>
<td>1,400,969</td>
<td>1,971,950</td>
<td>1,971,950</td>
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<tr>
<td>Outreach and Communications</td>
<td>2,555,616</td>
<td>2,526,462</td>
<td>2,526,462</td>
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<tr>
<td>Miscellaneous</td>
<td>1,220,179</td>
<td>2,043,981</td>
<td>2,043,981</td>
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<tr>
<td>Total Revenue</td>
<td>$19,122,084</td>
<td>$20,871,335</td>
<td>$20,871,335</td>
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<tr>
<td>FY2021</td>
<td></td>
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</tr>
<tr>
<td>NCSL Capitol Forum</td>
<td>2,164,874</td>
<td>3,505,105</td>
<td>3,513,405</td>
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<tr>
<td>Legislative Summit</td>
<td>1,971,950</td>
<td>2,780,081</td>
<td>2,780,081</td>
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<tr>
<td>Outreach and Communications</td>
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<td>2,760,000</td>
<td>2,760,000</td>
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<tr>
<td>Miscellaneous</td>
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<td>Total Revenue</td>
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<td>$9,623,458</td>
<td>$9,623,458</td>
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<td>Division</td>
<td>FY2019 ACTUAL</td>
<td>FY2020 REQUEST</td>
<td>FY2020 AMENDED</td>
<td>FY2020 PROJECTED</td>
<td>FY2021 REQUEST</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>---------------</td>
<td>----------------</td>
<td>----------------</td>
<td>------------------</td>
<td>----------------</td>
</tr>
<tr>
<td><strong>Leadership &amp; International</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leaders Services and Legislative Training</td>
<td>304,629</td>
<td>364,430</td>
<td>424,962</td>
<td>363,248</td>
<td>219,518</td>
</tr>
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<td>International Program</td>
<td>313,764</td>
<td>373,405</td>
<td>411,093</td>
<td>426,659</td>
<td>213,325</td>
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<tr>
<td><strong>Division Total</strong></td>
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<td>$737,836</td>
<td>$836,055</td>
<td>$789,907</td>
<td>$240,843</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>Officers and Executive Committee</td>
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<td>278,800</td>
<td>278,800</td>
<td>215,669</td>
<td>186,000</td>
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<td>Office of Executive Director</td>
<td>919,294</td>
<td>960,035</td>
<td>827,815</td>
<td>711,830</td>
<td>690,691</td>
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<td><strong>Division Total</strong></td>
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<td>$1,238,835</td>
<td>$1,106,615</td>
<td>$927,499</td>
<td>$876,691</td>
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<tr>
<td><strong>Operations</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Central Services</td>
<td>165,633</td>
<td>149,238</td>
<td>150,562</td>
<td>116,365</td>
<td>149,579</td>
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<td>Information Technology</td>
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<td>1,841,276</td>
<td>1,872,808</td>
<td>1,900,501</td>
<td>1,888,710</td>
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<td>1,241,832</td>
<td>1,252,116</td>
<td>1,070,467</td>
<td>1,037,959</td>
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<tr>
<td>Professional Development &amp; Travel</td>
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<td>90,000</td>
<td>90,000</td>
<td>155,445</td>
<td>20,000</td>
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<td>Director of Operations and Human Resources</td>
<td>951,490</td>
<td>744,501</td>
<td>558,423</td>
<td>711,890</td>
<td>668,514</td>
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<tr>
<td><strong>Division Total</strong></td>
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<td>$3,923,909</td>
<td>$3,954,667</td>
<td>$3,764,762</td>
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<tr>
<td><strong>Finance &amp; Accounting</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finance and Accounting</td>
<td>1,221,115</td>
<td>1,358,768</td>
<td>1,481,069</td>
<td>1,313,938</td>
<td>1,142,875</td>
</tr>
<tr>
<td><strong>State Federal Relations</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Director of State Federal Relations</td>
<td>3,150,607</td>
<td>3,050,817</td>
<td>2,984,469</td>
<td>3,031,448</td>
<td>2,591,356</td>
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<tr>
<td><strong>Total Expense before Adjustments</strong></td>
<td>21,341,462</td>
<td>22,937,834</td>
<td>23,923,962</td>
<td>23,004,847</td>
<td>15,735,125</td>
</tr>
<tr>
<td>Merit Pool FY2020</td>
<td>348,072</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td><strong>Total General Fund Expense</strong></td>
<td>19,123,498</td>
<td>20,323,855</td>
<td>20,325,763</td>
<td>19,751,658</td>
<td>15,735,125</td>
</tr>
<tr>
<td><strong>Revenue over Expense - General Fund</strong></td>
<td>$ (1,141)</td>
<td>$43,280</td>
<td>$939,111</td>
<td>$851,666</td>
<td>$44,394</td>
</tr>
<tr>
<td>Grants &amp; Contracts</td>
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<td>14,208,671</td>
<td>14,208,671</td>
<td>14,208,671</td>
<td>15,757,000</td>
</tr>
<tr>
<td><strong>Total Expenditures - All Funds</strong></td>
<td>$34,963,268</td>
<td>$34,532,525</td>
<td>$34,534,434</td>
<td>$33,960,329</td>
<td>$31,492,125</td>
</tr>
</tbody>
</table>
1. Welcome and Introductions

