THE LEGISLATIVE ADMINISTRATOR

SPRING EDITION 2003
The Legislative Administrator

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

Larry Cottingham, OK                Joe R. Blough, OK                Mike Fina, OK
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A Special “Thanks” to all who submitted photographs, articles, and background material.
Dear Friends:

As this year comes to a close, I realize more and more how fortunate I have been to be a part of the American Society of Legislative Clerks and Secretaries. It has been an honor and privilege for me to serve as your President. It has been a very rewarding year and I want to thank everyone for all your time and commitment to our organization. I certainly would not have made it without all of you and especially the executive committee and committee chairs that have done such a wonderful job.

Serving as your President has been one of the most rewarding experiences that I have ever had. I am so proud to be a part of such a prestigious society with so many talented and committed professionals.

There is no way I can possibly thank Joan for all her help and support this year. The Society is so blessed in having such a wonderful professional as our liaison. We have to be the envy of all NCSL staff sections because we have Joan.

In a few weeks many of us will come together for the NCSL Annual Meeting in San Francisco, California. I know because of budget constraints some of you will be unable to attend but hopefully you all will be able to attend our ASLCS Annual Meeting in Scottsdale, Arizona, September 6-11, 2003. I know Norman Moore, Norma Chastain and Cheryl Laube have been working very hard to make sure it will be wonderful. Diane Bell, Tara Perkinson, Scott Maddrea, and their committees have been working hard all year making sure that the professional development program will be one of the best. I can’t thank them enough for all the hard work.

Last fall I appointed the following Society members to the Legislative Staff Achievement Award Committee: Pat Saville, Chairman, JoAnn Hedrick and Janet Jones. The committee has chosen the following Society members to receive the Legislative Staff Achievement Award: Denise Weeks, Principal Clerk, House of Representatives, North Carolina, and Gwen Bailey, Assistant Clerk, Virginia Senate. This honor will be announced and a video presentation will be made at the NCSL Annual Meeting in San Francisco on Wednesday, July 23, during the Legislative Staff Luncheon. On Thursday, July 24, at the ASLCS Luncheon, it will be my honor to present Denise and Gwen with their award. It is a pleasure for the Society to have such distinguished ASLCS members to receive this award. We are all very proud of Denise and Gwen.

In January new sessions began and with that, new faces to ASLCS. I wish the best for all our friends who have left the Society and thank each of them for their contributions to ASLCS. With this transition Sharon Carter, Texas, is no longer with the Society, which left a vacancy on the Executive Committee. I appointed Annette Moore to fill the vacancy of Appointed Principal member to the Executive Committee. We all welcome Annette. She is a wonderful asset to the committee. To all new members of the Society, I hope we have an opportunity to meet you in San Francisco and especially at our ASLCS Annual Meeting in Scottsdale.

Gwen Bailey, Assistant Clerk, Virginia Senate, applied and was accepted to participate in the 2003 Associate Exchange Program. Gwen visited the Oklahoma Senate.

To help catch everyone up on what has been happening this year, our Winter Meeting was held in New Orleans, Louisiana. We had a very good attendance, despite the fact that most members of the Society were getting geared up for their sessions to begin and the current budget constraints that we all are facing. Our appreciation goes to...
Butch Speer for his hospitality and the reception he hosted Friday evening for our group. Needless to say, nightlife in the French Quarter is very interesting. Everyone also was able to make a trip to Baton Rouge as his guest and visit the Capitol. We had very productive meetings with plans for upcoming meetings being formulated, projects established, ideas exchanged and work continuing.

In January, Judy Hall and I attended the Legislative Staff Coordinating Committee meeting in Tucson, Arizona, January 24-26, 2003. Also attending were ASLCS members on the NCSL Executive Committee Susan Schaar, JoAnn Hedrick, Cindy Zehnder, Pat Saville, and Ramona Kenady, Past Staff Chair.

In February, I announced the following Society members to the Mason's Manual Commission: Dave Avant, Diane Bell, Joe Blough, Laura Clemens, Mark Corrigan, Jeff Finch, Millicent MacFarland, Don Milne, Norman Moore, Pat O'Donnell, John Phelps, Susan Schaar, Butch Speer, Karen Wadsworth, Denise Weeks and myself. The Chair and Vice Chair of the committee will be selected at the first meeting to be held at the NCSL Annual Meeting, in San Francisco, CA.

Our Spring Meeting was held in Columbus, Ohio, March 16-18. Again, considering that most states were in session I think we had good attendance. A special thanks to Laura Clemens, Matt Schuler and their staffs for hosting the meeting. At this meeting a special treat was attending a hockey game. It was the first hockey game a few of the members had ever seen. Arrangements had been made for everyone in the group to be in one of the skyboxes during the game. We don't see much hockey in the South so it was a special treat. I daresay Donna Doyle knows all about hockey. Their Capitol is beautiful and they arranged for all our meetings to be held at the Capitol. The committees continued their diligent work, that was started at the Winter Meeting in New Orleans, making sure our ASLCS Annual Meeting in Scottsdale will be one of the best.

These committees will meet again at the NCSL Annual Meeting in San Francisco. The meetings will be held Monday, July 21, 1:00 p.m. to 4:00 p.m. and Mason's Manual Commission will meet from 4:00 p.m. to 5:30 p.m. Tuesday, July 22, ASLCS will sponsor a concurrent session on Parliamentary Procedure from 3:15 p.m. to 5:00 p.m. Wednesday, July 23, ASLCS will sponsor another concurrent session on International Programs from 2:15 p.m. to 4:15 p.m. Thursday, July 24, the Executive Committee will meet from 10:45 a.m. to 12:15 and our ASLCS Business Luncheon will be held from 12:30 p.m. to 2:00 p.m. off site. Upon returning the Staff Section Sponsored sessions will meet from 2:15 p.m. to 5:00 p.m.

In April most states were still in session as was Arkansas. We had our second longest session in history. When we did adjourn April 16 it was the first time ever to go sine die without a budget. Needless to say that meant the Governor would have to call everyone back into special session. Our special session started on May 5 and adjourned with a budget on May 9. The Governor also planned on calling everyone back for special session in June, but after polling all the legislators, he could not find much support for returning. Thankfully, he chose not to call another special session until September.

Between our regular session and special session, I again attended the Legislative Staff Coordinating Committee meeting in Quebec City, Canada, May 1-4, 2003. Also attending were ASLCS members on the NCSL Executive Committee Susan Schaar, JoAnn Hedrick, Cindy Zehnder, Pat Saville, and Ramona Kenady, Past Staff Chair.

Gary Olson, NCSL Staff Chair, appointed me to serve on the NCSL Staff Nominating Committee this year. I will serve along with six other Legislative Staff Coordinating Committee members in choosing the new Legislative Staff members to the NCSL Executive Committee. Having served on the ASLCS Nominating Committee, I think it will be very interesting to see the similarities in how the two committees function.

Just after our special session I attended the Council of State Governments Spring Meeting in St. Thomas, Virgin Islands, May 15-18. I serve as a member of the Suggested State Legislation Committee. We visited the Legislative Building on St. Thomas, which was very interesting. They are unicameral and have 15 legislative members (one female). Seven members are from St. Thomas, seven members from St Croix, and one at-large member.
The summer looks like a busy time for me with the NCSL Annual Meeting, July 21-25, the Southern Legislative Conference Annual Meeting in Fort Worth, Texas, August 9-13, Canadian Clerks at the Table Meeting in Quebec City, Canada, August 11-17, and ANOMAC Annual Meeting in Toluca, Mexico, August 21-25. Society members who will be attending the Canadian Clerks at the Table will be Donna Doyle, Associate Vice President, J. R. Rodrigue, Chairman of Canadian-American Relations, and myself. Society members attending ANOMAC will be Carmela Bills, Elected Associate, Patsy Spaw, Chairman of International Communication and Development, and myself. As soon as I return from ANOMAC it will be close to time for our ASLCS Annual Meeting in Scottsdale, Arizona, September 6-11.

The committees are continuing to work hard. I want to thank each Chairman and Committee members for all their time and work. Following is a highlight of the work these committees have been doing up to now.

George Bishop and the By-Laws Committee have been busy updating the indexes, By-Laws and Standing Orders. Also the committee is trying to clarify the By Laws regarding voting members and designating proxies.

Burney Durham and the Site Selection continue trying to find a location for our 2005 Annual Meeting. It might possibly need to be a No Host meeting such as Baltimore in 2004.

Scott Maddrea and the Technology and Innovation Committee have been busy reviewing the proposal for the new NCSL website and its effect on the ASLCS home page and examined the NCSL Bill Status Project. The committee has agreed to sponsor three concurrent sessions at the ASLCS Annual Meeting in Scottsville, Arizona.

Patsy Spaw and the International Communications and Development Committee have been working to formulate the ANOMAC Visiting Program and the International Directory.

Cheryl Laube, Norma Chastain and the Membership and Communication Committee are continuing work on the theme and activities for the new attendee orientation meeting at our ASLCS Annual Meeting. Tara Perkinson and the Support Staff Committee have been working to revise the application form for the Associate Exchange Program. The committee also has agreed to sponsor three concurrent sessions and are in the process of finalizing all the plans for the ASLCS Annual Meeting in Scottsdale.

Diane Bell and the Program Development Committee are also finalizing plans for the ASLCS Annual Meeting in Scottsdale. The Committee has commitments from Technology and Innovation Committee and Support Committee to provide three concurrent sessions from each of their committees. Three plenary speakers have also been chosen, Devon Hansen, Amy Whitten and Randy Lowry. Each come highly recommended and they represent several areas of expertise. Also, the Program Development Committee will sponsor two parliamentary procedure sessions at the NCSL Annual Meeting in San Francisco, California, July 21-25.

Jeannine Wood, Pamm Juker and the Roster Committee are close to finishing the Roster. It should be going to print in July. The committee is also trying to find ways to make the Roster more cost effective for the Society.

J. R. Rodrigue and the Canadian American Relations Committee are continuing to finalize plans for the Joint Canadian-American meeting that will be held in Wilmington, Delaware, October 9-13, 2003. The preliminary agenda looks very interesting.

Annette Moore and the Professional Journal Committee have completed and mailed the Spring edition of the Journal and it is also available on line. The committee is also looking at ways to make the Journal more cost effective.

Millicent McFarland and the Inside the Process Committee have been continuing with follow-up for the surveys that were turned in to the committee from 2002. Also, the committee is discussing providing references to ASLCS listserv topics in the publication and reviewing the publication to see what new information is needed, updated or deleted.

As you can tell, Joe Blough, Larry Cottingham and Mike Fina have been busy with the Legislative Administrator. I want to thank them for wanting to continue publishing our Legislative Administrator again this year. Their committee has been formulating ideas on how to make the publication more cost effective for the Society.
Our special committees have been hard at work this year.

Denise Weeks and her committee are finishing plans for the ASLCS 60th Anniversary celebration during our ASLCS Annual Meeting.

Susan Schaar and her Revenue Resources Committee have been busy developing ideas and soliciting suggestions among members concerning fund raising.

Jeff Finch and the Special Committee on International Clerks and Secretaries have finalized the program for a concurrent session, which will be held at NCSL in San Francisco, Wednesday, July 23, 3:15 p.m. to 5:00 p.m., with the International Clerks and Secretaries.

Pat Saville and the Budget Review Committee have been busy trying to find ways the Society can reduce the cost of ASLCS operations, including developing a budget for ASCLS, documenting obligations along with corresponding Standing Orders and other special accounts, registration fees, expense of meetings and publications.

J. R. Rodrigue, Bill Addison, Mary Monahan and the No Host Committee for the 2004 Annual Meeting in Baltimore, Maryland, are continuing to work very hard on schedules and events for the 2004 Annual Meeting. Preliminary plans sound fantastic.

Right now our Governor is planning on calling another special session in September relating to our education crisis in Arkansas. I keep my fingers crossed that it will not start before or during our ASLCS Annual Meeting in Scottsdale.

I appreciate the cooperation, hard work and creativity of all members of our Society. You are indeed a special group of friends and professional associates. Thank you all so much for your advice and support, your generous contributions of time and talent and your active participation in this outstanding organization.

Hope all of you are finally out of session and have a wonderful summer and see you in San Francisco and Scottsdale.

Sincerely,
Ann Cornwell, President
American Society of Legislative Clerks and Secretaries

(Heustis Takes Helm As Secretary of Colorado Senate)

(Denver) -- Mona Heustis was elected Secretary of the Colorado Senate, January 8, 2003. Senate Resolution 03-006 amended Senate Rule 13 to change the Secretary of the Senate and Assistant Secretary of the Senate to non-partisan positions. Legislative experience prior to her election includes 11 years in the Colorado Office of Legislative Legal Services as a Legislative Assistant for 2 years, Office Administrator for 4 years, and as Office Manager for the past 5 years. She also worked at the North Dakota Legislature in 1991 as an Administrative Assistant to the Industry, Business, and Labor Committee.

