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The Legislative Administrator is the official newsletter of the American Society of Legislative Clerks and Secretaries, an organization of the state legislative administrators and parliamentarians affiliated with the National Conference of State Legislatures.

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Virginia House of Delegates

George W. Bishop, Co-Vice Chair
Deputy Clerk
Virginia House of Delegates

Jeff Finch, Co-Vice Chair
Deputy Clerk
Virginia House of Delegates

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A special “Thank You” to all who submitted photographs, articles, and background material for inclusion in this edition. Your support is greatly appreciated.
Nothing could be finer than to be in Carolina for the meeting! What a great meeting we had in Wilmington, North Carolina. Congratulations and a special thanks to Denise Weeks and Janet Pruitt and their staff plus everyone else who helped make this an outstanding meeting. Over 400 members and guests were registered. The biggest yet! Also, thanks to Sally and the NCSL staff for their help with the meeting. This was my first trip to North Carolina and I plan to return to spend more time sightseeing and especially to spend more time on the beach.

I also want to thank Linda Hawker and the Program Development Committee for an exceptional program. The concurrent sessions and plenaries were excellent with a wide variety of topics and something for everyone. I am now convinced there will be life after the legislature, and with all the things I learned about nutrition, hopefully, I will be around to experience it.

Again, I must tell you what an honor and privilege it is to serve as your President this year. I am humbled by your belief and trust in me to lead this dynamic professional organization. We are the strongest and most effective staff section of NCSL. The Society has a long tradition of strong leadership with each bringing their own strengths and talents. I realize what an enormous responsibility I have as your President to follow those who have come before me. I will need your advice and knowledge to succeed.

This year I intend to encourage participation in the Society, preservation of the Society and communication within the Society. This is the only way we can continue to be a strong, respected and productive staff session. Again, I challenge all of you to get involved. Volunteer for a program, serve on a committee, offer new ideas, write an article for the Professional Journal or the Legislative Administrator. Make plans to attend the Legislative Staff Management Institute next summer. Attend the Executive Committee meetings. Communicate through your e-mail or the Listserv. I also would love to hear from you as members of the Society. Your comments and suggestions are very important to me and the Executive Committee and can be used to strengthen this organization and the legislatures we serve. We want to hear from you!

The Executive Committee got off to a good start with plenty of enthusiasm and new ideas for the coming year. A special thanks to Judy Hall, President-Elect; Diane Bell, Steve Arias, Elected Treasurer; Ann Cornwell, Secretary-Treasurer; Steve Arias, Elected Principal Member; Mike Linn, Elected Associate Member; Faye Blanton, Appointed Principal Member; Donna Doyle, Appointed Associate Member; Linda Hawker, Appointed Associate Member; Jim Harry, Immediate Past President; and Karl Lilly, Immediate Past Associate Vice President for committing their time and talents to the Society. I am also very excited about the committee leadership this year. These are listed later in the Legislative Administrator, and I extend my thanks to those who volunteered to serve on my team.

I have appointed two special committees charged with the historical preservation of the society through a photo montage and a separate register of all past clerks and secretaries of each state. In addition, there are two other special committees, the International Video Committee and the Archives Committee.

A special thanks to Betty King and the Mason’s Manual Revision Commission for their dedication and commitment to producing a quality product. Mason’s is at the printer and will be available in November.

ASLCS members are again involved with NCSL. Jim Harry and I will attend the Legislative Staff Coordinating Committee meetings this year. Ramona Kenady has recently been elected as Staff Vice Chair. John Phelps is the Immediate Past Staff Chair and Secretary/Treasurer of the NCSL Foundation. Susan Clarke Schaar and Carole Peterson are also members of the NCSL Executive Committee. Jo Ann Hedrick is Staff Vice Chair of the Legislative Effectiveness Committee and Anne Walker and Betty King serve on the NCSL Foundation.

Five principals -- Betty King of Texas, Joe Mayo of Maine, Francine Misasi of New York, Charlie Sanders of Wisconsin, Carolyn Tinkle of Indiana and two associates -- Sandy Harris and Susan Williams of Virginia plan to retire at the end of the year. Your contributions to the Society are greatly appreciated. We will miss all of you as active members but hope you will continue to attend our meetings.

Mark You Calendars
- Winter Meeting in Memphis, December 8-10
- Spring Meeting in Salt Lake City, April 20-22

Again I want to thank all of you for giving me this opportunity. We should be proud of this outstanding group and our past achievements, and I am looking forward to new challenges in the future. Success for this Society means trusting in one another, committing to excellence and, finally, showing you care. Together we can attain our goals.

Sincerely,
Pat Saville
President, ASLCS
Treasurer’s Report

September 9, 2000

Beginning Balance (from July 11, 2000 Treasurer's Report) $19,053.90

Receipts:

Membership dues received as of July 11, 2000

Associates 50.00

Subtotal 50.00

Other receipts:

Joe Mayo Family Fund 125.00

Subtotal 125.00

Total Receipts $175.00

Disbursements:

Key Bank (FDIC and Service Charges) 0.16

Florida Senate printing costs for Legislative Administrator (June 2000 Issue) 1,876.49

Airfare reimbursement for Canadian Clerks' meeting (Judy Hall) 813.20

Airfare reimbursement for ANOMAC (Carmela Bills) 598.62

Joe Mayo Family Fund Disbursement 340.00

Less Total Disbursements ($3,628.47)

Ending Balance General Account $15,600.43
EXECUTIVE COMMITTEE

JAT SAVILLE, KS
PRESIDENT

JUDY HALL, OH
PRESIDENT ELECT

ANN CORNWELL, AR
SECRETARY-TREASURER

DONNA DOYLE, WI
APPOINTED ASSOCIATE

MICHAEL LINN, MN
ELECTED ASSOCIATE

NORMAN MOORE, AZ
APPOINTED PRINCIPAL

JIM HARRY, IL
IMMEDIATE PAST PRESIDENT

STEVE ARIAS, NM
ELECTED PRINCIPAL

FAYE BLANTON, FL
APPOINTED PRINCIPAL

DANI BELL, FL
ASSOCIATE VICE-PRESIDENT

LINDA HAWKER, IL
APPOINTED ASSOCIATE

KARL LILLY, WV
IMMEDIATE PAST ASSOCIATE VICE-PRESIDENT
Call to Order

President Pat Saville called the meeting of the American Society of Legislative Clerks and Secretaries Executive Committee to order.

Quorum

Members present:

- Pat Saville, President
- Judy Hall, President Elect
- Ann Cornwell, Secretary-Treasurer
- Diane Bell, Associate Vice President
- Steve Arias, Elected Principal
- Michael Linn, Elected Associate
- Norman Moore, Appointed Principal
- Faye Blanton, Appointed Principal
- Linda Hawker, Appointed Associate
- Donna Doyle, Appointed Associate
- Jim Harry, Immediate Past President
- Karl Lilly, Immediate Past Associate Vice-President

A quorum was present.

NCSL Staff present:

- Sally Kittredge

President Saville introduced the newly appointed principal members of the executive committee. A motion was made by Judy Hall and seconded by Karl Lilly to approve the appointments of Norman Moore and Faye Blanton to the 2000-2001 Executive Committee. Motion carried by unanimous consent on voice vote.

President Saville introduced the newly appointed associate members of the executive committee. A motion was made by Mike Linn and seconded by Steve Arias to approve the appointments of Linda Hawker and Donna Doyle to the 2000-2001 Executive Committee. Motion carried by unanimous consent on voice vote.

Special Committees

President Saville announced the following Special Committees for the coming year:

Archives

- Mary Jo Mongelli, Nevada, Chairman

Photo Montage

- Faye Blanton, Florida, Chairman
- Donna Doyle, Wisconsin
- Pat Flahaven, Minnesota
- Susan Clarke Schaar, Virginia
- J. R. Radicchio, Colorado
- Pat O'Donnell, Nebraska
- Mike Linn, Minnesota
- Karl Lilly, West Virginia
- Linda Hawker, Illinois
- Al Mathiowetz, Minnesota

Past Principal Register

- Janet Jones, Kansas, Chairman
- Millie MacFarland, Maine, Vice-Chairman

International Video

- Denise Weeks, North Carolina, Chairman
- Jo Ann Hedrick, Delaware
- Carmela Bills, Virginia
- Laura Clemens, Ohio
Old Business

Australian Chapter of the Society of the Clerks-at-the-Table

A letter was presented to President Pat Saville from Russell D. Grove, representative of the Society of Clerks-at-the-Table requesting ASLCS join in partnership with them regarding a reciprocal agreement. The request is to have the registration waved for three (3) and cost of room for one (1) at the ASLCS Professional Development Seminar. This issue will be addressed at the winter meeting in Memphis, Tennessee.

Treasurer Audit

Discussion was continued from the previous Executive Committee on auditing the treasurer's books each year. The following standing order requesting an internal audit was presented:

"The incoming president shall appoint three (3) members to perform an internal audit of the treasurer's records from the previous year. The chair of the committee shall be the incoming secretary-treasurer."

Linda Hawker moved and Norman Moore seconded the recommendation to have the standing order adopted. Motion carried by unanimous consent on voice vote.

President Saville appointed Diane Bell and Norman Moore to serve on the Audit Committee with the Secretary-Treasurer, Ann Cornwell.

New Business

Standing Committee Reports

Site Selection

Burney Durham, on behalf of the Site Selection Committee, recommended to the Executive Committee that the 2003 American Society of Legislative Clerks and Secretaries Professional Development Seminar be held in Arizona.

Norman Moore made a presentation to the Executive Committee regarding the hosting of the 2003 American Society of Legislative Clerks and Secretaries Professional Development Seminar. Norman presented a letter from Brenda Burns, President of the Arizona Senate, and Jeff Groscost, Speaker of the Arizona House.

Judy Hall moved and Steve Arias seconded the recommendation to hold the 2003 American Society of Legislative Clerks and Secretaries Professional Development Seminar in Arizona. Motion carried by unanimous consent on voice vote.

Roster

Kristen Waid, Associate Vice Chair of the Roster Committee, made the recommendation that the American Society of Legislative Clerks and Secretaries purchase the Qwark software package for the roster and have the software program updated every three years. Faye Blanton moved to purchase the software package for the roster with a price of no more than $850.00 for the program. Jim Harry seconded the motion. Motion carried by unanimous consent on voice vote. The Executive Committee will further look at how often to update the software package.

Support Staff

Judy Burrows, Chair of Support Staff, reported her committee's desire to expand and update the job description database, adding principals, an organizational chart, and auxiliary functions i.e. intern programs.
Technology

Hogan Brown, Chair of Technology, asked for the Executive Committee's input regarding the Vendor Fair to be held at the Professional Development Seminar in Minnesota next year.

International Communication and Development Committee

Carmela Bills, Co-Chair of the International Communication and Development Committee recommended three additions to the ASLCS International Directory:

1. Add conference dates of ASLCS, ATELCA, Australian Society of Clerks-at-the-Table, Canadian Clerks-at-the-Table and ANOMAC in the back of the directory.
2. Add the language cheat sheet to the directory.
3. List the leadership of the committee with addresses in the directory.

Judy Hall moved and seconded by Diane Bell that the suggested changes be made to the International Directory. Motion carried by unanimous consent on voice vote.

Discussion followed concerning the possibility of ASLCS presenting a gift to ANOMAC in regard to their 5th year anniversary next year. The committee will report back to the Executive Committee in December with more information.

Other Business

ASLCS Professional Development Seminar Annual Meetings

A recommendation was made that an article be written for the Legislative Administrator outlining what registration and spouse fees cover. The Executive Committee will explore options of raising registration fees. Sally Kittredge of NCSL will present meeting budget options at the winter meeting.

Archives

A suggestion was made by Mike Linn to purchase for archives the 1990 and 2000 ASLCS group photos and subsequent group photos. The motion to purchase the 1990 and 2000 photos for archives was made by Mike Linn and seconded by Judy Hall. Motion carried by unanimous consent on voice vote. The discussion will continue at the winter meeting regarding the purchase of future group photos.

Pocket Guide

Faye Blanton volunteered again to print the Members' Pocket Guide.

Adjournment

Diane Bell moved that the Executive Committee be adjourned. Norman Moore seconded. Motion carried by unanimous consent on voice vote.

Respectfully submitted,
Ann Cornwell, (AR)
Secretary-Treasurer
By Judy Hall, Secretary of the Oregon Senate and ASLCS President-elect

I've always been fairly adventuresome and I love to travel, so when Jim Harry, Secretary of the Illinois Senate and President of ASLCS, asked me to attend the 2000 Canadian Clerks-at-the-Table meeting as his designee, I jumped at the opportunity.

The meeting was held in Yellowknife, the capitol of Northwest Territories, Canada. Yellowknife is the heart of the northern wilderness and the center of northern convenience, where outdoor recreation is a way of life. Located on the north shore of Great Slave Lake, the city offers a wide range of services and attractions such as boating, fishing, camping, hiking, bird watching, canoeing as well as walking and city tours.

A welcome reception was held on Wednesday night at the North Frontier Visitors Centre. It was fun to meet up with Jane and Flip Richards. Jane is the former Chief Clerk of the Arizona House and an honourary member of the Canadian Clerks-at-the-Table. Flip and Jane are long-time ASLCS friends and it was nice to have some "American support." I also had a chance to renew friendships with Canadian Clerks that I had met at our joint Canadian-American conferences, as well as to make new friends.

On Thursday morning, the conference was officially opened by The Honorable Anthony (Tony) Whitford, Speaker of the Northwest Territories and John Noel, Q.C., Association President.

The "business sessions" occurred each morning of the four-day conference and covered the subjects of:

- Security Issues Arising from Controversial Legislation;
- Current State of Report Stage in the House of Commons; and
- Issues and Implications of In Camera Meetings.

The meaning of the business sessions above were not clear to me until discussion began. "Human Rights Challenge..." was about prayer; the "Current State of Report Stage..." was about the volume of amendments; and "...In Camera Meetings" was about "closed meetings."

After the first business session, we toured the Legislative Assembly Building. The capitol building is very new compared to most of ours in the United States. Opened in November 1993, the building is the first permanent home for the Legislative Assembly since the late 1880s when the Council sat in Regina. The dome-covered, circular shape rises above the treethops and represents the nonpartisan consensus system of government and the cultural traditions of northern people. The Northwest Territories Legislative Assembly includes 19 members and in the consensus system all members are elected as independents.

The most important and spectacular room in the Legislative Assembly is the Chamber. The round shape of the chamber, as well as the committee meeting rooms and caucus rooms, represents the consensus system of government used in the Legislature and the cultural traditions of aboriginal people. In keeping
with Northwest Territories décor, a large polar bear rug adorns the floor of the Chamber and the Clerk's chair is covered in seal skin.

After our third business session, we were treated to a guided bus tour of the City of Yellowknife. We enjoyed the view of the city from a magnificent viewpoint and also as part of the tour, we visited a kennel that is home to "sled" dogs. Following the city tour, we all boarded a boat for a dinner cruise on the Great Slave Lake. Speaker Whitford accompanied us on the boat and provided an informative narrative of the sights.

After our fourth and fifth business sessions on Thursday, we were given the option of participating in the water sports of war canoes or kayaks. Being the "avid sportswoman," I opted for a leisurely tour of the Prince of Wales Northern Heritage Centre, the local museum that is just a short walk from the hotel. We all met later for dinner at the Department of National Defense Mess to relate stories of our adventures during the afternoon.

On Friday, we continued with the business sessions and it was at this time that I gave greetings from ASLCS President Jim Harry and presented John Noell, Clerk of the House of Assembly, Newfoundland, with a token of friendship from ASLCS. We once again had options for the afternoon activities and I chose the "Prelude to a Waterfall." We were transported by bus about 30 minutes outside of Yellowknife and then guided on a couple of very scenic hikes through the rural area. That evening, David Hamilton, Clerk of the Northwest Territories Assembly, graciously opened his home for a lovely garden party reception.

My final business session was on Saturday morning and those of us not included in the annual general meeting convened at Bullock's Bistro. We anxiously awaited our Canadian counterparts while sampling some of the local brew. After all had arrived and enjoyed a hearty lunch of seafood, we were asked by the establishment to autograph the ceiling! What a sight that must have been -- clerks from around the world standing on chairs immortalizing ourselves in felt pen!

That night we gathered together for our farewell dinner which featured local entertainment and the presentation of special awards to deserving members of the conference.

The Canadian Clerks made me feel like one of the family and I will have many fond memories: singing Irish songs at the Black Knight Pub led by John Sweetman, former Clerk of the House of Commons in the U.K.; socializing and getting better acquainted in the "communications centre" (better known to us as the hospitality room); and having dinner with a group of Canadian men who gave me the benefit of their vast knowledge of American actors and musicians who were really Canadians!

Thank you, David Hamilton and all your great staff, for your warm hospitality. I hope to see many of you again next year at our joint Canadian-American meeting in Ottawa, ay?
HOSTING THE ASLCS ANNUAL PROFESSIONAL DEVELOPMENT SEMINAR

Over the years, there have been many "expert hosts" that have utilized variations to the traditional host state guidelines. It is up to you, as a potential host, to tap the many resources in the Society and find the necessary and proper ingredients to create a successful conference experience. While most seminar expense is borne by NCSL through ASLCS registration fees, the host state is responsible for expenses incurred through extra social activities.

