Dear Friends:

It is hard to believe that the time to begin as your President is here. I have looked forward to this year with a great deal of excitement, high expectations and a small amount of apprehension.

My excitement stems from the challenge of presiding over such a hard working and constructive organization. I have high expectations because of the wonderful support I received while filling chairs for the committees. However, I am apprehensive about being able to follow such a succession of brilliant and talented leaders.

The past year continued to be a successful one of growth and change. The meeting in Portland had informative, interesting and timely session topics provided by Laura and her committee. I would especially like to thank those members who helped assist in making all of the sessions successful. I know that many of you have taken fresh ideas back to your offices, hopefully, in order to implement some of them.

On behalf of the Society, I would like to extend our sincere appreciation to Judy, Ramona and their staff for such a wonderful time in Oregon. They all worked extremely hard under unusual circumstances (5 special sessions) and were still able to have great things planned for all of us. The trip to the Capitol, picnic and volleyball at the Salem Waterfront Park and the boat cruise were all wonderful. A special thanks to Judy for her outstanding leadership this past year. It is hard to imagine trying to prepare and conduct a conference of our size along with five special sessions. (One of the special sessions even lasted up to the night before the conference was to begin.) Thanks to all of you for a job well done.

The Executive Committee for 2002-2003 is as follows: Ann Cornwell, President; Norman Moore, President-Elect; Bruce Jamerson, Secretary-Treasurer; Donna Doyle, Elected Associate Vice President; J. R. Rodrigue, Elected Principal Members; Carmela Bills, Elected Associate Member; Sharon Carter and Laura Clemens, Appointed Principal Members; Dowe Littleton and Marilyn Eddins, Appointed Associate Members; Judy Hall, Past President and Mike Linn, Past Associate Vice President. I encourage you to contact any and all of us with your suggestions and comments.

I would like to mention that each person I called upon to serve as chair or vice chair of a committee agreed readily and cheerfully! Some even volunteered! These are the kind of people that make the Society so successful.

The committee leadership is enthusiastic and has some ingenious ideas for the year ahead. They are listed later in The Legislative Administrator. I would like to extend my thanks again to all of the committees. As evidenced in the minutes of the meetings, the committees are off to a tremendous start.

In addition to the standing committees of the Society, I have created the following Special Committees for the upcoming year: The Revenue Resource Committee is chaired by Susan Schaer and the members are Denise Weeks, JoAnn Hedrick, Dave Avant, Burney Durham and Larry Warden; ASLCS 60th Anniversary Committee is chaired by Denise Weeks and members are Dave Avant, Pat Harris, Dowe Littleton, Norman Moore and Donna Doyle; No Host Committee for the 2004 meeting in Maryland is chaired by J.R. Rodrigue and members are Bill Addison, Mary Monahan, Bruce Jamerson, Jeannine Wood, Panum Juker, Judy Hall, Susan Schaer, Cheryl Laube and Marilyn Eddins; International Clerks and Secretaries Meeting Committee is chaired by Jeff Finch and the members are J.R. Rodrigue, Patsy Spaw, Carmela Bills, John Phelps, JoAnn Hedrick and Diane Bell; Budget Review Committee is chaired by Pat Saville and the members are Denise Weeks, Judy Hall and Norman Moore; and Internal Audit Committee is chaired by Bruce Jamerson and members are Donna Doyle and Judy Hall.

ASLCS is well represented at the Legislative Staff Coordinating Council (LSCC) meetings and the Executive Committee of the National Conference of State Legislatures (NCSL) by Ramona Kenady, Susan Schaer, JoAnn Hedrick, Pat Saville, Judy Hall, Cindy Zehnder and myself.

Congratulations to Butch Speer, the recipient of the Jo Beek Award. He is to be commended for his contributions to ASLCS, NCSL and his dedication to the legislative institution. This past year Butch chaired the Mason's Manual Study Commission. On behalf of the Society, I want to thank Butch and his committee members for their dedication and hard work in preparing and finalizing the report in Portland.

Thank you for all of your confidence and support. The honor of being elected your President is certainly a highlight in my life. It is an honor that I will cherish. I look forward to seeing you at the meetings throughout the year. I sincerely welcome your suggestions, comments and your advice.

Sincerely,
Ann Cornwell, Arkansas
President ASLCS
During the annual 2002 ASLCS meeting the Joseph A. Beek award was presented to Alfred (Butch) Speer. The Beek award is the Society's highest award. It is not awarded annually but is awarded at the call of the President and, when warranted, is presented to one of our colleagues for exemplary and extraordinary service to the society. Established in 1983 the award was named after the first president and founder of ASLCS. The Beek award has special significance to our present-day society because the first recipient of the award is still active. Ed Burdick not only brings historical knowledge to our society but still exhibits the outstanding traits that won him the award in 1983.

Butch Speer exemplifies all of the qualities that Joe Beek and the other founders of ASLCS possessed as they struggled to form the society. Butch has worked in the legislative environment since 1976. He was designated as acting clerk in 1983 and elected to that position in 1984. He has been reelected every term since. Butch is trained in the law, having graduated with honors from law school in 1976. In addition to serving as President of ASLCS in 1991, Butch has served as faculty and panelist at a number of ASLCS and NCSL events, chair and vice-chair for a number of committees and executive committee member of NCSL, staff chair 1994 – 1995. Most recently Butch chaired the 2001 election reform task force for NCSL. Finally, he completed a year serving as chair of the Mason’s Manual Study Commission.

Most members agree that in whatever capacity he has served, he has contributed keen intelligence, a refreshingly honest sense of humor and strong work ethic. Butch tackles every task with energy and enthusiasm. He personifies the highest values and the greatest benefits that we receive when we become active in the society. He is known by his legislative colleagues from all facets of legislative service as a trusted friend.

Butch joins a long list of distinguished award recipients:

- Ed Burdick - 1983
- Pat Flahaven - 1987
- MacDowell Lee - 1989
- Joe Brown - 1991
- Betty King - 1993
- Patrick J. O’Donnell
- Donald Schnieder - 1998

Congratulations, Butch, on receiving the Joseph A. Beek award and the respect and admiration of each member of the society.
During the week of October 13, 2002, I participated in a program sponsored by NCSL, funded by a grant from the U. S. State Department, to provide advice and legislative expertise in designing New Member Orientation programs in francophone African nations, specifically the nations of the Republic of the Congo in the capital, Brazzaville, and Mali in the capital, Bamako. The French Congo recently held elections, and there are a significant number of new deputies and senators as well as committee chairmen with no legislative experience in this newly elected Assemblee. The clerk of the Nationale Assemblee, Mme. Kiakouama, and several staff members met with the NCSL representative Patrick McCorry and me to discuss specific programmatic plans for an orientation program several days in length to be held sometime before the end of the current session, which began October 15, and ends December 15. The newly formed Senate will also participate in these orientation programs.

In Mali, the clerk of the Assemblee Nationale, M. Sentara, was prepared with suggestions for an orientation program for the new members of the Malian Assemblee, which has recently undergone a change in leadership. The Assemblee will have approximately seventy new members, including thirteen women. The Mali legislature deals almost exclusively with the budget during the fall term, making it difficult to find time for a general orientation program. Patrick and I met with committee clerks and other staff members in a series of meetings during our day in Bamako, in which everyone seemed very interested in the possibilities for education and interaction between delegates and staff within new member orientation sessions.

We received a very warm welcome by officials of the legislature in both countries, who seemed genuinely glad of our participation in their planning in this time of transition for both countries. Staff, too, was interested in our descriptions of similar programs in the United States. As we finished our discussions in Mali with M. Sentara, he put in a telephone call to Mme. Kiakouama in Brazzaville to express his pleasure in our visit and to assure her, from one clerk to another, that such meetings are of benefit to all concerned. **
Caravan routes have passed through Mali since A.D. 300. The Malinke empire ruled regions of Mali from the 12th to 16th centuries, and the Songhai empire reigned over the Timbuktu-Gao region in the 15th century. Morocco conquered Timbuktu in 1591, and ruled over it for two centuries. Subjugated by France by the end of the 19th century, the land became a colony in 1904 (named French Sudan in 1920) and in 1946 became part of the French Union. On June 20, 1960, it became independent and, under the name of Sudanese Republic, was federated with the Republic of Senegal in the Mali federation. However, Senegal seceded from the federation on Aug. 20, 1960, and the Sudanese Republic then changed its name to the Republic of Mali on Sept. 22.

In the 1960s, Mali concentrated on economic development, continuing to accept aid from both Soviet bloc and Western nations, as well as international agencies. In the late 1960s, it began retreating from close ties with China. But a purge of conservative opponents brought greater power to President Modibo Keita, and in 1968, the influence of the Chinese and their Malian sympathizers increased. The army overthrew the government on Nov. 19, 1968, and for the next 20 years, Mali was under military rule. Mali and Burkina Faso fought a brief border war from Dec. 25 to 29, 1985. In 1991, dictator Moussa Traoré was overthrown, and Mali made a peaceful transition to democracy. In 1992, Alpha Konaré became Mali’s first democratically elected president.

Mali’s second multiparty national elections took place in May 1997, with President Konaré winning re-election.

Konaré has won international praise for his efforts to revive Mali’s faltering economy. His adherence to International Monetary Fund guidelines has increased foreign investment and helped make Mali the second-largest cotton producer in Africa. He is also the chairman of the 15-nation ECOWAS (the Economic Community of West African States), which in recent years has concentrated on brokering peace in Sierra Leone, Liberia, and Guinea. Konaré retired after serving the two five-year terms permitted by the constitution.

In June 2002, Amadou Toumani Touré became president. A highly popular and respected public figure, he engineered the 1991 coup that freed the country from military rule.

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Staff members of the Mali Assemblée. From right to left: Head of Legislative Services M. Tembley; myself, Barbara Regen; M ali staffer; the Clerk, M. Santara; Mali staffer
In fact, FY 2002 budget problems were widespread and often severe. In April, 43 states reported budget gaps—lower-than-expected revenues plus spending overruns—with the total reaching $27 billion. By June 30, the end of the fiscal year for 46 states, the figure had jumped to $37 billion. In a dozen states, the gaps exceeded 10 percent of the state's budget.

A handful of states, typically ones with natural-resource-based economies like Louisiana, New Mexico and Wyoming, managed to get through the fiscal year without a budget gap. But their reprieve appears to be temporary.

“Anywhere from 40 percent to 70 percent of our revenues comes from the mineral extraction industry—oil, gas, trona, coal—so we’re always on a roller coaster in Wyoming,” reports Senator Grant Larson, chair of the Appropriations Committee. “When energy prices spiked, our projected $100 million deficit turned into a $700 million surplus. But now we’re coming to the down part of the cycle because the price of natural gas has dropped significantly and our oil reserves are diminishing.”

With a few exceptions, most states were concerned about faltering revenues, especially from personal income tax collections. Forty-one states levy broad-based personal income taxes which, on average, account for more than a third of state tax revenues.

Since personal income tax collections are such an important source of revenue, officials were holding their collective breath on what the April numbers would show. The final figures were sobering. Total personal income tax collections from January through April were $14.7 billion—about 14 percent—below the prior year. Collections were below target in 39 states, with a dozen below forecast by more than 10 percent.

“Like so many other states, our real revenues in FY 2002 were less than they were the year before,” says Senator Penfield Tate, vice chair of Colorado’s Joint Budget Committee. “Additionally, projected real revenues for the current fiscal year are going to be even less than they were two years ago.”

CLOSING THE GAPS

As legislative sessions began earlier this year, most states were in the difficult position of trying to close FY 2002 budget gaps while crafting or revising—in the case of biennial budget states—their FY 2003 budgets. As states looked ahead, it was painfully clear that they were facing additional shortfalls.

Based on initial estimates, the total gap for FY 2003 was $58 billion—on top of the $37 billion from FY 2002. Although California’s astonishing $23.7 billion hole accounted for more than 40 percent of the total, 13 states reported gaps above 10 percent.

Most states pared spending as their first line of attack. “Three things happen in tough times,” says Kirk Jonas, deputy director of Virginia’s Joint Legislative Audit and Review Commission. “First of all, most ‘nice to do’ programs are eliminated. Secondly, legislatures are forced to reduce many ‘need to do’ programs. And finally, they even trim some ‘have to do’ programs.”

The bad news wasn’t limited to personal income tax collections. Many states reported that sales and corporate income taxes also failed to meet projected levels.

“The revenues generated by the Olympics may have disguised some of the underlying problems that were simmering in our budget,” says John Massey, Utah’s legislative fiscal analyst. “We had to revise our revenue estimates in May, so a lot of the problems that would have shown up earlier did not show up until then. We ended up with a significant shortfall in our FY 2002 revenues.”

For most states, however, shortfalls began appearing early. Many initial actions to address them were used by governors through their authority to keep the
budget balanced. But it became increasingly apparent that the gaps were growing and needed the attention of state legislatures. As a result, several convened in special sessions last fall.

All the while, policymakers were keeping a close eye on lackluster revenue performance. Many held emergency meetings to reduce estimates. Before the fiscal year ended, several states had lowered their forecasts numerous times to reflect plummeting revenues.

The result was that nationally, state revenues in FY 2002 were 1.4 percent lower than actual collections in FY 2001. A staggering 29 states reported year-over-year revenue declines, with eight seeing drops bigger than 5 percent. This scenario certainly played out for FY 2002 and FY 2003. Virtually every state program has been affected by budget cuts, with higher education among the hardest hit.

History shows that higher education is among the first casualties of economic downturns but also tends to receive make-up spending when prosperity returns. The recent cuts likely mean that students will be asked to pay higher tuition and fees. Michigan already reports that tuition has increased an average of 8.5 percent. In New Jersey, the state university system has boosted tuition by 9.9 percent.