2. Grants and Contracts
   • Approval of Grants

3. Communications Report
   • COVID-19 Report

4. Legislative Summit
   • Update of Future Meetings
   • Update on Online Events

5. NCSL Newsletter Update

6. Other Business
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.

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6. Steve Pike, Virginia
7. Connie Ridley, Tennessee
8. Anne Sappenfield, Wisconsin
9. John Snyder, Kentucky
LIVING ROOM TOWN HALLS
The NCSL Public Affairs team created a new communication tool this year, branded NCSL Living Room Town Hall. The team hosted six live discussions on state responses to COVID-19, reaching approximately 150,000 people across our platforms. In total, these videos have been viewed for 2,800 minutes (or 46 hours) and have seen nearly 1,350 direct engagements (likes, comments, shares and link clicks). One of our recent guests was NCSL Staff Chair Martha Wigton, director of the Georgia House Budget and Research Offices.

MEDIA MENTIONS SET NCSL RECORD
During this reporting period, (as seen by the chart on the left) NCSL was cited in the media more than 22,000 times. The number includes both print and broadcast.

In terms of reach, a potential 27.9 million people saw NCSL’s content mentioned by the media. Reach is the number of people in the media market that will likely be exposed to one spot. Both of these numbers are record-breaking compared to the same time in previous years.

Forty-six percent of people see NCSL information through online platforms (includes news sites, searches, etc.).
SOCIAL MEDIA

This graph representing our Twitter traffic reflects NCSL’s “potential impressions” of 42.2 million—an estimate of accounts reached by our digital content—over this quarterly period. Despite office closures, NCSL’s Twitter account saw an average increase from 2 million to 4 million accounts reached between March 15 and April 30. In addition, this quarter, NCSL gained nearly 1,000 account followers and earned 13,500 direct engagements (likes, comments, shares, link clicks).

Followers: 23,444  
Potential Impressions: 42.2M  
Direct Engagements: 13.5M

The NCSL state-federal team (#NCSLinDC) delivered a breaking provisions summary, reaching more than 650,000 people, the week Congress voted on the CARES Act. During the reporting period, the hashtag earned 1.9 million impressions.

This graph reflects NCSL’s “post reach” of 6,800 on Facebook—the number of accounts our digital content reached—over this quarterly period. Despite office closures, NCSL’s Facebook page saw an average increase of 500 to 1,000 accounts reached between March 15 and April 30. In addition, this quarter, NCSL gained more than 500 account followers and earned 3,400 direct engagements (likes, comments, shares, link clicks).

Followers: 9,378  
Organic Reach: 6,810  
Direct Engagements: 3.4K
“OUR AMERICAN STATES” PODCAST

Since January, NCSL has produced 15 “Our American States” podcasts, including two special episodes of the “Building Democracy” series. In March, due to the impact of COVID-19, we altered plans and sought to address many of the pressing issues associated with the pandemic. More than 2,000 people subscribe to “Our American States.” So far this year, the podcasts have been downloaded more than 12,000 times. There have been 86,483 all-time downloads.

NCSL BLOG

Number of blogs: 157
Blog pageviews: 170,406
Four most popular blogs based on pageviews:

- Cares Act Gives State Education Funding Flexibility in Wake of COVID-19 13,919
- Coronavirus: A Federal and State Rundown 7,422
- Veterans by the Numbers 5,804
- Pros and Cons of Allowing Guns in Schools 3,179

WEBSITE

During the reporting period, visits to the NCSL website were 7,028,161 and pageviews totaled 9,127,955.