If your state is interested in hosting the ASLCS Annual Professional Development Seminar, the first step in the host state process is to discuss with and obtain permission from your leadership. Once this is obtained, place your state in consideration to the ASLCS Site Selection Committee. It is helpful to contact an organization such as a convention authority or Chamber of Commerce for assistance in providing brochures, filmstrips, etc., to use in presenting the bid to the Site Selection Committee. When preparing your bid for presentation to the Site Selection Committee include information such as: accessibility to the area, hotel accommodations available and prices, airlines serving the area, car rental information, and social activities and area attractions.

Once selected as the conference host, the host state may want to form a host state committee to coordinate such activities including sending letters to vendors/lobbyists, etc. regarding financial assistance; preparing invitation/announcement to ASLCS members; arranging airport transportation and/or providing information about car rentals, airport shuttles, and providing transportation for social events and or programs, i.e. trips to the Capitol; preparing follow-up invitation to ASLCS members giving details on probable weather, dress for social events, side trips, popular restaurants, shopping, sports, and entertainment in the area, and lining up volunteers to help with the host state gift bags, registration desk, hospitality suite, courtesy/information desk, social events, and airport and social event/program transportation.

Among the responsibilities of the host is to determine what type of social events they would like to host and develop an approximate host state budget. Establish the cost(s) of each of the events; prepare a preliminary budget to determine which events are affordable and how much money you will need to raise. In developing your budget, use estimates on the "high side"; i.e. for at least 300 people.

PROGRAM PLANNING

Program development for the annual meeting is the primary responsibility of the Society's Program Development Committee with assistance from our NCSL liaison. Typically, the process starts with the host state staff determining the nature of and timing for the major social events, since they too have a major impact on the agenda and budget planning. The previous year's program evaluations heavily influence the selection, by the Program Development Committee, of the next year's plenary and concurrent session program topics. Through this feedback and the input by the Program Development Committee membership, the program is selected.
The NCSL liaison works with the Program Development Committee in securing guest speakers for the management training and other plenary sessions. Once an agenda has been set, the NCSL staff will work with the Program Development Committee Chair to determine faculty needs. The NCSL staff will handle all faculty contacts and arrangements, if desired. All faculty requests for honorariums and the payment of expenses must be approved in writing by NCSL and the faculty person.

All parties, Program Development Committee, host state, and NCSL staff, then organize the social events and topics into a tentative agenda. Once an agenda has been set, NCSL, the host state, and the Program Development Committee works together in carrying out seminar plans.

**Logistical Support**

Logistical arrangements are handled on a cooperative basis between NCSL and the host state. Because such logistical details may consume an inordinate amount of time, it is advisable that NCSL have lead responsibility in this area to alleviate such headaches from the host state. However, since the host state has greater knowledge of local resources, vendors, and facilities, NCSL will in all instances consult with the host state on selection of vendors and arrangement of local functions.

Once a site has been selected for the annual conference, the NCSL staff will consult with the host state on hotel selection. Initial hotel contacts may be initiated by the host state, but NCSL must be involved early in the process of rate negotiation and reservation of functions and guestrooms. A minimum of two hotel proposals, if at all possible, should be obtained in order to enable NCSL to better negotiate a conference rate. All final hotel arrangements are coordinated by the NCSL liaison.

The arrangements for and the costs of a hospitality suite are the responsibility of the host state. The NCSL staff should review any hospitality suite logistics to ensure that they are incorporated into the final hotel logistical plan.

**Registration and Fees**

The NCSL staff handles all registration and may ask for host state assistance with registration. In addition to the delegate registration fee, a minimal registration fee is charged for spouses and guests. These fees cover actual costs to the seminar for meals and transportation. The following registration fee budget from the 2000 Wilmington, NC meeting provides insight into the items that are considered when setting the registration fee for delegates, spouses, and guests.

**Registration Fee Budget**

<table>
<thead>
<tr>
<th>Variable Expense Items</th>
<th>Budgeted Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCSL Travel</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>Faculty</td>
<td>1,340.00</td>
</tr>
<tr>
<td>International Guests</td>
<td>1,440.00</td>
</tr>
<tr>
<td>Host State</td>
<td>830.00</td>
</tr>
<tr>
<td>Faculty Honorarium</td>
<td>3,000.00</td>
</tr>
<tr>
<td>Printing/Postage</td>
<td>3,159.00</td>
</tr>
<tr>
<td>Audio Visual Equipment</td>
<td>1,800.00</td>
</tr>
<tr>
<td>Miscellaneous Supplies</td>
<td>2,375.00</td>
</tr>
<tr>
<td><strong>Total Fixed Costs</strong></td>
<td><strong>$16,944.00</strong></td>
</tr>
</tbody>
</table>
The initial per person cost is achieved by dividing the Budgeted Costs of the Fixed Expense Items by 210 delegates (est. minimum) which equals $80.69/per person. At this stage of budgeting, no spouse or guest figures are used in the calculation.

<table>
<thead>
<tr>
<th>Variable Expense Items</th>
<th>Budgeted Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting Materials</td>
<td>$800.80</td>
</tr>
<tr>
<td>Meals</td>
<td>26,075.40</td>
</tr>
<tr>
<td><strong>Total Variable Costs</strong></td>
<td><strong>$26,876.20</strong></td>
</tr>
</tbody>
</table>

A second per person cost is now achieved by dividing the Budgeted Costs of the Variable Expense Items by 260 attendees (210 est. delegates plus an est. minimum of 50 spouses and/or guests) which equals $103.37/per person.

To figure the total per delegate cost and the total per spouse and/or guest cost the following is calculated. The total per delegate cost is now derived by adding the $80.69 per delegate fixed cost fee plus the $103.37 variable cost fee [materials and meals] to equal $184.06 and is rounded up to $200. The total per spouse/guest cost is solely derived by the variable per person cost fee for meetings and meals of $103.37 and is rounded up to $110.

Thus, for the 2000 ASLCS annual meeting, the final per delegate fee was $200 and the final per spouse/guest fee was $110.

It is important to remember that each attendee's registration fee is intended to cover only the items contained within the Registration Fee Budget. In addition, the host state is responsible for various budgetary expenses that are not included in the registration fee of any delegate or spouse/guest. These items include a host state gift, operation of the hospitality suite, certain meals, and social events. The following details the host state budget from the Wilmington meeting that were provided and not covered by the registration fee but were dependent on ASLCS resources or outside funds.
**Host State Budget**

<table>
<thead>
<tr>
<th>Expense Items</th>
<th>Budgeted Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host State Gift</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Hospitality Suite</td>
<td>4,000.00</td>
</tr>
<tr>
<td>3 Continental Breakfasts</td>
<td>4,500.00</td>
</tr>
<tr>
<td>Executive Committee Lunch</td>
<td>1,000.00</td>
</tr>
<tr>
<td>Welcoming Reception</td>
<td>13,050.00</td>
</tr>
<tr>
<td>USS North Carolina Pig Pickin</td>
<td>8,760.00</td>
</tr>
<tr>
<td>Spouse Event</td>
<td>725.00</td>
</tr>
<tr>
<td>Shrimp-A-Roo</td>
<td>12,225.00</td>
</tr>
<tr>
<td>State Dinner Reception</td>
<td>4,000.00</td>
</tr>
<tr>
<td>Wine for State Dinner</td>
<td>2,000.00</td>
</tr>
<tr>
<td>Band for State Dinner</td>
<td>2,500.00</td>
</tr>
</tbody>
</table>

Total for Host State Events  $62,760.00

If you were to calculate the total per person cost for host state events this would be derived by dividing the total host state budgeted costs of $62,760 by 260 attendees (210 delegates and 50 spouse/guests as used above) which equals a cost of $241.39 per person. If this additional cost were added to each delegate and spouse/guest's registration fee the adjusted annual meeting registration fee would be $425.45 for each delegate and $344.76 for each spouse/guest.

As stated above, typically, registration fees do not cover all seminar costs; however, through private sector contributions and Society funding, the host state may be able to keep the registration fee down and still provide a full array of activities. NCSL recognizes this important work of the host state in securing outside funds for such things as hospitality rooms, transportation, and in some cases, sponsored meals or receptions. Generally, sponsors have been secured for certain receptions, lunches, and breakfasts.

The budget is the basis for establishing the registration fee. The NCSL staff will consult with the host state and members of the ASLCS Executive Committee when setting the registration fee. Once the fee is advertised in a seminar mailing, it will not be changed.

As a regularly scheduled NCSL seminar, the annual ASLCS conference must follow the necessary financial policies and procedures. Since the NCSL staff have been directed by the NCSL Executive Committee not to allow a seminar to incur a deficit under any circumstances, ASLCS and NCSL have agreed to build a $2,000.00 profit into the meeting budget. The ASLCS Executive Committee must approve the use of Society funds for any purpose.

It is hoped that this article will provide the basic information required for any state to host the ASLCS Annual Professional Development Seminar. The information contained in this article was taken from the Guidelines for Hosting the ASLCS Annual Professional Development Seminar Manual that was initially prepared in 1989 and revised by the 1997-1998 Special Host State Manual Committee. A copy of the complete manual may be obtained by contacting Sally Kittredge, NCSL Liaison to ASLCS, 303/830-2200 ext. 139.
INTERNATIONAL DELEGATION AT WILMINGTON, N.C.

By Carmela C. Bills, Co-Chair of the International Communication & Development Committee

It was quite an honor to have five participants from four different countries present at our Professional Development Seminar in Wilmington, North Carolina. They were Russell D. Grove, Clerk of the Legislative Assembly of New South Wales, Australia; Antonio Ayales Ésna, Secretary General of San José, Costa Rica and his wife, Fulvia Macías de Ayales; Jesus Alberto Terán Huerta, Clerk of the Legislative Assembly of the state of Michoacan, Mexico and his wife, Yvette Marco de Terán; Deborah Deller, Clerk Assistant of the Legislative Assembly and Executive Director of Legislative Services of Ontario, Canada; and Craig James, Clerk Assistant and Clerk of Committees of the Legislative Assembly of British Columbia, Canada.

We began the week with an informal discussion of the history and objectives of ASLCS with the International Delegation. We spoke at length about the differences between our political cultures; and also exchanged ideas regarding the legislative process.

This is the first year an International Delegation has participated as a panel at our seminars. The session was called "The Role of the International Clerk" and I was asked to serve as the moderator and translator for the panel. During the session, the International Clerks discussed their diverse functions and duties. Each spoke about their varying procedural tasks and administrative functions. Most striking were the differences in the process of becoming Clerk. In Costa Rica, the Clerk is a position filled by Civil Service and is therefore apolitical. In Mexico, the Speaker makes a recommendation to the Rules Committee, and the Rules Committee nominates a candidate and is then elected by the Legislative Assembly; the position is strongly political and the Clerk can be removed at any time. In Australia, the Clerk is appointed by an Executive Council, on recommendation of the Speaker. In Canada, the Clerk of the House is not a public servant. The Clerk is appointed by order of the Lieutenant-Governor-in-Council in most provincial jurisdictions.

The International Delegation, as a whole, was deeply interested in the sessions, which were relevant to their position and work. The seminar topics they found relative were Legislative Security of the 21st Century; Working with the Media; Ethics: More than Rules; Electronic Communication and Open Government; and even the Survival of the Fittest, which dealt with personal health and nutrition. The delegation was given a synopsis of the meetings along with other publications that could be perused at their disposal.

By the end of the seminar the International Delegation expressed delight in the week's proceedings and they also found the conference to be most useful and rewarding. Our guests were overwhelmed with the generosity and gracious hospitality shown to them by everyone with ASLCS, and they were most appreciative.

Members of the International Communication and Development Committee of ASLCS were very pleased to experience the opportunity to interact and learn more about our fellow professionals engaged in the legislative process. These experiences made us all proud of the relationship and bond that has been established between ASLCS and our international counterparts and which we hope these relationships will continue to thrive in the years to come.
The Maine House of Representatives paused during their final days of session last spring to honor their Clerk, Joe Mayo. Speaker of the House G. Steven Rowe of Portland presented the following Joint Resolution:

WHEREAS, Joseph W. Mayo has distinguished himself by his leadership and countless achievements in state and local politics and by his service to State Government, attaining the elected office of Representative from House District 80 in 1983, the elected office of House Majority Whip during the 114th and 115th Legislatures and the elected office of Clerk of the House as of October 1, 1992, where he has served during the 115th, 116th, 117th, 118th and 119th Legislatures; and

WHEREAS, Joseph W. Mayo's untiring devotion to politics and public service to the citizens of the State formally began when he was elected to serve out the term left vacant by the untimely death of his father, the Honorable James H. Mayo; and

WHEREAS, Joseph W. Mayo's dedication and commitment to representing his constituents earned him 5 consecutive terms as the State Representative for the citizens of the Thomaston area; and

WHEREAS, he earned a reputation as a tireless advocate for a modern corrections system, conservation and water quality protection and tax equity and as an outspoken supporter for his constituents and their issues; and

WHEREAS, well-known for his intellect and devotion to the legislative process, he is a leading parliamentarian in the State and Nation and a member of Mason's Manual Revision Commission, which is responsible for updating and editing Mason's Manual of Legislative Procedure used in state legislative chambers throughout this country; and

WHEREAS, Joseph W. Mayo has been cited numerous times for his outstanding accomplishments and efforts for the common good and betterment of others, and he is highly respected for his untiring devotion to his family, church and community; and

WHEREAS, always a team player, he is known by his colleagues for his good humor and quick wit; now, therefore, be it

RESOLVED: That We, the Members of the One Hundred and Nineteenth Legislature now assembled in the Second Regular Session, extend our heartfelt appreciation to Clerk of the House Joseph W. Mayo for his outstanding service to the citizens of Maine; and be it further

RESOLVED: That a suitable copy of this resolution, duly authenticated by the Secretary of State, be transmitted to Joseph W. Mayo, his wife Rebecca M. Wyke and their children James, William and Katherine as a tangible token of our appreciation.

On the record Speaker Rowe remarked, "He is a man who cares for and loves this institution that we call the Maine House of Representatives more than anyone I have ever known…. Colleagues of the House, Joe Mayo embodies all that is great about the Maine House of Representatives and Maine State Government. I know I speak for all of those, everyone in here when I say that. His professional sense of duty and purpose is unparalleled. His dedication and his loyalty to this institution, when I say this institution, not just the people that pass through this chamber, are total and complete."

Numerous House members followed Speaker Rowe in thanking Joe for his guidance, friendship, and dedication to the legislative institution. Joe was honored for his seventeen years of legislative service, which began in 1983 when he was elected to the House to fill the vacancy left by the untimely death of his father. After being elected Joe served ten years, four of those years in the capacity of House Majority Whip. Joe was elected Clerk of the House on October 1, 1992, in a special session of the legislature, a position he has held since.

The Governor of Maine, Angus S. King, Jr., the Chief Justice of the Supreme Judicial Court, Daniel E. Wathen, former Speakers' of the House, family members, and friends attended the ceremony. A reception was held in the rotunda following the adoption of the Joint Resolution. Later the same day the Senate invited the Clerk to attend their session where a similar ceremony was held.
The Clerk of the West Virginia House has been flying the friendly skies this past summer, first for a two-week visit to France, where he visited long-time friends in Paris, Chartres, Bailleau-le-Pin, La Rochelle, Montauban, Provence and Banyuls, a small town situated on the Mediterranean near the Spanish border. He also visited the wine Chateaux region, including Bordeaux and the medieval town of St. Emilion. Greg Gray, who lived in France and received his undergraduate degree from the Sorbonne, has maintained contact with his French friends over the past thirty years and was very pleased to find they are "aging about the same rate as I...." He pleasantly recounts tales of driving on the autoroutes in France, where there is a speed limit of 130 kph, or about 80 mph. "Nobody pays attention to the speed limit on open highways....I was driving back to Paris from the Riviera, a distance of about 540 miles, and I had to get back by 9 PM. I was doing 160 kph, or about 96 mph, and people were leaving me behind...." He also notes that the price of gasoline in this country doesn't seem so high by comparison. In France, he paid nearly $6.00 per gallon, around $85 to fill up his car, a mid-sized Peugeot.

But the real crown jewel to his overseas travel was being part of faculty to conduct workshops on parliamentary practice and procedure, and the American legislative concept. Four countries had earlier been part of a study tour of the United States, and had visited the United Nations in New York, the Legislature of New Jersey, the Legislature of West Virginia, and finally, the Congress. The countries of Senegal, Chad, Cameroon and Burkina Faso (formerly Upper Volta) were all represented in the United States study tour and the same participants were joined by members of the various parliaments which attended the workshop, which was conducted in French, the official language of each of the countries, a remnant of French colonial days. Their individual parliamentary systems are also squarely rooted in the French parliamentary system. Greg is quick to point out that in Burkina Faso alone, with 68 known spoken languages, one official language for the conduct of business is a necessity. "Can you imagine not being able to communicate with someone from a neighboring town in the United States? We have regional accents and expressions, but at least we can understand each other. A proficiency in French is not optional in conducting these workshops."