Mona is a North Dakota native. She his married to Neil Heustis and they have 3 children and 7 grandchildren.
Monday, July 21

8:00 am - 5:00 pm Marriott Hotel  NCSL Executive Committee Subcommittees

10:00 am - 11:00 am Marriott Hotel
Legislative Staff Coordinating Committee (LSCC) Task Forces

11:15 am - 12:45 pm Marriott Hotel
Full Legislative Staff Coordinating Committee (LSCC)

12 noon - 5:00 pm Moscone Center
Registration

1:00 pm – 1:45 pm Moscone Center
American Society of Legislative Clerks and Secretaries Special Committee Meetings

1:45 pm – 2:30 pm Moscone Center 2:30 pm – 3:15 pm Moscone Center 3:15 pm – 4:00 pm Moscone Center
American Society of Legislative Clerks and Secretaries Committee Meetings – ABylaws and Standing Orders
Inside the Legislative Process Site Selection Technology and Innovation
American Society of Legislative Clerks and Secretaries Committee Meetings – BInternational Communication and Development
Legislative Administrator Membership and Communication Support Staff
American Society of Legislative Clerks and Secretaries Committee Meetings – CCanadian-American Relations
Professional Journal Program  Development
Roster

4:00 pm - 5:30 pm Moscone Center
Mason’s Manual Commission Meeting

Tuesday, July 22

8:00 am - 5:00 pm Moscone Center
Registration

8:00 am - 10:00 am Marriott Hotel
NCSL Executive Committee

9:00 am - 12 noon Moscone Center
NCSL Standing Committees

12:15 pm - 1:15 pm Lunch Break (on your own)

1:30 pm - 3:00 pm Moscone Center
Opening Plenary

3:15 pm – 5:00 pm Moscone Center
Mastering the Rules
Sponsored by the Legislative Effectiveness and State Government Committee and the American Society of Legislative Clerks and Secretaries
Parliamentary procedure can seem unfathomable when you begin legislative service. Where do you look for answers to procedural questions? What is the best way to learn the rules? Get tips from experienced legislators and staff. Discuss strategies to master the rules. Learn techniques to teach parliamentary procedure. Moderator: Representative Allan George Bense, Florida
Panelists: Senator John Martin, Maine
Alfred “Butch” Speer, Clerk of the House of Representatives, Louisiana

3:15 pm - 5:00 pm Moscone Center
Additional Concurrent Sessions
The Art of Learning to Work
Building Public Awareness for Your Legislature: 60 Ideas in 60 Minutes
Challenges and Solutions in Pharmaceutical Spending
Child Care: Hard Choices, No Easy Answers
Climate Change: Beyond Kyoto
The Future of Agriculture in the U.S.
Medical Malpractice
The New Legislative Agencies
Preventing Youth Violence and Bullying: Promising Approaches
Privacy on the Net
State Tribal Taxing Simply, Taxing Fairly

5:30 pm - 7:00 pm Welcoming Reception
**Wednesday, July 23**

8:00 am - 5:00 pm Moscone Center Registration

8:00 am - 11:45 am Moscone Center
NCSL Standing Committees

9:00 am - 4:00 pm Moscone Center Exhibit Hall Open

12:00 pm - 2:00 pmMoscone Center
Legislative Staff LuncheonPresiding: Gary Olson, Director, Senate Fiscal Agency, Michigan,and NCSL Staff ChairSpeaker: Bruce Tulgan, Founder, Rainmaker Thinking, Inc.

2:15 pm – 4:15 pm Moscone Center
Legislative Environments: A Global ViewSponsored by the American Society of Legislative Clerks and Secretaries and the International ProgramLegislative environments vary across the globe. During this session, international and American panelists will discuss similarities and differences in chamber operations and parliamentary procedures in the United States and throughout the world.

**Thursday, July 24**

9:00 am - 4:00 pm Moscone Center Exhibit Hall Open

9:15 am - 10:30 am Moscone Center Plenary Session

10:45 am – 12:15 pm Moscone Center
Technology and the Legislative ProcessSponsored by the American Society of Legislative Clerks and Secretaries and the National Association of Legislative Information TechnologyMany recent technological innovations have affected the legislature. Implementing them raises the question: Is the legislative process driving technology or is technology driving the legislative process? How can legislatures find a balance between moving forward with technology while maintaining the traditions and constitutional requirements of the legislative process? Moderator: Sharon Crouch Steidel, Systems Director, House of Delegates, VirginiaSpeakers: Mark Allred, Information Systems Manager, Legislative Research & General Counsel, UtahJim Greenwalt, Director Information Systems, Senate, MinnesotaTara Perkinson, Journal Clerk, Senate, Virginia

10:45 am – 12:15 pm Moscone Center

12:30 pm – 2:00 pm Thirsty Bear Brewing Company (off-site)
American Society of Legislative Clerks and Secretaries Business LuncheonPresiding: Ann Cornwell, Secretary of the Arkansas Senate and ASLCS President

2:15 pm – 5:00 pm Moscone Center
American Society of Legislative Clerks and Secretaries Executive Committee MeetingPresiding: Ann Cornwell, Secretary of the Arkansas Senate and ASLCS President

**Friday, July 25**

9:00 am - 12 noon Moscone Center Exhibit Hall Open

9:15 am - 10:45 am Moscone Center Plenary Session

11:00 am - 12:30 pm Moscone Center
NCSL Policy & Business Meeting

12:30 pm - 2:00 pm Moscone Center
Closing
Schedule for ASLCS Meeting in Phoenix

Saturday, September 6
Pre-Registration 3:00pm-7:00pm

Sunday, September 7
Registration 8:00am- 4:00pm
Coffee Service 8:00am– 9:30am
Nominating Committee 9:30am-11:30am
2003 Executive Committee Meeting 11:30 am - 1:30pm
Opening Plenary 2:00pm – 4:00 pm (Amy Whitten)
New Attendee Orientation 4:30pm- 6:00pm
Dessert Reception 8:30pm-11:00pm

Monday, September 8
Registration 8:00am- 4:00pm
Continental Breakfast 8:00am–9:30am
Staff Group Breakouts (Eleven Sessions) 9:00am – 11:00am
Lunch on your own 11:00am- 1:00pm
Concurrent Sessions 1:15pm- 2:45pm 3 Sessions
Concurrent Sessions 3:00pm – 4:30pm 3 Sessions
State Event Pinnacle Peak 5:45 pm-9:15pm

Tuesday, September 9
Registration 8:00am- 4:00pm
Tour of the Arizona Capitol 8:30am – 12pm (Breakfast on your own)
Mason’s Manual Commission Meeting 2:00pm-4:00pm
Dinner on your own

Wednesday, September 10
Registration 8:00am-4:00pm
Continental Breakfast 8:00am– 9:30am
Plenary Session 9:30am- 12:00pm (Randy Lowry)
Business Meeting/Awards Luncheon 12:15pm- 2:30pm
Concurrent Sessions 2:45pm- 4:00pm 3 Sessions
Volleyball Game 4:15pm-5:30pm
Dinner on your own

Thursday, September 11
Registration 8:00am-4:00pm
Continental Breakfast 8:00am–9:30am
Committee Chair Transition Meeting 8:30am– 9:00am
Plenary Session 9:15am-12:15pm (Devon Hansen)
Lunch on your own 12:15pm- 1:30pm
2003-04 Committee Meetings 1:45pm-4:00pm
State Dinner Dance 6:30pm-11:00pm

Friday, September 12
Information Desk 8:00am-10:00am
Breakfast- Business Meeting 8:30am-10:00am
2003-04 Executive Committee Meeting 10:00am- 12:00pm
Meeting Adjourned 12:00pm
EXECUTIVE COMMITTEE MINUTES
November 16, 2002 – New Orleans, Louisiana

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
Norm Moore, President-Elect
Bruce Jamerson, Secretary-Treasurer
Donna Doyle, Associate Vice-President
J. R. Rodrigue, Elected Principal
Carmela Bills, Elected Associate
Sharon Carter, Appointed Principal
Marilyn Eddins, Appointed Associate
Dowe Littleton, Appointed Associate
Judy Hall, Immediate Past President

A quorum was present.

NCSL Staff present:
Joan Barilla

Minutes

The Committee reviewed the minutes of the Executive Committee meetings of September 19, September 21, and September 24, 2002 from the Fall Annual Development Seminar, held in Portland, Oregon. Carmela Bills moved that the minutes from these three meetings be approved. Sharon Carter seconded the motion. The motion carried by unanimous consent on voice vote.

Treasurer’s Report

Norman Moore presented the Treasurer’s Report for the period of September 19 – November 16, 2002. He reported that during this period disbursements in the amount of $1,327.83 had been made. Donna Doyle moved that the Treasurer’s Report be adopted. Dowe Littleton seconded the motion. The motion carried by unanimous consent on voice vote.
Treasurer’s Report
ASLCS Dues Account
as of November 16, 2002
2002 ASLCS Winter Meeting - New Orleans, Louisiana

BALANCE as of September 19, 2002 at ASLCS Annual Meeting in Portland, Oregon

Balance  
$38,571.95
Total Deposits  
+ $ 0.00
Subtotal  
$38,571.95
Less Disbursements  
- $ 1,327.83

BALANCE as of November 16, 2002
$37,244.12

Balance as of September 19, 2002 at ASLCS Annual Meeting  
$38,571.95

Deposits for 2002 Dues since September 19, 2002  
$ 0.00

Disbursements

9/21/02  
Pro Print - printing of President $ 164.28 and Executive Committee Reference Guide

9/21/02  
State Treasurer of Virginia $ 800.00 partial travel reimbursement for Susan Clarke Schaar to ANOMAC meeting in Mexico

9/27/02  
Awards Unlimited, Inc. - $ 58.80 Joseph A. Beek Service Award Plaque

10/18/02  
Farmer's Trophies & Engraving $ 54.75 Engraving and Lapel Pins for Annual Meeting in Portland

10/28/02  
Brad Hendrickson – Associate $ 250.00 Exchange Program Reimbursement
Executive Committee Minutes

Total Disbursements from 9/19/02 to 11/16/02
- $1,327.83

BALANCE (as of November 16, 2002)
+ $37,244.12

Old Business

ASLCS Account Summaries

Joan Barilla, NCSL staff liaison to ASLCS, reported that the balance in the ASLCS Shared Profits Account as of November 16, 2002 was $5800.45. Deposits, which include interest payments for the 3rd and 4th quarters of 2001 and the 1st and 2nd quarters of 2002 totaled $204.00. Expenditures from this account included: $701.00 for the 2000 Inside the Legislative Process; $1,150.00 for the Betty King Scholarship-LSMI; and $3,307.55 for Peter Starke’s Expenses as a presenter at the 2002 Annual Fall Professional Development Seminar.

Ms. Barilla also reviewed with the Committee the Financial Summary of the ASLCS Special Meetings Fund. The balance in this fund as of November 16, 2002 is $55,304.62. The beginning balance in this fund was $63,820.83. Deposits for 2001/2002 2002 (through November 16, 2002) totaled $57,160.00. Expenditures for 2001/2002 (through November 16, 2002) totaled $65,676.21, which includes an $8,620.98 payment to NCSL for the Fall 2001 meeting loss. Actual cost breakdowns for the 2002 Fall Meeting will be provided at the Society’s Spring Meeting in March, 2003.

New Business

Budget Update for 2003 Annual Meeting

Joan Barilla provided the Committee with several preliminary budgets for the 2003 Fall Meeting, which would be determined by the registration fee set for this meeting. After much discussion, the decision was made to discuss possible adjustment to the registration fee at the 2003 Spring Meeting.

Update for 2003 Annual Meeting by Host Committee

Norman Moore gave the Committee an update on the plans being made for the 2003 Annual Meeting by the Arizona Host Committee. Plans are falling in place to ensure a successful meeting.

60th Anniversary Committee

A report was not received from the 60th Anniversary Committee.

Internal Audit Committee

Bruce Jamerson, Chair of the Internal Audit Committee reported that he, Donna Doyle and Judy Hall had reviewed the Finances of the Society for 2001-2002. He reported that this committee recommends preliminary approval of these
records, with a written recommendation for final approval at the Spring 2003 meeting after receipt of final bank statements. The committee did find an $.80 over payment, which will be reimbursed by the recipient, via a deduction in a future, authorized reimbursement.