Although higher education spending is vulnerable during downturns, elementary-secondary (K-12) education tends to be spared. But as an indicator of the magnitude of fiscal tribulations, a dozen states cut K-12 spending in FY 2002, with 11 reporting reductions for FY 2003.

With cuts everywhere, state spending grew just 1.8 percent in FY 2002. In fact, 12 states reported declines from the prior year.

THE CUPBOARD IS BARE
To their credit, lawmakers had taken advantage of robust revenue growth in past years to shore up their rainy day funds. With the current fiscal situation ranging from a drizzle to a hurricane, most states used these funds.

“[We] created a rainy day fund and made sure that it had plenty of money in it,” says Colorado’s Senator Tate. “Then we promptly spent it when the need arose.”

Colorado was far from alone in this regard. Withdrawals from rainy day funds were often significant. Alaska tapped its fund for $842 million, following last year’s withdrawal of $777 million. Ohio tapped its for $427.9 million after using $580.6 million last year, bringing the balance to zero. Connecticut ($594 million withdrawal) and New Jersey ($720 million withdrawal) also depleted their funds. The Pennsylvania legislature could not garner the required two-thirds vote to tap its fund, so lawmakers abolished it with a simple majority vote, transferring the $1 billion balance to the general fund. Legislation with a $300 million appropriation was passed, creating a new account for FY 2003.

Some states avoided dipping into reserves, but at a price. “We had two special sessions late in 2001 to adjust spending downward because of our revenue shortfall,” reports Alan Johansen, director of the Florida Senate Finance and Tax Committee. “Although we had more than $1 billion in our reserve fund, there was a political decision not to touch it. The perception in Florida is that it wasn’t raining hard enough to justify drawing down the balance. In the 2002 regular session, the reserve fund was left intact, but we have virtually no general revenue left unspent. Traditionally we have left $200 million to $300 million for emergencies and minor revenue fluctuations.”

With so many states dipping into their rainy day funds and other reserves, balances have fallen considerably. This doesn’t bode well if budget problems persist.

NO STONE UNTURNED
In addition to rainy day funds, states searched hard for other revenue sources. Many targeted unspent balances in various state funds.

Pennsylvania used $90 million from its Capital Facilities Fund to reduce general obligation debt service and withdrew $33 million from its Keystone Recreation Park and Conservation Fund. South Dakota used $36 million from its Property Tax Reduction Fund. Virginia diverted one-half cent of the sales tax from the transportation fund to the general fund for $317 million. Indiana tapped $666 million from state funds, including $200 million from its Build Indiana Fund and $100 million from the Medicaid reserve. New York targeted a variety of funds to garner $1.1 billion.

“Anything that wasn’t nailed down or hidden well, we found, including a fund set aside to refurbish our Capitol building,” says Jeff Youtz, director of Idaho’s Legislative Budget Office. “We unfortunately took back that fund after a beautiful effort to get it off the ground—including everything from school children collecting pennies to a televised groundbreaking ceremony. When we had to take it back, it was awful.”

On top of traditional state accounts, a dozen states turned to their tobacco settlement funds to help resolve budget shortfalls. Alabama used $30 million in
tobacco money for Medicaid. Missouri used $139.2 million to offset its shortfall. Pennsylvania transferred $198.5 million from its tobacco fund to supplant general fund dollars used for medical assistance long-term care. New Jersey securitized its tobacco settlement money to generate more than $1 billion.

States used an assortment of actions to close their budget gaps, though most followed a similar path. “Like everyone else, we really weren’t that creative in resolving our shortfall,” says Massey from Utah. “We cut the budget, we used rainy day funds and we tapped cash we had for buildings and roads. But other than the cigarette tax, we did not increase taxes.”

TAXES ANYONE?

As a matter of fact, while tax hikes were a rarity in addressing FY 2002 gaps, they became much more popular in FY 2003. In a significant turnaround from the past seven years, states actually raised taxes in 2002. The total increase—$6.9 billion excluding any potential actions in California and North Carolina—is the first time since 1994 that states have imposed a net tax increase. So far, this year’s boost represents 1.2 percent of 2001 tax collections.

Although all major categories were increased, cigarette and tobacco taxes were by far the most popular targets. Eighteen states raised them and expect to generate $2.9 billion in FY 2003. The increases ranged from 7 cents per pack in Tennessee to 70 cents in New Jersey.

“Like a lot of the states, we had a tobacco tax increase—a fairly sizeable one as a matter of fact—from 80 cents per pack to $1.50 per pack,” reports Alan Kooney, New Jersey’s Legislative Budget and Finance Officer. “But the bigger news was that we passed, after a lot of difficulty and on the last day of session, a very comprehensive package of taxes on business.”

New Jersey’s Business Tax Reform Act was designed to address the gradual deterioration of business tax revenue—a development reported by many states. “We were getting to the point where our corporation business tax was bringing in as little revenue now as it was 17 or 18 years ago,” says Kooney.

Although most states steered away from broad based tax increases, a handful targeted sales and personal income taxes. Propelled by rate increases in Indiana, Kansas, Nebraska and Tennessee, sales tax increases are expected to generate $1.1 billion this fiscal year. Hikes in personal income taxes will boost state revenues by $689 million.

On top of tax increases, states expect to augment their budgets by $1.7 billion in nontax revenues. Thirteen states raised fees, mostly around motor vehicles. Some states accelerated tax collection schedules and six approved tax amnesty programs.

Despite the magnitude of state budget gaps going into FY 2003, most states avoided big tax increases—at least so far. The big question now is whether states will increase taxes in the near future. Preliminary discussions already are under way in several states.

“We created a task force to help us determine how we’re going to generate more revenue, particularly for school finance,” says Delegate Sheila Hixon, chair of Maryland’s House Ways and Means Committee. “We will be looking at all forms of taxes.”

Nevada also has created a task force to look at ways to raise revenues, possibly through broadening the tax base. Recommendations will be available after the November election.

IT’S NOT OVER YET

By all accounts, passing FY 2003 budgets was no easy task.

“For the first time in our history we passed a budget that was actually lower than the prior year’s budget, which we had reduced mid-year by 4 percent,” notes Idaho’s Youtz. “FY 2003 was pretty rough on the budget side.”

Besides Idaho, 14 other states expect to spend less this fiscal year than last. Colorado reports the biggest drop—the FY 2003 budget is 8.5 percent lower than last year’s. Nationally, spending is budgeted to grow only 1.6 percent above last year’s level.

Despite the painful and potentially unpopular budget decisions they made, lawmakers may not be out of the woods yet. FY 2003 budgets were based on projected revenue growth of 3.7 percent, with some states predicting economic recovery sometime during the fiscal year.

“There’s still a bit of optimism for FY 2003, which may be unfounded,” says Alaska Representative Mulder. “I think the revenue roller coaster may continue to do a dipsy doodle.”

If revenues do under perform—as already appears to be the case in some states—or if spending outpaces budgeted levels, especially for caseload-driven programs like Medicaid, policymakers will be faced with another round of difficult decisions to keep their budgets balanced.
"I am confident that, as we have in the past, we will find a way to make ends meet," says Colorado’s Tate. "It will not be pretty. In fact, it will probably be pretty ugly."

Some already have started taking their medicine. Both Montana and Nebraska held special sessions shortly after the current fiscal year began. With additional budget problems threatening, more special sessions are likely.

"Our roller coaster ride started in January when we were told that we had to cut $260 million. Then our forecasters met in February and projected revenues upward by $90 million, so we were all relieved, having only cut or delayed $170 million in spending," says Maine Senator Mary Cathcart who serves on the Appropriations and Financial Affairs Committee. "But a week after we adjourned, the governor announced a shortfall of $90 million for FY 2002 and another $90 million for FY 2003. Through executive order, he has taken care of half the problem, but we’re going to have to go into special session later this fall to resolve the rest."

AN UPHILL CLimb

Although states have been able to put together this year’s budgets, next year looms large on the horizon.

"Going into FY 2004, we’re in trouble, real trouble," says Hixson. According to Maryland legislative fiscal staff, next year’s budget is short by 8.3 percent. The shortage increases to 11.7 percent in FY 2005, although actions to resolve the FY 2004 gap will reduce the year amount.

Anecdotal reports around the country echo the Maryland situation. Louisiana reports a potential budget gap of $209 million in FY 2004. North Carolina reports that its budget hole easily could exceed $1 billion, following the more than $2 billion gap this year. In Maine, very preliminary estimates place next year’s gap at 12 percent. Many state officials expect revenue shortfalls to continue into FY 2005, as well.

Making matters worse, all the easy solutions to close budget gaps have been used. Any future actions promise to be much more difficult.

"About 9 percent of our revenues are one-time now, propping up our ongoing budget. All of those one-time revenues are gone next year," reports Idaho’s Youtz. "That’s the table we’ve set for ourselves, closing a 9 percent gap going into FY 2004."

GETTING BACK ON TRACK

Despite the doom and gloom that abounds in today’s fiscal environment, some see the glass as half full and argue that this is a propitious time to make changes in the way government operates.

"An economic downturn provides opportunities to reduce the base of government because programs do grow in flush times," says Kirk Jonas of Virginia. "People accept the reality of cuts and don’t fight quite as hard. Reducing the budget base produces opportunities for future initiatives."

At the same time, a crisis can produce clarity in terms of priorities.

"We all have programs in our states that are not meeting the mission they originally were designed to meet. We also have taxation policies which to most seem inconsistent or sometimes just plain crazy," says Alaska’s Representative Mulder. "We should take the opportunity during a down economic cycle to try to correct some of the systemic problems that we have within our policies. We should use the downturn to our best advantage. We should use it as an opportunity.**
EXECUTIVE COMMITTEE MEETING

ASLCS Annual Meeting and Professional Development Seminar
Portland Hilton
Portland, Oregon
September 21, 2002

Call to Order
President Judy Hall called the meeting of the American Society of Legislative Clerks and Secretaries Executive Committee to order.

Quorum
Members present: Judy Hall, President; Ann Cornwell, President-elect; Norman Moore, Secretary-Treasurer; Mike Linn, Associate Vice-President; Bruce Jamerson, Elected Principal; Donna Doyle, Elected Associate; Karen Wadsworth, Appointed Principal; Judy Barrows, Appointed Associate; Carmela Bills, Appointed Associate; Pat Saville, Immediate Past President; Diane Bell, Immediate Past Associate Vice-President.
NCSL Staff present: Joan Barilla.

Old Business
Susan Clarke Schaar, Chairman of the International Development and Communication Committee explained to the committee that there were some concerns surrounding the Internship Program Resolution with ASLCS and ANOMAC that was adopted at the Executive Committee Meeting on September 19, 2002. She indicated that the pilot program was flexible and that the language of the resolution referring to an “internship” should be changed to “visitation” because of possible undesired perceptions of the meaning of internship. The point was reiterated that the most important goal of the resolution was to invite representatives of ANOMAC to an interested host state or chamber to enhance relationships and provide an opportunity for ANOMAC members to observe the operation of a state legislature within the next 18 months because of available money through the State University of New York. Bruce Jamerson moved that the Executive Committee reconsider its action of September 19, 2002, whereby the Executive Committee adopted the Internship Program Resolution with ASLCS and ANOMAC as a pilot program. Pat Saville seconded the motion. The motion carried by unanimous consent on voice vote.

Karen Wadsworth then moved to establish a pilot program with ASLCS and ANOMAC including guidelines contained in the Resolution with changes in the language from “internship” to “visitation”. Lengthy discussion ensued concerning ANOMAC’s participation in developing the language of the resolution and the specifics of the program, the process of presenting the resolution to the committee and the need to take formal action at the present time. Following discussion, Karen Wadsworth moved that, without objection, her previous motion be withdrawn. Hearing no objection, the motion was withdrawn. President Hall stated that the committee would revisit this issue again at the conclusion of the discussion and action on the Report of the Mason’s Manual Study Commission.

Mason’s Manual Study Commission Report
Alfred “Butch” Speer, Chairman of the Mason’s Manual Study Commission, reported to the committee that the Commission had completed its work and that copies of the report had been provided to all members of the Executive Committee prior to the meeting in Portland. An overview of the report was presented by Butch which included: the appointment process of Commission membership and leadership; the mission and process to accomplish the role of the Commission; and substantive issues to identify the unfinished business of the Commission including what changes need to be examined to improve the Manual and ensure the Manual is consistent with the charge that Paul Mason gave to NCSL. Following the overview, Butch thanked all of the members of the Mason’s Manual Study Commission for their efforts and thanked the Executive Committee for the opportunity to serve. The report is as follows:
Report of the Mason’s Manual Study Commission

To: Ms. Judy Hall, President of ASLCS
and the members of the Executive Committee of ASLCS for 2001 - 2002

Ladies and Gentlemen:

On August 14, 2001, the Executive Committee adopted a new Standing Order governing Mason’s Manual Commission. This order commissioned a thorough study of the mission, role, process, and membership of the Commission. The Standing Order directed the study focus on three discrete areas of inquiry: appointment of membership, substantive issues, and mission and process. The Study Commission was directed to submit a comprehensive report of their findings and recommendations to the Executive Committee of ASLCS.

The report of your Study Commission follows:

Appointment Process - Membership:

1) Recommend the appropriate size of the “new” Commission
2) Determine what credentials are necessary to serve
3) Suggest a process to fill vacancies
4) Consider the issue of participation by non-ASLCS members

Finding: The Study Commission finds that maintaining the high quality of the Manual from edition to edition requires the membership of the Commission to be veteran parliamentarians, familiar with the manual and its application in state legislative procedures, committed to producing an exemplary edition of Mason’s Manual of Legislative Procedure to assist legislative leaders, members, and staff.

Recommendation No. 1: The Commission should consist of sixteen (16) members with at least two (2) slots designated for Associate Members of the Society.