Another facet of African life which he notes is the "absolute amazing ambiance of Ouagadougou. Everyone is going somewhere, all the time. Daylight comes early, and the sun sets late. The people's rhythm is set by the rising sun. Folks will be on the street at 5:30 a.m., and there are thousands and thousands of motorbikes. No one drives to the right or to the left. They just drive, or steer, wherever they want. They hope folks will get out of their way."

Each of the countries which participated in the last phase of the workshop has embraced democracy as their chosen form of government. "One obstacle they all face is learning how to see outside the box, how to operate as an independent branch of government. But they are willing and eager, and are earnestly trying to mold their parliaments to be responsive to the needs of their individual countries." He hopes to continue to work with the individual parliaments, and envisions working in a more intense manner to assist them in developing procedures. "It is a great learning experience for me, as well. From the hills of West Virginia to the shores of....Africa..."
On the agenda of the Technology and Innovation Committee for the upcoming year is a charge presented by our president, Pat Saville. We have been asked to coordinate efforts to bring various vendors to the next Professional Development Seminar in Bloomington, MN for a "Vendor Fair." While past events have proven to be very helpful and informative, President Saville has asked us to do more than simply repeat prior programs unless, of course, previous approaches are determined to be what best suits the current interests of our Society. She has tasked our committee to be innovative in our approach and to consider adding vendors from fields or areas that have not previously had a presence at our meetings. The only thing that is definite is that Sunday afternoon, September 16, 2001, has been set aside as the time available for the vendors.

Since we just left Wilmington, this date may seem like a long way off but our committee would like your input now so that our winter and spring meeting planning discussions will be as productive as possible. We want this "Vendor Fair" to be responsive to the interests of the Society in both content and format. Obviously, we cannot be responsive to your needs without your individual input. Our committee would appreciate your thoughts on specific vendors that you have found to be competent and who could provide service coverage on a regional or national basis. If you have been frustrated in your attempts to find quality vendors in certain fields, please let me know. Perhaps through our committee discussions, we can find success stories from other states and in turn find vendors that can be of assistance to someone else. Even if it is not cost effective for a particular vendor to attend, it may be possible to have informational literature available in Minnesota from vendors with a proven track record that would prove helpful to a colleague.

A recent subject of the Listserv was the growing need for digital recording and archiving capabilities for chamber and committee proceedings and how this need is being addressed by various types of new software. I heard from several of you who were intrigued by the security system program in Wilmington. There may be others who would like to hear about security system installations or upgrades for our chambers and legislative office buildings that include card reader access to certain areas and sophisticated camera equipment linked to videotape, CD, or disc storage of what is being monitored. Other areas where consultants or vendors could demonstrate helpful solutions might include audio/visual systems, teleconferencing, or the integration of wireless devices into our legislative information systems through use of the Internet. I am sure there are many other areas that you have encountered and we look forward to hearing from you. No one wants to or will overlook chamber automation and voting system vendors and the new ideas they will want to bring to Bloomington. However, as we all realize, as new technologies develop, new demands and expectations are placed on us by our respective legislative bodies. The Innovation and Technology Committee would not be doing our job if we did not investigate expanding the opportunity for presentations, provided there is sufficient interest and time and space is available.

As to format, we also solicit your specific thoughts and comments. Some of what we may be able to do will be dictated by the available space and room layouts. We may never be able to cure the feeling "there never seems to be enough time," but our committee will make every effort to keep to a minimum the "I'm bored to tears, why can't at least one bus leave early" comments. We will strive to allow as much opportunity as possible for you to hear each vendor and we will try to be very strict on the time that is allocated for the "canned" part of their presentation.

Please send your thoughts or suggestions to me at whb@scsenate.org, call me at 803.212.6300 or write me at P. O. Box 142, Columbia, SC 29202. On behalf of the entire committee, I thank you for your input.
The Nevada Legislature will be using digital recording for all committee hearings (standing, subcommittee, etc.) and chamber floor sessions during the upcoming 2001 legislative session. We used the digital recording system on a trial basis in 1999 and were very impressed with it. Not only is it a clearer recording medium, the software was very user friendly. The vendor is FTR (For the Record) from Australia. Their U. S. headquarters is in Phoenix, Arizona. Their web address is: www.ftr.org.

We first thought of going digital prior to the 1997 legislative session. Our recording equipment was outdated and the cost of maintaining and repairing it was significant enough that we decided to look into replacing it all together with a digital system. Two companies approached us, one from Canada and FTR from Australia. Although the Canadian company's system was wonderful, it had enormous capabilities and was really too much for what we needed. Since our committee staff is part-time, we were looking for a system that was more streamlined to suit our needs.

When FTR first showed us their system, it was not what we were looking for. Shortly before the 1999 legislative session, FTR presented an improved system with which we were impressed. It was very user friendly and was embraced by both the computer literate and computer novices alike. The staff was able to offer input on ways to make the system less awkward and FTR incorporated those suggestions when perfecting the system.

After using the system on a trial basis in two standing committees in both the Senate and the Assembly, the legislature is getting ready to go fully digital in all committees for the 2001 Session. All the Senate's committee rooms are wired for digital capability and any subcommittees will also have use of the digital recording system.

With the digital recorder this next session, we will be using FTR's newly developed log-notes software program in our committee rooms (not in Chamber though). Log-notes software allows the recording secretary the opportunity to take an outline of the meeting electronically on the PC. Each time a secretary types in a notation and presses the return key, the software automatically tags the digitized audio recording at the exact time the return key was pressed. The secretary then has the opportunity to return to the log notes at a later time/date, double click on the log note of interest, and the software will position the playback on the exact spot in the recording where the note was identified. Notations do not necessarily need to be entered at the time they actually occurred in the hearing.

Additional log notes can be entered anytime, for example, when transcribing, while in the same hearing at a later time, etc. Once the minutes have been finalized, the entire electronic record (audio, log notes, minute report, and scanned exhibits) will be sent to the legislative research library. The librarian will be able to search for a specific notation (provided the secretary entered it). A list will be generated of each and every time the notation was identified in all committee hearings. (Of course, a committee secretary can do the same type of search.) The library staff will also have the ability to use the log-notes software and enter additional notes to a meeting if necessary.

We are not using the log notes program in the chamber because we have developed our own electronic note-taking program that works in conjunction with our legislative processing database. Our log note program for the Chamber is much more dynamic and interactive with our database. It has been designed specifically for Chamber use. Committees do not need this type of sophisticated log note program, as they do not need to be in communication with the database. The FTR product will work well for the committees' use.

"...THE LEGISLATURE IS GETTING READY TO GO FULLY DIGITAL IN ALL COMMITTEES FOR THE 2001 SESSION."
The host state committee to plan next year’s ASLCS Annual Professional Development Seminar being held in Bloomington, Minnesota, September 14-19, 2001, has been announced.

Members are Patrick E. Flahaven, Secretary of the Senate; Patrice Dworak, First Assistant Secretary of the Senate; Sven K. Lindquist, Senate Sergeant-at-Arms; Edward A. Burdick, Chief Clerk of the House; Albin "Al" A. Mathieowetz, First Assistant Chief Clerk of the House; and Gail C. Romanowski, Second Assistant Chief Clerk of the House.

Also appointed to the committee is Michael R. Linn, Third Assistant Secretary of the Senate, who is currently a member of the ASLCS Executive Committee.

Members of the host state group have been working diligently to assure a successful program next year and encourage Society members to attend the five day conference.
"HONORING THE PAST, MOVING TO THE FUTURE"

By Jeff Finch, Deputy Clerk, Virginia House of Delegates

In keeping with the ASLCS's 2000 conference theme, "Honoring the Past Moving to the Future," the Support Staff Committee sponsored a display of legislative items during the annual meeting that would tribute the developments of the legislative processes throughout the states.

In today's legislature, legislative staff realize that technology has and will continue to provide many new "gizmos and gadgets" that assist in operating more efficient and effective state legislatures. However, we couldn't have gotten where we are today without some of the old tried and true methods, processes, and products of the past. As we continue to work with ever-changing technology, we must take time to "honor our past."

So, staff were requested to head to their Capitol attics or their designated legislative storage area (we all have such a place) and find those items from the past that are boxed away for the never to be held legislative yard sale or are in the "we may need this next year" box, e.g. copies of old bills and calendar styles, bill stamps, bill shucks, journals, minutes, bill books, manuals, etc…. Items were selected that could best shed light on your varied processes or legislative products. These materials were collected and brought to Wilmington and made part of a very informative and reflective display.

Approximately half of the 99 legislative chambers participated in the display with many chambers bringing multiple items. All items were interesting and offered an interesting perspective on some of the former processes as well as historical events that have happened over the years. The following are examples of some of the items that were on display during the ASLCS conference:

**Minnesota House of Representatives**

Exhibited was an original rolled up printer's copy of the Minnesota "Journal of the House" for Monday, May 13, 1963. The 207 pages of cut and paste copy were prepared by the Journal Editor and picked up by the contract printer shortly after the House adjourned for the day. The commercial printer would compose the type with linotype equipment and deliver 1,000 printed copies by 8:00 a.m. the following morning for distribution by the Chief Clerk's Office. These 207 pages of original copy were converted into 101 pages of printed daily journal.

The Journal for the Minnesota House of Representatives is a record of all floor action. This roll of copy included among other things, reports of standing committees, amendments, introductions, messages and perforated roll call votes together with numerous instructions for the printer.

**Washington House of Representatives**

The famous Washington House's two-handed gavel was displayed. In 1979, the House of Representatives was split 49-49, and they had a two-handed gavel made for the Speakers to use for opening and closing session and when they were both on the rostrum. When the House of Representatives repeated the 49-49 in 1999, another two-handed gavel was commissioned for the opening and closing of daily sessions.
Michigan Senate

On display were the Journal Forms that represented the antiquated hand cut-n-paste method of compiling the Senate Journal. Standard equipment for session was a supply of forms, ballpoint pen, 8½ by 11 copy paper, scissors, and rubber cement. Bill titles and some amendments were cut from other Journals and pasted onto the appropriate forms. Roll call votes were conducted orally, and the hand-marked tally forms were pasted onto the appropriate Journal forms as well. Depending on the specific actions taken during session, the forms were modified by hand. Hard copy was delivered to the legislative Print Shop for typesetting and printing for next-day delivery. This cut-n-paste system was replaced in 1987 with an automated Journal composition system, where the Journal is now transmitted electronically to the Print Shop for printing, and typesetting has been eliminated.

South Carolina Senate

The South Carolina Senate brought an item known simply as "The Book." Before the advent of computerized recording of and access to bill history and bill status data bases, the Book provided a concise, readily available, complete and accurate record of all actions on any bill, House or Senate. The Book, in fact, contained far more detailed information about the actions on a bill than is currently available via the web.

Illinois Senate

Brought for display was a copy of an amendment in Abraham Lincoln's handwriting submitted by him February 17, 1841 and a copy of the first Senate Bill to become law in Illinois in 1819.

Nebraska Unicameral

Until 1937 Nebraska had a two-house system like the other 49 states. In 1934, voters adopted the amendment to establish a unicameral legislature and in January of 1937, the first Unicameral Legislature met. On display was a copy of the first Unicameral Legislative Journal.

Arizona Senate

A doorknob from the 1918 Capitol addition was available for viewing. There is a story that goes along with the doorknob. In the early eighties, the Attorney General's Office occupied the first floor offices of the 1918 Capitol addition while construction of a new office building was being completed. Once the construction was complete and the Attorney General's Office moved out of the 1918 Capitol addition, the doorknobs went with them. The Speaker of the House of Representatives noticed that the doorknobs were missing and placed a value of $2000 each on them. Magically the doorknobs reappeared in a box in the mensroom.

New Hampshire House

On display was a copy of a handwritten House Journal from 1790 giving resolution calling for a judicial impeachment, the roll call vote, the actual Articles of impeachment and that roll call vote. This was displayed next to a copy of the New Hampshire daily journals from this year on the same topic - the resolution asking for the investigation of the Chief Justice and the Articles as voted on July 12, 2000.
FRANCINE MISASI
Clerk of the Assembly
New York

Francine Misasi, Clerk of the Assembly for New York, is retiring after long service to the state.

Francine is a lifelong resident of New York State. Ms. Misasi’s career with the New York State Assembly consists of over twenty-five years of service in various capacities. She began her service as a Committee Clerk and in 1978 was appointed Chief Committee Clerk. In 1979 she was elevated by the Speaker to head the Office of Journal Operations - a position she held until her election in 1985 as Clerk of the Assembly. In 1999, pursuant to nomination by Speaker Silver, she was again re-elected to serve as Clerk of the Assembly for the 222nd Legislative Session.

During her tenure many new innovative technological changes were instituted assuring the Office of the Clerk’s ability to process legislation and to fulfill its constitutional responsibilities well into the 21st century marking the transition into the new millennium.

She has been a member of ASLCS for many years and has served as an elected member of the ASLCS Executive Committee, as Chair of the Committee on Membership, Information and Communications; and Vice-chair of Program Development.

In 1992 Francine hosted the 25th Anniversary Conference of ASLCS, which was held at the State Capitol in Albany, N.Y. The Society held its first conference at Albany in 1967 and this historic event commemorated the return to New York to celebrate its Silver Anniversary Conference.

Francine resides in Albany and has been active in community affairs, including cultural events and volunteer work for Cerebral Palsy and Muscular Dystrophy. She is a member of the Democratic Women of the Legislature.

BETTY KING
Secretary of the Senate
Texas

Texas Secretary of the Senate, Betty King, has announced after 53 years of legislative service, her retirement effective December 31, 2000. Betty was first elected Secretary of the Senate in 1977. Citing family reasons for her retirement, Betty has expressed a desire to spend more time with her husband, Bill, who has been in ill-health, and her two grandsons. She has been an invaluable member of the American Society of Legislative Clerks and Secretaries and was the recipient of both the Joseph A. Beek Distinguished Service Award and the Legislative Staff Achievement Award. A former president of the society and a longtime member of the Mason's Manual Revision Commission, Betty has served on the Executive Committee of NCSL and as NCSL staff chair, staff chair and vice-chair for the Assembly on the Legislature, and secretary-treasurer for the Foundation for State Legislatures. Although "the gracious lady of the Capitol" is stepping down from her Senate duties, she will continue to remain an active community leader in Austin.
Carolyn J. Tinkle, Principal Secretary of the Senate
Indiana

Carolyn J. Tinkle, Principal Secretary of the Senate for the State of Indiana, is retiring at the end of the year after 26 years of service with the state.

Since joining the Senate staff in 1974, Carolyn has served in many capacities. She began as a session employee, and has held the positions of Secretary to the Minority Caucus Chairman, Secretary to the Majority Caucus Chairman, Secretarial Supervisor, Executive Secretary to the President Pro Tempore and ultimately elected Principal Secretary of the Senate in 1985 and has held that position since that time.

1998-2000 marked her eighth term making her the longest serving Principal Secretary of the Indiana State Senate. She oversees a permanent staff of 62 and an additional 82 sessional staff members during the legislative session.

During her tenure, one of Carolyn's greatest accomplishments has been instituting computer technology within the Senate. Computers are now used in most areas of the Senate and each member has his or her own laptop. The Indiana Senate is the first chamber in the United States to have an automated chamber system and this system is number one in this type of technology. It is often visited by other legislatures seeking to upgrade their technology.

Carolyn has been an active member of the ASLCS since 1985. She has served as Chairman of the Roster Committee (1987); Editor of the Administrator (1988); Chairman of the Membership Committee (1989); member of the Executive Committee (1989-1993); Secretary-Treasurer (1989-1990); President-elect (1991-1992); President (1992-1993), and is currently a permanent ex-officio member of the Executive Committee.

Additionally, she was chosen by the Center for Democracy in Washington, D.C. to address the ATTELCA group of Central America in Panama. This is a group of assembly administrators from the legislative bodies of legislative clerks and secretaries.

In 1989, Carolyn was awarded the highest honor given by the Governor of Indiana - the Sagamore of the Wabash - by Governor Robert D. Orr. She has also received a Kentucky Colonel Award from the State of Kentucky and Tennessee Volunteer Award from the State of Tennessee.

A resident of Greenwood, Indiana, Carolyn J. Tinkle is married to Charles E. "Chico" Tinkle. She and Chico are the proud parents of three children and nine grandchildren. She is very active in her church, enjoys working in her flower gardens and is looking forward to spending lots of quality time with her grandchildren. Also, in her retirement, she will have time to write some poetry.
After 30 years of working in the Wisconsin State Assembly, Charlie Sanders has announced his retirement. His last day with the Assembly will be Inauguration Day, January 3, 2001.

Starting as an Assembly page in 1971, Charlie then became a Fiscal Clerk. Beginning in 1987, he served as an assistant to the late Tom Melvin. A lifelong Democrat, Charlie was elected Chief Clerk in 1995 by the first Republican majority of the Assembly in nearly 25 years.