LSCC Reimbursement
A motion was made by Norman Moore and seconded by Carmela Bills that Judy Hall be reimbursed for certain expenses incurred for her attendance at LSCC meeting in Ogunquit, Maine, October 3-5, 2002, in the amount of $432.50. The motion carried by unanimous consent on voice vote. (Judy was actually reimbursed $431.70 so as to correct the previous overpayment of $.80.)

Support Staff Committee
Tara Perkinson, Chair of the Support Staff Committee, presented two items from her committee for consideration.

Item 1- Since the Support Staff Committee has received only one application for the 2003 Associate Exchange Program, Ms. Perkinson requested that the Committee waive the following portion of Section XIV, E of the Standing Orders to allow this year’s applicant to be selected to participate in 2003 even though someone from the same chamber participated in 2002.

As a result of utilizing a rotation schedule for host chambers, no chamber would be eligible to have an Associate selected more than once every two years.

J. R. Rodrigue made a motion that this portion of the Standing Orders be waived. Judy Hall seconded the motion. The motion carried by unanimous consent on voice vote.

Item 2- Ms. Perkinson requested that the Committee accept the Associate Exchange Program Application of Gwen Bailey of the Virginia Senate to exchange with the Oklahoma Senate. Judy Hall moved that the application of Gwen Bailey be accepted. Donna Doyle seconded the motion. The motion carried by unanimous consent on voice vote.

Bylaws Committee
The Bylaws Committee did not make a report.

Professional Journal
Annette Moore, Chair of the Professional Journal Committee, requested reimbursement of $1,200.00 for the printing and mailing of the Fall Journal. Norman Moore made a motion to authorize this reimbursement. Dowe Littleton seconded the motion. The motion carried by unanimous consent on voice vote.
Annette Moore also presented the Committee with the following criteria established by her committee for Legislative Intern papers:

**Criteria for Legislative Intern Papers**

1. Follow a generally accepted style manual such as the University of Chicago Press *Manual of Style*.
2. Maximum 2000-2500 word (5-7 pages)
3. Submit on 3.5″ disk in WordPerfect 9.0 or Microsoft Word 2002, or typewritten one-sided, double-spaced, with one-inch margins.
4. Number all references as endnotes in the order in which they are cited in the text. Accuracy and adequacy of the references are the responsibility of the author.
5. Mail disk or original and four copies to Annette Moore, Utah State Senate, Room 319 State Capitol, Salt Lake City, UT 84114.
6. Manuscripts accepted for publication become the property of the American Society of Legislative Clerks and Secretaries.
7. All articles submitted for consideration will undergo a review process. When the editorial board has commented, authors will be notified of acceptance, rejection, or need for revision of manuscripts. The review process requires a minimum of four weeks.
8. Submission deadline: August 29, 2003

**Roster Committee**

Jeannine Wood reported that the Roster Committee that the estimated cost of a “Mini-Roster” would be $865.00. The committee will be exploring other options for this publication and will report on such at the Spring Meeting.

**Archives Update**

Joan Barilla advised the Committee that storage space was running out for the Society’s archives. President Cornwell requested Dowe Littleton to find out what the Society of Archivists guidelines are for the retention of records and to report such findings at the Spring Meeting. Ms. Barilla was also requested to determine whether space may be available for the storage of such records at the NCSL Denver office.

**Legislative Administrator**

Joe Blough presented request to review the current publication and distribution guidelines for *The Legislative Administrator*. As a result of this presentation, Bruce Jamerson made the following motion: “Madame President, I move that the Executive Committee refer to the Bylaws Committee for study and in conjunction with the Legislative Administrator Committee, possible changes to the Standing Orders and Publications Standards to allow for the publication/printing of a single ‘yearly issue’ of *The Legislative Administrator*. The study should include, but not be limited to the following issues:

1. Moving from three (3) published/printed issues to a single ‘yearly issue’ printed following the NCSL Annual Meeting;
2. Using the Internet as the sole distribution method for the Winter and Spring issues;
3. Changes to language requiring that every dues-paying member be mailed a copy of *The Legislative Administrator*, i.e. make receiving a copy an option upon request; and

That the Bylaws Committee shall report its findings not later than the Executive Committee Meeting to be held in San Francisco.” Norman Moore seconded the motion. The motion carried by unanimous consent on voice vote.
Other Business

Nominating Process
The Committee discussed the process by which members of the Nominating Committee interview candidates for positions on service on the Executive Committee. After much discussion, President Cornwell appointed J. R. Rodrigue to consult with Pat Saville and to develop guidelines for Nominating Committee members.

Adjournment
Dowe Littleon moved that the Executive Committee be adjourned. Carmela Bills seconded the motion. The motion carried by unanimous consent on voice vote.

Respectfully submitted,
Bruce F. Jamerson, Secretary-Treasurer

EXECUTIVE COMMITTEE MEETING
ASLCS Spring Meeting
Ohio State Capitol, State Room
Columbus, Ohio
March 15, 2003

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; Norman Moore, President-elect; Donna Doyle, Associate Vice-President; Carmela Bills, Elected Associate; Laura Clemens, Appointed Principal, Annette Moore, Appointed Principal; Dowe Littleton, Appointed Associate; Judy Hall, Immediate Past President.

A quorum was present.

NCSL Staff present: Joan Barilla.

Minutes
The Committee reviewed the minutes of the Executive Committee meeting of Saturday, November 16, 2002, from the Winter Meeting in New Orleans, Louisiana. Annette Moore stated that the correct submission deadline for Criteria for Legislative Intern Papers under the item Professional Journal is August 1, 2003 not August 29, 2003. Carmela Bills moved that the minutes, as corrected, be approved. Laura Clemens seconded the motion. The motion carried by unanimous consent on voice vote. The minutes of the meeting will be printed in the next issue of the Legislative Administrator.
Treasurer’s Report

Norman Moore, on behalf of Bruce Jamerson the Secretary-Treasurer, presented the Treasurer’s Report for the period of November 16, 2002 through March 15, 2003. He reported that as of March 15, 2003, the balance in the ASLCS Dues Account is $47,667.37 which includes deposits of $12,700 for 2003 annual dues and disbursements of $2,276.76 since November 16, 2002 from the Winter Meeting in New Orleans, Louisiana. Laura Clemens moved that the Treasurer’s Report be adopted. Dowe Littleton seconded the motion. The motion carried by unanimous consent on voice vote.

### Treasurer’s Report

**ASLCS Dues Account**

**as of March 15, 2003**

**2003 ASLCS Spring Meeting – Columbus, Ohio**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance as of November 16, 2002</td>
<td>$37,244.12</td>
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<tr>
<td>Total Deposits</td>
<td>$12,700.00</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$49,944.12</td>
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<tr>
<td>Less Disbursements</td>
<td>$2,276.76</td>
</tr>
<tr>
<td><strong>Balance as of March 15, 2003</strong></td>
<td>$47,667.36</td>
</tr>
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<td>Balance as of November 16, 2002</td>
<td>$37,244.12</td>
</tr>
<tr>
<td>Deposits for 2003 Dues</td>
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</tr>
<tr>
<td>1/13/2003</td>
<td>$2,700.00</td>
</tr>
<tr>
<td>2/7/2003</td>
<td>$2,800.00</td>
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<tr>
<td>2/14/2003</td>
<td>$3,150.00</td>
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<tr>
<td>2/18/2003</td>
<td>$3,250.00</td>
</tr>
<tr>
<td>3/7/2003</td>
<td>$800.00</td>
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<tr>
<td><strong>Total Deposits for Dues since November 16, 2002</strong></td>
<td><strong>$12,700.00</strong></td>
</tr>
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</table>

**Disbursements**

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/25/2002</td>
<td>Judy Hall reimbursement for travel to LSCC meeting in Ogunquit, Maine</td>
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<td>11/25/2002</td>
<td>State of Wisconsin Printing ASLCS pamphlet</td>
<td>$583.20</td>
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<tr>
<td>12/4/2002</td>
<td>All Children’s Hospital Memorial Contribution for Clyde McCullough</td>
<td>$ 50.00</td>
</tr>
</tbody>
</table>
Executive Committee Minutes

1/27/2003 Utah State Senate $1,211.86
Printing and Postage for ASLCS
Fall Publication

Total Disbursements since November 16, 2002 $2,276.76

Balance as of March 15, 2003 $47,667.36

Old Business

ASLCS Account Summaries

Shared Profits Account

Joan Barilla, NCSL staff liaison to ASLCS, reported that the balance in the ASLCS Shared Profits Account as of March 15, 2003, is $5,671.45 which includes total deposits of $75.00 in 2002 and expenditures of $5,158.55 in 2002 for Inside the Legislative Process, the Betty King Scholarship for LSMI and honorarium for one of the Plenary Session speakers for the Professional Development Seminar and Annual Meeting in Portland. She noted that honorarium expenses of more than $4,000 for speakers at the Professional Development Seminar and Annual Meeting are normally paid out of this account. Currently, the balance in the account is not enough to pay for honorarium at the 2003 Scottsdale meeting because the account also pays for the publication expense of Inside the Legislative Process and the Betty King Scholarship for LSMI. Joan indicated that the Program Development Committee would be making a presentation later on during the meeting to the Executive Committee to request that funds from the Dues Account be used for honorarium for plenary speakers for the 2003 Annual Meeting in 2003 in Scottsdale.

Special Meeting Fund

Joan Barilla reported that the balance in the ASLCS Special Meeting Fund as of March 15, 2003, is $29,389.17 which includes deposits of $70,258.00 and expenditures of $104,689.66. She noted that most of the money left in the account is for the 2003 Professional Development Seminar and Annual Meeting in Scottsdale and the Joint Canadian American Meeting in October in Wilmington, Delaware. It was explained that the Seminar Meeting Budget which is funded from registration fees lost $7,808.18 at the Professional Development Seminar and Annual Meeting in Portland and that NCSL had to absorb this loss. The loss was due to hotel attrition and set-up fees for not meeting the contractual minimum of hotel rooms and for meal expenses due to lack of attendance at meal functions. Additionally, Joan reported that the Special Meeting Fund (L-190 Contributions Account) absorbed a net loss of $36,641.77 at the 2002 Professional Development Seminar and Annual Meeting in Portland because the expenses were $73,721.77 and income from contributions was $36,980.

Lively discussion ensued regarding the financial situation. It was noted that ASLCS can’t continue to absorb a loss of $44,000 at each annual meeting. It was strongly suggested that each person attending the annual meeting be made aware of financial obligations and held accountable after indicating on the sign-up sheets that they will attend specific events or luncheons. Additionally, there was agreement among committee members that many events in the future such as meal functions, the President’s Reception and Dinner will need to be scaled back. Joan indicated that some events for the 2003 Annual Meeting had been scaled back as follows: no continental breakfast on Tuesday, September 9; the business luncheon
meeting and the awards luncheon had been combined into one luncheon event on Wednesday, September 10; and that the President's reception on Thursday, September 11 was scaled down by not having hors d’oeuvres served because the event takes place immediately before the State Dinner. Norman Moore reported that although social and other events have been planned and scheduled for the 2003 Professional Development Seminar and Annual Meeting in Scottsdale no formal contracts had yet been signed and that if anticipated revenues do not materialize events will be adjusted so that there are not more expenses than revenues. Also, it was suggested that Clerks and Secretaries and other staff who could participate in contacting state or local sponsors for contributions be requested to make contacts and that letters be sent from NCSL to regular ASLCS contributors.

**Internal Audit Committee**

The Internal Audit Committee Final Report, prepared by Bruce Jamerson, Chair of the Internal Audit Committee was distributed to the Committee for review. The report is as follows:

As you recall, at our Winter Meeting in New Orleans, I reported that the Internal Audit Committee comprised of Bruce Jamerson, Donna Doyle and Judy Hall had reviewed the finances of the Society for 2001-2003. We recommend that the Executive Committee Approve these records. At the Winter Meeting, we reported that we had found an 80-cent overpayment, which was made to Judy Hall. This overpayment was adjusted in a reimbursement made to Judy on November 25, 2002.

Norman Moore explained that the 80-cent overpayment was due to his mistake in interpreting a portion of an invoice. Following discussion, Laura Clemens moved to approve the final report of the Internal Audit Committee. Dowe Littleton seconded the motion. The motion was approved by unanimous consent on voice vote.