Recommendation No. 2: Members appointed to the Commission should possess the following credentials:

- Legislative staff experience.
- Working experience with legislative parliamentary procedure.
- Prior experience on the Commission should be considered by the appointing authority.
- Associate Members must obtain a letter of recommendation and support from their Principal in order to be eligible for consideration as a member.
- Members must be dues-paying ASLCS members.
- Members of the Society serving as an officer of NCSL should resign their service on the Commission during their term of office.

Recommendation No. 3: The appointment of members to the Commission should be made as follows:

- All appointments to the Commission shall be made by the ASLCS President.
- The President of the ASLCS shall forward a copy of this report to all members of the Society notifying them of the creation of the Mason’s Manual Commission.
- Any member of the Society who wishes to be considered for appointment to the Commission must submit a letter of interest to the President of ASLCS no later than February 1, 2003.
- The President shall appoint the full Commission membership by March 1, 2003.
Recommendation No. 4: The President of ASLCS, prior to appointing someone to the Commission, should request written assurance from the applicant that she/he is prepared to commit the necessary time to properly perform the duties of a member of the Commission. The applicant must be cognizant of the role of the Commission, the travel required to meet their obligations as a member, and the applicant shall affirmatively assure the President of their availability, willingness, and competence to serve as a member of the Commission.

Recommendation No. 5: Any Commission member who is physically absent from three (3) consecutive meetings or from three (3) meetings in any twenty-four (24) month period, shall be automatically removed as a member of the Commission.

Recommendation No. 6: If any Associate Member of the Commission becomes a Principal, thereby reducing the number of Associates on the Commission to one, an Associate shall be appointed to fill the next occurring vacancy on the Commission.

Recommendation No. 7: Notice of vacancies on the Commission shall be advertised openly to all members of the Society.

Recommendation No. 8: The Executive Committee should arrange to have members from the Revision Commission conduct a thorough orientation for the newly appointed members of the Commission. Once the Commission is appointed, this responsibility should pass to the officers of the Commission and such an orientation must be conducted for each new member.

Appointment Process - Leadership:
- Recommend how leadership of the Commission is selected and rotated, if appropriate.

Finding: The Study Commission finds that a principle weakness of the immediate past revision process was a lack of consistent guidance to all members of the Commission, to all subcommittees, and to their chairs. Experience and consistency in the leadership of the Commission will enhance the Commission’s ability to apply greater focus to its work.

Recommendation No. 9:
- The Chair and the Vice Chair of the Commission should have prior service on the Revision Commission or the Study Commission.
- The leadership of the Commission should be elected by the members of the Commission.
- The leadership should be elected for a two-year term and may succeed themselves if re-elected by the members of the Commission.
- Subcommittee Chairs of the Commission and members of each subcommittee shall be appointed by the Commission Chair and serve terms concurrent with that of the Commission Chair.

Other Matters:
Recommendation No. 10:
- There shall be at least three (3) meetings each calendar year - one at the ASLCS Annual meeting, one at the NCSL Annual meeting and at least one additional meeting.
- Meetings of the Commission shall be duly advertised to the membership of ASLCS and shall be open to all persons interested in the proceedings of the Commission.
- The Commission shall be dissolved with the delivery of the next edition of the revised Mason’s Manual of Legislative Procedure to NCSL for editing and publishing.

Mission and Process:
- Examine the extended role of the Commission and what process best accomplishes that. For example, should the Commission expand its role on training parliamentary procedure?
- This group shall examine the process issues that were discussed in Chicago and Wilmington (i.e., how does the Commission become more “efficient” in its work?).
- Develop a procedure to collect, maintain and notify membership of new case law affecting parliamentary procedure.
- Are there other services that the Commission and the Society could offer its members, other staff sections or legislatures?
**Executive Committee Minutes**

**Finding:** The Study Commission finds that the prior two editions have thoroughly "revised" the Manual. However, much work still must be performed: citation checking, cross-reference checking, case law updating, inclusion of state-specific citations of rulings by a chair, and a thorough review of the index of the Manual.

**Recommendation No. 1:** The Standing Order governing the Commission should contain the following Mission Statement: “The Mason’s Manual Commission shall promote the proper application of the rules of procedure in the legislative process while preserving the integrity and historic perspective of the legislative manual developed by Paul Mason by periodically reviewing Mason’s Manual of Legislative Procedure and shall further serve as a resource on American legislative parliamentary procedure.”

**Recommendation No. 2:** The following should be included within the Commission’s Mission and Tasks:
- The Commission should perform a comprehensive review of the Manual’s index.
- The Commission should conduct an item analysis, comparing the contents of the Manual with that of other major parliamentary authorities.
- The Commission should review cross-references.
- The Commission should continually review citations to update them and ensure their relevance.
- The Commission should review Sturgis/Roberts citations to ensure that the cites fit and the proper version is cited.
- The Commission shall maintain a database of key citations for reference that relate to legislative procedure.
- The Commission shall maintain a database of rulings by legislative presiding officers based on Mason's Manual of Legislative Procedure.
- The Commission shall maintain a database of judicial decisions relating to legislative procedure.
- The Commission should quarterly publish on the ASLCS website legal cases that impact the legislative process.

**Finding:** The Study Commission finds that a high quality, consistent work product from the next Commission is highly dependent upon well defined, clearly stated guidelines governing the various work-phases of the Commission.

**Recommendation No. 3:** The Chair and Vice Chair of the Commission shall develop work guidelines for the specific work-phases for the Commission and have these guidelines adopted by the Commission.

**Recommendation No. 4:** The officers of the Commission should consider the incorporation of the following into the work guidelines:
- The work of the Commission should be performed by not less than three (3) subcommittees, performing related tasks in each phase of the Commission’s work, with the work of the Commission distributed to insure equality of work load among the subcommittees.
- Each subcommittee should have both new and experienced members, if possible.
- Each subcommittee should have a chair and his/herself.
- The historian shall record the actions of the subcommittee along with the subcommittee’s rationale in support of the proposed change for the full Commission’s review.
- The historian’s notes should be archived with the work of the Commission.
- The subcommittee’s assignments shall be made with consideration to interrelated topics and chapters, and all phases of the Commission’s work.
- Each subcommittee shall check case law, citations and rulings relevant to their assigned portions of the Manual.
- The Commission members should be trained on searching case law.

A timeline shall be established for the whole Commission that identifies the work to be performed, tasks assigned to each subcommittee, report deadlines, and the target date for the delivery of the next edition of the Manual.

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**Executive Committee Members**

- **Marilyn Eddins**  
  Colorado  
  Appointed Associate

- **Judy Hall**  
  Oregon  
  Past President

- **Mike Linn**  
  Minnesota  
  Past Associate Vice President
Recommendation no. 15: Other duties to be performed by the Commission may include:
- The Commission shall serve as a resource to conduct parliamentary procedure training to both NCSL and ASLCS membership.
- The Commission should consider developing a pocket guide index as a separate document (a parliamentary law quick reference).
- West Publishing should be asked to limit their reported case citations to those case truly relevant to the Manual.
- The Commission should explore making parliamentary authorities available on-line.
- The Commission shall submit an annual report at the ASLCS annual meeting and to the ASLCS Executive Committee which may be posted on the web site.

Finding: The timely consideration of subcommittee work by the full Commission will insure the fullest and most informed debate on the issues presented by a subcommittee.

Recommendation no. 16: The Commission shall consider reports of the subcommittees within a time-frame insuring the fullest and most current consideration of the subcommittee’s recommendations.

Finding: The staff support provided to the Commission is a critical resource for the Commission’s success in meetings its charge from the Society and from NCSL.

Recommendation no. 17: The following duties and responsibilities are appropriate and necessary for the Commission to successfully meet its charges:
- NCSL is encouraged to provide staff support to the Commission.
- NCSL staff person shall work with the Chair and the Vice Chair in setting agenda for the Commission meetings.
- NCSL staff person shall be responsible for disseminating information to all members of the Commission.
- NCSL staff person shall serve as the recording secretary for the Commission and shall collect notes from the subcommittee historians.
- NCSL, through this assigned staff person or some other resource, shall maintain the searchable databases for judicial decisions, ruling of the chair and citations relevant to the legislative process.
- NCSL staff person shall conduct any polls or surveys requested by the Commission.
- NCSL staff person shall be responsible for posting information on the ASLCS web site desired by the Commission.
- NCSL staff person shall be a resource of parliamentary procedure information to all legislative leaders, members and staff on behalf of the Commission.
- NCSL staff person shall perform such other tasks for the Commission as determined by the Chair and Vice Chair.

Substantive Issues:
- Identify the unfinished business of the Commission. What can a new Commission do to make the Manual better? What fundamental changes/issues need to be examined so as to improve the Manual?
- In short, how do we ensure that the next Commission produces a manual that is consistent with the charge that Paul Mason gave NCSL?
- What new issues need to be addressed?
- Which portions of the Manual need special attention or focus in the next revision process because they seem to be obsolete?

Finding: The next Commission should undertake an examination of issues related to improving the usefulness of the Manual to legislative staff.

Recommendation No. 18: The Manual should be made available alternatively in a “pocketsized” version. A smaller book would be more conveniently carried, more distinctive among legislative publications and more consistent with the tradition of the legislative pocket manual.

Recommendation No. 19: The Commission should work with NCSL and the publisher to accomplish, through the choice of paper weight and size, a reduction in the Manual’s weight and heft, but only if doing so can be achieved without substantial “bleed-through” from page to page.

Recommendation No. 20: The covers of the Manual should be made thinner and more flexible while maintaining the look and feel of a hard-bound book, possibly through the use of synthetic leather materials.
Recommendation No. 21: Some form of digital edition of the Manual should be made available.

Recommendation No. 22: A simulated nameplate for owner's information should be included on the inner cover page to facilitate the Manual being retained by individuals as mementos of their legislative service.

Recommendation No. 23: The organization of the Manual should be retained.

Recommendation No. 24: The Commission should work with NCSL and the publisher to include some type of “colored” inserts for “part divisions” to reduce the time involved in research.

Finding: The Study Commission finds that the next Commission should not attempt to prejudge areas of parliamentary practice that may possibly arise to confound legislators, focusing its talents and resources and expertise on discovering materials to supplement the Manual.

Recommendation No. 25: The Commission should define “new materials” narrowly and according to the following categories:
- **Supplemental Material** — Material that is absent from the Manual but present either in other parliamentary manuals, current practice in legislatures or case law.
- **Original Material** — Material that is absent from the Manual, other parliamentary manuals, legislative practice or case law but which may require new procedural forms in the future.

Recommendation No. 26: The Commission should focus upon supplemental material.

Recommendation No. 27: The Commission should refrain from devising procedures that could be defined as original material.

Finding: The Commission always will be faced with judgments as to whether some provision in the Manual is or is not obsolete. The Commission must walk the line between preserving the historical integrity of the Manual and updating the material that is contained therein.

Recommendation No. 28: The Commission should develop a clear definition of “obsolete”. The Commission should create procedures to determine whether provisions in the Manual are outmoded—such as it has done to determine whether new case law is included in the Manual. A structured approach to this process should be developed by the Commission to ensure uniform and comprehensive results are obtained.

Recommendation No. 29: The Commission should address any material, issue, question, or matter remaining as unfinished business from the Revision Commission for the 2000 Edition.

1 This is not at odds with the view of some Commission members who believe the Manual should include “best practices”. Best practices assumes that there is a choice among various approaches to a given procedure. It only suggests that, in the absence of guidance from current practice, the Manual should omit reference to such material. Whether sufficient guidance from practice exists is a matter for the Commission to decide.

Many questions and lively discussion followed, including:

If Associate Members must obtain a letter of recommendation and support from their Principal in order to be eligible for consideration as a member (Recommendation No. 2) should Principals be specifically required to obtain a letter of recommendation from their leadership? It was explained to the committee that the intent is that Principals need to supply a letter from their leadership due to the serious commitment involved, but there is no specific language requiring the letter. Differing opinions were expressed by committee members, but the majority of the committee expressed opinions that specific language requiring Principals to obtain letters from leadership was not necessary.

Should the Executive Committee ratify or confirm the appointments to the Commission made by the ASLCS President (Recommendation No. 3)? The opinions expressed indicated that ratification or confirmation would delay the appointment process, that in the past the President had always made appointments without action of the Executive Committee, and the credentials that members must possess for appointment would result in qualified individuals being appointed.

Are Subcommittee Chairs of the Commission to be reappointed every two years like the leadership of the Commission (Recommendation No. 9)? It was explained to the committee that the intent was to make subcommittee chairs subject to reappointment every two years, as the other leadership to allow for rotation of leadership.
Shall a database of rulings and judicial decisions be maintained? Would that pose an undue burden on NCSL staff (Recommendation No. 12)? It was explained that space on the server at NCSL would be provided to the Commission to maintain a database, but keeping the database up to date would be the responsibility of the Commission and not NCSL staff.

If a periodic survey of clerks and secretaries is to be conducted to gather parliamentary rulings by presiding officers based on Mason’s Manual of Legislative Procedure, how does that impact rulings not specifically citing Mason’s or chambers that use other parliamentary authorities (Recommendation No. 12)? It was stated that when important questions and rulings occur in any chamber it would be important to pass the information to the Commission whether or not the question or ruling specifically cited Mason’s Manual or some other authority.

Should the requirement be retained that any Commission member who is physically absent from three consecutive meetings or from three meetings in a 24-month period be automatically removed as a member of the Commission (Recommendation No. 5)? Explanations were provided by members of the Study Commission that time commitment was extremely important, that during the last revision cycle a number of members were absent for prolonged periods of time that delayed the work of the Commission, and that there were no provisions during the last cycle for replacing members who could not attend the meetings. It was stated that if a member could not physically attend for one full year or for at least half of the meetings in a two-year period there needed to be a provision to appoint another member who could commit to attend the meetings.