In his retirement announcement, Charlie explained that "After working in the Assembly Chief Clerk's office for thirty years, virtually my entire adult life, it is time to seek new experiences in the private sector. The Wisconsin State Assembly has financed thirty years of my life, including college, and given me a century of intellectual and emotional experiences. My personal and professional growth is wholly attributable to this institution. Few people are as fortunate to work for this wonderful institution and I will treasure it always."

A member of ASLCS since 1987, Charlie has been a member of several committees, including Program Development, Support Staff, Technology and Development, Site Selection, and Special Committee on ASLCS Code of Ethics. Charlie also served as Associate Vice Chair of Bylaws, and Chair of Canadian-American Relations.

Charlie will help his wife, Barb, run their antique business and hopes to spend lots of time pursuing his next career - flyfishing.
SANDRA B. HARRIS
Assistant Clerk – Journal and Records
Virginia House of Delegates

Sandy Harris, Assistant Clerk for Journal and Records, has made it official that she will be retiring from the House Clerk's Office effective January 1, 2001. Sandy has been an employee of the House Clerk's Office since November 1969, working on a part-time basis until July 1977 when she became a full-time staff member. Sandy has been at her post on the Clerk's desk each session since 1984 receiving bills, processing legislation, reviewing amendments, and compiling the daily calendar. Prior to 1984, Sandy worked as the Bill Clerk, Assistant to the Minute Clerk, Proofreader, and Engrossing Clerk. Before working for the House, Sandy began her work in Virginia state government at the State Water Control Board while earning a B.S. in Journalism (1965) from Richmond Professional Institute (now Virginia Commonwealth University). Other Virginia state government experience has been with the Community College System, and part-time with the Office of International Trade, the Office of Consumer Affairs, and the Crime Commission. Even though she will be retired, Sandy will be returning to her House "roots" as a part-time employee during the 2001 Session performing many of her current responsibilities and training Records staff in the front desk operations during this period of staff transition. In preparation for retirement life, Sandy and her husband Charles sold their Richmond home and are now devoting all their free time working on the completion of their new "Rivah" home on the Great Wicomico River where they will enjoy many leisure activities including fishing, crabbing, and gardening.

SUSAN WILLIAMS
Enrolling Clerk
Virginia House of Delegates

Susan E. Williams, the Enrolling Clerk for the Virginia House of Delegates, will be retiring on January 1, 2001, after 31 years with the Virginia legislature. She began her career as an Assistant Enrolling Clerk in 1970, was the Engrossing Clerk in 1972 and then became the Enrolling Clerk in 1978, which is the position she has held until her retirement. Her expertise, her professional manner and her knowledge of the legislative process will be greatly missed. She and her husband, Emory, plan to enjoy traveling and being with family and friends. Best wishes to Susan and her family.
Well, I don't think any of the members of ASLCS were asked to star in an episode of Dawson's Creek while in Wilmington, which actually is where the popular TV show is filmed. However, we did have a film crew at the conference.

The International Communications and Development Committee began working on a video about ASLCS last year. President Pat Saville appointed me to head up a select committee to continue the project and we are well on the way. The Ohio House of Representatives graciously offered the assistance of members of their government telecommunications staff to produce the video.

The three young folks that are working on the project, Jackie Schrader, Producer; Jill Baker, Assistant Producer; and Russell O'Bryan, Videographer really have their work cut out for them. I really don't think, I, or the other members of the committee, JoAnn Hedrick, Laura Clemens, and Carmela Bills will be nominated for an Oscar for Best Director! The "crew" spent several days in Wilmington.... behind the scenes, setting the scenes, and interviewing.

The end result will be an eight to ten minute video on ASLCS, its history and its purpose. The video will be translated in Spanish and French. The meeting in Memphis will be the first opportunity for our committee to begin editing and our goal is to have a finished product by the annual meeting.

So for those of you that were interviewed in Wilmington, you have a while to write those Oscar acceptance speeches.
ALABAMA

Voters will decide on November 7, 2000 whether to accept a plan to divert approximately $35 million a year from a trust fund to build highways and other projects. The latest polling indicates that 63% favor the proposal. Two political action committees are battling over the plan, one for it and one against it. Governor Don Siegelman is backing the proposal, viewing the diversion as a means to generate highway funds, without raising taxes. He had previously hoped the passage of legislation to establish a state lottery would provide a funding source, however, the lottery proposal failed.

ALASKA

According to the Fairbanks Daily News-Miner, Alaska's impassioned debates over wildlife management have reached a crescendo this election season. Measure 1 on the Nov. 7 ballot would amend the Alaska Constitution to prohibit voters from using the initiative process to enact hunting laws. The measure is backed by the Coalition for the Alaskan Way of Life, a group of urban hunters and rural natives. Supporters maintain that special interest groups have used the initiative process to dictate wildlife management through misleading political campaigns. The resolution's sponsor, Rep. Carl Morgan, R-Aniak, has claimed the abuse of the initiative process was interfering with the management of wildlife and threatened a source of food vital to many rural Alaskans. Opponents, including conservation groups, Gov. Tony Knowles, and the Alaska Department of Fish and Game, argue that the proposal infringes on the rights of citizens to enact laws through the initiative process.

ARIZONA

The State of Arizona is currently in the midst of its State Employees Charitable Campaign (SECC). The Senate has taken on a challenge from the House of Representatives during this campaign in a battle for "bragging rights" for the upcoming year. Whichever Chamber raises the most money enters the distinction of being the most "Charitable". The House of Representatives recently held a pie throwing contest to raise monies for SECC, raising over $200.00. One of the intended recipients was to have been Norman Moore, courtesy of Norma Lowe and Charmion Billington, however, circumstances did not permit him to attend.

The Arizona State Senate is currently looking into the possibility of a new chamber display board.

ARKANSAS

When Arkansas voters go to the polls on November 7th they are faced with not one but five possible amendments to the state Constitution. Amendment No. 1 would allow city and county government to borrow money short-term for major purchases. This purchasing power was limited by government-wary voters back when the Constitution was adopted in 1874. Amendment No. 3 rewrites the Constitution's judicial article, ends a cumbersome dual system of trial courts (circuit and chancery) and to bring municipal courts into a unified court system. More importantly it ends partisan judicial elections. Amendment No. 4 seeks to end the tax on used goods and would subject every tax and fee increase to a public referendum. Also on the ballot is an amendment to permit casino gambling in the state.

CALIFORNIA

The California legislature is scheduled to adjourn on November 30th. The new legislature will convene on the first Monday in December for start of a two-year term.

COLORADO

The legislative interim was quite busy in Colorado. Studies were launched on Capitol Space Planning and Life Safety. Space planning for the next five years was, and is, a priority, as staffing increases have placed a premium on space. Of course, building an addition to an 100-year old building is impractical, so legislative branch leaders are searching for temporary solutions of better space utilization and business requirements with the possibility that at some point in the future some current capitol inhabitants may be forced to move out. Life Safety has long been an issue in the capitol building as well as the concept of a total renovation. However, only the immediate need of life/safety has been funded. Construction will begin next interim with the goal of keeping all inhabitants intact and the building open. The plan calls for stairwell extensions and installation of a sprinkler system. It will effect all parts of the building and may take several years for completion.
**CONNECTICUT**

The hot issue on the ballot in Connecticut this November is a proposed constitutional amendment eliminating sheriffs as constitutional officers. The county sheriffs and their deputies and special deputies are responsible for service of process (formal delivery of legal papers such as a summons, complaint, or subpoena), transporting prisoners to courthouses, custody of prisoners at courthouses, and courthouse security. If this constitutional amendment is approved by the voters, responsibility for (1) transporting prisoners to courthouses, custody of prisoners at courthouses, and courthouse security is transferred to the Judicial Department and (2) service of process functions are given to state marshals, a new position created by statute. Responsibility for these functions will transfer on December 1, 2000.

**DELAWARE**

In Delaware preparations are underway to celebrate a unique Holiday - it's called Return Day. This year it will fall on Thursday, November 9th. It's held on the second day after the election in the county seat of our lowermost county, Georgetown in Sussex County. It dates back to the days before modern communications when the citizenry had to go to the county seat to learn who had been elected. The event dates back to a time before computerized voting machines, at that time it usually took two days to tally up the votes.

A parade is held with the winner and loser in each race riding together in a hordrawn carriage, on a float or perhaps in an antique auto. The statewide contenders participate as well as contenders for legislative seats and row offices. An ox is roasted in the Town Square and sandwiches are available. After the parade, the "town crier" stands on the balcony of the courthouse and announces the election results and a symbolic hatchet is actually buried. It's a very festive event.

**FLORIDA**

A heated race is underway in Florida in the battle of state education commissioner. Democrat George Sheldon is running against Republican Charlie Crist. Both men are former state lawmakers from the Tampa Bay area. Regardless of the outcome, neither man will be eligible to run for re-election. In 1998, voters made a change to the state Constitution creating a seven-member board of education to be appointed by the governor. The board will then appoint a commissioner.

**GEORGIA**

According to The Macon Telegraph, Gov. Roy Barnes announced he will ask the 2001 General Assembly to spend $50 to $60 million to fund paraprofessionals for kindergarten classes in the 2001-2002 school year. Without paraprofessionals' help this year, kindergarten teachers are reportedly struggling to teach classes with as many as 23 pupils. Teachers complain they have no individual time with pupils and parents are concerned about classroom safety. Administrators say teacher morale has reached an all-time low because of the cuts of paraprofessionals. In Georgia, paraprofessionals perform numerous tasks, including watching children during lunch and bus periods.

**HAWAII**

An aberration or a sign of things to come? All eyes are on Hawaii where more than a dozen candidates 30 years old and younger are running for the legislature, twice as many as in the 1998 election.

Politicians and observers believe having more young people running for office will attract those in their generation, which has the worst voter turnout, to the polls. Some also said this new generation tends to be more independent and may rejuvenate both the Democratic and Republican parties. However, not everyone is thrilled with the superfluity of young candidates on the ballot. Hawaii Democratic Party Chairman, Walter Heen believes the legislature benefits from a mixture of younger and older members, particularly when it comes to relations with the governor. "I think that the younger the total legislature is, the less prepared they are to deal with that kind of strong executive branch," he said in an article which appeared in the Honolulu Advertiser, Sept. 19th.

Young legislators is nothing new for Hawaiians. Rep. Brian Schatz, 27, is the youngest member of the House and is running for a second term. House Speaker Calvin Say was 24 when he started his political career in the House in 1976.

**IDAHO**

Idaho's legislative leaders are practically giddy over the prospects for the coming session. The reason? The Idaho Statesman reports the lawmakers are facing an estimated state budget surplus of $280 million, the largest surplus in Idaho history. When the legislature left town in April, officials estimated the surplus to be about $3 million, but the revised estimates suggest the total could well exceed $280 million with more than two months to go before lawmakers convene. In contrast, just 25 years ago the entire state budget was just $200 million.
Of the $280 million, just $98 million actually sits in state coffers. The rest is based on projections that this year’s revenue will come in more than 12 percent higher than last year's. And after this summer's fires, continual increases in inmate numbers, and a 14 percent jump in the state's Medicaid caseload, the legislature could see that almost $50 million of the surplus is spent by the time they come to Boise.

Nonetheless, proposals to sell state land are still being considered in an effort to raise money to begin renovation of the state capitol in 2001.

ILLINOIS

A Will County judge has thrown out the state's gift-ban law, saying the landmark government ethics package is unconstitutional because the restrictions are unclear. In a July 21 ruling, Circuit Judge Thomas Ewert decided that the 1998 law, which banned gifts to government employees and forced agencies to create ethics commissions, was unconstitutionally vague. The judge also hinted that there were other problems with the law.

The ruling is the second blow against the sweeping ethics law approved by the legislature and signed by Gov. Jim Edgar two years ago. In March 1999, a Sangamon County Circuit judge ruled that the law does not apply to judges because the legislature doesn't have the constitutional power to regulate the judicial branch.

Despite the judge's action, many leaders of the General Assembly are continuing to abide by its provisions and are urging their members to continue to follow the ethics reform.

INDIANA

Lawmakers plan to rewrite Indiana's curfew law in the coming session of the General Assembly to replace a statute recently struck down by a federal judge who said it was too restrictive. In July a U. S. District judge ruled Indiana's curfew law was unconstitutional, saying it was too restrictive and impinging on minors' 1st Amendment rights. In August, an interim legislative committee heard from a county judge and law-enforcement officials who testified that a state curfew law is needed to help protect teenagers and make parents more accountable. Although some communities are drafting local curfew ordinances in light of the federal judge's ruling, the Marion County Sheriff told lawmakers they do not include the power to arrest, which will lead to a patchwork of local regulations.

IOWA

The on-again, off-again 20-year renovation of the Iowa Statehouse is nearing the homestretch. Exterior stonework should be completed this year, while interior work will continue. Both the Senate and House Chambers are scheduled for restoration and repair, as well as replacement of voting systems next interim. Senate office areas have been mostly completed, but the House awaits decisions on precious Capitol space allocations before they can proceed. Capitol staff is unsure they can work efficiently without the percussion accompaniment of jackhammers, but report they are looking forward to trying!

KANSAS

At the end of the 2001 Session, work will begin on restoration of the basement and East Wing of the Capitol. The Senate Chamber is located on the 3rd floor of the East Wing. Each wing will take 2 years to complete. This includes the East, West, South and North wings of the Capitol over a projected eight years. The good news is that the plans call for the work to be completed from May until December when the legislature is not in session.

KENTUCKY

At the November 7, 2000, election, voters in Kentucky will be asked whether to amend the state Constitution to allow the General Assembly to meet in annual sessions. If the amendment passes, the General Assembly would continue to meet for 60 legislative days in even-numbered years, but would also meet for up to 30 legislative days in odd-numbered years. In the odd-year session, lawmakers could consider any issue, except that it would be prohibited from passing any bills raising revenue or appropriating funds without approval by a three-fifths vote of all members elected to each house.

LOUISIANA

The Louisiana Legislature is currently considering a change in their tax structure to raise the individual income tax while permanently removing the state sales tax on food and utilities. The plan would also create the Education Enhancement Fund to receive the net increase in income taxes beginning in fiscal year 2001-2002. At least 80% of the net new revenues would go to teacher, faculty, and school worker pay raises.
MAINE

The year 2000 marks Maine's first election campaign offering public financing for legislative candidates. Of 351 contestants for seats in the 35-member state Senate or 151-member House of Representatives, 116 - or 33 percent - have been certified as eligible for public funding.

Maine's voter-approved Clean Election Act gives candidates who qualify for public funding 75 percent of the average amount spent on comparable races in 1998 and 1996. Candidates may get up to twice as much to keep pace with privately funded opponents. In exchange, participating candidates agree to do without private campaign contributions.

An ethics commission analysis found at least one so-called Clean Election candidate in 44 percent of all legislative districts - 82 of 186. Nearly half of all Senate candidates - 35 of 73 - were certified under the new law, while not quite two-fifths of all House districts - 58 of 151 - have at least one Clean Election candidate. In all, 81 of 278 House candidates - 29 percent - qualified for public funding.

MARYLAND

The Maryland House renovated its Chamber in preparation for floor automation of the daily legislative proceedings, for the 2000 Session. Automation required an electrical power source to each desk for individual laptops. Wiring and cable was installed in addition to the existing voting, telephone, and sounds systems. Only one-third of the members had laptop computers during the 2000 Session. The rest of the members will have laptop computers for the 2001 Session.

MASSACHUSETTS

During five days in April 2000, the Massachusetts House considered 1434 amendments to its General Appropriation Bill. When the dust settled Speaker Thomas Finneran decided to take action. He appointed a special committee chaired by former House Clerk, Robert E. MacQueen, and made up of the current House Clerk, the House Counsel, and ten bipartisan members of the House to investigate the budget process and make recommendations for rules reform. The committee has met on numerous occasions, and is expected to make its report in time for the adoption of rules to govern the 2001-2002 session.

MICHIGAN

Earlier this fall, seven members of an obscure state panel gathered to determine whether or not to recommend increasing the salaries of Michigan's top elected officials -- already among the nation's highest-paid.

Created in 1968 by a voter-approved Constitutional amendment, the panel meets every two years to decide what the governor, lieutenant governor, Supreme Court justices and state lawmakers are paid. The panel recommendation made public in December, will automatically take effect next year unless rejected by two-thirds of votes in both the House and Senate by February 1. Just once in the panel's history has the legislature said "no" to pay increases for top officials.

During the last decade, the panel has been kind to officials. The state's 148 lawmakers received hikes of 25 percent, taking them to $56,981, fourth among the states.

MINNESOTA

Midway through his term, Gov. Jesse Ventura is proposing an ambitious plan that would dramatically alter Minnesota's tax system. He proposes taking K-12 schools off the local property tax bill, a move that ultimately could lower property taxes by one-third to one-half and trigger other major tax and education changes. Under the proposal, which Ventura will submit to the 2001 Legislature, the state would supply 100 percent of basic education costs, which account for most K-12 costs. The state now pays 70 percent, while school districts cover the rest through local property taxes. Should it pass, the shift would be the biggest change in Minnesota's tax system since the 1971 "Minnesota Miracle," when the state increased its share of funding from 43 percent to 65 percent. The change brought a measure of equity to schools and reduced property taxes up to 20 percent.