MEETINGS

Since the beginning of the pandemic in March, NCSL has produced 39 webinars reaching 5,643 attendees. All webinars were also posted on YouTube and were viewed an additional 4,750 times. NCSL staff has held more than 100 Zoom calls during this time.

More than 35 meetings have been canceled due to COVID-19, including the 2020 Legislative Summit that had been scheduled for Indianapolis in August. The meetings team negotiated no cancellation charges for all those events, saving an estimated $675,000.
SUMMARY OF COVID-19 COMMUNICATIONS AND IMPACT
March-May, 2020

Website

The entire collection of NCSL’s COVID-19 resources has been viewed more than 1.8 million times, and we’ve had pageviews from all 50 states.

Peaks in activity occurred during the weeks of March 16, with 362,883 views, and March 23, with 386,155 views.

The top five documents viewed:
1. State Quarantine and Isolation Statutes 645,479 views
2. State Action on Coronavirus (COVID-19) 471,705 views
3. COVID-19 Stimulus Bill: What It Means for States 224,778 views
4. COVID-19: Occupational Licensing During Public Emergencies 57,694 views
5. NCSL Coronavirus (COVID-19) Resources for States 55,801 views

Webinars

Total registrants for COVID-19-related webinars: 3,009

Blog

Number of COVID-19-related blog posts: 75

Top two blog posts based on pageviews:
1. CARES Act Gives State Education Funding Flexibility in Wake of COVID-19 13,919 views
2. Coronavirus: A Federal and State Rundown 7,422 views
Newsletters

NCSL’s 10 COVID-19 email updates had an average open rate of 34.7% and an average click rate of 3.8% (both far above industry standards).

NCSL outhustled most news organizations the night the U.S. Senate passed the big stimulus bill. Our in-depth summary of the bill, and what it meant for states, was in our members’ inboxes even before CNN, Fox News, Politico and other news outlets shared their high-level alerts. Consequently, our webpage had tens of thousands of visits the next day.

Podcast

NCSL produced 10 COVID-19 podcasts, shown here ranked by number of downloads:

1. COVID-19: Continuity of State Government and Elections
   832 downloads
2. COVID-19: State Public Health and Fiscal Responses
   780 downloads
3. COVID-19: Communicating in a Crisis
   689 downloads
4. COVID-19: State and Federal Responses to Education and Child Care
   766 downloads
5. COVID-19: Health Care in Rural America
   743 downloads
6. COVID-19: Feeding Kids During the Pandemic
   696 downloads
7. COVID-19: Update From NCSL's Executive Director
   605 downloads
8. Readiness and Resilience
   617 downloads
9. COVID-19: Coronavirus Modeling and Reopening the Economy
   584 downloads
10. COVID-19: Campaigning and Voting Amid a Pandemic
    353 downloads

Note: We assume that 40% of potential listeners are downloading the podcast and 60% are streaming. In the above numbers, for example, we assume a total potential audience for the “Continuity of State Government and Elections” podcast at just over 2,000, including downloads and streaming.

State Legislatures Magazine

State Legislature’s 19-page cover package on the COVID-19 pandemic contains stories on how legislatures have responded to the crisis—which of them adjourned early, met remotely, passed COVID-19-related legislation, dipped into rainy day funds and more. It includes summaries of how the virus has affected several important policy areas and introduces us to 10 heroes among us: legislators who also work in health care and have become vital in their states’ battles against the virus. We cover concerns about upcoming elections and what’s being done to protect the process; the ways policymakers are using data and research to counter misinformation about the pandemic; and several issues, including price gouging and the loss of statehouse reporters, that have been exacerbated by the crisis.

The latest web statistics show that readers have responded enthusiastically: Total pageviews for this special issue from May 4 to 29 are at 5,294 and counting.
A new effort is the “NCSL Living Room Town Hall,” a live broadcast inviting NCSL staff—Wendy Underhill and Susan Frederick—to discuss state-specific actions and legislation by policy area related to COVID-19.