Should members of the Society, serving as an officer of NCSL, resign their service on the Commission during their term of office (Recommendation No. 2) be applicable to service on LSCC or the NCSL Executive Committee? It was explained that this language applied only to staff offices of NCSL because of the tremendous time commitment involved but that it did not apply to LSCC, the NCSL Executive Committee, or service on one of the NCSL Standing Committees.

A recommendation was offered by a Commission member that the Executive Committee should consider allowing individuals who are not members of the Society to be considered for appointment to the Commission because in many chambers across the country there are talented, knowledgeable individuals familiar with parliamentary procedure who could provide valuable insight but who are not members of the Society. Many Committee members expressed opinions that any legislative employee could be designated by a Principal Clerk or Secretary as an Associate member, which would allow the legislative employee to be eligible for appointment if otherwise qualified.

A proposed Standing Order on Mason’s Manual Commission was distributed for review and possible action by the committee. Following review by the committee, Karen Wadsworth moved that the Proposed Standing Order be adopted including the addition of “(or other parliamentary authorities)” to the 5th bullet under Duties and Responsibilities. Bruce Jamerson seconded the motion. Karen Wadsworth then moved to amend the motion to include clarifying and technical changes to the Mission Statement. Bruce Jamerson seconded the motion. The motion carried on voice vote. (See the adopted Standing Order which follows later in the minutes).

Mike Linn moved to amend the original motion to strike the third sentence in the Membership section, which is: “Associate Members of the Society must obtain a letter of recommendation and support from their Principal in order to be eligible for consideration as a member of the Commission.” Diane Bell seconded the motion. A roll call vote requested by President Hall is as follows:

Diane Bell - Aye; Pat Saville - Nay; Judy Barrows - Aye; Donna Doyle - Absent; Karen Wadsworth - Nay; Mark Corrigan - Absent; Bruce Jamerson - Nay; Carmela Bills - Nay; Mike Linn - Aye; Norman Moore - Nay; Ann Cornwell - Nay; Judy Hall - Nay. By a vote of 3 Ayes, 7 Nays and 2 Absent, the motion failed to pass.

Judy Barrows moved to amend the original motion to strike the word “must” in the third sentence in the Membership section and insert the word “should”. Carmela Bills seconded the motion. A roll-call vote requested by President Hall is as follows:

Diane Bell - Aye; Pat Saville - Nay; Judy Barrows - Aye; Donna Doyle - Absent; Karen Wadsworth - Nay; Mark Corrigan - Absent; Bruce Jamerson - Aye; Carmela Bills - Aye; Mike Linn - Aye; Norman Moore - Aye; Ann Cornwell - Aye; Judy Hall - Aye. By a vote of 8 Ayes, 2 Nays and 2 Absent, the motion carried.

Karen Wadsworth made a motion to adopt the Standing Order as amended. Bruce Jamerson seconded the motion. The motion carried on voice vote. The adopted Standing Order is as follows:

Delete “Section VII: Mason’s Manual Study Commission” in its entirety and replace as follows:
**Section VII: Mason's Manual Commission**

**Mission Statement.** The Mason's Manual Commission shall: 1. promote the proper application of the rules of procedure in the legislative process; 2. preserve the integrity and historic perspective of the legislative manual developed by Paul Mason; 3. periodically review Mason's Manual of Legislative Procedure; and 4. serve as a resource in American legislative parliamentary procedure.

**Duties and Responsibilities.** The Commission shall make a comprehensive review of the Manual and, by December 2009, deliver a draft edition for editing and publishing by NCSL as the 2010 edition. In furtherance of this mission, the Commission shall perform the following:

- Comprehensive review of the index and the cross references;
- Conduct an item analysis comparing the manual with other parliamentary authorities;
- Continual review of the citations within the Manual; with special attention to be paid to Sturgis and Robert's citations;
- Maintain a database of key case law citations of the Manual;
- Maintain a database of rulings by presiding officers citing or based upon the Manual (or other parliamentary authorities) conducting periodic surveys of our membership to gather such rulings;
- Maintain a database of judicial decisions on legislative process and publish these on a quarterly basis on the ASLCS website;
- Publish or provide access to these databases through the ASLCS website;
- Notify our membership of parliamentary issues of interest to them; and
- Provide summaries of procedural questions and responses generated through the ASLCS list service.

Other responsibilities of the Commission shall be:

- The Commission shall serve as a resource to conduct parliamentary procedure training to both NCSL and ASLCS membership.
- The Commission shall develop a pocket guide index as a separate document from the Manual (a parliamentary law quick reference).
- The Commission shall make as many parliamentary authorities available on-line as possible.
- The Commission shall submit an annual report at the ASLCS annual meeting and to the ASLCS Executive Committee which may be posted on the web site.

The Commission shall be dissolved with the delivery of the revised Manual to NCSL for editing and publication of the 2010 edition.

**Creation of the New Commission.** In October 2002 the President of ASLCS shall forward a copy of the Mason's Manual Study Commission's report to all members of the Society and notify them that a new Mason's Manual Commission will be appointed. Any member of the Society who wishes to be considered for appointment to the Commission must submit a letter of interest to the President of ASLCS no later than February 1, 2003. The President shall appoint the new Commission by March 1, 2003. The organizational meeting of the Commission shall be called by the President.

**Membership.** The Commission shall consist of sixteen (16) members, at least two (2) of whom shall be Associate members. The members shall be appointed by the President from a list of dues-paying members of the Society who submit a letter of interest to serve on the Commission. Associate Members of the Society should obtain a letter of recommendation and support from their Principal in order to be eligible for consideration as a member of the Commission. Legislative staff experience with parliamentary procedure is necessary to be considered for appointment as a member of the Commission. Staff Officers of NCSL shall not serve on the Commission.

**Leadership of the Commission.** The members of the Commission shall elect a Chair and Vice Chair from among its members who shall serve for a two (2) year term and may be elected to succeed themselves. The Chair and the Vice Chair shall have Commission or Study Commission experience prior to their election. Chairs, other officers, and members of any subcommittees of the Commission shall be appointed by the Commission Chair and serve terms concurrent with the Commission Chair. The Commission Chair and Vice Chair shall develop work guidelines, in accord with the Report of the Mason's Manual Study Commission, to govern the work of the Commission.

**Vacancies on the Commission.** Any Commission member who is physically absent from three (3) consecutive meetings or three (3) meetings in any twenty-four (24) months shall no longer be a member. Should an Associate member of the Commission become a Principal, which reduces the number of Associate members to one, an Associate shall be appointed to fill the next vacancy. Notice of vacancies on the Commission shall be advertised openly to all members of the Society.
**Commission Meetings.** There shall be at least three (3) meetings each calendar year - one at the ASLCS Annual meeting, one at the NCSL Annual meeting and at least one additional meeting. All meetings of the Commission shall be duly advertised to the members of the Society and are open to all interested persons.

**Appendix.** The Report of the Mason’s Manual Study Commission, as adopted by the Executive Committee of the Society, is made a part hereof as Appendix D.

- The historian shall record the actions of the subcommittee along with the subcommittee’s rationale in support of the proposed change for the full Commission’s review.
- The historian’s notes should be archived with the work of the Commission.
- The subcommittee’s assignments shall be made with consideration to interrelated topics and chapters, and all phases of the Commission’s work.
- Each subcommittee shall check case law, citations and rulings relevant to their assigned portions of the Manual.
- The Commission members should be trained on searching case law.
- A timeline shall be established for the whole Commission that identifies the work to be performed, tasks assigned to each subcommittee, report deadlines, and the target date for the delivery of the next edition of the Manual.

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**Finding:** The timely consideration of subcommittee work by the full Commission will insure the fullest and most informed debate on the issues presented by a subcommittee.

**Recommendation No. 16:** The Commission shall consider reports of the subcommittees within a time-frame insuring the fullest and most current consideration of the subcommittee’s recommendations.

**Finding:** The staff support provided to the Commission is a critical resource for the Commission’s success in meetings its charge from the Society and from NCSL.

**Recommendation No. 17:** The following duties and responsibilities are appropriate and necessary for the Commission to successfully meet its charges:

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- NCSL, through this assigned staff person or some other resource, shall maintain the searchable databases for judicial decisions, ruling of the chair and citations relevant to the legislative process.
- NCSL staff person shall conduct any polls or surveys requested by the Commission.
- NCSL staff person shall be responsible for posting information on the ASLCS web site desired by the Commission.
- NCSL staff person shall be a resource of parliamentary procedure information to all legislative leaders, members and staff on behalf of the Commission.
- NCSL staff person shall perform such other tasks for the Commission as determined by the Chair and Vice Chair.

**Old Business**

President Hall requested the committee to once again consider the ANOMAC Resolution. It was suggested that members of ANOMAC be invited to participate in the program as outlined in the Resolution with the details to be worked out in the next few months. Discussion followed. Then Bruce Jamerson moved that, without objection, his original motion to adopt a pilot program containing the guidelines in the Internship Program Resolution with ASLCS and ANOMAC be withdrawn. Hearing no objection, the motion was withdrawn.

**Adjournment**

There being no further business, Bruce Jamerson moved that the meeting be adjourned. Ann Cornwell seconded the motion. The motion carried by unanimous consent on voice vote.

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EXECUTIVE COMMITTEE MEETING
ASLCS Annual Meeting and Professional Development Seminar
Portland Hilton
Portland, Oregon
September 24, 2002

Call to Order
President Ann Cornwell called the meeting of the American Society of Legislative Clerks and Secretaries Executive Committee to order.

Quorum
Members present:

Ann Cornwell, President
Bruce Jamerson, Secretary-Treasurer
Sharon Carter, Appointed Principal
Dowe Littleton, Appointed Associate
Mike Linn, Immediate Past Associate

Norman Moore, President-Elect
Carmela Bills, Elected Associate
Laura Clemens, Appointed Principal
Judy Hall, Immediate Past President

A quorum was present.

NCSL Staff present:
Joan Barilla

President Cornwell announced that the minutes from the September 19 and September 21, 2002, meetings of the Executive Committee would be printed in the next edition of the Legislative Administrator and be placed on the agenda for the Committee’s Winter Meeting.

President Cornwell also advised that the Treasurer’s report presented at the September 19, 2002, meeting of the Executive Committee would be printed in the next edition of the Legislative Administrator and be placed on the agenda for the Committee’s Winter Meeting.

President Cornwell announced the newly appointed principal and associate members of the Executive Committee. A motion was made by Carmela Bills and seconded by Norman Moore to approve the appointments of Sharon Carter and Laura Clemens as appointed principals and Dowe Littleton and Marilyn Eddins as appointed associates to the 2002-2003 Executive Committee. Motion carried by unanimous consent on voice vote.

Old Business
Joan Barilla provided a review of the ASLCS Financial Reports presented at the September 19, 2002, Executive Committee for the benefit of the new members of the Committee.

New Business
President Cornwell advised of the Archives Committee’s concern for adequate space for record retention. Discussion by the Committee included the retention of outdated bank records, outdated copies of dues-paid letters, copies of checks, billings and copies of faxes sent to the Executive Committee more than two years old. The committee decided that all the above should be disposed of after two years. Also, discussion was made on how many copies of all publications should be kept in Archives. Discussion by the Committee included the retention of bank records, with further review and discussion to continue at the Winter Meeting.
President Cornwell also addressed production costs for the Professional Journal and the Roster. The Chair of the Roster Committee, Jeannine Wood, had advised the President that the estimated cost of the next edition of the Roster would be $5,000.00. Discussion of production costs also included that for the Legislative Administrator. The President requested that Mike Linn review the Standing Orders and bring to the Committee at its Winter meeting recommendations for changes to the Standing Orders which would result in a cost savings for the production of these publications.

Mike Linn advised the Committee that a clerical error had been found in the Standing Orders approved by the Committee at its September 19, 2002, meeting. The error was found in the third paragraph of Section XXI: Travel Reimbursement, as follows:

LSCC Travel. The Society may also reimburse, pursuant to a vote of the Executive Committee, the President and Immediate Past President for all or a portion of travel and/or lodging costs incurred while representing the Society at meetings of the Legislative Staff Coordinating Committee. The maximum reimbursement allowed per calendar year to the President and Immediate Vice President for attending meetings shall not exceed $1000.00 each (July 23, 1998; Las Vegas, NV)

Mike Linn moved that after the word “Immediate,”[line five (5) above] the word “Vice” be stricken and replaced with “Past.” The motion was seconded by Judy Hall and carried by unanimous consent on voice vote.

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

**Budget Review Committee**
- Pat Saville, Chair
- Norman Moore
- Denise Weeks
- Judy Hall

**Internal Audit Committee**
- Bruce Jamerson, Chair
- Donna Doyle
- Judy Hall

**No Host Committee for 2004 Meeting**
- J. R. Rodrigue, Chair
- William Addison, Co-Vice-Chair
- Mary Monahan, Co-Vice-Chair
- Bruce Jamerson
- Judy Hall
- Susan Clarke Schaar
- Marilyn Eddins
- Jeannine Wood
- Cheryl Laube

**ASLCS 60th Anniversary Committee Past Principal Register**
- Denise Weeks, Chair
- Norman Moore
- Donna Doyle
- Dave Avant
- Pat Harris
- Dowe Littleton
International Clerks & Secretaries Meeting Committee International Video
Jeff Finch, Chair
J. R. Rodrigue
Patsy Spaw
John Phelps
JoAnn Hedrick
Carmela Bills
Diane Bell

Revenue Resource Committee
Susan Clarke Schaar, Chair
JoAnn Hedrick
Larry Warden
Denise Weeks
Dave Avant
Burney Durham

Other Business
Mike Linn began discussion of shortening the length of the 2004 Annual Professional Development Seminar. President Cornwell requested that Joan and Peg investigate the possibility of doing such and report their findings at the Winter Meeting.

Sharon Carter led discussion on publication costs and a general discussion on the revenues of the Society. This discussion also included the possibility of sharing meeting time with other staff sections.