MISSISSIPPI

Governor Ronnie Musgrove has appointed a committee to study the state flag after the Mississippi Supreme Court ruled this spring that the state has no constitutionally adopted design for its flag. At stake is whether or not the Mississippi flag will continue to exhibit the confederate symbol in its upper left corner. Representative Jimmy Thornton, Democrat from Greenville, was instrumental in getting something done about the flag design this session by requesting all bills to be read on the house floor.
MISSOURI

On the verge of retirement, Democratic Lt. Gov. Roger Wilson was suddenly promoted from lieutenant governor to the state's top job after the unexpected death of the popular, two-term Gov. Mel Carnahan. Wilson was appointed acting governor at 2:13 a.m. early on the morning of October 17th after a private plane carrying Carnahan crashed just south of St. Louis. Wilson took over as acting governor after a vote by the disability board, a panel of the state's leading office holders who convene when the governor cannot fulfill his duties. The governor, nearing completion of his second term in office, was locked in a tight Senate race against Sen. John Ashcroft, R-MO.

Wilson stunned his party earlier this year when he decided not to run for Carnahan's job. He plans to return to the private sector in January as an investment manager with a St. Louis firm. Before winning his seat as lieutenant governor in 1993, Wilson served 14 years in the state Senate. His father and grandfather, both named Roger Wilson, served as politicians in Boone County, Missouri.

MONTANA

Term limits take effect this year in Big Sky country leaving every statewide office in Montana open for the first time in more than 100 years. The governor's chair, being vacated by Republican Marc Racicot, is the most white-hot of those races. The June primary saw Lt. Gov. Judy Martz emerge as the GOP candidate while Democratic state auditor Mark O'Keefe edged out two other statewide officeholders to win his party's nomination.

NEBRASKA

The Nebraska Unicameral will be installing new notebook computers for use by each member for the upcoming session that will begin on January 3, 2001. The notebooks are Pentium III computers with 128 meg of memory, 12 gigabyte hard drives, internal DVD, and 14" video display utilizing Windows 2000 Professional. The computers will be configured and installed by the Legislative Technology Center, which is a division of the Clerk of the Legislature's Office.

NEVADA

Redistricting is never an easy process and this spring could mark a turning point in the numbers game that has pitted the northern and southern regions of Nevada against each other for decades. The once-a-decade reapportionment of state Assembly and Senate seats and redistricting of federal congressional seats might solidify the south's advantage, altering a 135-year-old balance of power.

Most of the state's population growth has come in Southern Nevada, however members of the legislature from the rural central and northern parts of the state are fighting to prevent a shift in the balance of power between north and south. Some lawmakers in the south say the north has had it easy for a long time. The Northern Nevada lawmakers have come and stayed, often for decades, allowing them to accrue seniority - and political power - disproportionate to their numbers.

NEW HAMPSHIRE

The impeachment trial is over! In the end David Brock convinced most of the Senate the impeachment evidence against him was weak or his mistakes weren't serious enough to make him the first New Hampshire official ever impeached and convicted. Fifteen votes, two-thirds of the 22 participating senators, were needed to convict. The most any of the four articles got was eight votes.

Brock was accused of making an improper call to a lower-court judge in 1987; soliciting then-Justice Stephen Thayer's comments about substitute judges to hear an appeal of Thayer's divorce; lying to House investigators; and routinely allowing disqualified justices to comment on cases.

While the impeachment battle has ended, the issue is far from over. A flood of court reform bills is expected when the legislature convenes in January. "We, in the legislature must spend every effort to restore public faith in the judiciary and the judiciary must do its part by opening its doors the fullest extent possible," said House Judiciary Committee Chairman Henry Mock, R-Jackson.

NEW JERSEY

The Star-Ledger reports Assembly Speaker Jack Collins dropped out of the race for governor less than three weeks after declaring he could not "see anything" that would prevent him from running. The speaker was facing an uphill fight for the nomination against his chief rival, Senate President Donald DiFrancesco. The decision brought an end to the year-long maneuvering between the two legislative leaders to grab attention in Trenton in the quest to succeed Gov. Christie Todd Whitman. Collins' departure enhances DiFrancesco's chances of winning the nomination although it does not ensure it. Jersey City Mayor Bret Schundler has said he may pursue his own bid.
NEW MEXICO

As part of the Legislative Information System, the Senate Chief Clerk’s office in New Mexico participated in the following projects:

- Upgrades of computers - All computers were upgraded to allow for more memory capability and a faster response time.
- Bill tracking and status system - This system tracks all information pertaining to the status of legislation and includes a daily bill locator, sponsor reports, table of changes for statutes and other relevant information. The information gathered in this system feeds the web information for local and public distribution.
- Voting system - The Senate has a voting system from International Roll Call. They have a system that tracks and records our votes through touch screen maps to count the votes with less chance for error. The votes taken are compiled and used in the journal system and reported on the web site.
- Journal production - The Senate contracted for development of a journal automation system for both the production of the journal and for the journal index. This system uses key entry, external document sources and other data including bill titles, voting records, etc. to compile the journal and index.
- Infrastructure changes - Numerous hardware improvements were made to upgrade our server and workstations.

NEW YORK

A committee of state Assembly members is close to making proposals that would allow more members to participate meaningfully in the way Democrats run the chamber. The "Focus Group on Assembly Procedures," a 28-member panel, appointed by Speaker Sheldon Silver in the aftermath of a failed coup in May by former Democratic Majority Leader Michael Bragman is expected to release its recommendations by the end of October.

Among the expected recommendations:

- Televising all Assembly committee meetings, hearings, and chamber activities so that many members get credit for their ideas and positions, and so the public can tune in to happenings;
- Increasing the session from one to two years to reduce the control by the speaker, who could no longer kill a bill considered unpopular after its first-year run.
- Creating a standing steering committee to continually recommend ways to keep the speaker’s power in check and increase the voices of rank-and-file members. The steering committee would include 20 members with one-year terms and eight with two-year terms so that many different members of the majority get a chance to debate proposals.

NORTH DAKOTA

Both houses of the North Dakota Legislative Assembly will have new voting systems and new sound systems for the 2001 Legislative Session.

In addition, the North Dakota Legislative Assembly will continue a recent trend of operating with fewer employees each session. All legislators now have access to laptop computers - compared to 1999, where 132 or 147 legislators used personal computers - which has reduced the need for pages, bill book clerks, and secretarial services. In addition, several services that were previously provided by legislative employees have now been privatized. The bill and journal room and the secretarial pool have previously been privatized and for the 2001 Legislative Session the telephone room (which receives messages and provides information using toll-free telephone lines) will be privatized.

OHIO

Due to the large number of new members entering the General Assembly in January, the Ohio House of Representatives and Senate are working collaboratively with the Legislative Service Commission and a consortium of state universities to provide an extended new member orientation program. This one-week retreat will feature topics such as the state budget, federalism and states' rights, Ohio economy, demographics and policy, as well as legislative fundamentals, mock committee hearings, and mock sessions. All branches of government will be represented, including an “agency fair” where state department directors and their staff will have an opportunity to meet the members and explain the services they provide.

OKLAHOMA

The Oklahoma Legislature will formally convene on the first Monday in February after holding a one-day organizational meeting in January. Riding a wave of revenue surpluses over the past several years, budget issues are expected to dominate the session once again. Lawmakers have increased their funding emphasis on education in recent sessions, passing a $3,000 teacher pay raise last year, and are expected to continue that focus in 2001. The legislature will also continue to finance an ongoing $1 billion road construction program. On the substantive side, lawmakers are expected to tackle such issues as electric restructuring and workers compensation reform.
OREGON

This year Oregon gave new meaning to the word turnout as virtually no one is expected to go to the polls on Election Day. Even more strange, it doesn't seem to worry Oregon officials. Why? On November 7th Oregon will make history, when it becomes the first state to vote mostly by mail in a general election.

Oregon's foray into vote-by-mail began as a local-election experiment nearly two decades ago. Then, in 1995 and 1996, the first statewide test came with a special primary and election to replace Sen. Bob Packwood. In 1998, voters overwhelmingly approved a ballot measure making the system permanent.

Many Oregonians say they need the extra time that voting by mail provides. After all, they have far more to decide than who should be president. Like a lot of Western states, Oregon is steeped in a tradition of ballot initiatives that allows voters to propose and pass laws and constitutional amendments, end-running the legislative process. Oregon voters this year will confront 26 initiatives, the most ever. Volume I of the state voting guide, which could easily be mistaken for the telephone book of a medium-sized city, contains a whopping 375 pages, and 607 arguments for and against the various ballot measures, which range from a ban on public-school instruction "encouraging, promoting or sanctioning homosexual and bisexual behavior" to a constitutional amendment linking teachers' pay to students' performance. Under Oregon's rules, anyone who pays $500 or collects 1,000 signatures can place an argument in Volume I of the guide, Rosik said. Volume II, the list of candidates is a mercifully shorter document, 35 to 40 pages, depending on the county.

PENNSYLVANIA

Pennsylvania's full-time legislature continues to plow ahead despite the busy fall campaign season. A bipartisan measure that would expand public access to records in Pennsylvania met with resistance from law-enforcement and other groups when it was recently presented before the Senate State Government Committee. While Senators concede the measure is unlikely to pass this session, it should get a high priority when the General Assembly reconvenes in 2001.

The measure would replace a 43-year-old law with one entitling the public to a broad range of public records by reversing the state's long-standing legal assumption that certain documents - from police logs to the minutes of public meetings - are secret unless specifically opened by law. The bill would require government to respond promptly to requests for records. Exceptions are made for active police investigations, employee health records, and nearly 20 other types of records. The bill also would create an independent office for reviewing disputes over requests and require state and local governments to charge reasonable copying costs.

RHODE ISLAND

The latest phase of renovations on the Rhode Island State House, the largest state captial building in the nation, have just been completed. The area recently renovated was the first level balcony on the east wing of the capital building. The balcony stretches from the front of the building to the rear. The same Georgian marble which had been used in the initial construction of the State House (completed in 1900) was used during this phase of renovations. As a matter of fact, the very same quarry was used to supply this marble.

Over the last two years, the State House has been experiencing a facelift, both on the outside and the inside. The House and Senate chambers have been restored to their original 1900 appearance. Shortly, the frescoes on the inside of the dome (the third largest unsupported dome in the world) will be restored to their original character.

Widely considered the most prominent and best recognized building in the state, the Rhode Island State House continues to serve as a major tourist attraction, a site for gala events and has been featured prominently on the NBC television hit "Providence."

SOUTH DAKOTA

The South Dakota Legislature heads into its 76th Session without 33 of its most experienced members. Term limitation legislation has left a great void in the leadership ranks of both houses. Returning veterans and legislative staff are preparing a broad curriculum to educate both new leaders and new legislators about the legislative process. There are only 40 days in the coming session for everyone to learn the process and to complete the State's business.
TEXAS

The November general election may be historic for more than one reason. If current Governor George Bush wins the presidential election, Lieutenant Governor Rick Perry will take over his position as Governor of Texas. For the first time ever, the Senate would have to elect one of its members to serve as presiding officer of the Texas Senate until the next General Election in 2002.

VERMONT

According to an Associated Press report, the Vermont legislature could find itself in the unusual position of electing the state's next Governor. Under the state's Constitution, if no candidate gets more than 50 percent of the vote on November 7th, then state legislators, voting by secret ballot, will elect the next chief executive. Governor Howard Dean is currently fighting off two challengers and facing criticism over his decision to sign into law legislation allowing gay couples to form marriage-like civil unions.

The Vermont legislature has elected the state's governor 21 times since 1789 - most recently in 1986, when Democrat Madeline Kunin was selected by state lawmakers after polling just 47 percent of the popular vote on Election Day.

Traditionally, lawmakers have selected the gubernatorial candidate that garners the largest percentage of the popular vote, but are not required to do so. Some lawmakers have indicated they will vote for the candidate that receives the plurality of the popular votes, while others indicate they will vote for their party's nominee, and other lawmakers will vote in accordance with the decision of their district's popular vote. A simple majority of the state's 180 House and Senate members would be required.

Democrats currently control both chambers in the legislature but observers expect Republicans to gain control of the Vermont House and pick up seats in the Senate. Regardless of the party split, even Dean acknowledges the legislature will be more conservative, which may not aid his chances should the vote fall to the state's lawmakers.

VIRGINIA

The Virginia General Assembly is currently in the process of studying ways to make its legislative process more efficient while retaining the Commonwealth's traditional part-time legislature. Earlier this spring the Joint Rules contracted with NCSL for an efficiency study aimed at providing an impartial, outside analysis of current procedures and practices that could be improved. Their final report is due in early December. In addition, a Citizen's Advisory Group was established with a goal of providing the members of the legislature the constituent's perspective on changes to the process that could enhance public access to information. Comprised of business leaders, lobbyists, and private citizens, the Citizen's Advisory Group is in the process of evaluating a number of possible reforms.

WASHINGTON

Senate staff met in an all-staff mini-retreat to learn more about how each workgroup contributes to the whole process. The session lasted from 10 a.m. to 1:30 p.m., with lunch. It was a positive morale building experience for nearly all of the 100-plus in attendance, and included small breakout groups as well as the large group discussion.

One former House member, Don Brazier, spent several years researching the history of the legislature from 1854 to 1963. Going beyond the journals into contemporary newspaper accounts, he was able to put together a fascinating picture of the inside story of our earlier sessions. The Senate published his book in paperback form and made it available to the public at cost.

The Senate also adopted a policy dealing with computer usage monitoring. Like many legislatures, Washington has had some difficulties with inappropriate use. The policy assures staff and members that no one is looking into their personal e-mail or internet visits on a regular basis, but that such information could be examined in case of a complaint or some other evidence of misuse.

The next legislative session starts January 8, 2001.
WEST VIRGINIA

The Special Session of the West Virginia legislature, which convened in September to consider a synthetic fuels tax, is in recess until November 14th.

Governor Cecil H. Underwood called a special session September 12, 2000, yet after the legislature addressed all six items in the call both houses adopted a concurrent resolution to adjourn for two months to allow the Senate more time to act on 374 executive appointments made since the Legislature last met in March 2000. Reconvening of the special session on November 14, 2000 came one week after the general election, but any new members cannot take office before December 1, 2000. All 100 House seats and half of the Senate’s 34 seats were up for election November 7, 2000.

WISCONSIN

Assembly Speaker recently appointed a Task Force on Digital Democracy, charged with looking at ways to use advances in information technology to make government more accessible and responsive to citizens. The Task Force is currently working to provide uncut, gavel-to-gavel coverage of floor debate, committee hearings, and other legislative meetings by early next year.

WYOMING

Wyoming is one of a number of states enjoying the spoils of economic prosperity. The state has an estimated $200 million surplus to spend - or save. Although the start of the legislative session is more than two months away state legislators and leaders are already starting to wrestle over what to do with the extra revenue. And bidders are lining up. Among the ideas being bandied about: Funding a University of Wyoming $30 million matching grant endowment. Paying off bonds on the new $60 million Wyoming State Penitentiary. Giving state employees a raise. Funding part of school capital construction. Putting it in the bank.

In other news, the Associated Press reports that Wyoming House Speaker, Eli Bebout, is said to be “leaning” toward a run for governor in 2002.

Thanks to Special Correspondents: Jane Atkinson (VA), John Baxter (RI), George Bishop (VA), Edward Burdick (MN), Ann Clark (CT), Laura Clemens (OH), Tony Cook (WA), Anne Cornwell (AK), Lisa Davis (MS), Jeff Finch (VA), Joanne Hedrick (DE), Bruce Jamerson (VA), Steven James (MA), Jeannine Layell (VA), Norma Lowe (AZ), Dallas Mehling (NE), Patrick J. O’Donnell (NE), Eleanor Ringel (WV), Judith "J. R." Rodrigue (CO), Pat Saville (KS), Lori Summer (WV), Paul Sund (OK), Anita Taylor (KY), Diane Tyner (MS)
Call to Order

President Jim Harry called the meeting of the American Society of Legislative Clerks and Secretaries Executive Committee to order.

Quorum

Members Present:

Jim Harry, President
Denise Weeks, Immediate-Past President
Karl Lilly, Associate Vice President
Diane Bell, Elected Associate
Judith Rodrigue, Appointed Principal
Michael Linn, Appointed Associate
Pat Saville, President Elect
Judy Hall, Secretary-Treasurer
Ann Cornwell, Elected Principal
Frank Caggiano, Appointed Principal
Gwen Bailey, Appointed Associate
Jeff Finch, Immediate Past Associate Vice-President

A quorum was present.

NCSL Staff Present:

Sally Kittredge

Approval of Minutes

Denise Weeks moved that the reading of the minutes be dispensed with and that the minutes be approved. Ann Cornwell seconded. Motion carried unanimously consent by voice vote. The minutes were printed in The Legislative Administrator.