To date, NCSL has hosted seven live broadcasts reaching more than 150,000 people across our platforms:

- **Military and Veteran Affairs**  
  Program: Energy, Environment and Transportation  
  Labor and Economic Development Committee

- **Elections**  
  Program: Elections

- **Legislative Operations**  
  Program: Center for Legislative Strengthening

- **Legislative Staff**  
  Program: LSCC

- **Health**  
  Program: Health  
  State-Federal: Health and Human Services Committee

- **Fiscal Affairs**  
  Program: Fiscal Affairs  
  State-Federal: Budget and Fiscal Affairs Committee

- **Public and Higher Education**  
  Program: Education  
  State-Federal: Education Committee

**Fiscal Affairs**  
Program: Fiscal Affairs

**Labor and Unemployment**  
Program: Labor

**Education**  
State-Federal: Education Committee

**Legislative Staff**  
Program: LSCC

**Criminal Justice**  
Program: Criminal Justice

**Human Services**  
State Federal: Health and Human Services Committee

**Health**  
Program: Health | State-Federal: Health and Human Services Committee

**Legislative Operations**  
Center for Legislative Strengthening

**Elections**  
Program: Elections
NCSL GRANT SOLICITATION GUIDELINES

1. NCSL’s primary objective in fundraising is to pursue grants on issues that are important to legislators and staff. 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 and staff 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 and staff 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. **Providing State Legislators with Accurate Information on Vaccines**
   Source: Centers for Disease Control and Prevention
   Amount: $300,000
   Direct/Indirect Costs: $248,710 – Direct Costs; $51,290 – Indirect Costs (@ 45.14% of salaries)
   Description: NCSL will provide education and information to NCSL members through convenings, publications and legislative tracking. The content will include information on vaccines and COVID-19.
   Time Period: September 1, 2020 to July 31, 2021
   Deliverables: One virtual convening coordinated with NGA; one educational meeting convening in person or virtual with NCSL members; one database; and one policy brief.
   Submitted to EC: June 12, 2020

2. **Early Learning Fellows Advanced Learning Series and Other Program Improvements**
   Source: Buffett Early Childhood Fund
   Amount: $100,000
   Direct/Indirect Costs: $91,647 – Direct Costs; $8,353 – Indirect Costs (@ 15% of direct costs)
   Time Period: July 1, 2020 to June 30, 2021
   Deliverables: One Early Learning Fellows Alumni Program; NCSL Connect; and Early Learning Fellows – Level 1 program improvements.
   Reported to EC: June 12, 2020

3. **Building State Legislative Awareness of Competency-Based Postsecondary Education**
   Source: Western Governors University
   Amount: $100,000 – VERBAL CONFIRMATION, AWAITING PAPERWORK
   Direct/Indirect Costs: $90,911 – Direct Costs; $9,091 – Indirect Costs (@ 10% of direct costs)
   Description: Project and meeting for state legislators that highlight competency-based postsecondary options, including state policy opportunities and challenges.
   Time Period: October 1, 2020 to September 30, 2021
   Deliverables: One workshop; one LegisBrief; and one blog post.
   Submitted to EC: June 12, 2020
STATUS OF PREVIOUSLY APPROVED PROJECTS
Changes in status since the last reports are shown in BOLD CAPITALS.

4. Quad Caucus Legislators of Color
   Source: W.K. Kellogg Foundation
   Amount: $675,000 – STILL NEGOTIATING
   Direct/Indirect Costs: $654,750 – Direct Costs; $20,250 – Indirect Costs (@ 3% of direct costs)
   Description: This NCSL project will engage the Quad Caucus legislators of color to address issues of mutual concern and develop policy options around the needs in communities of color.
   Time Period: November 1, 2019 to August 31, 2022 – This will change if funded.
   Deliverables: One Quad Caucus Meeting; a legislative database; and sessions at the NCSL Legislative Summit.
   EC Approval Date: January 18, 2020

5. State Leadership to Prepare People for the Jobs of the Future: Helping State Policymakers Fuel Credential Transparency
   Source: Credential Engine
   Amount: $200,000 – FUNDED AT $50,000
   Direct/Indirect Costs: 45,454 Direct Costs; $4,546 Indirect Costs (@ 10% of direct costs)
   Description: Credential Engine is a non-profit whose mission is to bring about credential transparency. In collaboration with NCSL and other national organizations. Credential Engine will collaborate with NCSL and other organizations to provide education and technical assistance efforts to support state policymakers to integrate credential transparency into education and workforce development data and delivery strategies.
   Time Period: February 17, 2020 to February 16, 2021
   Deliverables: Two sessions at NCSL meetings, and two half-day workshops.
   EC Approval Date: October 12, 2019