Norman Moore requested that birthdays of Society members again be included in the Roster. President Cornwell advised that she would speak with the Chair of the Roster Committee about the addition of such information in this publication.

Adjournment
Judy Hall moved that the Executive Committee be adjourned. Carmela Bills seconded. Motion carried by unanimous consent on voice vote.

Respectfully submitted,
Bruce F. Jamerson, Secretary-Treasurer
The fall meeting of the Technology and Innovation Committee was called to order by the Chair, Scott Maddrea of Virginia, at 1:45 p.m. on Monday, September 23, 2002, in Portland, Oregon. Members present were:

- Penny Cabaniss, VA
- Judy Barrows, ME
- Mardi Alexander, TX
- Mick Bailey, WV
- Matthew Baker, NV
- Polly Emerson, TX
- Robert Haney, TX
- Brad Hendrickson, WA
- Maryann Horch, VA
- Bruce Jamerson, VA
- Ruby Johnson, LA
- Joe Koval, WV
- Jeannine Layell, VA
- Dowe Littleton, AL
- Steve Marshall, VT
- Evelyn Martinez, AZ
- Patrick Merkel, TN
- Jim Schratz, AR
- Heidi Vogel, AK
- Susan Whitford, NV
- Alan Whittington, TN

Minutes

A motion to approve the minutes of the July 24, 2002, Summer Meeting held in Denver, Colorado, was made by Bruce Jamerson and seconded by Patrick Merkel. The motion carried.

Under Old Business, the Committee discussed the posting of presentations and materials from ASLCS meetings on the ASLCS web site. Bruce Jamerson reported that the Executive Committee had agreed to implement the recommendations proposed by the previous Technology and Innovation Committee on a pilot basis. The chair said that John Turcotte had agreed to the posting of information from his plenary session and asked members to suggest other sessions with material which might also be posted.

Under new business, the Committee discussed again sponsoring two concurrent sessions at next year’s meeting. Among the topics discussed were Tools for Managing E-Mail; Technology Changes in the Last 60 Years; Communication Problems from an IT Perspective; a repeat of Technology to Create Efficiency in the Workplace with different technologies showcased; and Wireless Technology. The Chair asked members to be thinking of other possible topics and send them to him for discussion at the next meeting.

The Committee also reviewed the Vendor Fair. There was some discussion of other directions that might be tried next year, such as having vendors on a panel for a concurrent session, or asking members of the National Association of Legislative Information Technology (NALIT) to do a concurrent session, or having a session focused on in-house programming. The Chair asked members to bring or send suggestions to the next meeting of the Committee, which will be held during the ASLCS Winter Meeting, November 15-17, 2002, in New Orleans, Louisiana.

There being no further business, Joe Koval moved, seconded by Jim Schratz, that the meeting adjourn. The motion carried.
The ASLCS Committee on Bylaws and Standing Orders met at the Hilton Portland in Portland, Oregon, on Monday, September 23. The meeting was called to order at 1:50 p.m., by the Chairman, George Bishop. The following were in attendance:

Suzi Lowell, AK  Bo Hoover, WV  Joe Blough, OK
Susan Clarke Schaar, VA  Sharon Carter, TX  Patrick 'Donnell, NE
Cheryl Laube, AZ  Karen Wadsworth, NH  Carmela Bills, VA
Jeannine Wood, ID  Pat Saville, KS  Norman Moore, AZ
Michael Linn, MN  Diane Bell, FL  Greg Gray, WV
Mary Jo Mongelli, NV  Laura Clemens, OH

Minutes
George thanked the previous committee members for all the work they had done. Copies of the following were distributed: Index of ASLCS Bylaws and Standing Orders; Index of ASLCS Bylaws; Index of ASLCS Standing Orders; and ASLCS Standing Orders (rearranged). The committee discussed why there were three indices and agreed the combined index could serve as a useful tool for members unfamiliar with the Standing Orders and Bylaws. The Standing Orders were rearranged in alphabetical order.

Ann Cornwell, ASLCS President, joined the meeting in progress.

To date, there has been a change to the Standing Orders regarding the Mason’s Manual Commission. The indices and orders will need to be updated. The President-Elect (Norman Moore) is the official caretaker of the Bylaws and Standing Orders. It is his responsibility to provide the updates to NCSL.

Chairman Bishop appointed a subcommittee the responsibility for updating the indices, Bylaws and Standing Orders. The subcommittee is Mike Linn (Chair), Norman Moore, Cheryl Laube, Laura Clemens and Diane Bell.

There was discussion regarding the voting rights and procedures for members as defined in the Bylaws. George Bishop, Suzi Lowell and Bo Hoover will review the voting requirements and research the history of those requirements and report back to the committee at the next meeting.

There was no further business to come before the Committee. Norm Moore moved, Susan Schaar seconded, that the meeting adjourn. The motion carried. The meeting adjourned at 2:24 p.m.
The meeting of the International Communication and Development Committee met on Monday, September 23, 2002, in Portland, Oregon, at 2:30 p.m. Patsy Spaw, Chair, called the meeting to order. The following members were present:

- Patsy Spaw, TX
- Greg Gray, WV
- Annette Moore, UT
- JoAnn Hedrick, DE
- Barbara Regen, VA
- Diane Bell, FL
- Mardi Alexander, TX
- Carmela Bills, VA
- Pat Saville, KS
- Tom Bennett, WV
- Mary Jo Mongelli, NV
- Pat Saville, KS
- Sharon Carter, TX
- Susan Schaer, VA
- Robert Haney, TX
- Steve Marshall, VT
- Penny Cabaniss, VA
- Ann Carter, VA
- Mary Jo Mongelli, NV
- Steve Marshall, VT
- Diane Bell, FL
- Pam Juker, ID

Also in attendance:
- Ann Cornwell, ASLCS President
- Jeremy Meadows, NCSL International Programs

**Minutes**

A motion to approve the minutes of the June 24 meeting in Denver, Colorado, passed unanimously.

Committee members discussed committee responsibilities. The primary responsibilities of the committee are to print the International Directory and to continue to develop relations with our counterparts in other countries. The International Directory should be published and distributed by February, 2003. The directory is updated annually and contains the names, phone numbers, fax numbers, and e-mail addresses of the respective executive committee members of ASLCS, ANOMAC, ATELCA, SALSA, the Canadian Association of Clerks-at-the-Table, and the Australian Society of Clerks-at-the-Table.

The chair explained to whom the various acronyms referred for the new members of the committee: ANOMAC (Mexican clerks), ANZACATT (Australian clerks), ATELCA (Central American clerks), and SALSA (South African clerks).

The chair asked members for suggestions for committee goals for the year. Susan Schaer reported that the previous committee had worked on an internship program for the Mexican clerks (ANOMAC) and suggested that the committee continue the project and prepare a proposal for the executive committee. The Mexican clerks had some concern about an internship or exchange program because they were unable to reciprocate in an exchange program at this time. The suggestion was made for a visitation program for Mexican clerks. The chair will appoint a subcommittee to draft language for the ANOMAC visitation program.

Susan Schaer suggested that the committee draft standing orders for the affiliation process of organizations of other countries wishing to affiliate with ASLCS. The standing orders would be submitted to the executive committee for approval. The goal is for the standing orders to eliminate some of the questions that have arisen in past affiliation processes by having written guidelines and to expedite the process. The chair will appoint a subcommittee to draft standing orders for the affiliation process.

Committee members discussed creation of a scrapbook on the history and development between other international associations and ASLCS. Letters, certificates, photos, and agendas of respective meetings would be included. The chair will appoint a subcommittee to begin work on the scrapbook.

Jeremy Meadows with NCSL International Programs addressed the committee and described the program and its duties and how the program could be of assistance to ASLCS. Because of NCSL’s connection through its International Program with U.S. embassies and its good relations with the State Department, assistance with travel and visa processing and information about current U.S. policy with the countries is available to ASLCS.

There being no further business before the committee, the meeting was adjourned.
The Legislative Administrator Committee met at the Portland Hilton in Portland, Oregon, on Monday, September 23, 2002. The meeting was called to order at 2:30 p.m. by the Vice Chair, Mike Fina. The following Committee members and interested others were present:

Joe R. Blough, OK              Bruce Jamerson, VA              Jim Schratz, AR
Laura Clemens, OH              Suzi Lowell, AK                Jeannine Wood, ID
Deborah Hull, WV               Eleanor Ringel, WV              Ruby Johnson, LA
Joan Barilla, NCSL

**Minutes**

Co-Chair, Joe R. Blough, announced that Co-Chair Larry Cottingham was unable to attend the meeting due to military service obligations in Oklahoma. The committee members then took a few minutes to introduce themselves to each other.

Upon a motion from Bruce Jamerson’s the minutes, as printed in The Legislative Administrator, for Denver were approved.

A general discussion was then held regarding The Legislative Administrator. Joe and Mike discussed the States-at-a-Glance section. It was determined that an e-mail would be sent to all principals requesting information and that the committee would be divided and assigned states for follow-up contact.

Laura Clemens discussed the size of the publication and whether or not The Legislative Administrator should be viewed as a magazine or newsletter. It was pointed out that Committee Minutes are now being posted on the web and there was some unnecessary duplication in reprinting them in The Legislative Administrator.

The size and cost of the publication were also discussed. Joe told the committee that the approximate cost for the three previous issues was $15,000.00. This figure did not include postage.

The committee continued its discussion of possibly asking for a change in the by-laws to allow for alternative delivery of The Legislative Administrator. Bruce also pointed out that it would be necessary to change the publication standards as well. Joe and Mike asked the committee to look at the issue individually and be prepared to make a decision at the next meeting in New Orleans. It was determined that the committee should speak with the Executive Committee and by-laws committee as well.

Joe announced that committee minutes were due October 4 and that other articles for submission were due by October 11.

There being no further business the meeting was adjourned.
The ASLCS Roster Committee met at the Portland Hilton Hotel in Portland, Oregon, on Monday, September 23, 2002. The meeting was called to order by Co-Chair Jeannine Wood at 3:15 p.m. The following committee members were present:

- Pamm Juker, ID
- Heidi Vogel, AK
- Suzi Lowell, AK
- Susan Whitford, NV
- Kirsten Waid, AK
- Jackie Scott, VA
- Mary Jo Mongelli, NV
- Londi Ensor, AK
- Jeannine Layell, VA

**Minutes**

The meeting was called to order by Co-Chair Jeannine Wood at 3:15 p.m.

A general discussion took place regarding the ownership of the Roster software, Quark. It was originally purchased by Wisconsin then loaned to Alaska to prepare the Roster. It was thought that one transfer of the software ownership would be allowed, in which case it should be transferred to NCSL then used by the states to prepare the Roster. The Co-Chairs of the committee will investigate further and report.

Mary Jo Mongelli presented a proposal to the committee to publish a pocketsized mini roster containing only names, pictures, addresses, and phone numbers of ASLCS members. She felt this publication would be very beneficial to other members, especially when attending the annual meetings. The committee will take the idea to the Executive Committee and then solicit bids if appropriate.

The Alaska delegation shared their ideas, successes, and problems they had incurred in the preparation of the Roster the last two years. They stated that they had compiled a procedures manual to aid in the Roster preparation. They presented this manual to the Idaho delegation and indicated they would mail the files containing the information they had gathered in publishing the Roster once they returned to Alaska, inasmuch as it was too large to bring with them to the Portland meeting.

The Co-Chairs presented two bids for printing the Roster. These bids will be presented to the Executive Committee.

Mary Jo Mongelli moved to adjourn the meeting, seconded by Susan Whitford. Motion carried and the meeting was adjourned at 3:45 p.m.
The Canadian-American Relations Committee met on Monday, September 23, 2002, during the annual meeting of the American Society of Legislative Clerks and Secretaries in Portland, Oregon. The meeting was called to order at 3:15 P.M. by Vice Chair Steven James, Massachusetts. The following were present:

Mardi Alexander, TX  Penny Cabaniss, VA  Gregory Gray, WV  
Bo Hoover, WV  Sharon Carter, TX  Pat Saville, KS  
JoAnn Hedrick, DE  Tony Cook, WA  Patsy Spaw, TX  
Barbara Regen, VA  Tom Bennett, WV  Robert Haney, TX  
Steve Marshall, VT  Inga Emerson, DE  Eleanor Ringel, WV  
Norman Moore, AZ  Brad Hendrickson, WA

Others in attendance were:

Patricia Chaychuk, Manitoba, Canada  
Louise Kamuchik, Alberta, Canada  
John Noel, Newfoundland & Labrador, Canada  
John Quirke, Nunavut, Canada

Minutes

A motion to approve the minutes of the July 24 meeting in Denver, Colorado, was unanimously adopted.

JoAnn Hedrick, Delaware, discussed tentative plans for the Joint Canadian/American meeting to be held in October 2003, in Wilmington, Delaware. The Wyndham Wilmington has been selected as the hotel for the conference. A subcommittee was appointed to develop a theme for the conference. Members appointed were Steven James, MA, Norman Moore, AZ, and Tony Cook, WA.

Suggestions for the agenda were discussed, including security, border issues, differences and similarities in parliamentary procedure and dealing with members.

There being no further business to discuss, on motion of Norman Moore, seconded by Brad Hendrickson, the meeting was adjourned.
The Inside the Legislative Process Committee met Monday, September 23, 2002, at the Portland Hilton in Portland, Oregon. Millie MacFarland, Chair, called the meeting to order. The following members and other interested parties were present:

- Russell Humphrey, TN
- Barbara Regen, VA
- Jacqueline Sneddon, NV
- Vicki Goff, TX
- Jeff Finch, VA
- Jackie Scott, VA
- JoAnn Hedrick, DE
- Eleanor Ringel, WV
- Tara Perkinson, VA
- Diane Keetch
- Nancy Allegro, TX

An overview was presented by the Chair regarding the activities of the committee from the prior year and the status of the Inside the Legislative Process surveys. It was reported that approximately 50 chambers had returned their surveys.