**New Business**

**Program Development Committee**

Diane Bell, Chair of the Program Development Committee, made a presentation regarding a proposal to have three plenary speakers, Amy Whitten, Devon Hansen and Randy Lowery, for the 2003 Professional Development Seminar and Annual Meeting in Scottsdale. She indicated that the Program Development Committee believed that having three plenary speakers would not only enhance the program but would assist in alleviating the possibility of repetitive concurrent sessions and finding enough moderators and panelists for three more concurrent sessions. Diane explained that the total expenses of three speakers would be $12,298.00 of which $6,148.56 would be covered by the meeting budget and that $6,149.44 would need to be funded by the Dues Account, if approved. It was further explained that the proposal was predicated on Randy Lowery agreeing to accept an honorarium of $3,500 (his usual fee is $5,000). If the $3,500 fee was not accepted then the Program Development Committee would explore other avenues including a local speaker from the Scottsdale area, possibly adding a plenary session on Parliamentary Procedure or three more concurrent sessions. Following discussion on the proposal, including the need for three plenary sessions in light of economic conditions versus the importance of professional development for Society members, Judy Hall moved to approve the expenditure of $6,149.55 from the Dues Account for the three plenary speakers if Randy Lowery agreed to the $3,500 honorarium fee. Dowe Littleton seconded the motion. Following discussion on the motion, Laura Clemens requested that the motion be tabled until later in the meeting after the budget proposal presentations regarding registration fees for the 2003 meeting had taken place. There was no objection and the motion was tabled for further action at the end of the meeting.
Revenue Resource Committee

President Cornwell presented the following report on behalf of Susan Clarke Schaar, Chair of the Revenue Resource Committee. A survey of chambers had been conducted regarding the ability of Society members to solicit money directly from sponsors and suggestions for expanding the source of revenue for Society meetings and events.

The preliminary report is as follows:

As of March 15, 2003, 14 responses had been received -

10 responses indicated that the members could not solicit money but 2 of these chambers would be willing to designate lobbyists to receive a letter from the ASLCS President

4 could raise money and were willing to contact lobbyists

Other suggestions included:

• Raise dues
• Raise registration fees
• Sell advertising for the annual meeting program
• Increase the number of logo items and sell at a modest profit
• Broaden the base of national companies, i.e. Xerox
• Need to coordinate contacting lobbyists so that there aren’t solicitations of the same company on a state and a national level.

It was noted that more information would be forthcoming at the meeting at NCSL in San Francisco.

Bylaws

President Cornwell reported that the Bylaws Committee would be e-mailing to members of the Executive Committee preliminary proposals in the near future regarding a Bylaws change relating to voting procedures and Standing Orders changes relating to voting by proxy and Publication Standards. She indicated that a formal proposal would be made to the Executive Committee at the meeting during NCSL in San Francisco. Norman Moore distributed copies of the updated and alphabetized Bylaws, Index to the Bylaws, Standing Order, Index to the Standing Orders and the Joint Index of the Bylaws and Standing Orders and requested the Committee to review those documents prior to the meeting during NCSL in San Francisco.

ASLCS/ANOMAC Working Together

Patsy Spaw, Chair of the International Communication and Development Committee, reported that the International Directory was completed, printed and should be mailed within the next couple of weeks. Additionally, she indicated that the committee had been working on a proposal that would enhance the relationship between ASLCS and ANOMAC by developing a program that would allow ANOMAC Clerks to visit a host state during the legislative session. She outlined the parameters of the program and requested the Committee to consider approving the proposal. The proposal is as follows:
Mission Statement
• This program will enhance the relationship between ALSCS and ANOMAC and provide an opportunity to exchange knowledge of the legislative process to the benefit of our respective chambers.

Administration of Program
• *Charge will be given to the International Communication and Development Committee (ICDC)
• ICDC will prepare a communication and survey about the proposal for the ALSCS President to mail to ALSCS Principal Members
• ALSCS President will also send a communication to the ANOMAC President to inform ANOMAC of our proposal
• ICDC will prepare an invitation to the President of ANOMAC with a list of interested Host Clerks for ALSCS President’s signature
• Once approved by the ANOMAC President, the ANOMAC Clerk(s) will contact Host Clerk(s) and make final arrangements
  * (Charge may be the Chairman of ICDC or a sub-committee appointed by the Chairman)

Eligibility
• Program is available to Clerks who are current members of ANOMAC
• ANOMAC Clerks interested in participating must be approved by the ANOMAC President

The Proposal
• Final arrangements will be made between ANOMAC Clerk(s) and ALSCS Host Clerk(s)
• Visit should be at least 3 days during Host Clerk’s session, but the length of the visit may be left to the discretion of the participants
• Host(s) will provide an interpreter if necessary
• Visiting Clerk(s) will have the opportunity to work, visit and learn about all aspects of the host chamber’s process and procedures
• Visiting Clerk(s) shall make their own travel and hotel arrangements
• Visiting Clerk(s) shall be responsible for all cost incurred
• Host Clerk(s) will prepare a report of the visit to be published in the Legislative Administrator

Time Line

November 16, 2002 Present draft to International Communication and Development Committee (ICDC)
March 15, 2003 Final drafted presented to ICDC and to Executive Committee for approval
July 22-25, 2003 Communication with survey sent to Principal Members and communication sent to ANOMAC President
Executive Committee Minutes

September 7-12, 2003 Interested ASLCS Clerks notify ICDC

October 15, 2003 ASLCS President sends invitation to ANOMAC President

November 15, 2003 Contact between Host Clerk and ANOMAC Clerk

January 2004 Visits begin

Following discussion and words of gratitude to Patsy and the International Communication and Development Committee, Judy Hall moved to approve the ASLCS/ANOMAC Working Together proposal. Laura Clemens seconded the motion. The motion carried by unanimous consent on voice vote.

Budget Update for 2003 Annual Meeting

Joan Barilla distributed two proposals regarding the proposed budget for the 2003 Annual Meeting in Scottsdale from September 7-12, 2003. Both proposals included itemized expenses for staff travel, faculty/international guests, honorarium, printing, postage and freight, audio-visual, registration set-up, meal functions, meeting materials, and miscellaneous expenses. The total fixed cost per person based on 200 registrants and 15 guests is $297.03 per person and the total estimated final expenses is $62,157.87. The first proposal was based on a registration fee of $280 per person for registrants and $195 for guests which would result in a total income of $58,925. This proposal, if approved, would result in a net loss of $3,232.87. The second proposal was based on a registration fee of $300 per person for registrants and $195 for guests which would result in a total income of $62,925.00. This proposal, if approved, would result in a net gain of $767.13. Joan noted that last year’s registration fee at the 2002 Annual Meeting was $245 per person and that there were 198 registrants, 16 spouses/guests, 4 vendors and 27 comp rooms for faculty, staff and international guests. Also, she indicated that the costs at a resort type facility like the DoubleTree in Scottsdale were higher than last year’s location.

Intense discussion ensued which included the following: ASLCS registration fees are the lowest of staff sections and the meeting is the longest, hotel attrition fees need to be factored into the equation because if the number of hotel rooms do not reach the level of 220 rooms on peak nights (Tuesday, September 9 and Wednesday, September 10) a penalty will have to be paid and due to the current financial status of other ASLCS accounts a cushion should be considered. Additionally, it was reported that the registration fee for NCSL in San Francisco was $410 per person. It was also suggested that an e-mail be sent to all Principals within the next month or two asking Principals to “guesstimate” the number of people that would be attending the annual meeting. Joan indicated that negotiations were continuing with the DoubleTree Hotel in Scottsdale relating to decreasing the peak night minimum to 200 rooms and the amount of attrition penalties for not meeting the room minimum and the food and beverage minimum of $43,000.

At the conclusion of the discussion, Laura Clemens moved that the registration fee for registrants be set at $325 for the 2003 Professional Development Seminar and Annual Meeting in Scottsdale. Carmela Bills seconded the motion. The motion carried by unanimous consent on voice vote.
Other Business

President Cornwell brought back before the Committee the previously tabled motion made by Judy Hall and seconded by Dowe Littleton to approve the expenditure of $6,149.55 from the Dues Account for the three plenary speakers if Randy Lowery agreed to the $3,500 honorarium fee. Following brief discussion, the motion carried by unanimous consent on voice vote.

Adjournment

There being no further business, Donna Doyle moved that the meeting be adjourned. Dowe Littleton seconded the motion. The motion carried by unanimous consent on voice vote.

Respectfully submitted,

Norman Moore (AZ)
President-elect

Executive Committee Meeting
September 19th, 2002, Minutes
Portland, Oregon

Call to Order

President Judy Hall called the meeting of the American Society of Legislative Clerks and Secretaries Executive Committee to order. President Hall and the committee welcomed Ana Elena Fierro, the Clerk of the Legislature from the State of Yucatan, Mexico who was in attendance.

Quorum

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

A quorum was present.

NCSL Staff present: Joan Barilla.

Minutes

The minutes of the Executive Committee meeting of Friday, July 26, 2002, from the meeting in Denver, Colorado at the NCSL Annual Meeting were reviewed by the committee. Karen Wadsworth moved that the minutes be approved as written. Bruce Jamerson seconded the motion. The motion carried by unanimous consent on voice vote. The minutes of the meeting will be printed in the next issue of the Legislative Administrator.
Treasurer's Report

Norman Moore reported that as of September 19, 2002, the balance in the ASLCS Dues Account, after deposits of $300.00 for 2002 annual dues and disbursements of $3,397.23 since July 26, 2002 from the meeting in Denver, Colorado at the NCSL Annual Meeting, is $38,571.95. The total number of dues paying members of the Society is 360: 85 Principals and 275 Associates (the 275 Associates includes 12 retired members). Norman said that there are 30 new members of the Society so far this year (3 Principals and 27 Associates). Carmela Bills moved that the Treasurer's Report be adopted. Ann Cornwell seconded the motion. The motion carried by unanimous consent on voice vote.

Treasurer's Report
ASLCS Dues Account
as of September 19, 2002

ASLCS Professional Development Seminar and Annual Meeting
Portland, Oregon

BALANCE as of July 26, 2002 at ASLCS Meeting in Denver, Colorado at NCSL

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<td>Total Deposits</td>
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<td>Subtotal</td>
<td>$41,969.18</td>
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<tr>
<td>Less Disbursements</td>
<td>- $3,397.23</td>
</tr>
<tr>
<td>BALANCE as of September 19, 2002</td>
<td>$38,571.95</td>
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Balance as of July 26, 2002 at ASLCS Meeting in Denver at NCSL $41,669.18

Deposits for 2002 Dues

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<th>Date</th>
<th>Amount</th>
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<td>8/19/02</td>
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<tr>
<td>9/10/02</td>
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</table>

Total Deposits for Dues since July 26, 2002 + $300.00

Disbursements

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<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
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<tr>
<td>7/26/02</td>
<td>Pat Saville - reimbursement for travel to LSCC meeting</td>
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<tr>
<td></td>
<td>in Denver, CO</td>
<td></td>
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<td>7/26/02</td>
<td>Judy Hall- reimbursement for international travel to</td>
<td>$1,028.68</td>
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<tr>
<td></td>
<td>Clerk’s meetings in Canada and Mexico</td>
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<tr>
<td>8/01/02</td>
<td>WCVE - TV - Richmond, VA Restripe Spanish Track on</td>
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<tr>
<td></td>
<td>existing ASLCS videotape</td>
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<tr>
<td>8/22/02</td>
<td>Levy Awards - Plaques and Gavel for Annual Meeting in</td>
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<tr>
<td></td>
<td>Portland</td>
<td></td>
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<tr>
<td>8/22/02</td>
<td>J.R. Rodrigue - reimbursement for travel to Canadian</td>
<td>$98.80</td>
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<td></td>
<td>Clerks- at-the-Table Meeting</td>
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<tr>
<td>9/12/02</td>
<td>State of Illinois - Overpayment of 2002 Dues for Illinois</td>
<td>$150.00</td>
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<tr>
<td></td>
<td>House</td>
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<tr>
<td>9/12/02</td>
<td>Judy Hall - reimbursement for expenses (gifts) at Annual</td>
<td>$1,000.00</td>
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<tr>
<td></td>
<td>Meeting</td>
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</tr>
</tbody>
</table>

Total Disbursements from 7/26/02 to 9/18/02 - $3,397.23

BALANCE (as of September 19, 2002) $38,571.95
Old Business

**ASLCS Account Summaries**

Joan Barilla, NCSL staff liaison to ASLCS, reported that the balance in the ASLCS Shared Profits Account as of September 19, 2002, is $9,108.00 which is the same amount as reported at the July 26, 2002, committee meeting in Denver, Colorado at NCSL. The balance in the ASLCS Special Meeting Fund as of September 19, 2002 is $51,434.20. The balance includes additional deposits since the last meeting of $15,700 for the Annual Meeting in Portland, $3,200 for the Annual Meeting in 2003 in Scottsdale, $54 in logo item sales, $541 in interest and expenditures since the last meeting of $2,221.02 for ASLCS meetings at NCSL, $19,208.08 for the Annual Meeting in Portland, $609.25 for logo items and $200 for a hotel deposit for the 2003 Joint Canadian/American Clerks Meeting in Wilmington, Delaware.