6. Women in the Justice System
   Source: Coalition for Public Safety
   Amount: $100,000 – NOT FUNDED
   EC Approval Date: January 18, 2020
STATUS OF RENEWALS

7. **Strengthening Public Health Systems and Services**
   Source: Centers for Disease Control and Prevention (CDC)
   Amount: $1,133,000
   Direct/Indirect Costs: $959,103 – Direct Costs; $173,897 – Indirect Costs (@ 45.14% of salaries)
   Time Period: August 1, 2020 to July 31, 2021
   Deliverables: Six publications; four legislative tracking/webpages; seven meetings; and four webinars.
   Reported to EC: June 12, 2020

8. **Annie E. Casey 2020 Projects**
   Source: The Annie E. Casey Foundation
   Amount: $596,876 – **FUNDED at $596,876**
   Direct/Indirect Costs: $542,614 – Direct Costs; $54,262 – Indirect Costs (@ 10% of direct costs)
   Time Period: January 1, 2020 to June 30, 2021
   Deliverables: Virtual and in-person meetings, publications, and legislative databases around the topics of juvenile justice, child welfare, housing, student debt, family economic security and the Quad Caucus.
   Reported to EC: June 12, 2020

9. **Supporting Maternal and Child Health Innovation in States**
   Source: Health Resources and Services Administration
   Amount: $400,000 – **FUNDED at $400,000**
   Direct/Indirect Costs: $345,223 – Direct Costs; $54,777 – Indirect Costs (@ 45.14% of salaries)
   Time Period: May 1, 2020 to April 30, 2021
   Deliverables: One MCH Fellows Program; one legislative tracking database; one policy brief; and one LegisBrief.
   Reported to EC: June 12, 2020

10. **State Exchange on Employment and Disability**
    Source: Concepts, Inc. (subcontract on Department of Labor grant)
    Amount: $305,466
    Direct/Indirect Costs: $242,818 – Direct Costs; $62,648 – Indirect Costs (@ 45.14% of salaries)
    Time Period: June 22, 2020 to June 21, 2021
    Deliverables: Two virtual meetings; four reports; four webinars; one *State Legislatures* magazine article.
    Reported to EC: June 12, 2020
11. Legislative Education and Outreach on Energy Infrastructure, Resilience and Security
   Source: U.S. Department of Energy
   Amount: $130,000 – FUNDED at $100,000
   Direct/Indirect Costs: $75,872 – Direct Costs; $24,128 – Indirect Costs (@ 45.14% of salaries)
   Time Period: April 1, 2020 to September 30, 2020
   Deliverables: Training; webinar; four publications; and one legislative tracking database.
   Reported to EC: June 12, 2020

PROPOSALS UNDER $100,000

12. Educating State Legislators on Military Issues
   Source: U.S. Department of Defense
   Amount: $90,000 – FUNDED at $90,000
   Direct/Indirect Costs: $74,126 Direct Costs; $15,874 Indirect Costs (@ 45.14% of salaries)
   Description: NCSL continues working with the U.S. Department of Defense in educating state legislatures on military and veteran’s issues through support of the Military and Veterans Affairs Task Force, maintenance of a state legislation database and completion of informational documents on state policy issues affecting military-community relations and the well-being of service members and veterans.
   Time Period: April 1, 2020 to March 31, 2021
   Deliverables: Two task force meetings; one legislation database; four informational documents; and 12 military sustainment reports.
   Reported to EC: June 12, 2020

13. NCSL Agreement with the Nuclear Energy Institute
   Source: Nuclear Energy Institute
   Amount: $55,000 – FUNDED at $55,000
   Direct/Indirect Costs: $55,000 Direct Costs
   Description: The Nuclear Energy Institute, in partnership with NCSL, provides an annual sponsorship to support several energy-related programs. This includes an annual State Legislative Leaders Nuclear tour abroad, typically to France to examine the nuclear power industry in Europe’s largest nuclear generating country. Given the current restrictions on travel, this deliverable may be changed or extended to the following year.
   Time Period: January 1, 2020 to December 31, 2020
   Deliverables: One meeting.
   Reported to EC: June 12, 2020
14. Bainum School Mental Health Policy
Source: Bainum Family Foundation
Amount: $60,000 – FUNDED AT $60,000
Direct/Indirect Costs $53,880 Direct Costs; $6,120 Indirect Costs (@ 11.4% of direct costs)
Description: This grant is to engage state policymakers in informing, sharing feedback and education in support of the Bainum Family Foundation’s publication, *Addressing Comprehensive School Mental Health Systems, Guidance from the Field.*
Time Period: January 31, 2020 to June 30, 2021
Deliverables: One policy brief; one media publication; one webinar and one legislative tracking.
Reported to EC: June 12, 2020