The follow-up assignments for the survey were reviewed and the following list indicates the responsibilities for those chambers that have not returned their survey as of September 15, 2002:

<table>
<thead>
<tr>
<th>State</th>
<th>Chamber</th>
<th>Staff Assignment</th>
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<tbody>
<tr>
<td>Alabama</td>
<td>House</td>
<td>Ann Marie Sweeney</td>
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<tr>
<td>Arkansas</td>
<td>House</td>
<td>Millie MacFarland</td>
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<tr>
<td>California</td>
<td>House</td>
<td>Jacqueline Sneddon</td>
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<tr>
<td>Colorado</td>
<td>House/Senate</td>
<td>Jeff Finch</td>
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<td>Connecticut</td>
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<td>Delaware</td>
<td>Senate</td>
<td>Russell Humphrey</td>
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<tr>
<td>Georgia</td>
<td>House</td>
<td>Russell Humphrey</td>
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<tr>
<td>Illinois</td>
<td>House</td>
<td>Ann Marie Sweeney</td>
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<td>Indiana</td>
<td>Senate</td>
<td>Jeff Finch</td>
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<td>Iowa</td>
<td>Senate</td>
<td>Tara Perkinson</td>
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<td>Kansas</td>
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<td>Maine</td>
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<td>Maryland</td>
<td>House/Senate</td>
<td>Tara Perkinson</td>
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<td>Massachusetts</td>
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<td>Millie MacFarland</td>
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<td>Michigan</td>
<td>House</td>
<td>Russell Humphrey</td>
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<td>Mississippi</td>
<td>Senate</td>
<td>Russell Humphrey</td>
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<td>Montana</td>
<td>House/Senate</td>
<td>Joan Barilla</td>
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<tr>
<td>New Hampshire</td>
<td>Senate</td>
<td>Millie MacFarland</td>
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<tr>
<td>New Jersey</td>
<td>House/Senate</td>
<td>JoAnn Hedrick</td>
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<tr>
<td>New Mexico</td>
<td>House</td>
<td>Jeff Finch</td>
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<td>New York</td>
<td>House/Senate</td>
<td>Laura Clemens</td>
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<td>North Carolina</td>
<td>Senate</td>
<td>Jeff Finch</td>
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<td>Oklahoma</td>
<td>House/Senate</td>
<td>Linda Hopkins</td>
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<td>Oregon</td>
<td>House</td>
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<td>Rhode Island</td>
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<td>Ann Marie Sweeney</td>
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<td>South Carolina</td>
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<td>South Dakota</td>
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<td>Tennessee</td>
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<td>Washington</td>
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<td>Wisconsin</td>
<td>House</td>
<td>Laura Clemens</td>
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<td>American Samoa</td>
<td>House/Senate</td>
<td>Joan Barilla</td>
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<td>District of Columbia</td>
<td>Council</td>
<td>Joan Barilla</td>
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<td>Guam</td>
<td>Senate</td>
<td>Joan Barilla</td>
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<td>Northern Mariana Islands</td>
<td>House/Senate</td>
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<td>Puerto Rico</td>
<td>House/Senate</td>
<td>Joan Barilla</td>
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<tr>
<td>Virgin Islands</td>
<td>Senate</td>
<td>Joan Barilla</td>
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</tbody>
</table>
The process for writing the narrative of the survey results was discussed and committee staff volunteered to be responsible for these four assignments. The following is a list of committee staff and their respective survey section that they will review the results and write the narrative.

**Committee/ Floor Survey**  
Jeff Finch and Barbara Regen  

**Resolutions**  
Jackie Scott  

**Prayers**  
Vicki Goff and Linda Hopkins  

**Prefiling**  
Tara Perkinson and Linda Hopkins  

The Chair also pointed out the subcommittee of Jeff Finch and Laura Clemens will continue to explore the format of the Inside the Legislative Process report and offer suggestions whether the format should be changed and if so what options are available for the presentation of the information.

Last, Jacque Sneddon pointed out that there were a variety of items discussed at the committee's initial December 2001 meeting in Las Vegas and that those issues should be brought back for discussion at a future meeting, e.g., providing references to ASLCS listserv topics in the Inside the Legislative Process publication and thoroughly reviewing the publication to see what new information is needed and which sections need to be updated or deleted.

There being no further business, the meeting was adjourned.
The Support Staff Committee met on Monday, September 23, 2002, during the American Society of Legislative Clerks and Secretaries (ASLCS) Annual Professional Development Seminar in Portland, Oregon. The meeting was called to order with Chair Tara Perkinson, Virginia, presiding. The following members and other interested parties were present:

- Brad Hendrickson, WA
- Mary Andrus, UT
- Kristin Canterbury, WV
- Harle Glover, NV
- Joyce Holden, WV
- Diane Keetch, NV
- Scott Maddrea, VA
- Jennifer Parker, VA
- Susan Whitford, NV
- Dianne Arrington, TX
- Matthew Baker, NV
- Marguerite Duda, WV
- Vicki Goff, TX
- Bo Hoover, WV
- Mike Linn, MN
- Patrick Merkel, TN
- Lora Phillips, WV
- Nancy Alliegro, TX
- Judy Barrows, ME
- Jeff Finch, VA
- Jeremy Herdon, AZ
- Maryann Horch, VA
- Dowe Littleton, AL
- Debbie Miller, OR
- Alice Schaefer, WV

Minutes

A motion to approve the minutes of the July 24, 2002, Summer Meeting held in Denver, Colorado, was made by Scott Maddrea, VA, and seconded by Judy Barrows, ME. The motion carried.

Staff Group Breakout Sessions

The committee discussed the staff group breakout sessions. Scott Maddrea gave an overview of the Committee Staff breakout session, stating that it had gone well in its first year and should be continued. Brad Hendrickson suggested adding a session on Security during the 2003 meeting. The Chair reviewed the role of facilitators and distributed a sign-up sheet for volunteers for the 2003 meeting.

Concurrent Sessions

The committee talked about ideas for concurrent sessions for the 2003 meeting. Ideas proposed were sessions on civic education, proofreading, and pages and interns. This issue will be discussed more thoroughly at later meetings.

Associate Exchange Program

The Chair promoted the Associate Exchange Program, encouraging associates to apply by the deadline of October 15, 2002.

Position Description Database

The committee discussed updating the ASLCS Position Description database, currently on the ASLCS website. Letters will be sent out by the Chair requesting information about position descriptions of Clerks and Secretaries and their staffs. Examples will be given to provide a guideline.

Next Meeting

Chair, Tara Perkinson, VA, noted that the next meeting of the Support Staff Committee will be held at the American Society of Legislative Clerks and Secretaries Winter Meeting, November 15-17, 2002, in New Orleans, Louisiana.

Adjournment

With no further business to consider, Mike Linn, MN, moved, seconded by Scott Maddrea, VA, that the meeting adjourn. The motion carried.
The meeting of the Professional Journal Committee was called to order by the Chair, Annette Moore, at 3:15 p.m. on Monday, September 23, 2002, in Portland, Oregon. The following members and other interested parties were present:

Jim Schratz, AR  Judy Barrows, ME  Mary Andrus, UT
Janice Gadd, UT  Scott Maddrea, VA  Jeremy Meadows, NCSL

Minutes
A motion to approve the minutes of the July 24 meeting in Denver, Colorado, passed unanimously.

The Fall 2002 edition of the Journal was discussed. It will include a follow-up article by Scott Maddrea on process changes made by the Virginia Assembly; a case study by Bruce Jamerson, Virginia House of Delegates; and an article on personnel law and legislative liability by Sean Gallagher and Edwin Aro, Hogan & Hartson. The chair is looking for a fourth article to complete the fall edition.

The chair has received responses from ten state legislatures expressing an interest in participating in the legislative intern term paper contest wherein select papers will be published in the fall 2003 edition of the Journal. The committee reviewed a list of criteria to be used for the contest. The list will be finalized at the winter meeting in New Orleans and presented to the Executive Committee for approval.

There was a lengthy discussion about printing of the Journal. At issue is the cost of printing and mailing. Utah has absorbed the cost of the last two issues at a cost of approximately $4,500.00, but it is unlikely they can continue to print the Journal without being reimbursed. There was a discussion about cutting back on the number of hard copies mailed. A copy could be mailed to each principal’s office and library with an e-mail to all other members of the society indicating they can either look at the Journal online (a link will be provided in the e-mail) or borrow a hard copy from their principal or library. The chair will talk with Ann Cornwell to see if she would be willing to discuss this with the Executive Committee.

Jeremy Meadows requested permission to translate into French and reprint a 1996 article by John Turcotte on effective legislative presentations. The committee has no objection as long as the author gives permission and proper credit is given to the Journal. The chair will ask Ann to take this to the Executive Committee for approval.

There being no further business before the committee, the meeting was adjourned at 4:00 p.m.
The Membership and Communication Committee met on Monday, September 23, 2002, in Portland, Oregon. The meeting was called to order by Norma Chastain, Co-Chair, Arizona, who presided. The following members were present:

Cheryl Laube, AZ  Inga Emerson, DE  Tony Cook, WA
Polly Emerson, TX  Janice Gadd, UT  Becki Gregg, TX
Nathan Hatfield, VA  Linda Hopkins, TX  Jeannine Layell, VA
Evelyn Martinez, AZ  Norman Moore, AZ  Connie Peltier, MN
Jackie Scott, VA  Tina Scott, AZ  Judy Schultz, WV
Jacque Sneddon, NV  Linda Tubbs, TX  Karen Wadsworth, NH
Alan Whittington, TN

In addition, our President, Ann Cornwell and the NCSL liaison, Joan Barilla were present.

Minutes
Mission Statement
Co-Chair Norma Chastain introduced herself, Cheryl Laube, Co-Chair, and Inga Emerson, Associate Vice Chair. She then noted the Mission Statement of the Membership and Communication Committee is to strengthen the membership of the American Society of Legislative Clerks and Secretaries (ASLCS) and improve the society’s ability to share information with its members. The main objective is to keep the lines of communication open for established members as well as new members to be a unified society.

Evaluations of New Attendee Orientation
Co-Chair Chastain asked for input from any new attendees regarding the “New Attendee Orientation” and the conference in general. The following people responded.

Nathan Hatfield, New Attendee, VA, stated it was nice to meet a large group of people all at the same time. He noted ASLCS is a very family-oriented type group.

Jackie Scott, VA, a new attendee last year, stated due to the 9/11 disaster she was allowed to attend the New Attendee Orientation again this year to get a better perspective. She noted it was fun and challenging, having to go up to others you don’t know to ask questions.

Evelyn Martinez, New Attendee, AZ, stated the orientation was fun. It made a way to approach others when you normally would not. She added that having a sponsor assigned to help the new attendees get to know people was a great idea.

Alan Whittington, New Attendee, TN, stated it was hard if you are shy, but with everyone helping made it much easier.

Connie Peltier, MN, added it was nice to have a room large enough for everyone to move around.

Jacque Sneddon, NV, noted that the letter sent out to the sponsors was direct, it noted the responsibilities of a sponsor and she added the sponsor checklist was very helpful.
Co-Chair Chastain asked if the new attendee gift price limit of $15.00 was a suitable price limit. The committee agreed that this price limit was sufficient and that in the sponsor checklist it was noted that if possible the gift should be something unique to the sponsor’s home state.

**New Attendee Orientation Theme and Activity Ideas**

Co-Chair Chastain noted the last three years’ themes and activities have been:
2002 - Celebrating the States - A Trivial Pursuit
2001 - Do you have a Clue?
2000 - A Children’s Birthday Party

She then asked if anyone had any ideas for the next New Attendee Orientation activity.

Inga Emerson, DE, stated that the 2003 meeting will be the 60th Anniversary of the society and suggested possibly coordinating something around that theme. After some discussion other suggestions were offered, a beach party, the past, and a period party from 1943. Ann Cornwell, AR, suggested that the archivist could possibly get information that could be used for providing questions pertaining to each year from 1943 to the present. Co-Chair Chastain asked everyone to keep thinking and that the exact idea won’t have to be finalized until the Spring Meeting.

Connie Peltier, MN, suggested a possible game, where the name of a state is placed on new attendees’ backs and they have to ask questions of others until they figure out the name of the state.

Norman Moore, AZ, stated regarding the 60th Anniversary theme, decorations could include people providing items they have collected from past meetings. This would allow new attendees to see how things were done in the past. He added that copies could be made from originals the archivist may have.

Co-Chair Chastain asked if we should continue to provide snacks at the orientation meeting. It was noted that the cookies went over very well, but the cupcakes did not. A discussion ensued regarding the orientation game. It was communicated that whatever game is selected it needs to be easy to explain and understand. One comment was made that at the new attendee orientation, it was hard to hear the explanation of the game directions, so a microphone should be made available in case it is needed.

**Pin Contest**

It was a general consensus of the committee that the pin contest should be continued. The need for a blank ribbon to hold the pins was discussed. It was suggested that a larger quantity be made available at the next meeting. Co-Chair Chastain stated she would contact Joan Barilla, NCSL, to check on providing those ribbon extensions.

**Locate a Member Activity**

The Locate a Member game was discussed. It was suggested that the game continue but there needs to be clear notification of when and where the forms need to be turned in. Co-Chair Laube suggested that sponsors be encouraged to help their new attendees with this project and to remind them of where and when to turn them in.

**Sponsor CheckList**

The Sponsor CheckList was noted to be very useful and not necessarily needing any changes at this time.