**Technology & Innovation Committee Web Site Proposal Update -**

*Posting of conference materials on the web site and written policies and the feasibility of monitoring the ASLCS web site*

**Bruce Jamerson for George Bishop**

George Bishop, Chair of the Technology and Innovation Committee, was unable to attend the meeting but Bruce Jamerson provided a copy of the report and an overview to the committee. The overview of the report covered the following topics: summarized written guidelines or policies governing the posting of presentations or meeting materials on the web site; the use of copyrighted materials and the need for a signed waiver; benefits of making information available on-line: tracking the ASLCS web site for usage statistics; and specific recommendations to the Publication Standards. The recommendations to the Publication Standards are as follows:

Part I: Posting presentations and materials from ASLCS meetings on the ASLCS web site

Recommendation #1 - the following language be added to the ASLCS Web Site Publication Standards in Section 3 as a new paragraph 11 as follows:

"11. Handouts and presentations as may be electronically submitted to the webmaster by panelists and presenters at plenary or concurrent sessions held during the Annual Professional Development Seminar or at concurrent sessions sponsored by ASLCS held during the NCSL Annual Meeting."

Recommendation #2 - the following language be added to the ASLCS Web Site Publication Standards in Section 2 immediately following the language relating to Committee Reports.

"Handouts and Presentations from Meetings - as soon as possible following the Annual Professional Development Seminar and following the NCSL Annual Meeting."

Recommendation #3 - A new section could be added to the ASLCS Web Site Publication Standards as follows:

"Section 7. The web site shall not contain or reproduce any copyrighted materials without the expressed written consent of the author of such material. Presentation materials and meeting handouts are voluntarily submitted by meeting participants with the full understanding that their submissions will appear on the Society's web site."
Recommendation #4 -
“The Program Development Committee should make the request of presenters to submit electronic versions of handouts or presentations to the NCSL staff liaison, since they will already have contact with all presenters. This could be done without a change to the Publication Standards, since Section 4 already provides that the NCSL liaison serves as webmaster “with assistance from the committee chairs”. The webmaster could simply choose to receive assistance for this duty from the Program Development Committee Chair.”

Part II: Posting Committee Minutes on the ASLCS Web Site

Recommendation #1 - a revision to the ASLCS Web Site Publication Standards, Section 3, paragraph 5, to clearly add the term “minutes”:

“5. Committee information, to include committee descriptions, membership, minutes and reports;”

Recommendation #2 - a revision to the ASLCS Web Site Publication Standards, Section 2 (in Committee Reports) to clearly identify the source from which the webmaster receives the minutes:

“Committee Reports - following each Society meeting, and as soon as meeting minutes are available after each Society meeting received by the webmaster from the various committee chairs.”

Following the overview, there were a number of questions and discussion regarding the Program Development Committee collecting the electronic versions of presentation materials and handouts and the Technology & Innovation Committee developing standards for posting materials and the workload that might be placed on Joan at NCSL regarding the posting of all the materials.

Karen Wadsworth suggested that the language of the second sentence of Recommendation #3 - Part I which would add a new section 7 to the ASLCS Web Site Publication Standards be changed from “will” to “may”. Additionally, Mark Corrigan suggested that boiler plate language be included in contracts with Speakers that the Speakers be requested to sign a waiver regarding their own copyrighted material so that the materials could be released for posting on the web site. The committee agreed with the suggestions.

Judy Barrows made a motion that a pilot project be established for one year using the recommendations of the Technology & Innovation Committee as contained in the report as discussed and amended with the Program Development Committee being responsible for collection of materials to be posted and the Technology & Innovation Committee to develop standards for posting the materials. Diane Bell seconded the motion. Following discussion, the motion carried by unanimous consent on voice vote.

*Bylaws and Standing Orders Committee Report - JoAnn Hedrick*

JoAnn Hedrick reported that after thorough examination the Bylaws and Standing Orders Committee had completed its labors by checking to make sure all the current Bylaws and Standing Orders were accurately compiled with appropriate Indices of the Bylaws and Standing Orders. The following documents were provided to the committee for review and approval:

1. Alphabetical index of the ASLCS Bylaws.
2. ASLCS Bylaws.

3. Alphabetical index of the current ASLCS Standing Orders.

4. ASLCS Standing Orders.

5. Alphabetical Joint Index of the current ASLCS Bylaws and Standing Orders.

6. Alphabetized ASLCS Standing Orders.

JoAnn stated that if the committee approved the indices and the new alphabetized Standing Orders that the next Bylaws and Standing Orders Committee would need to update the indices of the ASLCS Standing Orders and the Joint Index of the ASLCS Bylaws and Standing Orders to reflect the changes made in the new alphabetized version of the Standing Orders. Following brief discussion, committee members expressed their gratitude to JoAnn and the Bylaws and Standing Orders Committee for a job well done. Mark Corrigan moved to adopt the indices and the alphabetized ASLCS Standing Orders. Carmela Bills seconded the motion. The motion carried by unanimous consent on voice vote.

**Adoption of President’s Manual Revisions - Pat Saville**

Pat Saville provided copies of the updated President and Executive Committee Reference Guide to the members of the committee for review and approval. Pat thanked the committee for forwarding suggestions to her following the distribution of the draft that was distributed at the previous committee meeting in Denver. A number of revisions to the Reference Guide were made this year to reflect the addition of new Standing Orders including: Mason’s Manual Study Commission, the Logo Pin Policy and the Nomination Process for Candidates to the Executive Committee. Additionally, Pat stated that if the Reference Guide was approved it would be given to the members of the next Executive Committee at the meeting on Tuesday, September 24. Karen Wadsworth moved to adopt the revisions to the President And Executive Committee Reference Guide as printed and distributed. Ann Cornwell seconded the motion. The motion carried by unanimous consent on voice vote.

Pat Saville requested that the committee consider approving the cost of publishing the Reference Guide which was $164.28 for 25 copies due to state budget constraints. Ann Cornwell moved that reimbursement of $164.28 for printing 25 copies of the President and Executive Committee Reference Guide be approved. Karen Wadsworth seconded the motion. The motion carried by unanimous consent on voice vote.

Discussion followed regarding making copies of the Reference Guide available to other staff sections of NCSL, ASLCS Past Presidents, Past Associate Vice-Presidents and to all Principals of the Society so that individuals interested in becoming an officer would have available information regarding the duties of officers and the functions of the Executive Committee. Mark Corrigan offered to print enough copies (about 125) for Principals and the others named in the discussion at a future date.

**ASLCS Special Budget Committee Report - Pat Saville**

Pat Saville distributed a copy of a working document designed to facilitate proper budget planning. She reported that a lot of time had been spent gathering information regarding costs of the Annual Meeting and Professional Development Seminar, costs of publications, travel, mailings and other expenses of the Society. The Special Budget Committee was still gathering information and that a final document would not be available until a future date. Ann Cornwell indicated that a Special Budget Committee would be
appointed next year to complete the project. Additionally, Pat reported that the Special Budget Commit-
tee was asked to develop recommendations regarding an automatic increase in the registration fee charged
to attend the ASLCS Annual Meeting and Professional Development Seminar and that Mark Corrigan
would present the proposals because Mark was the drafter. Mark presented three proposals for possible
adoption as a Standing Order as follows:

1. Unless otherwise ordered by the Executive Committee, the registration fee to attend the annual
meeting of ASLCS shall increase annually by 5% rounded to the nearest five dollars.

2. Unless otherwise ordered by the Executive Committee, the registration fee to attend the annual
meeting of ASLCS shall increase annually by $10.00.

3. By October 31 of each calendar year, the NCSL liaison to ASLCS shall certify to the Executive
Committee the percentage change in the Consumer Price Index for all Urban Consumers (CPI-U)
for the most recent 12 month period as reported by the United States Department of Labor,
Bureau of Labor Statistics. Unless otherwise ordered by the Executive Committee, the registra-
tion fee to attend the annual meeting of ASLCS shall increase by the percentage so certified
rounded to the nearest $5.00.

Discussion followed relating to the amount the proposed increases would have on the current registration
fee of $250. It was stated that proposal #1 would increase annual registration by about $15 for each of the
next 3 years and that proposal #3 would probably increase the fee about $15 for next year but that it was
hard to predict future years. It was emphasized that each of the 3 proposals give the Executive Committee
the ability to establish a different fee. Ann Cornwell moved that proposal #2 be adopted which would
increase the registration fee annually by $10.00. Bruce Jamerson seconded the motion. The motion carried
by unanimous consent on voice vote.

New Business

**Internship Program between ASLCS & ANOMAC - Susan Clarke Schaar**

Susan Clarke Schaar, Chairman of the International Development and Communication Committee made
a presentation to the committee regarding a pilot program with ASLCS and ANOMAC to expand interna-
tional ties and strengthen relations between our associations by inviting ANOMAC to participate in an
internship program to be effective January 1, 2003. A resolution containing the program guidelines was
distributed to the committee. Susan stated that the program would be similar to the current exchange
program that the Society has with the Canadian Clerks-at-the-Table. Additionally, she reported that the
State University of New York had a pool of money available for use in the next 18 months that represen-
tatives of ANOMAC could use to travel to a host state or chamber during that time. Questions and
discussion followed regarding the time line, the responsibilities of host states, ANOMAC participation in
the discussions and whether the proposal should be a pilot program or formalized as a Standing Order.
Bruce Jamerson moved that the Internship Program Resolution with ASLCS and ANOMAC be approved
as a pilot program. Pat Saville seconded the motion. The motion carried on voice vote.
Travel Reimbursement -

President Hall requested the committee to approve travel reimbursement for Susan Clarke Schaar in the amount of $800 for airfare for attending the ANOMAC meeting in Manzanillo, Colima, Mexico from August 21st through August 24th. President Hall indicated that the total airfare was $1,118.37 but that the partial reimbursement of $800 was requested. Karen Wadsworth moved that the reimbursement of $800 for Susan’s airfare to Mexico for ANOMAC be approved. Judy Barrows seconded the motion. The motion carried by unanimous consent on voice vote.

Updated ASLCS pamphlet - Donna Doyle

Donna Doyle distributed copies of the updated three color trifold ASLCS pamphlet to the committee. She reported that the biggest expense in printing is the setup cost which is approximately $350 and that to print 1000 copies would be about $450 and that 2,000 copies would be about $550. Following review of the pamphlet, the committee thanked Donna for her efforts and provided positive comments about the pamphlet. It was suggested that the wording across the top of the pamphlet be moved so that it did not overlay onto the seal of the Society and that the two references to Mason’s Manual needed to be italicized. Following other discussion regarding the number of copies to have printed, Diane Bell moved to approve the pamphlet with the discussed changes and to have 2,000 copies printed. Karen Wadsworth seconded the motion. The motion carried by unanimous consent on voice vote.

Adjournment

There being no further business, Bruce Jamerson moved that the meeting be adjourned.

Pat Saville seconded the motion. The motion carried by unanimous consent on voice vote.

Respectfully submitted,
Norman Moore (AZ)
Secretary-Treasurer
The Technology and Innovation Committee was called to order by Scott Maddrea, Chair. The following members were present:

Penny Cabaniss, VA
Donna Doyle, WI
Mardi Alexander, TX

Also present was Joan Barilla, NCSL staff liaison.

Bruce Jamerson moved that the minutes of the September 23, 2002, meeting held in Portland, Oregon be approved. The motion was seconded by Dowe Littleton and agreed to.

Scott Maddrea reported that the New Executive Committee, Standing Committees membership, and the Committees minutes from the meeting in Portland had been posted to the ASLCS website. In addition, the 2003 Session Calendar, the Associate Exchange Program information, and information regarding the Winter Meeting have been added under the “News” section of the ASLCS Home Page. It was decided that the LSMI dates would also be posted to this section of the site. Committee members were provided copies of an email from Mr. John Turcotte, which granted the Society permission to post his PowerPoint presentation from the annual meeting in Portland to the Society website provided certain restrictions be placed on the use/access to the material. Joan Barilla, NCSL staff liaison, reported that through conversations with the technical support staff at NCSL it had been determined that it was not possible to comply with all of Mr. Turcotte’s requests. With the concurrence of the committee, it was agreed not to post Mr. Turcotte’s presentation on the society website. The committee also briefly discussed the need to be clear with future presenters that the society may wish to post some presentations to the society website in hopes that their presentations could be prepared accordingly.