15. State Policy Opportunities to Improve Oral Health
Source: DentaQuest Partnership for Oral Health Advancement
Amount: $52,000 – FUNDED AT $52,000
Direct/Indirect Costs $45,217 Direct Costs; $6,783 Indirect Costs (@ 15% of direct costs)
Description: NCSL will highlight effective policies and practices and share lessons learned among state decisionmakers.
Time Period: January 1, 2020 to December 31, 2020
Deliverables: Blogs, webinar, multi-media publication.
Reported to EC: June 12, 2020

16. Voting/Redistricting Policy Options for New Mexico
Source: Thornburg
Amount: $45,000 – FUNDED AT $45,000
Direct/Indirect Costs $40,500 Direct Costs; $4,500 Indirect Costs (@ 11.11% of direct costs)
Description: This project encapsulates three separate elements of a larger project on absentee voting, mail voting, voting-by-mail, and voting at home (broadly called “voting outside the polling place”) in New Mexico: (A) a New Mexico-specific white paper on voting outside the polling place; (B) a webinar on policy options for New Mexico legislators to consider as they prepare to hold the 2020 general election when a public health emergency may still be active; and (C) continued support for NCSL’s redistricting work leading up to next year’s redrawing of district boundaries in New Mexico.
Time Period: June 1, 2020 to March 31, 2021
Deliverables: One white paper on voting outside the polling place (VOPP); one webinar for New Mexico legislators on VOPP; one training for New Mexico reporters on redistricting; and one redistricting webinar for New Mexico legislators.
Reported to EC: June 12, 2020
17. Digital Campaign Ads and Campaign Finance Enforcement  
Source: Charles Koch Institute  
Amount: $30,000 – FUNDED AT $30,000  
Direct/Indirect Costs $27,274 Direct Costs; $2,726 Indirect Costs (@ 10% of direct costs)  
Description: This proposal includes two sessions and staff support to research and summarize campaign finance enforcement mechanisms across the states.  
Time Period: April 1, 2020 to October 31, 2020  
Deliverables: Two Legislative Summit sessions (renegotiating); and one research/webpage.  
Reported to EC: June 12, 2020

18. ARTBA Transportation Funding and P3s Meeting Assistance  
Source: American Road and Transportation Builders Association (ARTBA)  
Amount: $17,500 – FUNDED at $17,500  
Direct/Indirect Costs $16,893 Direct Costs; $607 Indirect Costs (@ 3.5% of direct costs)  
Description: NCSL will identify and facilitate the participation of 5 to 7 state lawmakers on two panels at ARTBA’s P3 conference and TIAC State & Local Workshop in July 2020. This is the sixth year NCSL has partnered with ARTBA for this purpose.  
Time Period: February 10, 2020 to June 30, 2021  
Deliverables: Organize two panels.  
Reported to EC: June 12, 2020

19. Educating Policymakers About Rare Diseases  
Source: Rare Access Action Project (RAAP)  
Amount: $10,000  
Description: NCSL will develop a webpage about rare diseases, including prevalence, treatment and policy options.  
Time Period: January 1, 2020 to December 31, 2020  
Deliverables: One webpage.  
Reported to EC: June 12, 2020

20. Public Health Immunizations Podcast  
Source: GlaxoSmithKline (GSK)  
Amount: $10,000  
Description: NCSL will produce a podcast and blog (or trends piece) on vaccines. NCSL staff will choose the speaker and develop questions.  
Time Period: May 22, 2020 to December 31, 2020
Deliverables: One podcast and one blog.
Reported to EC: June 12, 2020
This report provides highlights on NCSL activities in Washington, D.C., since the Jan. 18 Executive Committee meeting in Austin, Texas.

**COVID-19 RESPONSE**
NCSL continues to be a premier resource for state legislatures during the coronavirus (COVID-19) global pandemic. NCSL’s summary of the *Coronavirus Aid, Relief and Economic Security* (CARES) Act, which was made available within minutes of passing the Senate, has had close to a quarter million views, and in total, NCSL’s resources on COVID-19, federal actions and the state response, is nearing two million views.