Approval of Treasurer's Report

Judy Hall reviewed the Treasurer's report. Denise Weeks moved that the Treasurer's report be adopted. Ann Cornwell seconded. Motion carried unanimously by voice vote.

President Harry acknowledged the private sector hosts, Georgia Pacific, for providing lunch for the Executive Committee meeting.

Old Business

ASLCS Account Summaries

Sally Kittredge reported that the Special Meeting Fund for 2000 has a balance of $99,520.42 and the Shared Profits Account has a balance of $13,598.00.

President's Manual

Denise Weeks reviewed updates made to the President's manual for the past year. The updates were generated by the amendments made to the Standing Orders. Karl Lilly moved that the updates be approved. Pat Saville seconded the motion. Motion carried unanimously by voice vote.

Secretary-Treasurer Manual

Judy Hall presented the newly completed Secretary-Treasurer's manual. (Draft copies were distributed for review at the Executive Committee meeting, July 17, 2000 in Chicago, IL.) Ann Cornwell moved that the Secretary-Treasurer manual be approved. Mike Linn seconded. Motion carried unanimously by voice vote.
Standing Order for Printing

As a follow-up to the discussion at the Executive Committee meeting, July 17, 2000 in Chicago, IL, regarding purchasing printed ASLCS materials, Mike Linn proposed the following language for the Standing Orders:

"Purchasing Printed Material. The NCSL liaison, with the approval of the President, may purchase regularly printed Society materials, such as stationery and tri-fold brochures, up to $300 per order."

Karl Lilly moved and Jeff Finch seconded that the proposed language be amended to read:

"Purchasing Printed Material. The NCSL liaison, with the written approval of the President, may purchase regularly printed Society materials, such as stationery and tri-fold brochures, up to $300 per order."

Motion carried unanimously by voice vote.

Jeff Finch moved that the proposed language, as amended, be adopted. Ann Cornwell seconded the motion. Motion carried unanimously by voice vote.

New Business

Audit of Dues Account

Judy Hall suggested that the Executive Committee consider conducting a yearly audit of the Society's dues account. She further explained that the dues account lacks a checks and balance system since the Secretary-Treasurer is the only person to sign society checks.

Frank Caggiano moved that the incoming President appoint a three-member audit committee, chaired by the incoming Secretary-Treasurer, to conduct a yearly audit of the Society's dues account. During discussion, President Jim Harry suggested that this matter be deferred until the next executive committee meeting with the new incoming officers. Frank Caggiano withdrew his motion by unanimous consent.

Other Business

Standing Order for Mason's Manual Revision Commission

Susan Clarke Schaar presented the following standing order as recommended by the Commission:

SECTION VII: Mason's Manual Revision Commission

Membership. The Mason's Manual Revision Commission shall consist of 16 members, two of whom shall be associate members of the society.

When a vacancy occurs on the Commission, the vacancy shall be filled after notice has been sent to all principal ASLCS members. ASLCS members interested in filling a vacancy shall accordingly advise the Commission chair and the ASLCS president in writing. The Commission shall recommend to the ASLCS president a name to fill the vacancy. Individuals recommended must have an established experience level in parliamentary procedure. Commission membership is to be geographically balanced to the extent practicable.

A Commission member who has three consecutive absences shall have his or her appointment rescinded.

Officers. The Commission shall have a chair and a vice-chair-either of whom may be an associate member-who shall be appointed as follows:

- Non-revision years. The Commission shall submit biennially a list of officers to the ASLCS president, who may approve in whole or part the recommendations of the Commission. Should the president disapprove, the Commission shall present to the president a revised slate of proposed Commission officers.
· Revision years. The Commission shall submit a list of officers to the ASLCS president, who may approve in whole or in part the recommendations of the Commission. Should the president disapprove, the Commission shall present to the president a revised slate of proposed Commission officers. These officers shall serve for the duration of the revision cycle.

The chair shall assign members to committees, formulate a work plan and time schedule for completion of the revision. The vice-chair shall assist the chair and conduct the meetings in the absence of the chair.

Duties. During non-revision years, members of the Commission shall:

1. Assist legislative bodies interested in adopting Mason's Manual as the parliamentary authority in their chamber.
2. Respond to questions from ASLCS members, legislators and other staff section members.
3. Provide educational workshops for Commission members and members of ASLCS in case law research and other pertinent topics.
4. Review case law submitted to the Commission.
5. Update annotations on the ASLCS web site as new court rulings are written.
6. Continue work on any unresolved issues from the previous Commissions work, including updating of footnotes.
7. Perform other duties as determined by the Commission.

During revision years, members of the Commission shall:

1. Undertake a complete and thorough revision of the previous edition to include its general organization as well as all specific sections and footnotes.
2. Continue to perform all the duties prescribed for non-revision years.

The committee discussed the following subjects relating to the recommendation:

- Appointments as recommended by commission
- Associate members on Mason's
- Alternate members
- Number of members on Mason's (16)
- Establishing terms - more review needed - delay action until future

Frank Caggiano moved and Jeff Finch seconded that the commission's recommendation be amended as follows:

SECTION VII: Mason's Manual Revision Commission

Membership. The Mason's Manual Revision Commission shall consist of 16 members, two of whom shall be associate members of the society.

When a vacancy occurs on the Commission, the vacancy shall be filled after notice has been sent to all principal ASLCS members. ASLCS members interested in filling a vacancy shall accordingly advise the Commission chair and the ASLCS president in writing. The Commission may recommend to the ASLCS president a list of no more than three qualified candidates to fill any vacancy. The president, after consulting with the chair of the Commission, may select from that list or may choose another qualified candidate. Individuals recommended must have an established experience level in parliamentary procedure. Commission membership is to be geographically balanced to the extent practicable.

A Commission member who has three consecutive absences shall have his or her appointment rescinded.

Officers. The Commission shall have a chair and a vice-chair-either of whom may be an associate member-who shall be appointed from the membership of the Commission as follows:

· Non-revision years. The Commission shall submit biennially a list of officers to the ASLCS president, who may approve in whole or in part the recommendations of the Commission. Should the president disapprove, the Commission shall present to the president a revised slate of proposed Commission officers.
Revision years. The Commission shall submit a list of officers to the ASLCS president, who may approve in whole or in part the recommendations of the Commission. Should the president disapprove, the Commission shall present to the president a revised slate of proposed Commission officers. These officers shall serve for the duration of the revision cycle.

The chair shall assign members to committees, formulate a work plan and time schedule for completion of the revision. The vice-chair shall assist the chair and conduct the meetings in the absence of the chair.

Duties. During non-revision years, members of the Commission shall:

1. Assist legislative bodies interested in adopting Mason’s Manual as the parliamentary authority in their chamber.
2. Respond to questions from ASLCS members, legislators and other staff section members.
3. Provide educational workshops for Commission members and members of ASLCS in case law research and other pertinent topics.
4. Review case law submitted to the Commission.
5. Update annotations on the ASLCS web site as new court rulings are written.
6. Continue work on any unresolved issues from the previous Commission’s work, including updating of footnotes.
7. Perform other duties as determined by the Commission.

During revision years, members of the Commission shall:

1. Undertake a complete and thorough revision of the previous edition to include its general organization as well as all specific sections and footnotes.
2. Continue to perform all the duties prescribed for non-revision years.

The provisions of this standing order take effect with the beginning of the term of the 2000-2001 officers of the Society.

The commission’s recommendation, as amended, adopted unanimously by voice vote.

Adjournment

Karl Lilly moved that the Executive Committee be adjourned. Ann Cornwell seconded. Motion carried unanimously by voice vote.

Respectfully submitted,
Judy Hall (OR)
Secretary-Treasurer
Call to Order

President Jim Harry called the business meeting of the American Society of Legislative Clerks and Secretaries to order.

Roll Call

Judy Hall called the roll of the states and a quorum was present.

Approval of Minutes

Bernie Durham moved that the reading of the minutes from the previous Business Meeting be dispensed with and that the minutes as printed in The Legislative Administrator be approved. Norman Moore seconded the motion. Motion carried unanimously by voice vote.

Approval of Treasurer's Report

Judy Hall reviewed the annual Treasurer's Report and reported a beginning balance of $10,017.65, plus total receipts of $29,520, minus total disbursements of $23,937.22 equaling an ending balance of $15,600.43 in the ASLCS Regular Dues Account. Pat O'Donnell moved to adopt the Treasurer's Report and Donna Doyle seconded the motion. Motion carried unanimously by voice vote. The Treasurer's Report will be printed in The Legislative Administrator.

Other Business

Without objection, President Harry moved a presentation by Diane Bolender, NCSL Staff Chair to the head of the agenda. Diane presented a video entitled, Trust for Representative Democracy. The video highlighted building relationships for a strong America.

President Harry acknowledged Tom Leighton, Joe Kubes, Ellen Gillespie and Andy Shriner from the West Group for hosting the business meeting lunch.

Committee Reports

Committee reports were made by each committee and will be printed in The Legislative Administrator:

Bylaws - Larry Warden
Inside the Legislative Process - Connie Peltier
Membership and Communication - Bruce Jamerson
Technology and Innovation - Sharon Carter
International Communication and Development - Carmela Bills
Legislative Administrator - Faye Blanton
Site Selection - Steve Arias
Support Staff - Ann Clark
Canadian/American Relations - Norm Moore
Professional Journal - Tara Perkinson
Program Development - Linda Hawker
Roster - Donna Doyle

New Business

Nominating Committee

Denise Weeks, Chair of the Nominating Committee, presented the following slate of officers for ASLCS for 1999-2000:
There being no further nominations, Jeff Finch moved that the nominations be closed and that the Nominating Committee's report be adopted. Vita Hardy seconded the motion. The report from the Nominating Committee was adopted unanimously by voice vote.

**Other Business**

President Harry recognized Craig James, President of the Canadian Clerks-at-the-Table Association, to present brief remarks to the society.

Edward Burdick, Chief Clerk of the Minnesota House and Patrick Flahaven, Secretary of the Minnesota Senate, together with their respective delegations, gave a presentation to promote attendance at the 2001 Annual Professional Development Seminar in Bloomington, MN.

**Adjournment**

With no further business, the meeting was adjourned.

Respectfully submitted by,
Judy Hall (OR)
Secretary-Treasurer
The By-Laws & Standing Orders Committee met at 9:00 a.m. on Tuesday, September 12, 2000 at the Hilton Hotel in Wilmington, North Carolina. The following were in attendance:

Karen Wadsworth - NH, Chair; Dowe Littleton - AL, Associate Vice-Chair; Gwen Bailey - VA; C. J. Beaty - FL; Carmela Bills - VA; Barbara Ferguson - KY; Judy Hall - OR; Jim Harry - IL; Millie MacFarland - ME; J. R. Rodrigue - CO; Pat Saville - KS; Susan Schaar - VA; Larry Warden - OK; Denise Weeks - NC; Jeannine Wood - ID

The chairman reported that Committee Vice-Chair Carole Peterson of Utah sent her regrets for being unable to attend the ASLCS meeting and this committee meeting.

The committee "charge" was reviewed with relation to its role and mission to the Society.

As a result of ensuing discussion, it became apparent that there are differing versions of the by-laws in various Society publications. It was noted that the Roster version is not up to date and that publication standards have not been printed. In an effort to resolve this problem, the chairman asked the committee members to contact her by October 15th to report any disparities they note in published versions of by-laws and standing orders. The suggestion was made to review Executive Committee minutes for the past year as a basis for comparison.

There is some confusion as to who is responsible for editing and updating the standing orders. Sally Kittredge at NCSL receives them but serves primarily as a repository. The committee suggested that the Executive Committee address this issue.
The Canadian-American Relations Committee met on Tuesday, September 12, 2000, in Wilmington, North Carolina, and was called to order by Norman Moore, Chairman, AZ. The following members were present: Steve Arias, NM; Dave Avant, AL; Diane Bell, FL; Sharon Carter, TX.; Kristin Canterbury, WV; Ann Clark, CT; Ann Cornwell, AR; Judy Hall, OR; Robert Haney, TX; Vita Hardy, CT; Pete Isaacs, MN; Pamm Juker, ID; Al Mathiowetz, MN; Lisa McKenney, ME; Henry Shepherd, AL; Susan Clarke Schaar, VA; Jackie Shettle, CT; Denise Weeks, NC. Also in attendance were Deborah Deller, Ontario, Canada; and Russell Grove, New South Wales, Australia.

The chair welcomed all new attendees and new members of the Committee and offered a special welcome to Deborah Deller, Clerk Assistant, Toronto, Ontario; and Russell Grove, Clerk of the Assembly, New South Wales. Pat Saville, ASLCS President for 2001, was recognized and made brief comments to the Committee.

Upon motion by Ann Cornwell seconded by Judy Hall, the minutes from the Canadian-American Relations Committee meeting in Chicago on July 19, 2000, were approved as written.

Denise Weeks and Deborah Deller, who participated in the Canadian-American Exchange Program, were recognized and gave brief remarks concerning their visits to Ontario and to North Carolina respectively. They commented on the interesting and informative aspects of the Exchange Program and encouraged more participation from ASLCS members. A suggestion was made that ASLCS members be provided information on the Canadian sessions, i.e. when the Legislature sits, etc. The Chair suggested that the Canadian-American Relations Committee members might be divided and each member assigned a Canadian counterpart in order to foster better relationships and to encourage the Exchange Program. The Chair distributed information on the Canadian-American Exchange Program and suggested that he keep a list of persons who might be interested in participating in the program. Russell Grove addressed the committee and encouraged ASLCS to consider including the Australian Clerks in an exchange program in the future.

Norman Moore gave a brief overview of his recent visit to Ottawa as the first ASLCS representative to attend the Canadian Parliamentary Cooperation Seminar in May, 2000. The Chair reported that the Joint Meeting of ASLCS and the Clerks-at-the-Table will be held in Ottawa, Canada in 2001 at dates yet to be determined.

Judy Hall made remarks to the committee on her attendance as the ASLCS representative at the Canadian Clerks of the Table conference in Yellow Knife, Northwest Territory in August, 2000.

A recommendation was made that the Committee look at a comparison of parliamentary procedures in the United States and Canada. Susan Clarke Schaar advised that this was a part of the program at the Canadian-American Clerks meeting in Austin and that perhaps this information could be made available to the members.

There being no further business, upon motion by Vita Hardy, seconded by Susan Schaar, the meeting was adjourned.

Respectfully submitted,
Janet Pruitt, NC
Vice-Chair
The Inside the Legislative Process committee met twice during the Professional Development Seminar. The first meeting was held on Sunday, September 10, 2000 at 8:30 a.m. The following members were present: Laura Clemens, Chair (OH), Connie Peltier, Associate Vice Chair (MN), Tara Perkinson (VA), Scott Maddrea (VA), Kirsten Waid (AK), Jane Atkinson (VA), Cheryl Laube (AZ), Molly Durham (IL), Sheila Ryan (IL), Jacque Sneddon (NV), Harle Glover (NV) and Brenda Erickson (NCSL).

Old Business

The Chair reminded the committee that the goal was to complete the 1998 and 1999 surveys this fall to be distributed by the end of the year. Each member received a copy of the draft prior to the meeting and all revisions and edit recommendations should be sent to Brenda Erickson as soon as possible.

An updated chart indicating which Chambers had not submitted their 2000 survey was distributed. Members were asked to contact their assigned states again and remind them to return the survey as soon as possible. It is the intent of the committee to have the 2000 survey results distributed to the states by the next Professional Development Seminar.

New Business

The committee was asked to think about suggested topics for the "single subject" survey that will be conducted next, and the possibility of doing the survey electronically. After a brief discussion, the committee decided we should explore this topic further, perhaps trying a dual process (both a paper survey and an electronic one) with the next survey.

The meeting was adjourned at approximately 9:15 a.m.

The Inside the Legislative Process Committee met for a second time on Tuesday, September 12 at 9:00 a.m. The following minutes were submitted by Pat Mau-Shimizu, who presided in the absence of the Chair.

The following members were present: Pat Mau-Shimizu, Vice Chair (HI), Connie Peltier, Associate Vice Chair (MN), Lisa Davis (MS), Mary Beth Weil (VA), Scott Maddrea (VA), Tara Perkinson (VA), Kirsten Waid (AK), Dot Waugaman (NC), Jane Atkinson (VA), Kristen Canterbury (WV), Annette Moore (UT), Karen Brown (UT), Jhonnie Gillespie (FL), Thomas Bennet (WV), JoAnn Hedrick (DE), Inga Emerson (DE), and John Garrett (VA)

Old Business

A copy of the latest printed version of the publication was circulated for inspection and review by new committee members. A brief discussion concerning the format and types of issues that were included in prior surveys was conducted.

The near completion of the survey compilation from the prior year was announced. A list of the chambers that had not yet responded...
to the survey was read. It was suggested that the list of non-responding chambers be divided up among committee members for telephone person-to-person "reminders". The suggestion was taken under advisement for final decision and disposition by the Chair.

**New Business**

Committee members were queried as to their suggestions or thoughts on topics or areas of interest (new or prior questions that need to be updated) for the upcoming survey.