The Committee reviewed certain recommendations of the Mason’s Manual Commission, relating to the availability of the Manual in a digital format, as well as the building a database(s) containing parliamentary rulings by presiding officers and judicial decisions relating to Mason’s Manual and the feasibility of having this information available through the society website. The committee briefly discussed the question of placing Mason’s Manual online as a searchable .pdf document, or in some other appropriate format. In addition, the question was raised as to whether the short overview on the NCSL website under the Legislative Process on using Mason’s Manual was sufficient for users. The Committee decided that these issues needed to be discussed and explored further before making a final determination and recommendation to the Executive Committee.
At the suggestion of the Ann Cornwell, ASLCS President, the Committee discussed the option of placing the program evaluations for the annual meeting in Scottsdale, AZ online with an option for electronic submission. The Committee decided to move forward with the online option for the comprehensive evaluation and would work with the Program Development Committee as it develops the evaluations.

The Committee discussed topics for concurrent sessions at the 2003 Annual Professional Development Meeting, which included:

(a) Rating Legislative Websites and How to Improve Them, (how websites are rated by various rating agencies and what we can do to improve);
(b) Tools for Managing E-mail (how to handle “spam and mass communications);
(c) Wireless Technologies; and
(d) The Evolution of Technology in the legislative arena over the last 60 years.

The Committee continued discussion on the feasibility of not having a formal Vendor Fair at the 2003 annual meeting in Scottsdale and determined that it would talk with the various vendors who participated this year before making a final recommendation to the Program Committee. Options discussed included, having a “Sponsor Night” in the hospitality suite, having vendor displays in common areas (near registration) and having vendors on the panel of a concurrent session.

There being no further business before the Committee, the meeting was adjourned on motion of Dowe Littleton and seconded by Donna Doyle.

Spring Business Meeting
Columbus, Ohio
Saturday, March 15, 2003

The Technology and Innovation Committee was called to order by Scott Maddrea, Chair. The following members were present:

Penny Cabaniss, VA  Judy Barrows, ME  Dowe Littleton, AL  Donna Doyle, WI

Also present was Joan Barilla, NCSL staff liaison.

Donna Doyle moved that the minutes of the November 16, 2002, meeting held in New Orleans, Louisiana be approved. The motion was seconded by Judy Barrows and agreed to.

Joan Barilla reported that a majority of the minutes from the committee meetings held in New Orleans had been posted to the ASLCS website, in addition to information relating to LSMI and memos from ASLCS President, Ann Cornwell.

The Committee reviewed the proposal for the new NCSL website and its effects on the ASLCS home page. It was agreed that the new design would be more manageable and easier to navigate. The changes include revamping the ASLCS home page to adopt the overall look and feel of the NCSL home page and removing the search feature from the ASLCS home page. As they relate to the ASLCS website, the changes are expected to be largely cosmetic rather than substantive.

The committee also examined the NCSL Bill Status Project and the statements of support that have been submitted from other staff sections. The committee discussed submitting a statement of support to the
Executive Committee for its approval and submission to NCSL, but delayed that decision until the meeting in San Francisco in order to give members of the committee an opportunity to evaluate the Bill Status Project and submit feedback to the full committee.

The Committee also discussed the topics for the concurrent session for the 2003 Annual Professional Development Meeting in Scottsdale, Arizona. Based on the results of the survey, the committee selected the following three topics for concurrent sessions:

(a) **Managing Legislative Websites and How to Improve Them** - what criteria are used in compiling the annual rankings of legislative website and what legislatures can do to improve their scores;

(b) **Wireless Technologies** - getting away from computers and laptops, trying to focus on the “other” wireless technologies. .... the new wave of Palm Pilots, Blackberrys, etc.; and

(c) **The Evolution of Technology** - keeping with the anniversary theme, looking at the historical evolution of legislative technologies.

There being no further business before the Committee the meeting was adjourned on motion of Judy Barrows and seconded by Dowe Littleton.
The ASLCS Committee on Bylaws and Standing Orders met at the Renaissance Pere Marquette Hotel in New Orleans, Louisiana on November 16, 2002. The meeting was called to order at 9:02 a.m., by the Chairman, George Bishop. The following members were in attendance:

George Bishop, VA  Suzi Lowell, AK  Joe Blough, OK
Sharon Carter, TX  Cheryl Laube, AZ  Jeannine Wood, ID
Diane Bell, FL  Ann Cornwell, AR  J.R. Rodrique, CO
Bruce Jamerson, VA

The minutes from the committee meeting in Portland, Oregon were distributed. Diane Bell moved that the minutes be approved. Cheryl Laube seconded the motion. The motion carried.

The updated Standing Order Index and the Joint Index to ASLCS Bylaws and Standing Orders as submitted by Mike Linn were distributed. Sharon Carter moved that the new indices be adopted. Diane Bell seconded the motion. The motion carried.

The committee discussed clarifications to the bylaws regarding voting members and designating proxies. Several sample bylaws amendments were distributed at the meeting.

The intent of the voting requirements is to allow each state two votes if there is a principal and an associate member from that body. The principal designates which associate member from their body votes. The current language includes as a voting member any member of the Executive Committee not otherwise entitled to a vote. Historically, the designation of an associate to cast the associate’s vote for a state, insular possessions or territories at the annual meeting has not been a major problem. However, the current language in the Bylaws regarding this topic has been the source of some confusion and needs to be clarified.

In regards to proxy voting, with the current travel restrictions that have been imposed in a number of states, the lack of a quorum could be a future problem and proxy voting should be clearly defined.

During the discussion, it was clear that committee viewed the principal as the designating authority for associate voting members. The committee also agreed that a principal should continue to be allowed a proxy vote and that method by which proxy voting takes place should be defined in the Standing Orders instead of the Bylaws.
Committee members at the meeting agreed to submit the following recommended changes to the Bylaws to the full committee via email, with the understanding that the committee would take action on these recommendations at the next committee meeting:

MEMBERS—The membership shall …

Legislative employees designated by the Clerks and Secretaries may be associate members. The names of associate members shall be submitted in writing by the appropriate appointing authority to the Secretary-Treasurer of the Society and shall be officially recorded. An associate member shall remain a member until such time as the appointing authority or a successor shall order in writing that the name of the associate member by removed from the record. Any former member of the Society may maintain an associate membership by notifying the Secretary-Treasurer and pay yearly dues at the associate level. Associate members shall be non-voting members except as provided in (b) and (c) below.

A voting member shall be one of the following:

(a) the duly elected or appointed Clerk and Secretary of each legislative body of the fifty states and the insular possessions and territories of the United States of America; and

(b) The Chief Assistant or Deputy Clerk or Secretary, or a person in an equivalent position as determined by the appropriate legislative body, and one associate member of each legislative body of the fifty states and the insular possessions and territories of the United States of America, determined by using the following criteria, in the order listed:

(c) a voting (1) an associate member of the Executive Committee not otherwise qualified, Committee, or

(2) an associate member as designated by the appropriate Clerk or Secretary.

VOTING—Each legislative body of the fifty states, the insular possessions and the territories shall have two votes, which shall be cast by the voting members of that body, or a proxy appointed from that body by the Chief Clerk or Secretary. The Executive Committee shall determine the appropriate method by which proxies are appointed.

Similarly, the committee agreed to forward the following addition to the standing orders regarding guidelines for voting by proxy to the full committee via email with final action to be taken on this proposal at the meeting in Columbus:

Section XXIII: VOTING BY PROXY

A Chief Clerk or Secretary may designate a proxy to vote at the Annual Business Meeting in their absence. To properly designate a proxy, a Chief Clerk or Secretary shall complete the ASLCS Proxy Form and submit it to the Secretary-Treasurer of the Society prior to the Annual Business Meeting.

A proxy form would be attached to the Standing Orders. The following form was recommended:
Name:__________________________________________________________________
Chamber: _______________________________________________________________
State or Territory: _________________________________________________________

This is to certify that, as a principal member of the American Society of Legislative
Clerks and Secretaries, I do hereby designate ___________________________ to cast
my vote at the Annual Business Meeting of the Society to be held ____/____/___ in
______________________
______________________________ ____________________
(date) (location)

Principal signature Date

Return the completed proxy to the Secretary/Treasurer prior to the business meeting.

Since the associate voting member is appointed by the Chief Clerk or Secretary, the committee deter-
mined that the need did not exist for developing a proxy form for associate members. The Clerk or
Secretary would simply designate another associate as the voting member should the original voting mem-
ber be absent from the Business Meeting.

The Bylaws Committee will vote on the changes to the Bylaws and Standing Orders at the Winter meeting
in Columbus.

A recommendation was made by Susan Schaar that an explanation of the difference between Bylaws and
Standing Orders be printed as a forward to the official copy of the Standing Orders. The committee
agreed to this idea, and a proposal will be submitted in Columbus. Also, it was noted that since the
Standing Orders are now arranged in alpha order, the Publication Standards, which are incorporated as a
section in the Standing Orders, should also be arranged in alpha order. Currently, this is not the case.

There was no further business to come before the Committee. Bruce Jamerson moved that the meeting
adjourn and Jeannine Wood seconded the motion. The motion carried. The meeting adjourned at 10:00
a.m..
The ASLCS Committee on Bylaws and Standing Orders met at the State Capitol in Columbus, Ohio on March 15, 2003. The meeting was called to order at 9:00 a.m., by the Chairman, George Bishop. The following members were in attendance:

- Judy Hall, OR
- Joe Blough, OK
- John Garrett, VA
- Cheryl Laube, AZ
- Norm Moore, AR
- Diane Bell, FL
- Ann Cornwell, AR
- Denise Weeks, NC

The minutes from the committee meeting in New Orleans, Louisiana were distributed. Diane Bell moved that the minutes be approved. Denise Weeks seconded the motion. The motion carried.

Updates to the Standing Orders, Standing Order Index, and the Joint Index to ASLCS Bylaws and Standing Orders were submitted and distributed by Norm Moore.

The committee considered two proposals that would recommend new language to the Bylaws and Standing Orders intended to clarify the designation of associates as voting members and to specify the process by which principals may designate proxies at business meetings. The proposals had been drafted at the previous committee meeting in New Orleans, and had been submitted to the entire committee in December and again in March. The chair shared with the committee comments made from committee members who were unable to attend the meeting. A discussion ensued regarding the timing of a final vote on the proposals, with a motion being made by Judy Hall to postpone the vote until the next meeting, which is to be held in conjunction with the NCSL Annual Meeting in San Francisco. Since the proposals include a recommended change to the Bylaws, it was determined that the Executive Committee would have to act on the proposals in San Francisco in order to meet the notification requirements for Bylaws amendments specified in the Bylaws. The committee, therefore, agreed that it was important for the Executive Committee to have the proposals in advance of the meeting in San Francisco so that they could have time to review the proposals and receive input from others in the Society. Judy Hall withdrew her original motion, and she subsequently moved that the committee recommend Proposal #1 and Proposal #2 to the Executive Committee, with a formal presentation to be made to the Executive Committee in San Francisco. Denise Weeks seconded the motion. The motion carried unanimously.

The proposals, as recommended to the Executive Committee, are as follows:

Proposal #1 – Amend Article I of the Society’s Bylaws as follows:

MEMBERS—The membership shall be composed of the duly elected or appointed legislative Clerks and Secretaries of the fifty states and the insular possessions and territories of the United States of America.

Legislative employees designated by the Clerks and Secretaries may be associate members. The names of associate members shall be submitted in writing by the appropriate appointing authority to the Secretary-Treasurer of the Society and shall be officially recorded. An associate member shall remain a member until such time as the appointing authority or a successor shall order in writing that the name of the associate member be removed from the record. Any former member of the Society may maintain an associate membership by notifying the Secretary-Treasurer and pay yearly dues at the associate level. Associate members shall be non-voting members except as provided in (b) and (c) below.
A voting member shall be one of the following:

(a) the duly elected or appointed Clerk and Secretary of each legislative body of the fifty states and the insular possessions and territories of the United States of America; and

(b) The Chief Assistant or Deputy Clerk or Secretary, or a person in an equivalent position as determined by the appropriate legislative body, and one associate member of each legislative body of the fifty states and the insular possessions and territories of the United States of America, determined by using the following criteria, in the order listed:

(c) a voting (1) an associate member of the Executive Committee not otherwise qualified Committee, or

(2) an associate member as designated by the appropriate Clerk or Secretary.

VOTING—Each legislative body of the fifty states, the insular possessions and the territories shall have two votes, which shall be cast by the voting members of that body, or a proxy appointed from that body by the Chief Clerk or Secretary. The Executive Committee shall determine the appropriate method by which proxies are appointed.
Proposal #2 - Amend the Society’s Standing Orders by adding a Section as follows:

Section XXIII: VOTING BY PROXY

A Chief Clerk or Secretary may designate a proxy to vote at the Annual Business Meeting in their absence. To properly designate a proxy, a Chief Clerk or Secretary shall complete the ASLCS Proxy Form and submit it to the Secretary-Treasurer of the Society prior to the Annual Business Meeting.