NCSL has participated in 19 briefings on the federal response to COVID-19 for individual state chambers, legislative committees and caucuses. This does not include the Zoom discussions with fiscal, education, labor and workforce chairs, fiscal officers and NCSL committee members.
NCSL has been instrumental in working with the Treasury Department to provide states timely answers to the allowable uses of the Coronavirus Relief Fund. Earlier this month, NCSL also organized a White House briefing for legislative leaders that featured discussions with representatives from the White House Domestic Policy Council, Department of Justice, Centers for Medicare and Medicaid Services, and the U.S. Treasury.

As Congress works on the next round of coronavirus relief and recovery legislation, NCSL continues to advocate for $300 billion in flexible assistance for states. NCSL is also working to have included in the next COVID-19 package:

- An increase in the Federal Medical Assistance Program above the 6.2% provided in previous legislation.
- Funds for infrastructure (transportation, water, education and broadband).
- Elimination of federal disaster relief cost share requirements.
- Funding for state cybersecurity and IT needs.
- Funding for continued public health response efforts.

NCSL has also been working to ensure Congress clarifies that states qualify for a credit against payroll taxes for the mandatory requirement to provide sick and paid family leave established in the Families First Coronavirus Response Act. The credit is currently only available to private sector employers.

**NCSL SENDS LETTERS TO CENSUS BUREAU, CONGRESS TO SUPPORT STATES**

NCSL has been actively engaging with the U.S. Census Bureau and Congress regarding two issues: census delays and the impact on state redistricting and the bureau’s use of differential privacy as its statistical method for protecting individual data. More specifically, NCSL has requested the bureau engage on a state-by-state basis in meaningful and frequent consultation to work through concerns with delays, and provide an appropriate staggered roll-out of census data to states to accommodate state constitutional and statutory deadlines. At the same time, NCSL is urging the bureau to amend the differential privacy algorithm to provide states with total population at the block level. NCSL is also urging Congress to provide frequent and comprehensive oversight of bureau operations to ensure best practices and meaningful and frequent consultation with individual states on census collection activities.

**NCSL IN D.C. FLY-INS**

NCSL hosted its first virtual hill briefing on June 5 for select Senate staff. This briefing featured Senator W. Briggs Hopson III, chair of the Mississippi Senate Appropriations Committee and NCSL Executive Committee member Representative Marvin L. Abney, chair of the Rhode Island House Committee on Finance. Hopson and Abney discussed fiscal conditions in their states brought on by COVID-19 and the need for additional flexible funding for states in the next stimulus package.
In early March, New York Senator David Carlucci visited Washington, D.C., to help NCSL showcase state leadership in privacy and consumer protection. Carlucci met with both majority and minority staff from the Senate Commerce and House Energy and Commerce Committees, which have both released bills or proposed legislation on privacy. States have introduced hundreds of privacy bills in 2019 and 2020, including comprehensive and targeted legislation, as California’s Consumer Protection Act enters its first months of implementation. For more information on Senator Carlucci’s visit, read the NCSL blog.

OTHER
NCSL continues to work on reauthorization of both federal surface transportation (Fixing America’s Surface Transportation Act) and federal water infrastructure programs (Water Resources Development Act (WRDA)) as well as enacting permanent funding of the Land and Water Conservation Fund (LWCF) and prohibiting state preemption in regulating autonomous vehicles.

LETTERS AND COMMENTS TO CONGRESS AND THE ADMINISTRATION: JAN. 20- MAY 30, 2020
NCSL has submitted more than 20 letters to either Congress or the Trump administration since the last executive committee meeting. Although the majority are related to the federal response to COVID-19, the U.S. Census, WRDA, LWCF, broadband, affordable housing and the National Guard are also topics addressed.
MEMO TO: NCSL EXECUTIVE COMMITTEE
FROM: Speaker Mitzi Johnson, NCSL Foundation President
SUBJECT: Status Report as of June 1, 2020
DATE: June 12, 2020

## 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 May 22, the Foundation has raised $2,530,000 in unrestricted giving. This amount compares to $2,475,000 in unrestricted contributions at the same time last year.

We are pleased to report that we have 47 platinum sponsors. We have recruited four new platinum sponsors – Netflix, Online Lenders Alliance, Qualtrics and the State Government Affairs Council and three platinum upgrades—America’s Credit Unions, Google and Vistra Energy. We also have lost a handful of platinum sponsors during the pandemic – Ancestry.com, Ice Miller, Las Vegas Sands, Signify and Weedmaps.