**Old Business**

Six Regional Coordinators — Co-Chair Chastain explained that in the past the country was split up into six regions. Coordinators from each region would contact other members of the committee in their region who in turn would contact 5 or 6 other members of the society within that region in order to keep communication open. This was a way to get in contact with people to let them know about things going on. It was noted that
this was before e-mail. Co-Chair Chastain questioned if this communication plan should be continued. Linda Hopkins, TX, stated that the previous Membership and Communication Committee did not make member assignments to or utilize this regional coordinator system. Tony Cook, WA, stated that as a regional coordinator he did not get a great response from the people he contacted. Karen Wadsworth, NH, added that the people she contacted were not active members and for the most part did not want to respond. Co-Chair Chastain suggested establishing a call group as a way to get information out to the society members. She stated at this time the six regional coordinators’ communication plan will be put on hold but the country could still be divided into the six regions in case it may need to be re-established.

Linda Tubbs, TX, asked if there was a place on the conference registration for e-mail addresses. She noted that it took quite a bit of time and energy to contact others to get e-mail addresses for new attendees. It was determined that there is a line for e-mail addresses. It was also suggested that this committee maintain good communication with our NCSL liaison, Joan Barilla, who will provide this information. Joan Barilla, NCSL, stated this information can be relayed very easily, it is just a matter of which fields are requested.

New Business
Co-Chair Chastain noted that in the past, near the end of the conference there has been a New Attendee/New Member Wrap-up Session. She noted that there was not one scheduled at this conference. She explained that at this short meeting, new attendees were asked to give their input on how things went during the conference. She questioned if the committee thought it would be beneficial to reinstate this type of meeting. Jackie Scott, VA, stated she thought a wrap-up session would be beneficial. She suggested this might be the time and place to turn in their “Locate a Member” forms. Tina Scott, AZ, suggested some sort of new attendee evaluation form. Norm Moore, AZ, suggested contacting new attendees by e-mail with a short evaluation form that could be filled out and returned by e-mail very quickly.

Next Meeting
Co-Chair Chastain noted that the Winter Meeting will be held November 15-17, 2002, in New Orleans, Louisiana. She stated that this committee will need everyone’s ideas and participation.

Adjournment
There being no further business, Norman Moore, AZ, moved, seconded by Tina Scott, AZ, that the meeting be adjourned. The motion carried. The meeting adjourned at 3:07 p.m.
Program Development

The Program Development Committee met September 23, 2002, at the Portland Hilton in Portland, Oregon. The meeting was called to order by Diane Bell, Chair. The following members and other interested parties were present:

Pat Harris, AL  Karl Lilly, WV  Bruce Jamerson, VA
Norma Chastain, AZ  Cheryl Laube, AZ  Tina Scott, AZ
Evelyn Martinez, AZ  Jeremy Herndon, AZ  Alan Whittington, TN
Lora Phillips, WV  Marguerite Duda, WV  Kristin Canterbury, WV
Alice Shafer, WV  Joyce Holden, WV  Jennifer Parker, VA
Nathan Hatfield, VA  Deborah Hull, WV  Judith Schultz, WV
Connie Peltier, MN  Karen Wadsworth, NH  Jacque Sneddon, NV
Dowe Littleton, AL  Susan Schaer, VA  Harle Glover, NV
Diane Ketch, NV  Maryann Horch, VA  Mike Linn, MN
Carmela Bills, VA  Patrick Merkel, TN  Tara Perkinson, VA
George Bishop, VA  Laura Clemens, OH  Jeff Finch, VA
Dianne Arrington, TX  Vicki Goff, TX

Minutes

The meeting began with the Chair thanking Laura Clemens, Chair of the 2001-2002 Program Development Committee, for a great annual meeting. In addition, the Chair asked for input from the members of the committee regarding anything they would like to see changed or different for the next annual meeting. The Chair(s) also asked for feedback on the Portland plenaries and breakout sessions that the committee members found beneficial and would like to see again. There was great participation by all who were in attendance, including experienced members and brand new members and attendees of ASLCS. The enthusiasm and excitement generated by the discussions were rewarding.

There was much discussion in regard to making the plenary and breakout sessions shorter and working on a plan to take a half day, together with a free night, so that all participants could tour the Scottsdale area and do some sightseeing. It was felt that this would encourage better attendance at the meetings if the participants are allowed to have some “free time” to see a part of the country they haven’t seen before. Laura Clemens gave some valuable insight and advice for planning the program for the 2003 meeting in Scottsdale, AZ.

The Chair also advised the members that there has been some initial discussion with Ann Cornwell AR, President of ASLCS, Scott Maddrea VA, Chair of the Technology and Innovation Committee, and Tara Perkinson VA, Chair of Support Staff Committee, concerning their ideas for the meeting in Scottsdale next year in regard to the breakout sessions and the joint effort on both of these committees to provide input regarding desired breakout sessions and panelists to facilitate.

The Chair asked for a commitment from the committee members to submit the ASLCS evaluation forms. The members were reminded how important and beneficial the feedback is so the annual meeting can try to meet the expectations of all the participants.

The Chair, together with the Vice Chair and Associate Vice Chair, encouraged the members to be creative in their ideas for the meeting next year and to send those ideas to them to be discussed at the winter meeting in New Orleans, LA, November 15-17, 2002, and the spring meeting in Columbus, OH, March 14-16, 2003.

There being no further business, the meeting was adjourned.
The Site Selection Committee met on Monday, September 23, 2002, in Portland, Oregon. The meeting was called to order and the following committee and other interested parties were present:

- Burney Durham, Tennessee Committee Chair
- Mark Corrigan, Pennsylvania Vice Chair
- Pat Rodgers, Texas Associate Vice Chair
- Norma Chastain, AZ
- Jennifer Parker, VA
- Janice Gadd, UT
- Mary Andrus, UT
- Kristin Canterbury, WV
- Alice Shafer, WV
- Jeremy Herndon, AZ
- Linda Tubbs, TX
- Carmela Bills, VA
- Lois Pulliam, KY
- Judith Schultz, WV
- Tina Scott, AZ
- Harle Glover, NV
- Connie Peltier, MN
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- Dianne Arrington, TX
- Joyce Holden, WV
- Becki Gregg, TX
- Tom Bennett, WV
- Kirsten Waid, AK

Also in attendance: Ann Cornwell, ASLCS President

Minutes
The responsibilities of the committee and procedures for obtaining bids from states interested in hosting an annual meeting were discussed. Ann Cornwell explained how a site is chosen for the annual meeting and that the president of ASLCS chooses the winter and spring meeting sites. Ann Cornwell announced that the 2003 site is in Arizona and the 2004 site is in Maryland and that this committee’s goal should be solicitation of bids and possibly a recommendation of a site for the 2005 annual meeting.

Committee members discussed the differences between a host state and a no-host state and the advantages and disadvantages of each. The primary difference in a no-host state is that ASLCS and NCSL provides the staff and majority of the planning for the meeting and the states main responsibility is to raise revenue for the meeting.

There was additional discussion about methods for locating states that might be interested in hosting an annual meeting in 2005. Ann Cornwell suggested that the chair send a survey to all the states asking if there is any interest in hosting the conference.

There being no further business before the committee, the meeting was adjourned.
Arizona
When the Arizona Legislatures convenes the First Regular Session of the 46th Legislature on January 13, 2003, there will be many new faces in the Legislature and in legislative leadership. In the State Senate, there will be many as 13 new Senators in the 30 member chamber and there will also be a new Senate President. In the House of Representatives, there will be at least 30 new members in the 60 member chamber and there will also be a new Speaker. Additionally, in the House of Representatives there will be only at the very most 11 members of the House who have served more than 2 years. Most of the legislative leadership and committee chairs will also be new. When the new members arrive, they will have to resolve a current budget deficit projected to be about $500 million and a projected deficit of over $1 billion for the next fiscal year that begins on July 1, 2003.

New York
Renovations in the New York Senate

The New York State Senate is using the off-session period this year to undertake two construction projects. The first is the installation of a handicapped lift capable of bringing wheelchairs into the public gallery overlooking the Chamber. For the first time, Senate sessions will be open to disabled visitors by January, 2003. The second project is a continuation of the restoration of the Senate's space in the Capitol that began in the late 1970's. The nearly 25-year-old carpet in the main and side lobbies around the Chamber is being replaced with a combination of encaustic tiles and new carpet. The tiles duplicate those originally installed when the Capitol was build in the late 1800's, and were actually manufactured at the same mill in England where the originals were made. This project is also scheduled to be completed by the opening of session in January.

The Senate also continues to expand the services it delivers to Senators and staff via its new Senate Online intranet. These include notices and announcements, access to legislative information and schedules, newswire feeds and other research tools, administrative guides and online forms, training materials, streaming audio and video of legislative sessions, and web-based e-mail and calendar applications. New materials and applications continue to be added on a regular basis; the most recent being a new Personnel section.

Virginia
House Clerk’s Office Staffer to Assist Africans with New Member Training

NCSL has been working with several French-speaking African nations for the last eight years, developing various legislative programs with staff and elected officials. Four representatives from the Ivory Coast, Chad, Mali and Madagascar attended the annual ASLCS meeting in Portland, Oregon, September 19-24, 2002. At the invitation of Jeremy Meadows, who manages international programs from the NCSL office in Washington, DC, Barbara Regen from the House Clerk's Office will be traveling to Brazzaville in the French Congo and Bamako, the capital of Mali, in early October to help the legislative staffs there design and implement new member orientation programs for their recently elected legislators. Representatives from some of these African nations will return to the United States in November to attend additional new member orientation sessions being sponsored in Colorado and South Dakota. The program is being underwritten by the U.S. Department of State through a grant to NCSL.

Barbara is fluent in French; she has a graduate degrees in the language and has taught it at both the high school and college levels. Barbara's French language skills were further honed in a Junior Year Abroad in Paris many years ago. Barbara will use her language skills combined with her twenty years of experience with the Virginia House of Delegates to advise the Africans in the creation of their own new member orientation programs.

Maryland
Maryland Senate Expects Changes After November Elections

The Maryland Senate is expecting a large turnover in leadership positions, i.e. committee chairmanships, for various reasons - redistricting, resignations and competition. They have already lost the Chairman of Budget and Taxation (Barbara Hoffman of Baltimore City), the Chairman of Finance Thomas.
Bromwell of Baltimore County) and the Chairman of Economic and Environmental Affairs (Clarence Blount of Baltimore City). That leaves only one more standing committee chair and he is in a tight race.

The race for Governor is expected to be very close, with Robert Ehrlich and Kathleen Kennedy Townsend (daughter of the late Robert Kennedy) vying for Maryland’s top elected office.

Ohio
The U.S. Supreme Court recently upheld the Cleveland, Ohio school voucher decision, upholding as constitutional the program that permitted students in the public school system to use vouchers to attend private schools.

The system used in Cleveland gave parents a $2,500 voucher for each child, who could then choose to spend the vouchers at private schools or religious organizations. Since the money does not go directly to the school, the Supreme Court ruled that it does not violate the constitutional separation of church and state.

A divided court issued the ruling, with a slim 5-4 majority. The test used by the justices was whether the parents had a true choice in deciding where to spend the public voucher. In Cleveland, the only school district in which vouchers are permitted, they have three choices: private non-religious schools, religious schools or public schools supplemented with a tutor.

Given the court ruling, it remains to be seen whether the voucher program will be expanded to other school districts in Ohio.

Nebraska
Nebraska’s Legislature met for special session in late July-August to address cash flow issues caused by declining revenues in the state. Within the 13-day special session, $108.8 million in general fund adjustments were made. The Legislature will still need to make further adjustments over the next biennium to insure the state’s budget is balanced. A new speaker was also elected at the beginning of the special session to replace the former speaker who took a position as chancellor for the University of Nebraska-Kearney.

The governor has now recently announced that he will call the Legislature into special session early November to address two death penalty issues: the sentencing procedure and the method of execution for capital cases. Nebraska was one of the states affected by the U.S. Supreme Court’s ruling in Ring v. Arizona, 536 U.S. ___ (2002), which stated that any finding of fact that could lead to a death sentence must be made by juries, not judges. Under Nebraska law, judges have sole power to impose death sentences. Nebraska is also the only remaining state that uses the electric chair as its sole means of execution. The special session is expected to last several weeks.

Alaska
Alaskans will receive their permanent fund dividend check for $1540.76 this October. Alaskans are being cautioned that if investments in the Alaska Permanent Fund do not recover within the next nine months there may not be a dividend next year. According to the Alaska Constitution the principal of the fund, comprised of appropriations to the fund, dedicated oil revenues and inflation proofing, can’t be touched and currently the fund’s investments have fallen below the principal amount. Losing the dividend will be hard on families that depend on it, especially in rural areas. Also most of the dollars paid out from the fund go back into the local economy the dividend accounts for roughly 5 percent of the states $17 billion economy.

The trustees of the permanent fund corporation suggest a change be made in the way the investment account is handled by turning it into a simple endowment fund where 5 percent of the total fund would be available for dividends and other purposes. Alaskans may see legislation to address this issue in the upcoming session.
Oregon

Fewer Oregon Ballot Measures in 2002

The year 2002 marks the 100th anniversary of Oregon's initiative law. In addition to the five legislative referrals on the November 2002 ballot, seven statewide initiatives qualified for the General Election, the fewest in a decade. The total of 12 measures on the November 2002 ballot is less than half as many measures as two years ago when the ballot contained a modern-record 26 measures, including 18 initiatives.

Only 4% (7 of 183) of initiatives filed by petitioners for the 2002 General Election qualified for the ballot, compared to 11% in 2000 (18 of 166), and 12% in 1998 (10 of 84). Six initiatives have already been filed with the Secretary of State for the 2004 General Election.

Of the 11 citizen initiatives that had signatures submitted for verification for the General Election, only seven had enough valid signatures to qualify for the ballot. This election cycle, initiatives that propose Constitutional amendments needed 89,048 valid signatures and initiatives that propose to make statutory changes needed 66,786 valid signatures. Several factors have impacted the signature gathering process including a Supreme Court ruling that bars unauthorized signature gathering on private property and the emergency of the Voter Education Project.