A proxy form would be attached to the Standing Orders. The following form was recommended:

AMERICAN SOCIETY OF LEGISLATIVE CLERKS AND SECRETARIES
VOTING PROXY
PRINCIPAL MEMBER

Name: _______________________________________________________________________
Chamber: ______________________________________________________________________
State or Territory: _______________________________________________________________________

This is to certify that, as a principal member of the American Society of Legislative Clerks and Secretaries, I do hereby designate ___________________________ to cast (name)
my vote at the Annual Business Meeting of the Society to be held ____/____/___ in (date)
______________________________ ____________________
Principal signature Date

Return the completed proxy to the Secretary/Treasurer prior to the business meeting.

The committee received a report from Joe Blough, Co-Chair of the Legislative Administrator Committee, outlining a proposal to modify the Standing Orders and Publication Standards regarding the publication of the Society’s newsletter. The Executive Committee had passed a motion in New Orleans that asked the Bylaws and Standing Orders Committee to:

“study, in conjunction with the Legislative Administrator Committee, possible changes to the Standing Orders and Publications Standards to allow for the publication/printing of a single ‘yearly issue’ of The Legislative Administrator. The study should include, but not be limited to the following issues:

1. Moving from three (3) published/printed issues to a single ‘yearly issue’ printed following the NCSL Annual Meeting;
2. Using the Internet as the sole distribution method for the winter and spring issues;
3. Changes to language requiring that every dues-paying member be mailed a copy of The Legislative Administrator, i.e. make receiving a copy an option upon request; and

That the Bylaws Committee shall report its findings not later than the Executive Committee Meeting to be held in San Francisco.”

Joe Blough presented a working draft to the committee that generated much discussion. As the committee’s allotted meeting time had expired, it was decided that the chair would confer with Joe Blough and submit a recommendation to the committee well in advance of the meeting in San Francisco. The committee, therefore, will have time to review the proposal and be ready to discuss it and vote on it at its meeting in July.

The chair submitted language that has been proposed as a Preface or Forward to the official Standing Orders document. John Phelps, Chief Clerk of the Florida House, authored the text, the purpose of which is to explain the importance of the Standing Orders and draw a distinction between that document and the Bylaws. This was a recommendation from the previous committee that had been brought before the current committee by Susan Schaar. The proposed language, which will be discussed and acted upon in San Francisco, is as follows:

**Preface to the Standing Orders**

Upon becoming President of ASLCS in 1992, I learned that many of the business practices and policies of prior Executive Committees had been passed along from year to year only by word of mouth. In most situations, word of mouth would suffice but in hard or ambiguous cases it did not. Faced with a difficult issue, Presidents and Executive Committees often spent valuable time finding someone who remembered how a question had been previously addressed and why. The system of Standing Orders was conceived to solve this problem.

The By Laws are the Society’s constitution. Standing Orders bear the same relationship to our By Laws as statutory law does to a constitution, i.e. they are a written body of policy continuing in force unless amended or repealed by act of a present or future Executive Committee.

The Standing Orders have the added benefit of fostering a more open and transparent relationship between the Executive Committee and the membership.

- John Phelps
  Clerk, Florida House of Representatives

There being no more allotted meeting time remaining, the chair entertained a motion to adjourn. The motion was made by Diane Bell, and seconded by Denise Weeks. The motion carried. The committee adjourned at 10:10 am.
Winter Business Meeting
New Orleans, Louisiana
Saturday, November 16, 2002

The International Communication and Development Committee met on Saturday, November 16, 2002, in New Orleans, Louisiana, at 10:00 a.m. Carmela Bills, sitting in for Patsy Spaw, Chair, who was unable to attend due to illness, called the meeting to order. The following members were present:

Jeannine Wood, ID  David Avant, AL  Sharon Carter, TX
Penny Cabaniss, VA  Mardi Alexander, TX  Annette Moore, UT

Also in attendance:
J. R. Rodrigue, CO  Judy Hall, OR
George MacMinn, B.C. (Canada)  Ann Cornwell, ASLCS President

A motion to approve the minutes of the September 23, 2002, meeting in Portland, Oregon, passed unanimously.

It was announced that the chair has appointed subcommittees on:

(1) Creating a scrap book on the history and development between other international associations and ASLCS — Mary Jo Mongelli - chair, Sharon Carter, Carole Peterson
(2) Drafting language for the ANOMAC visitation program — Carmela Bills - chair, Pat Saville, JoAnn Hedrick

The chair has not yet made appointments for the subcommittee to draft standing orders for the affiliation process.

Carmela Bills presented the report for the subcommittee on the draft language for the ANOMAC visitation program. The subcommittee has developed a working draft of a proposal for a program to be called “ASLCS/ANOMAC Working Together.” The proposal outlines the mission and administration of the program. The draft proposal includes a timeline for the development and approval of the program so that the program can be underway by January, 2004. Committee members made suggestions regarding the name of the program and provisions in the proposal dealing with the number of clerks allowed to go on a visit and the length of stay to be required during a visit. The subcommittee will address these suggestions in their next draft proposal.

Sharon Carter reported that the scrapbook subcommittee had begun its work and that Mary Jo Mongelli was collecting items for inclusion in the scrapbook. Committee members suggested documenting the existence of the scrapbook, possibly in the directory. The suggestion was also made that the subcommittee should develop instructions for updating the scrapbook once it has been created.
It was reported that the current year directories have been sent out and that work on next year's directory needs to begin.

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

Spring Business Meeting
Columbus, Ohio
Saturday, March 15, 2003

The International Communication and Development Committee met on Saturday, March 15, 2003, in Columbus, Ohio, at 11:30 a.m. Patsy Spaw, Chair, called the meeting to order. The following members were present:

Patsy Spaw, TX  Dave Avant  Diane Bell, FL
Carmela Bills, VA  Judy Barrows, ME  Penny Cabaniss, VA
John Garrett, VA  Judy Hall, OR  JoAnn Hedrick, DE
Dowe Littleton, AL  Norman Moore, AR  Denise Weeks, NC

Also in attendance:
Ann Cornwell, ASLCS President  Joan Barilla, NCSL Liaison to ASLCS
Jeremy Meadows, NCSL International Programs

A motion to approve the minutes of the November 16, 2002, meeting in New Orleans, Louisiana, passed unanimously.

A brief report was given regarding the scrapbook on the history and development between other international associations and ASLCS that is being organized under the direction of Mary Jo Mongelli.

The committee examined the subcommittee draft of ASLCS/ANOMAC WORKING TOGETHER, the visitation program for ANOMAC clerks, presented by Carmela Bills, subcommittee chair. Judy Hall moved that the draft be approved and be submitted to the executive committee for final approval. Diane Bell seconded the motion and the motion was unanimously approved.

The chair announced that the International Directory was completed and would be mailed the following week. Copies of the directory were distributed at the meeting.

The committee discussed the project to draft standing orders for affiliation. The committee agreed that it is a project that should be completed so that definite guidelines will be in place for those organizations that desire to affiliate with ASLCS. Jeremy Meadows, NCSL International Programs Liaison, informed the committee that the international guests from the 4 French-speaking African countries at our annual meeting in Portland were very pleased with what they experienced and learned. As a result of their attendance they had held a meeting in February 2003 to organize and adopt bylaws and make plans for their own professional development seminar in August 2003. As a point of interest, Carmela Bills reported that the LINCS staff section was interested in starting an international development committee and discussion followed as to whether there could be an overlap and/or conflict if other staff sections are attempting to reach the same international community members as ASLCS. Jeremy Meadows informed the committee that there was an NCSL task force reviewing the matter.

There being no further business before the committee, the meeting was adjourned on motion of Carmela Bills and seconded by Diane Bell.
The following was an attachment to the Committee’s Spring Minutes:

**ASLCS/ANOMAC WORKING TOGETHER**

**Mission Statement**
- This program will enhance the relationship between ASLCS and ANOMAC and provide an opportunity to exchange knowledge of the legislative process to the benefit of our respective chambers.

**Administration of Program**
- *Charge will be given to the International Communication and Development Committee (ICDC)
- ICDC will prepare a communication and survey about the proposal for the ASLCS President to mail to ASLCS Principal Members
- ASLCS President will also send a communication to ANOMAC President to inform them of our proposal
- ICDC will prepare an invitation to President of ANOMAC with list of interested Host Clerks for ASLCS President's signature
- Once approved by the ANOMAC President, the ANOMAC Clerk(s) will contact Host Clerk(s) and make final arrangements
  *(Charge may be the Chairman of ICDC or a subcommittee appointed by the Chairman)*

**Eligibility**
- Program is available to Clerks who are current members of ANOMAC
- ANOMAC Clerks interested in participating must be approved by ANOMAC President

**The Proposal**
- Final arrangements will be made between ANOMAC Clerk(s) and ASLCS Host Clerk(s)
- Visit should be at least 3 days during Host Clerk's session, but the length of the visit may be left to the discretion of the participants
- Host(s) will provide an interpreter if necessary
- Visiting Clerk(s) will have the opportunity to work, visit, and learn about all aspects of the host chamber’s process and procedures
- Visiting Clerk(s) shall make own travel and hotel arrangements
- Visiting Clerk(s) shall be responsible for all costs incurred
- Host Clerk(s) will prepare a report to be published in the Administrator
Legislative Administrator

Winter Business Meeting
Saturday, November 16, 2002
New Orleans, Louisiana

Call to Order: The Legislative Administrator Committee meeting was called to order by Co Chair Larry Cottingham. Others in attendance were:

Joe Blough, OK    Mike Fina, OK    Bruce Jamerson, VA
Russell Humphrey, TN    Suzi Lowell, AK

A motion to approve the minutes from the Portland was offered by Bruce Jamerson and seconded by Russell Humphrey. The motion was adopted.

Joe, Larry, and Mike gave the Committee an update on next issue of Administrator

The Committee held a discussion on changes to Bylaws, Standing Orders, and Publication Standards regarding the Administrator's purpose; cost of production and postage; and alternative means of production and distribution. (See Below)

Request for Study

Madame President, we your committee on the Legislative Administrator request that the Executive Committee refer the Bylaws and Standing Orders Committee possible changes to the Standing Orders, and Publication Standards to allow for the publication\printing of a single “yearly issue” of the Legislative Administrator. The study should include, but not be limited to the following items:

I. Moving from three (3) published\printed issues to a single “yearly issue” printed following the NCSL annual meeting

II. Using the Internet as the sole distribution method for the Winter and Spring issues.

III. Changes to language requiring that every dues-paying member be mailed a copy of the Legislative Administrator, i.e. make receiving a copy an option upon request.

A brief discussion on States at A Glance was held.

Discussion on the Administrator and the Society’s 60th Anniversary were held.

There being no further business before the committee, a motion to adjourn was made by Bruce Jamerson and seconded by Russell Humphrey. The motion was adopted.

Spring Business Meeting
Columbus, Ohio
Saturday, March 15, 2003

The Administrator Committee did not meet in Columbus.
Winter Business Meeting
New Orleans, Louisiana
Saturday, November 16, 2002

The ASLCS Roster Committee met at the Renaissance Pere Marquette Hotel in New Orleans, Louisiana, at 11 a.m., November 16, 2002, Co-chair Jeannine Wood presiding. The following committee members and staff were present:

Suzi Lowell, AK
Joan Barilla, NCSL staff

At the meeting held in Portland, Oregon, in September, a question was raised as to the ownership of the Roster software, Quark. Research has shown that the Quark program is owned by the Wisconsin legislature, and it can be reassigned each year to the chairman of the Roster Committee. If the program is updated, there would be a need for Wisconsin to get involved in the process at that time.

It was reported that the Quark software and all accompanying files accumulated by the state of Alaska in the publication of the Roster the last two years had been transferred to Jeannine Wood and Pamm Juker, Co-chairs, in Idaho. It was recommended that inasmuch as 2003 is the 60th “diamond year” anniversary of ASLCS, that this theme be used in the Roster publication.

At the Portland meeting, committee members recommended that research be made into the possibility of publishing a mini-roster, which would contain only the picture, title, address, phone number, and e-mail address of all principals and dues-paying associate members. Several proposals were discussed as to how the mini-roster could be done:

1. Published for placement in a small three-ring binder, to which replacement pages could be added as the need arose; or
2. Spiral-bound and pocket size; or
3. Placed on the ASLCS web site, to be printed by individual members.

Jeannine reported that she had received an estimate for the price of printing a mini-roster, and that this information would be presented at the upcoming Executive Committee meeting.

There being no further business, the meeting adjourned at 11:45 a.m.

Spring Business Meeting
Columbus, Ohio
Saturday, March 15, 2003

The Roster Committee did not meet in Columbus.
The meeting was called to order by chairman, J.R. Rodrigue. The following members were present:
Mardi Alexander, TX  Sharon Carter, TX  Dave Avant, AL  
Denise Weeks, NC  Judy Hall, OR

Also attending were George MacMinn, B.C and Deborah Deller, Ontario.