The following suggestions were made:

1. Archiving of audio or videotapes of chamber plenary sessions
   What is archived? Who is responsible for the archived materials? Mode of archiving - tapes, CD-ROMs, etc.

2. Capitol renovations
   The planning process. Responsibilities of the legislative and executive branch. Temporary chambers during construction and renovation project.

3. Amendment process
   Processing of committee amendments. Use of technology to assist in amendment processing.

The suggestions were taken under advisement to be submitted to the Committee Chair for review and disposition.

The meeting was adjourned at 10:35 a.m.
The first meeting of the 2000-2001 International Communication and Development Committee was called to order at 10 a.m. by Co-Chair Carmela Bills, on September 12, 2000, during the ASLCS Annual Professional Development Seminar in Wilmington, North Carolina. Members in attendance were: Bills, Carmela (VA); Harry, Jim (IL); Wood, Jeannine, Co-Chair (ID); Hedrick, JoAnn (DE); Arias, Stephen (NM); Juker, Pamm (ID); Bell, Diane (FL); Kehoe, Tim (CT); Clift, Claire (NV); Littleton, Dowell (AL); Cornwell, Ann (AR); Marshall, Steve (VT); Davidson, Eddie (TN); McKenney, Lisa (ME); Dicks, Patty (CO); Moore, Norm (AZ); Emerson, Inga (DE); Rodrigue, J. R. (CO); Ensor, Londi (AK); Schaar, Susan (VA); Gillespie, Jhonnie (FL); Shettle, Jacqueline (CT); Hall, Judy (OR); Weeks, Denise (NC); Hardy, Vita (CT)

Co-Chair Bills introduced Jeannine Wood as Co-Chair of the committee, and guests Deborah Deller, Clerk Assistant and Executive Director of Legislative Services of the Legislative Assembly Ontario, Canada, and Russell T. Grove, Clerk of the Legislative Assembly, New South Wales, Australia.

Co-Chair Bills distributed folders to the members containing information regarding the role of the committee within the ASLCS structure, articles by members of the Committee on past ASLCS visits to Mexico, and minutes of meetings held by the Committee during the 1999-2000 year. New members were asked to review the information in order to bring them up to date on past actions of the committee.

The International Directory that was distributed to ASLCS membership in early 2000 will be placed on the Society’s website in the near future. Co-Chair Bills recommended, and the committee agreed, that the Directory be updated in the following manner:

- List the dates and places of all meetings of NCSL, ASLCS, ANOMAC, Canadian Clerks-at-the-Table and Australian Society of Clerks-at-the-Table in order to keep participants informed of all meetings and to avoid conflicting dates.
- Incorporate into the Directory the "cheat sheet" that the committee prepared showing common phrases in English, Spanish, and French.
- Include name, address, telephone number, fax number, and e-mail address of NCSL Liaison Staff person and the Co-Chairs of the committee in order that interested parties can obtain additional copies of the Directory.
- New Executive Committee members and other names and addresses in the Directory need to be updated. Norm Moore (AZ) will contact the Canadian clerks for a list of new officers and members; Susan Clarke Schaar will contact the Australian clerks; Dowell Littleton (AL) will contact the South African Clerks; and Carmela Bills (VA) will contact ANOMAC members.

The deadline for obtaining this information and submitting it to Co-chair Carmela Bills is October 15. Changes will also be submitted to the Publication Standards Committee. Vita Hardy (CT) once again volunteered to print the revised directory.
There was a short discussion on the preparation of the ASLCS video that will focus on the International Communication and Development Committee. The video will be prepared in English, French, and Spanish. Incoming ASLCS President Pat Saville informed the members that she will appoint a special committee to complete the video.

Susan Clarke Schaar stated that she had attended the meeting of the Australian Clerks in Sydney, Australia. She reported that they are interested in starting a relationship with ASLCS similar to the one we now enjoy with the Canadian, Mexican, and Central American clerks. Russell T. Grove, representing the Australian clerks, reported that he will be soon sending a letter to President Pat Saville requesting that a relationship with the Australian clerks, similar to the relationship we enjoy with the Canadian and Mexican clerks, be considered by the ASLCS Executive Committee.

Susan Clarke Schaar moved, seconded by Dowe Littleton, that we recommend to the Executive Committee that ASLCS affiliate with the Australian Clerks the same as our affiliation with Canadian and Mexican clerks, that their registration for attending our annual meeting be waived, and the society pay for the cost of one room. The motion prevailed unanimously by voice vote.

Co-Chair Bills noted that ASLCS has enjoyed a close relationship with ANOMAC and they will hold their 5th Annual Conference next summer in Cancun. Carmela suggested that we present a plaque to ANOMAC next year at their annual conference congratulating them on their five years of success. The inscription on the plaque will be written in both English and Spanish. Judy Hall (OR), Jeannine Wood (ID), and Carmela Bills (VA) volunteered to do the follow-up work on the plaque. The idea for the plaque will be presented to the Executive Committee for payment approval, and a progress report will be made at the winter meeting.

Steve Arias (NM) expressed his appreciation and congratulations to Carmela Bills for her work the last couple of years as Chair of this committee.

There being no further business, Susan Clarke Schaar moved, seconded by Vita Hardy, that the meeting be adjourned. By voice vote the motion prevailed and the meeting adjourned at 10:25 a.m.

Respectfully submitted,
Carmela C. Bills (VA) Co-chair
Jeannine Wood (ID) Co-chair
The Legislative Administrator Committee was called to order by Bruce Jamerson, Chair at 10:00 a.m., Tuesday, September 12, 2000 in Wilmington, North Carolina.

Members present were: Bruce Jamerson, Chair, VA; George Bishop, Vice Chair, VA; Jeff Finch, Vice Chair, VA; Mary Beth Weil, VA; Scott Maddrea, VA; Virginia Habansky, VA; Jane Atkinson, VA, Tricia Vaughan, VA; Jeannine Layell, VA; Kristin Canterbury, WV; Lori Summers, WV; Eleanor Ringel, WV; Anita Taylor, KY; Lisa Davis, MS; Diane Tyner, MS.

Approval of Minutes

Scott Maddrea moved that the minutes of the last meeting, which was held in Chicago, Illinois, be approved as printed in the August 2000 edition of the Legislative Administrator. Eleanor Ringel seconded the motion. The motion carried unanimously.

Discussion

Bruce Jamerson thanked everyone for their interest in serving on the Legislative Administrator Committee.

The Chair began a discussion of the first edition of the Administrator to be created by the new committee. He informed the committee that Jeff Finch will be responsible for the content of the publication and that George Bishop will be responsible for the format and layout. The deadlines for the first edition were discussed and are as follows:

- October 13, 2000 - Minutes from Committee Chairs and articles for the Administrator are due.
- November 3, 2000 - Finalize layout.
- November 10, 2000 - Send to printer (Florida House of Representatives).
- December 4, 2000 - Distribute publication to subscribers.

The Chair informed the Committee that the Florida House of Representatives has agreed to print the publication, and he offered his thanks for their willingness to assist in this area. The Virginia House of Delegates will mail the Administrator and absorb the cost of the postage. The budget for producing the Administrator is $2,000.00 per issue, and 600 copies of each issue will be printed.

The Chair discussed his desire to assign three or four states to each committee member and have them be responsible for soliciting articles for publication from those states. He also discussed an idea brought to him by Scott Maddrea that would create a "States at a Glance" section in the Administrator. This section would be similar to the section found in each USA Today that gives a one or two sentence treatment of the major news coming from each state. In the Administrator, "States at a Glance" would include a small two or three sentence update on the major legislative news to occur in that state for the publication period. It would be the responsibility of the committee member assigned to each state to write their states' copy for this section. A suggestion was made from the floor that com-
mittee members could make a request to the Chair to be assigned particular states, and the Chair agreed. He asked that committee members send to him their state assignment requests by September 22. By September 25, he will make the assignments and notify the Committee of these assignments.

Sally Kittredge was asked a question regarding the format of the web version of the Administrator, and she informed the committee that she needed to receive that version as a .pdf file.

The Chair informed the committee that he intends to modify the layout of the Administrator to include more graphics and pictures.

**Adjournment.**

Having no other business to come before the committee, the meeting adjourned at 10:30 a.m.

*Respectfully Submitted,*  
*George W. Bishop IV, Co-Vice Chair*
The Membership and Communication Committee met on Tuesday, September 12, 2000, in Wilmington, North Carolina. The meeting was called to order by Annette Moore, Chair, Utah, who presided. The following members were present:

Suzi Lowell, AK; Dave Avant, AL; Cheryl Laube, AZ; Norma Lowe, AZ; Tina Scott, AZ; Brian Weberg, CO; C. J. Beaty, FL; Linda Hawker, IL; Janet Jones, KS; Barbara Ferguson, KY; Lois Pulliam, KY; Ruby Johnson, LA; Steven James, MA; Millie MacFarland, ME; Patrice Dworak, MN; Peter Isaacs, MN; Beverly Allen, NC; Michelle Perry, NC; Janet Pruitt, KY; Shirley Wallace, NC; Karen Wadsworth, NH; Burney Durham, TN; Nancy Alliegro, TX; Sharon Carter, TX; Mary Andrus, UT; Karen Brown, UT; Sandy Tenney, UT; Gwen Bailey, VA; Virginia Harvey, VA; Dawn Smith, VA; Vicki Susan Anderson, WA; Linda Hanson, WI; Mick Bailey, WV; Joe Koval, WV.

Chairman Annette Moore, UT, read the mission statement of the committee. She further explained that in 1998 Norman Moore, AZ, devised a plan to divide the country into regions to make it easier to communicate information. Three committee members in a similar area were assigned to contact the people in their region. In 1998 there were seven regions; in 1999 it was changed to six regions. It was noted that although this system was not used during the past year, it would be a good idea to keep it in place. The chairman would be responsible for making assignments.

Norma Lowe, AZ, suggested that the regional plan be kept in place, explaining it is very helpful when reminding members about the annual meeting.

It was moved by Joe Koval, WV, and seconded by Karen Brown, UT, that the regional organizational plan be kept in place. The motion carried.

Pat Saville, President of the American Society of Legislative Clerks and Secretaries (ASLCS), addressed the Membership and Communication Committee, stating it is a very important committee because "making new members/new attendees feel welcome is valuable to the society."

Chairman Annette Moore, UT, asked if there were any new members or new attendees and if they would like to express any opinions about the new member/new attendee reception and orientation. Tina Scott, AZ, responded that she enjoyed the new member orientation and thought it was a good icebreaker.
Norma Lowe, AZ, commented that she thought the timing of the new member/new attendee reception was somewhat confusing since it was scheduled just before the welcoming reception for the entire conference. Another concern was because it was held early, many of the new members/new attendees and/or sponsors had not yet arrived and could not participate. After a lengthy discussion, it was noted that next year the meetings in Minnesota will begin on Friday, with the welcoming reception being held on Friday evening. It was suggested that the new member/new attendee reception be incorporated into the welcoming reception with a small segment at the beginning designated for introduction of all new members/new attendees. This would allow all society members the opportunity of welcoming the new members/new attendees.

Later it was suggested that sponsors should contact their new members/new attendees a few weeks prior to the meeting. It was noted that some new members/new attendees are session-only employees so the sponsor should have the proper information to enable them to contact their new member/new attendee at home. It was determined that sponsors will be given as much information as possible about their new member/new attendee.

It was moved by Joe Koval, WV, and seconded by Tina Scott, AZ, that the new member/new attendee reception be incorporated with the welcoming reception. The motion carried.

Ruby Johnson, LA, suggested that a sign-up sheet be added at the registration booth for the new members/new attendees to sign in when they arrive, noting their hotel and room number. It was also suggested that sponsors sign. This should better facilitate the process of sponsors and new members/new attendees connecting with each other. There was expressed concern about the high number of new members/new attendees whose sponsors were unable to attend the new member/new attendee orientation. It was strongly emphasized that it is the responsibility of the sponsor to attend the orientation or contact the chairman if they are unable to attend so a replacement can be found.

A discussion was held on additional ideas for recognizing new members/new attendees. Some suggestions were tee shirts, pins, or different colored lanyards. It was suggested this would only need to be a subtle difference.

The theme of this year's orientation was "A Children's Birthday Party." The group was seated at tables according to their birth month. They played "pin the dome on the capitol," and everyone had a goodie bag with bubbles and noisemakers. The sponsors brought their new member/new attendee a $5 gift from their home state. It was noted that an appropriation for ten ASLCS mugs was made so new members/new attendees would not be without a gift if their sponsor was unable to attend. The activity was very well received.

Ideas for next year were discussed. A suggestion was made to play a game where each new member/new attendee gives his or her sponsor a unique fact about himself or herself. These facts are then printed on a grid (like a bingo card) and attendees circulate among each other asking questions to help them determine which unique fact belongs to which person. When the person matching the unique fact is found, that person's name is written beside that fact. After a set time period, the person with a "bingo" wins; if no one gets a "bingo," the one with the most squares filled in wins. If there is a large number of new members/new attendees, the list may need to be separated-e.g., regions 1-3 and regions 4-6. It was also suggested that a "To-Tell-the-Truth" game be played. The Executive Committee could be incorporated into this game to allow some time for all the new members/new attendees to meet and get acquainted with them.

Karen Wadsworth, NH, suggested that no final action be taken until feedback is received from the new member/new attendee wrap-up and the program evaluations are compiled. It was noted that the program and timing will drive what can be done and when.

There was a question about who should attend the new member/new attendee wrap-up session, and it was determined that only new members/new attendees need to attend.
Committee Members

George Bishop, VA  Ed Burdick, MN  Penny Cabaniss, VA  Carmen Cauthen, NC
Laura Clemens, OH  Molly Durham, IL  Frank Forzano, CT  Steven James, MA
Jeannine Layell, VA  Scott Maddrea, VA  Sheila Ryan, IL  Matt Schuler, OH
Tricia Vaughan, VA  Maureen Wilson, UT  Susan Whitford, NV

Members in attendance: Tara Perkinson (VA), Chair; C. J. Beaty (FL), Associate Vice Chair; George Bishop (VA); Scott Maddrea (VA); Janet Jones (KS); Jhonne Gillespie (FL); Matthew Baker (NV); Susan Whitford (NV); David Gibson (VT); Jeannine Layell (VA); Maureen Wilson (UT); Molly Durham (IL); Sheila Ryan (IL); Penny Cabaniss (VA); Tricia Vaughan (VA); Sylvia Carr (VA); Steven James (MA).

The Chair expressed thanks to Tony Rossi, Clerk of the Illinois House, for printing and distributing the Summer issue of the Journal, which was distributed in August. The Summer issue is now on the ASLCS section of the NCSL website.

Five members of the committee were appointed by Chair Perkinson as the 2000-2001 Editorial Board. They are: Anthony Rossi (IL), C. J. Beaty (FL), Matt Schuler (OH), George Bishop (VA), and Sheila Ryan (IL).

The Chair informed the committee that articles for the 2000 Fall issue were to be submitted by September 15. Topics include civic education, legislatures of the future, and the role of the Clerk in Australia, South Africa, and Hong Kong.

The Chair announced that the deadline for the submission of articles for the Spring issue of the Journal is December 1, 2000. Proposed articles include the impeachment process in New Hampshire and a legislative staffing issue. Other articles are needed. Suggestions were made by the committee to seek articles on Chamber renovations and their impact on the legislative process, the history of an NCSL staff section, security issues, and training for new leadership.

There being no further business before the committee, the meeting was adjourned.

Respectfully submitted,
Tara H. Perkinson, Chair
Report of the 2000-2001 Committee from the ASLCS annual meeting in Wilmington, NC

In attendance: Dowe Littleton (AL); Cheryl Laube (AZ); Norma Lowe (AZ); Tina Scott (AZ); Georgette Aberle (CO); Inga Emerson (DE); Faye Blanton (FL); Debbie Brown (FL); Pat Mau-Shimizu (HI); Joan Eilers (IL); Jim Harry (IL); Linda Hawker (IL); Mary Lou Holsapple (IL); Bev Wessing (IL); Lois Pulliam (KY); Judy Barrows (ME); Judi DelFranco (ME); Carolyn Brown (MN); Marge Collins (MN); Patrice Dworak (MN); Marilyn Hall (MN); Debra Fastner (MN); Mike Linn (MN); Patrick Murphy (MN); Connie Peltier (MN); Claire Clift (NV); Harle Glover (NV); Jacque Sneddon (NV); Karen Wadsworth (NH); Michelle Perry (NC); Shirley Wallace (NC); Larry Cottingham (OK); Mark Corrigan (PA); Hogan Brown (SC); Burney Durham (TN); Mary Andrus (UT); Pat Mau-Shimizu (UT); Joan Eilers (UT); Jim Harry (UT); Linda Hawker (UT); Mary Lou Holsapple (UT); Bev Wessing (UT); Lois Pulliam (VA); Judy Barrows (VA); Judi DelFranco (VA); Carolyn Brown (VA); Marge Collins (VA); Patrice Dworak (VA); Marilyn Hall (VA); Debra Fastner (VA); 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The meeting of the Roster Committee was called to order by Co-Chair Suzi Lowell on Tuesday, September 12, 2000 at 11:00 a.m. in Wilmington, North Carolina.