Washington

Washington Legislative Building Under Emergency Repair

After 75 years and a few measurable mishaps over the years, the Washington State Legislative Building met its match with the 6.8 magnitude earthquake on February 28, 2001. The toll was heavy that day as legislators, staff, and constituents scrambled for cover as the domed building shook and rattled. Though terror-filled stories followed, everyone escaped unscathed, but not the Legislative Building. Temporary facilities were quickly devised to finish that session. The 2002 session was conducted in the Legislative Building with scaffolds and braces holding it together, plywood everywhere.

Now the building is closed until the 2005 session as major reconstruction, updating of electrical and plumbing, and earthquake proofing takes place. In the meantime, for the 2003 and 2004 sessions the House chambers will be contained in a two-story modular building located in a former parking lot, with another single story modular building for additional office space. Senate chambers are located in the former Joel Pritchard State Library Building with space for the Secretary of the Senate's offices and workroom; Code Reviser; Legislative Service Center (computer support); Legislative Information Center; lobbyist workroom; and the public cafeteria, not to mention some lovely post-modern exposed ductwork to provide air supplies for the building's new occupancy count. No adversity can stop the “people's business.”

West Virginia

West Virginia's Capitol Complex is moving forward to enhance security operations among the 19 buildings on the Charleston, West Virginia campus. The effort is being undertaken to make the campus a safer place for West Virginians to work, learn and recreate. During the spring of 2002, an employee awareness campaign was conducted to educate all employees of better ways to insure a safe workplace. In September 2002, a project was initiated to install electronic door locks on all external doors on the campus that allows instantaneous locking and continuous monitoring of approximately 115 entryways. Directed public access is being implemented in buildings and employees are being issued electronic keys allowing them better access to the workplace. Eventually the electronic door lock system will integrate with the already installed CCTV system enhancing total security on the 52-acre campus.
Kansas
A statute on the Kansas Statehouse dome was proposed over 100 years ago. The sculpture “Ad Astra,” the 22-foot Kansa Indian, was finally put into place in October. The 4,420 lb. sculpture was first hoisted to the 300-foot perch but then workers found out that the boltholes in the statute’s base did not match the holes on the steel plate on top of the dome. “Ad Astra” was hauled down for adjustments. The second time was a charm.

“Ad Astra” replaces a 750-watt light bulb that used to shine atop the dome. Arguments about putting a statute atop the statehouse go back at least to 1901, when Ceres, the Roman goddess of agriculture, first was proposed. Other ideas died because there never seemed to be enough money. The Legislature approved commissioning a statue for the dome in 1984 as long as no state money be spent on it. In the end “Ad Astra” cost taxpayers only $160,000. The expenditure was to secure the dome for the heavy sculpture of cast silicon bronze. The Topeka Community Foundation, a nonprofit group that matches donors to needs, recently stepped forward to help defray $500,000 of state expense.

The statute’s name, “Ad Astra” is a Latin phrase. These are the first two words of the Kansas state motto. Ad Astra per Aspera means “To the Stars Through Difficulties.” The Kansa people lived in the place we call Kansas when explorers first visited. The state of Kansas is named for these Native Americans. At that time the North Star was important for travelers to help them find their way. Thus, the statute is poised to shoot an arrow toward the North Star.

Louisiana
In 2003 Louisiana will hold primary elections for the U.S. Senate and U.S. House of Representatives on November 5. The Louisiana State Legislature adjourned sine die June 12, 2002. The 2003 Regular Session will begin March 31. Also on the ballot November 5 will be 12 amendments to the Louisiana Constitution and runoff elections for state and local races.

Tennessee
The Tennessee Supreme Court recently handed down its latest decision in the decade old case, Tennessee Small School Systems v. Ned Ray McWhertor, challenging the funding of public education in Tennessee. The Court held that the disparity in teacher pay between wealthy and poor school districts in the state does not provide equal educational opportunities for students as required by the Tennessee Constitution. Early estimates suggest the cost to reduce the pay disparity could be as high as $400 million. This decision could cause another budget crisis only months after the Tennessee General Assembly raised taxes $933 million last session.

Mississippi
The Mississippi Legislature is in the middle of its third special session of the year. This session, which began September 5, was initially called to address funding for the Department of Corrections. After solving the funding issue, Governor Ronnie Musgrove (D) expanded the call to address the availability and affordability of medical malpractice insurance. On October 8, Governor Musgrove signed a medical malpractice reform bill and again expanded the special session call to include civil justice reform.
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Suzi Lowell, AK  Norman Moore, AZ  Patrick O’Donnell, NE  Carole Peterson, UT
Pat Saville, KS  Susan Schaar, VA  Butch Speer, LA  Karen Wadsworth, NH
Larry Warden, OK  Denise Weeks, NC  Jeannine Wood, ID

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Sharon Carter, TX  Claire Clift, NV  Ann Cornwell, AR  Patrice Dworak, MN
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Tim Kehoe, CT  Joe Koval, WV  Sven Lindquist, MN  Steve Marshall, VT
Mary Mendel, IN  Jose’ Nazario, PR  Carole Peterson, UT  John Phelps, FL
Barbara Regen, VA  Pat Saville, KS  Don Schneider, WI  John Scocos, WI
Alice Shafer, WV  Jacqueline Shettle, CT  Jacqueline Sneddon, NV  Kirsten Waid, NC
Denise Weeks, NC  Jeannine Wood, ID

TECHNOLOGY AND INNOVATION COMMITTEE

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Patrick Flahaven, MN  Vita Hardy, CT  Jlynn Hartman, OK  Sonja Herd, OH
Mary Lou Holzapple, IL  Mary Ann Horch, VA  Bruce Jamerson, VA  Steven James, MA
Greg Kenworth, IL  Joe Koval, WV  Dave Larson, KS  Jeannine Layell, VA
Steve Marshall, VT  Suzan McClelland, AL  Sandi Morris, KY  Connie Peltier, MN
John Phelps, FL  Rose Ramsey, VA  Anthony Rossi, IL  Don Schneider, WI
Patsy Spaw, TX  Patricia Vaughan, VA  Carol Morey Viventi, MI
Kirsten Waid, AK  Bev Wessing, IL

THE LEGISLATIVE ADMINISTRATOR COMMITTEE

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Russell Humphrey, TN  Bruce Jamerson, VA  Steven James, MA  Dave Larson, KS
Suzi Lowell, AK  Teresa Maroney, OK  Annette Moore, UT  Eleanor Ringel, WV
Vicki Scheer, OK  Carol Viventi, MI

ROSTER COMMITTEE

Jane Atkinson, VA  Gwen Bailey, VA  Karen Brown, UT  Cathy Day, OR
Marguerite Duda, WV  Londi Ensor, AK  Barbara Ferguson, KY  Jlynn Hartman, OK
Cyndy Johnston, OR  Todd Kenady, OR  Jeannine Layell, VA  Mary Jo Mongelli, NV
Sam Moody, OR  Patrick O’Donnell, NE  Rose Ramsey, VA  Pat Rodgers, TX
Jacqueline Scott, VA  Suellen Scott, O R  Tina Scott, AZ  Dawn B. Smith, VA
Sandy Tenney, UT  Linda Tubbs, TX  Maureen Wilson, UT

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### Canadian-American Relations Committee

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### Inside the Legislative Process Committee

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<td>Steve Arias</td>
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### Professional Journal Committee

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### Program Development Committee

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### Membership and Communication

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SUPPORT STAFF COMMITTEE

Jane Atkinson, VA
George Bishop, VA
Karen Brown, UT
Donna Doyle, WI
Jeff Finch, VA
Sonja Herd, OH
Todd Kenady, OR
Scott Maddrea, VA
Sam Moody, OR
Pat Rodgers, TX
Suellen Scott, OR
Linda Tubbs, TX
Gwen Bailey, VA
Joe Blough, OK
Penny Cabaniss, VA
Marguerite Duda, WV
Betty Kay Francis, TN
Mary Lou Holsapple, IL
Greg Kenworth, IL
AI Mathiowetz, MN
Tara Perkinsion, VA
Gail Romanowski, MN
Tina Scott, AZ
Patricia Vaughan, VA
Matt Baker, NV
Bradley Bolin, IL
Carmen Cauthen, NC
Molly Durham, IL
John Garrett, VA
Bo Hoover, WV
Michael Linn, MN
Suzan McClelland, AL
Lora Phillips, WV
Shelia Ryan, IL
Lori Summers, WV
Margaret Watts, KY
Judy Barrows, ME
Jay Braxton, VA
Cathy Day, OR
Joan Eilers, IL
Harle Glover, NV
Cyndy Johnston, OR
Patty Lung, VA
Mary Jo Mongelli, NV
Rose Ramsey, VA
Judith Schultz, WV
David Surdez, MN
Bev Wessing, IL

SITE SELECTION COMMITTEE

Dave Avant, AL
Kristin Canterbury, WV
Marguerite Duda, WV
Jane Gill, NV
Deborah Hull, WV
Todd Kenady, OR
Pat Mau-Shimizu, HI
Lora Phillips, WV
Pat Rodgers, TX
Alice Shafer, WV
Lori Summers, WV
Maureen Wilson, UT
Faye Blanton, FL
Ann Cornwell, AR
Patrice Dvorak, MN
Harle Glover, NV
Pete Isaacs, MN
Cheryl Laube, AZ
Mary Jo Mongelli, NV
Janet Pruitt, NC
Judith Schultz, WV
Jacqueline Shettle, CT
Sandy Tenney, UT
Jay Braxton, VA
Mark Corrigan, PA
Londi Ensor, AK
Virginia Harvey, VA
Cyndy Johnston, OR
Norma Lowe, AZ
Sam Moody, OR
Lois Pulliam, KY
Suellen Scott, OR
Dawn Smith, VA
Linda Tubbs, UT
Karen Brown, UT
Cathy Day, OR
Betty Kay Francis, TN
Bo Hoover, WV
Tim Kehoe, CT
Albin Mathiowetz, MN
Annette Moore, UT
Eleanor Ringel, WV
Tina Scott, AZ
Terry Spieler, MO
Margaret Watts, KY
ASLCS Meeting Schedule

Spring
ASLCS Spring Meeting
DoubleTree Guest Suites
Columbus, Ohio
March 14-16, 2003

Summer
NCSL Annual Meeting
San Francisco, California
July 21-27, 2003

Fall
ASLCS Professional Dvmt. Seminar
Doubletree Paradise Valley Resort
Scottsdale, Arizona
September 7-12, 2003

Change of Address

Name: __________________________ Telephone: __________________________

Title: __________________________ Fax Number: __________________________

State: __________________________ Email: __________________________

Chamber: ________________________ Mailing Address: ________________________

Please Email or Mail to:
Joan Barilla, NCSL
7700 East First Place
Denver, CO 80230

Phone: (303) 856-1349
Fax: (303) 364-7800
Email: jbarilla@ncsl.org
It's a Celebration!!!!!

(hum your own tune from Kool and the Gang)

Yahoo! It's your celebration

Celebrate good times, come on to Scottsdale and let's celebrate!

There's a party goin' on this year

A celebration of the past 60 years

So bring your memories and your laughter too

We're gonna celebrate our party with you

Come on! Come on to Scottsdale and let's celebrate!

Celebration

Let's all celebrate and have a good time

Celebration

We're gonna celebrate and have a good time

In Arizona we'll come together

It's up to you, what's your pleasure

Everyone around the world

Come on! Come on to Scottsdale

Yahoo! It's a celebration

Yahoo!

Celebrate good times, come on to Scottsdale!

It's a celebration

Celebrate good times, come on to Scottsdale!

So mark your calendars and let's celebrate the 60th Anniversary of ASLCS..... September 7-12 in Scottsdale, AZ

Yahoo!

It's a celebration!
After 87 years the Oklahoma State Capitol finally is complete. On November 16, 2002, “Statehood Day” the new Capitol dome was dedicated in a ceremony attended by thousands of Oklahomans. The ceremony featured many prominent “Sooners,” including country music stars Vince Gill and Bryan White; former Miss Americas Susan Powell, Jane Jayroe, and Shawntel Smith; then Governor Frank Keating and many other state dignitaries.

The original plans for the building, completed in 1917 at a cost of $1.5 million, included construction of a dome. A shortage of funds and materials as a result of WW I, however, halted the dome’s construction. To close the opening a “saucer dome” was constructed. This structure gave visitors a domed effect when they looked upward, viewing a large stained glass replica of the state seal.

In 1990, a non-profit group called DOMERS, Inc. was formed to begin raising funds for completion of the dome. In 1998, a feasibility study was done to ensure the existing structure would support the addition of a dome.
The Oklahoma Centennial Commemoration Commission was formed in 1999 to develop a master plan for improvement projects in and around the Capitol Complex, including the dome. Additionally, the Commission would begin to raise private funds to meet the dome’s anticipated $21 million cost. In the end, the group was able to raise nearly 75 percent of the cost from private sources. The remaining funds were raised through a major bond financing plan that included other statewide improvement projects.

On July 25, 2000, Governor Keating announced plans to complete the Oklahoma State Capitol Dome. Later that year, Capitol Dome Builders, a joint venture of Oklahoma-based design and construction firms, was selected as contractor for the two-year project.

Several challenges were overcome during the project. First, the design team needed to capture the essence of the original design while using modern construction techniques and materials. Second, the original 1914 design included only one architectural drawing with few details of completed interior. Last, the design needed to showcase the state’s history.

The dome's interior color scheme symbolizes the state's rich Native American history and features colors depicting the Gaillardia, the state wildflower. Standing watch above the dome is a 6,000 pound bronze Indian warrior. The "Guardian," designed by former State Senator Kelly Haney, a Seminole, represents the strength, determination, and values shared by the people of Oklahoma.