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Since January 2020, the NCSL Foundation welcomed seven new gold sponsors and eight silver sponsors.

**Gold Sponsors**—Amazon, Catalyst, FedEx, goPuff, NEC Corporation of America, Pharmaceutical Care Management Association and Salesforce.


We have one new commitment: **CDIA** at the Gold level and one Gold Upgrade: **Johnson & Johnson**

### Fundraising Activities

The Foundation has continued to offer opportunities to bring value to renewing sponsors. Outreach efforts include:

**SGAC & NCSL Committee Director Luncheon, Wednesday, March 11**
We had 60 sponsors in attendance for the last in-person meeting prior to the coronavirus outbreak and stay at home orders.

Foundation staff called all platinum sponsors and board directors to check-in during the last two weeks of March after stay at home orders. Staff continue to reach out to sponsors regularly.

**Private Sector Board Call, Tuesday, May 19**
Foundation staff set up a zoom call to solicit ideas from the private sector directors on providing value for sponsors in light of the Legislative Summit cancellation and ongoing COVID-19 travel restrictions.

Foundation staff sent out weekly private sector resources and updated Sharing our Views webpage highlighting sponsor COVID-19 actions.

Internal efforts to promote Foundation sponsors on increased NCSL virtual convenings.

### Foundation Partnership

**Disaster Mitigation and Recovery Partnership**
The partnership has postponed its planned May meeting and has continued monthly steering committee calls. Regular briefings for the steering committee began this Winter after their last in person meeting in January. Since the COVID-19 pandemic arose, the group has pivoted to focus more heavily on COVID related disaster response issues.

Many thanks to our current partners: American Electric Power, the American Property Casualty Insurers Association, the American Society of Civil Engineers, Facebook, the International Code Council, the Pew Charitable Trusts and Wells Fargo.

### 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 reduced due to travel cuts and a hiring freeze.
### Platinum Sponsors

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### Gold Sponsors

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

Gold Sponsors continued on following page
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*Level based on total contributions—unrestricted and restricted   **In-kind contribution*
NCSL FOUNDATION
for State Legislatures

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Speaker of the House
Montpelier, Vermont

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

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Texas Legislative Council
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Mr. David Christian
National Beer Wholesalers Association
Alexandria, Virginia

The Honorable Dolores Gresham
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Speaker of the House
Honolulu, Hawaii

The Honorable Scott Bedke
Speaker of the House
Boise, Idaho

Mr. Rick Cimerman
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Spartanburg, South Carolina

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Sunset Advisory Commission
Texas

Ms. Jenn Stowe
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Mr. Joe Jaso
Mylan
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Mr. Jeff Thiebert
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Mr. Raul Burciaga
Director
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Salt Lake City, Utah

Mr. Gerard Dehmann
Walmart
Bentonville, Arkansas

The Honorable Greg Leding
State Representative
Little Rock, Arkansas

Mr. Chuck Truesdell
Legislative Research Commission
Frankfort, Kentucky

Mr. Raul Burciaga
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RELX Inc.
Alpharetta, Georgia

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BSA | The Software Alliance
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Mr. Anthony “Steve” Pike
Chief of Police
Virginia Capitol Police
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Ms. Lynn Butler
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Mr. Chris Riley
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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 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.

1) The legislator members shall be:
   a. The President;
   b. The Immediate Past President;
   c. The President-Elect;
   d. The Vice President;
   e. Twenty-seven at-large members;
   f. One ex officio member representing the state hosting the annual meeting at the time of that member’s election;
   g. Two ex officio members representing the states hosting the next two annual meetings;
   h. The Co-Chairs of the NCSL Standing Committees, who serve ex officio, appointed by the President and President-Elect; and
   i. Five ex officio members representing the Council of State Governments, including the Chair of the Council and one member or alternative member elected from each of the four regional conferences of the Council, as provided by Subsection (4) of Section 2.

2) The legislative staff members shall be:
   a. The Staff Chair;
b. The Staff Vice Chair;  
c. The Immediate Past Staff Chair;  
d. Sixteen at-large members; and  
e. The Staff Co-Chairs of the NCSL Standing Committees, who serve ex officio, appointed by the Staff Chair.  

3) Ex officio members are voting members of the Executive Committee, unless otherwise provided.  
4) 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-adoptions 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.

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 Meetings. 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.

B) 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.