Present: Suzi Lowell, AK, Co-Chair; Heidi Vogel, AK, Co-Chair; Kirsten Waid, AK, Associate Vice-Chair; Gwen Bailey, VA; Millie MacFarland, ME; Jane Atkinson, VA; Mary Beth Weil, VA; Mary Jo Mongelli, NV; Rick Nicholson, TN; Eddie Davidson, TN; Mary Jo Mongelli, NV; Jeannine Wood, ID; Barbara Ferguson, KY; Patty Dicks, CO; Cathy Ferguson, OR; Sam Moody, OR; Cyndy Johnston, OR; Linda Hanson, WI; Dawn Smith, VA; Lori Summers, WV; Rick Nicholson, TN; Pat O'Donnell, NE; Ed Perry, MS; Rose Ramsey, VA; Donna Doyle, WI; Jeannine Wood, ID;

Also in attendance were: Sally Kittredge, NCSL, and Pat Saville, KS, ASLCS President Elect.

After talking with Donna Doyle, last year's Roster Committee Chair, the Co-Chairs came up with following recommendations which Co-Chair Heidi Vogel presented to the Committee:

1. Request ASLCS to purchase software and pass it from Committee Chair to Committee Chair to help with the standardization process. Also, request that the software be upgraded every three years. Continue to produce the Roster in the present format once yearly (mid-summer). The Committee Co-Chairs gather all information from all sources. The Co-Chairs print, bind and mail out the Roster locally and the costs will be reimbursed by ASLCS.

2. The Committee Co-Chairs gather all information from all sources and send the information electronically to NCSL and they would compile and print the Roster.

3. The Committee Co-Chairs gather all information from all sources and compile the Roster using a standardized software product compliant with NCSL's print shop requirements. They would then have NCSL print the Roster.

4. The Committee Co-Chairs gather all information from all sources and compile the Roster using a standardized software product which can be e-mailed in PDF format to all ASLCS members. Members receiving the electronic version would then print it off and place it in a three ring binder. The Roster could be sent out electronically to members twice yearly. This option would reduce costs for printing and mailing, and the Roster would be more up-to-date with two updates each year.

ASLCS President Elect Saville spoke to the Committee and asked them to discuss these ideas and present their recommendation to the Executive Committee on Thursday, September 14.

Rick Nicholson, TN, moved that the Roster Committee ask the Executive Committee to purchase Software which will transfer to each new Roster Committee Chair to help with the standardization process. Gwen Bailey, VA, seconded the motion. Without Objection, it was so ordered.
The Committee discussed the several options to improve the process, quality and timeliness of the roster. The Committee decided to eliminate Option 2 as a possibility. Option 3 was also eliminated because it was felt the Co-Chairs should have control over the finished Roster.

The Committee felt that Option 4 would be too big of a change at this time but that it should be considered in the future. There was discussion about starting with small steps. The idea of sending an electronic update to all members in the fall which would provide all of the new committee assignments was discussed.

Other actions which the Roster Committee decided to take are:

- Ask the Membership Committee to include a deadline date (perhaps May 15) for the Roster update information on the Membership renewal notices.
- Ask the Administrator Committee to place an ad in the Administrator announcing the deadline for submitting Roster photos and information.
- Request new photos from all members, in order to upgrade the quality of the photos in the Roster. The older photos have become quite poor quality due to older scans and various software conversions.

Rick Nicholson, TN, moved that the Roster Committee continue to publish the Roster in the present format and that an electronic update be initiated in the Fall. Jeannine Wood, ID, seconded the motion. Without objection, it was so ordered.

Co-Chair Lowell thanked Donna Doyle for the great job she did as the former Roster Committee Chair.

There being no further business, Co-Chair Suzi Lowell adjourned the meeting at 11:50 a.m.

Respectfully submitted,
Suzi Lowell, Co-Chair
Heidi Vogel, Co-Chair
The Site Selection Committee met on Tuesday, September 12, 2000, at 9:00 a.m. in Wilmington, North Carolina at the annual Professional Development Seminar. The meeting was called to order and presided over by Vice-Chair Burney T. Durham, Tennessee with the assistance of Associate Vice-Chair Dave Avant, Alabama. The Vice-Chair noted that Chairman Matt Schuler was attending to legislative business in his home state of Ohio and regretted he was unable to attend.

Minutes of the July 16, 2000 meeting in Chicago were approved. Norman L. Moore, Chief Clerk of the Arizona House of Representatives and a delegation from Arizona presented a video showing the many attractions of the Phoenix area. Norman presented a letter from the Honorable Brenda Burns, President of the Senate and the Honorable Jeff Groscost, Speaker of the House in Arizona supporting the efforts of the Secretary of the Senate and Chief Clerk of the House to host the ASLCS fall professional development seminar in Phoenix in 2003. The letter is attached to the minutes of this meeting. Linda Hawker, IL moved and Janet Pruitt, NC seconded that the Site Selection Committee recommend to the ASLCS Executive Committee that Phoenix, AZ be selected to host the annual meeting in 2003. The motion carried unanimously.

William B.C. Addison, Jr., Secretary of the Maryland Senate and Mary Monahan, Chief Clerk of the Maryland House of Delegates discussed with the committee that they were exploring the feasibility of hosting the ASLCS annual meeting in 2004 in Annapolis, MD. They brought literature on their capitol city and stated that they had begun discussions with their leadership. It is their hope to make a formal bid later in the year.

Minutes of the July 16, 2000 meeting in Chicago were approved. Norman L. Moore, Chief Clerk of the Arizona House of Representatives and a delegation from Arizona presented a video showing the many attractions of the Phoenix area. Norman presented a letter from the Honorable Brenda Burns, President of the Senate and the Honorable Jeff Groscost, Speaker of the House in Arizona supporting the efforts of the Secretary of the Senate and Chief Clerk of the House to host the ASLCS fall professional development seminar in Phoenix in 2003. The letter is attached to the minutes of this meeting. Linda Hawker, IL moved and Janet Pruitt, NC seconded that the Site Selection Committee recommend to the ASLCS Executive Committee that Phoenix, AZ be selected to host the annual meeting in 2003. The motion carried unanimously.

A discussion was held concerning ASLCS's desire to have a block of rooms at the NCSL Annual Meeting. It was decided that this matter would be resolved at the winter meeting in December.

President Pat Saville thanked the committee for its willingness to serve and hoped it would have a recommendation for the annual meeting in 2004 before it is dissolved next fall.

There being no further business, the meeting was adjourned.
The meeting of the Support Staff Committee was called to order by the Chair, Judy Barrows, on Tuesday, September 12, 2000, at 10:00 AM in Wilmington, North Carolina.

Present: Judy Barrows, ME, Chair; Brian Taylor, VA, Vice Chair; Larry Cottingham, OK, Associate Vice Chair; Georgette Aberle, CO; Matthew Baker, NV; Tom Bennett, WV; Carolyn E. Brown, MN; Debbie Brown, FL; Penny Cabaniss, VA; Ann M. Clark, CT; Judi Dell Franco, ME; Donna Doyle, WI; Molly Durham, IL; Marilyn Edds, CO; Joan Eilers, IL; John M. Garrett, VA; Harle Glover, NV; Marilyn Logan Hall, MN; Holly Hiatt, AZ; Mary Lou Holsapple, IL; Cyndy Johnston, OR; Greg Kenworth, IL; Michael Linn, MN; Patty Lung, VA; Scott Magnuson, MN; Mary Jo Mongelli, NV; Sam Moody, OR; Patrick Murphy, MN; Rick Nicholson, TN; Jennifer Parker, VA; Connie Peltier, MN; Tara Perkins, VA; Lora Phillips, WV; Sheila Ryan, IL; Judith M. Schultz, WV; Alice Shafer, WV; Michael Speiker, MN; Kirsten Waid, AK; Dot Waugaman, NC; Bev Wessing, IL; Susan Whittford, NV; Maureen Wilson, UT.

Also in attendance were Pat Saville, KS, President, ASLCS, and Sally Kittredge, NCSL.

The minutes from the July 16, 2000, meeting held in Chicago, Illinois, were approved on motion of Tara Perkinson from Virginia and seconded by Connie Peltier from Minnesota.

The Chair opened the meeting by thanking the past Chair of the Committee, Ann M. Clark of Connecticut, and the past Associate Vice Chair, Mary Lou Holsapple of Illinois, for their hard work and effort on behalf of the committee during the previous year. She also thanked Jeff Finch of Virginia for the work he had done in coordinating the State Display at the conference in Wilmington.

Under the topic of old business, the Chair expressed her desire to continue to solicit responses from the states that have not submitted positions descriptions for the Staff Position Description Manual that the Support Staff Committee had previously published. She also announced that she would like to send the states copies of what they had already submitted to see if they wished to update or revise their entries. A suggestion was made that principals descriptions should be added also since their duties vary from state to state. Dot Waugaman from North Carolina suggested polling the members that provide specific support functions (ie. pages and interns) for descriptions of their programs.

Associate Vice Chair Larry Cottingham of Oklahoma suggested that states include an organizational chart along with their position descriptions.

A subcommittee made up of Dot Waugaman of North Carolina, Connie Peltier
of Minnesota and Donna Doyle of Wisconsin was appointed to explore these options.

Under the topic of new business, the Chair indicated that the committee would again be working closely with the Program Development Committee in developing the program for the 2001 Annual Meeting in Minnesota. One specific task the Support Staff Committee may undertake is providing facilitators for the breakout sessions. Tara Perkinson suggested that the Committee urge the Program Development Committee to have a concurrent session dedicated to page and intern programs for the Annual Meeting.

The Technology and Innovation Committee will be sponsoring a vendor fair at the Minnesota meeting. The Chair said that the Committee would offer to provide any support that may be needed. Past Chair Ann Clark of Connecticut suggested that there be some sound system vendors invited to the fair. Mike Linn of Minnesota also suggested that security system vendors be invited.

There being no further business, the meeting was adjourned on a motion by Mike Linn of Minnesota and seconded by Ann Clark of Connecticut.

Respectfully submitted,

Judy Barrows, ME, Chair
The meeting of the Technology and Innovation Committee was called to order by the Chair, Hogan Brown, on Tuesday, September 12, 2000, in Wilmington, North Carolina. The following members were present: Vice Chair: Sharon Carter (TX); Associate Vice Chair: Rick Nicholson (TN); Vicki Susan Anderson (WA); Stephen R. Arias (NM); Mick Bailey (WV); Matthew Baker (NV); Judy Barrows (ME); George Bishop (VA); Carolyn Brown (MN); Debbie Brown (FL); Mark Corrigan (PA); Penny Cabaniss (VA); Mary Lou Holsapple (IL); Robert Haney (TX); Tony Cook (WA); Joan Eilers (IL); Marilyn Edkins (CO); Frank Forzano (CT); Bruce Jamerson (VA); David Larson (KS); Eddie Davidson (TN); Janet Jones (KS); Patrice Dworak (MN); Joanna Fincher (VA); Marilyn Eddins (CO); Steven James (MA); Joe Koval, WV); Scott Magnuson (MN); Steve Marshall (VT); Dave Larson, KS); Eddie Davidson (TN); Robert Haney (TX); Vira Hardy (CT); Mary Lou Holsapple (IL); Bruce Jamerson (VA); Steven James (MA); Janet Jones (KS); Greg Kenworth (IL); Robert Haney (TX); Vira Hardy (CT); Mary Lou Holsapple (IL); Bruce Jamerson (VA); Steven James (MA); Janet Jones (KS); Greg Kenworth (IL); Tom Klein (MN); Joe Koval (WV); Jeannine Layell (VA); Patty Lung (VA); Mary Jo Mongelli (NV); Mike Speiker (MN); Lori Summers (WV); Brian Taylor (VA); Diane Tyner (MS); Tricia Vaughan (VA); Bev Wessing (IL); Susan Whitford (NV); Maureen Wilson (UT)

The minutes of the Chicago meeting were approved.

Sally Kittredge gave an update on the new ASLCS website design. All pages will be updated by mid-October.

The committee discussed the technology survey printed in the June 2000 edition of the Legislative Administrator. The discussion centered on whether the survey should be conducted on an annual or another regular schedule. Doing a partial or topical survey for each issue of the Administrator was suggested. It was also suggested that the technology survey be used to update Society members on who is using which vendors. The committee agreed to review the previous survey, as well as these suggestions, at the next meeting and make any necessary modifications or improvements.

The committee discussed the president's request to coordinate a technology/vendor fair at the 2001 Professional Development Seminar in Minnesota, to be held on Sunday afternoon in the Capitol. The chair requested volunteers to serve on a subcommittee to formulate ideas to bring before the committee. There was discussion on how to select vendors and to ensure that Society members are provided with accurate and useful information by vendors. The chair raised a question of whether there may be an interest in vendor presentations beyond those that have been presented in the past, such as audio-visual or security systems. It was suggested that the committee consider using NALIT as a resource for input on vendors. There was also interest in presentations from states that have developed applications in-house.

Steve Arias suggested a program topic or breakout session for next fall geared toward specific questions relating to technology submitted in advance and answered by a panel of committee members. Another suggestion was a program that offered success stories on
various technology applications such as was done with security systems at this annual meeting.

Finally, the committee discussed the potential benefits and difficulties in compiling the common questions discussed on the LISTSERV with the thought of adding pages to our website that address recurring areas of interest or concern. Although the consensus was that this is a worthwhile idea, the time involved in culling the information may make it too burdensome to accomplish. The committee will solicit input from NCSL and NALIT on how this information may be compiled.

There being no further business, the meeting was adjourned.

Respectfully submitted,
Hogan Brown, Chair

SPECIAL COMMITTEE ASSIGNMENTS

PAST PRINCIPAL COMMITTEE

Janet Jones, KS, Chair
Millie MacFarland, Vice Chair

PHOTO MONTAGE COMMITTEE

Faye Blanton, FL, Chair
Steve Arias, NM
Donna Doyle, WI
Al Mathiowetz, MN
Judy Barrows, ME
Pat Flavahan, MN
Pat O’Donnell, NE
George Bishop, VA
Linda Hawker, IL
J. R. Rodrigue, CO
Debbie Brown, FL
Karl Lilly, WV
Susan Clarke Schaar, VA

INTERNATIONAL VIDEO COMMITTEE

Denise Weeks, NC, Chair
Carmela Bills, VA
Lauren Clemens, OH
JoAnn Hedrick, DE

ARCHIVES COMMITTEE

Mary Jo Mongelli, NV, Chair

PAST PRINCIPAL COMMITTEE UPDATE

In keeping with the millennium theme of Honoring the Past - Moving to the Future, ASLCS President Pat Saville has appointed a special Past Principal Roster Committee. This committee's chairman is Janet E. Jones, Chief Clerk, Kansas House of Representatives and the vice-chairman is Millicent M. MacFarland, Assistant Clerk, Maine House of Representatives.

All principals are requested to compile a complete list of all who have served as Clerk or Secretary in their chamber. The purpose of this project is to create an interesting and historical perspective to know the years each person served, their home town and if they were elected or appointed. The names and dates will be filed with the ASLCS Archives Committee and will be available for use in future publications.

Please send your list to Janet Jones, either by email janetj@house.state.ks.us, FAX 785/291-3531 or by regular mail to Statehouse, Room 477-W, 300 Southwest 10th Street, Topeka, KS 66612-1504.
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XXXL......................................................................$32.00

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AGENDA

Friday, December 8

3:00 pm - 6:00 pm  Registration

Saturday, December 9

8:00 am - 9:30 am  Continental Breakfast

9:00 am - 10:00 am  Committee Meetings - A
Bylaws and Standing Orders
Inside the Legislative Process
Site Selection
Technology and Innovation

10:00 am - 11:00 am  Committee Meetings - B
International Communication and Development
Legislative Administrator
Membership and Communication
Support Staff

11:00 am - 12:00 pm  Committee Meetings - C
Canadian-American Relations
Professional Journal
Program Development
Roster

12:15 pm - 2:15 pm  Lunch and Business Meeting
Presiding: Pat Saville, Secretary of the Kansas Senate and President of ASLCS

2:30 pm - 4:30 pm  Special Committees of the Executive Committee
Past Principal Roster Committee
Photo Montage Committee
International Video Committee

5:30 pm - 7:00 pm  Reception

Sunday, December 10

8:30 am - 10:00 am  Continental Breakfast

10:00 am - 12:00 noon  Executive Committee Meeting
Presiding: Pat Saville, Secretary of the Kansas Senate and President of ASLCS
FUTURE ASLCS MEETINGS

ASLCS Spring Meeting

April 20-22, 2001
Salt Lake City, Utah
Conference Hotel: Little America Hotel
www.littleamerica.com

NCSL Annual Meeting

August 11-16, 2001
San Antonio, Texas

ASLCS Annual Professional Development Seminar

September 14-19
Bloomington, Minnesota
Conference Hotel: Minneapolis Airport Marriott Bloomington
www.marriott.com/marriott/mspmn/

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Fall 2000