Minutes of the Meeting in Portland were approved as printed. Meeting discussion with input from the Canadian contingent pertained to a theme for the joint meeting in Wilmington, Delaware in 2003. A theme and development of panel discussion topics will continue to be developed throughout this year.

It was decided that the committee would solicit US host states to participate in the exchange program. The committee will present the list of host states at the next CATS meeting on Quebec, August 2003. The meeting was adjourned.

PROPOSAL FOR EXCHANGE PROGRAM
CANADIAN AMERICAN CLERKS AND SECRETARIES
WHEREAS, it is in the best interests of the American Society of Legislative Clerks and Secretaries and the Clerks-at-the-Table to enter into an exchange program, thereby enhancing the participants’ experience in the legislative process,

NOW, THEREFORE
BE IT RESOLVED that

The program shall be open to participation by both principals and associates; and

The visit should be no more than a week to ten days in length; and

The visiting clerk or secretary shall pay all travel expenses; and

The host clerk or secretary shall provide local transportation as well as room and board preferably in a private home - or, if not feasible, free accommodations elsewhere; and

The visit should definitely be made while the host state (province) is in session, thereby giving the visiting clerk or secretary the best picture of the legislative process; and

The visiting clerk or secretary should plan to “walk in the host’s shoes” for the visit; and
The host shall prepare and submit in advance a work plan to cover the period of the exchange. The work plan may be modified by mutual agreement between the host and the exchange participant; and

The participants shall maintain a journal to be filed with the ASLCS and the Clerks-at-the-Table for the use of future participants; and

The Canadian-American Relations Committee of the ASLCS shall be the clearinghouse, maintaining a list of American Clerks and Associates who are interested in participating in the program; and

Upon the finalization of arrangements for an exchange to take place, the Presidents of the respective organizations shall be asked to designate the participants to represent his/her respective society; and

The host or visiting clerk or secretary should not be made to feel obligated in any way to reciprocate, some states and/or provinces may be willing to host but not willing to allow their clerk or secretary to visit and vice versa; and

A report from American participants in the program to The Legislative Administrator should be strongly encouraged; and

All States and Provinces should be surveyed annually to determine willingness to either host or participate in an exchange.

Resolution adopted in 1997 by the American Society of Legislative Clerks and Secretaries.

Spring Business Meeting
Columbus, Ohio
Saturday, March 15, 2003

The ASLCS Canadian-American Relations Committee met at 11:00 A.M. on Saturday, March 15, 2003 in Columbus, Ohio. Committee members in attendance were:

Dave Avant, AL  Norm Moore, AZ  Carmela Bills, VA
Patsy Spaw, TX  Mark Corrigan, PA  Ann-Marie Sweeney, PA
Ann Cornwell, AR  Denise Weeks, NC  JoAnn M. Hedrick, DE

John Garrett, Virginia and Joan Barilla, Colorado also attended. At the request of J.R. Rodrigue, Colorado, committee chair, the meeting was chaired by JoAnn M. Hedrick.

The meeting began with a discussion about proceeding with plans for the Joint Meeting which is scheduled to be held in Wilmington, DE in October, 2003. It appears that the number of attendees may be lower than was previously anticipated. After a lengthy and very lively discussion, the committee members voted unanimously that the Joint Meeting should not be cancelled.

A brief discussion about session topics followed. The committee chair will work with the President of CATS to finalize topics and recruit panelists.

With no further business, the meeting was adjourned at 11:45 A.M.
Spring Business Meeting  
Columbus, Ohio  
Saturday, March 15, 2003

The meeting of the Inside the Legislative Process Committee was called to order by the Associate Vice Chair, Jeff Finch, on Saturday, March 15, 2003, in Columbus, Ohio. Present at the meeting were:

Tara Perkinson, VA  
Ann-Marie Sweeney, PA  
JoAnn Hedrick, DE.

Also in attendance was Joan Barilla, ASLCS liaison from NCSL.

Joan Barilla reported that there were still approx. 20 chambers that had not completed the survey; however, due to the timetable it was necessary to proceed to compile the data from those surveys that had been received. The narratives for the data will include a notation that there were chambers outstanding in responding to the survey.

The following timetable was presented for the completion of the compilation of the data:

- mid-April tables of data from NCSL sent to ASLCS Inside the Legislative Process Committee
- first of May first draft of narrative text from NCSL sent to ASLCS Inside the Legislative Process Committee
- June incorporate tables with written narrative for NCSL to prepare draft report
- July final draft sent from NCSL to ASLCS Inside the Legislative Process Committee for review prior to NCSL annual meeting in San Francisco, CA
- end of July NCSL makes final changes and prepares copy for printer
- Aug./Sept. final copy received from printer and distributed prior to ASLCS annual meeting in Scottsdale, AZ

There being no further business, the meeting was adjourned.
The Support Staff Committee met on Saturday, November 16, 2002, during the American Society of Legislative Clerks and Secretaries (ASLCS) Winter Meeting in New Orleans, Louisiana. The meeting was called to order with Chair Tara Perkinson, VA, presiding.

A motion to approve the minutes of the September 23, 2002, Fall Meeting held in Portland, Oregon was made by Scott Maddrea, VA, and seconded by Marilyn Eddins, CO. The motion carried.

**Associate Exchange Program**

Jeff Finch, VA made a motion that in order to allow this year’s Associate Exchange Program applicant to be selected to participate in 2003 even though someone from the same chamber participated in 2002, the Support Staff Committee request that the Executive Committee waive the following portion of Section XIV, E of the Standing Orders:

> As a result of utilizing a rotation schedule for host chambers, no chamber would be eligible to have an Associate selected more than once every two years.

Dowe Littleton, AL seconded the motion. The motion carried.

By unanimous consent, the Committee agreed to recommend to the Executive Committee that Gwen Bailey of the Virginia Senate participate in the Associate Exchange Program with the Oklahoma Senate.

**Concurrent Sessions**

The Committee discussed ideas for concurrent sessions for the 2003 Annual meeting. The Committee decided to offer three topics to the Program Development Committee: civic education (national programs), civic education (in-house programs and publications), and proofreading.

**Position Description Database**

The Committee discussed updating the ASLCS Position Description database, currently on the ASLCS website. The Chair will request 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 Spring Meeting, March 14-16, 2003, in Columbus, Ohio.

**Adjournment**

With no further business to consider, the meeting adjourned.
The Support Staff Committee met on Saturday, March 15, 2003, during the American Society of Legislative Clerks and Secretaries (ASLCS) Spring Meeting in Columbus, Ohio. The meeting was called to order with Chair Tara Perkinson, VA, presiding. Those in attendance:

Judy Barrows, ME
Donna Doyle, WI
Jeff Finch, VA
Scott Maddrea, VA

A motion to approve the minutes of the November 16, 2003, Winter Meeting held in New Orleans, Louisiana was made by Scott Maddrea (VA), and seconded by Judy Barrows (ME). The motion carried.

**Associate Exchange Program**
The Committee discussed revising the application form for the Associate Exchange Program in order to encourage more members to apply. The suggestion was made to ask applicants to list their achievements instead of checking them off of a list. The Chair will work on a draft for consideration at the Summer Meeting.

**Position Description Database**
The Chair will send out drafts of letters and the list of states to the subcommittee. The subcommittee will request information about position descriptions of Clerks and Secretaries and their staffs.

**Concurrent Sessions**
The Committee finalized concurrent sessions for the 2003 Annual meeting in Scottsdale, Arizona. The Committee will offer three topics: civic education (national programs), civic education (in-house programs and publications), and proofreading. Discussion centered on the format for the civic education sessions. Suggestions for national programs to feature included NCSL’s Legislators Back to School program and Project Citizen. The Committee also considered ideas for the session on in-house programs. The suggestion was made to have each panelist focus on one aspect of their civic education (e.g., handouts, video, chamber tours, and website).

**Next Meeting**
Chair Tara Perkinson, VA, noted that the next meeting of the Support Staff Committee will be held at the National Conference of State Legislatures Annual Meeting, July 21-25, 2003, in San Francisco, California.

**Adjournment**
With no further business to consider, the meeting adjourned.
Winter Business Meeting
New Orleans, Louisiana
Saturday, November 16, 2002

The meeting of the Professional Journal Committee was called to order by the Chair, Annette Moore, at 11:00 a.m. on Saturday, November 16, 2002, in New Orleans, Louisiana. Members present at the meeting were:

Annette Moore, UT  Scott Maddrea, VA.

A motion to approve the minutes of the September 23 meeting in Portland, Oregon, passed unanimously.

It was reported that the Fall 2002 edition of the Journal is at the printer and should be ready for mailing by the end of November.

A list of criteria (see below) was finalized for the legislative intern term paper contest and will be presented to the Executive Committee when it meets later today. A letter will be sent to all legislative intern coordinators with a copy of the criteria. The winning papers will be published in the Fall 2003 edition of the Journal.

The Spring 2002 issue was discussed. There are potentially three authors who are considering submitting articles, and the chair is looking for at least one more article to complete the issue.

There being no further business before the committee, the meeting was adjourned at 11:30 a.m.

Criteria for legislative intern papers:

1. Follow a generally accepted style manual such as the University of Chicago Press Manual of Style.
2. Maximum 2000-2500 words (5-7 pages)
3. Submit on a 3.5” disk in WordPerfect 9.0 or Microsoft Word 2002, or typewritten one-sided, double-spaced, with one-inch margins.
4. Number all references as endnotes in the order in which they are cited in the text. Accuracy and adequacy of the references are the responsibility of the author.
5. Mail disk or original and four copies to Annette Moore, Utah State Senate, Room 319 State Capitol, Salt Lake City, UT 84114.
6. Manuscripts accepted for publication become the property of the American Society of Legislative Clerks and Secretaries.
7. All articles submitted for consideration will undergo a review process. When the editorial board has commented, authors will be notified of a acceptance, rejection, or need for revision of manuscripts. The review process requires a minimum of four weeks.
8. Submission deadline: August 29, 2003
Spring Business Meeting  
Saturday, March 15, 2003  
Columbus, Ohio

The meeting of the Professional Journal Committee was called to order by the Chair, Annette Moore, at 11:00 a.m. on Saturday, March 15, 2003, in Columbus, Ohio. Members present at the meeting were:

Annette Moore, UT       Judy Barrows, ME       Scott Maddrea, VA

Others present: Joan Barilla, NCSL.

A motion to approve the minutes of the November 16 meeting in New Orleans, Louisiana, passed unanimously.

It was reported by the chair that a follow-up letter was sent out to all legislative intern coordinators in January to remind them of the intern term paper contest. To date, three states have expressed some interest. They are Utah, Virginia, and Washington. A reminder letter will be sent out the last part of April and again in June or July. The deadline for submitting papers is August 1, 2003. Winners will be published in the Fall 2003 edition.

Two articles have been submitted for the Spring issue of the Professional Journal, and a third is expected by the end of March. Scott is aware of a professor from North Carolina State University who may be interested in submitting an article. He will forward the professor’s name to Annette.

The Fall 2002 edition of the Journal featured an article written by a presenter at an NCSL-sponsored meeting. Joan suggested that the ASLCS liaison be notified whenever a speaker secured for an NCSL-sponsored event is being considered for publication in the Journal. This is to avoid any misunderstanding on the part of the speaker/author who may not know they will not be paid for their article.

There was further discussion about making the Professional Journal available on line to the majority of readers. It was agreed that a hard copy should continue to be mailed to the Clerks, Secretaries, and Legislative Librarians of each state. Currently there are approximately 800 copies mailed to legislative staff throughout the country. A survey letter will be sent out with the Spring Edition asking how readers would feel about receiving the publication on line. The letter will explain that we are trying to cut costs and that they can still have access to a hard copy from the Clerk, Secretary, or Librarian. There was also some discussion about asking the Bylaws Committee to write a standing order stating that the Journal will be made available on line and clarifying who should receive hard copies.

There being no further business before the committee, the meeting was adjourned at 11:30 a.m.
The Membership and Communication Committee met on Saturday, November 16, 2002, in New Orleans, Louisiana. At 10:00 a.m. the meeting was called to order by Cheryl Laube, Co-Chair, Arizona, presiding. The following members were present: Burney Durham, TN

A motion to approve the minutes of the September 23, 2002, Annual Meeting in Portland, Oregon was made by Burney Durham, TN. The motion carried.

New Attendee Orientation Theme and Activity
Co-Chair Cheryl Laube presented a suggestion for an icebreaker game “State’s nicknames on license plates” stating this would be a relatively simple game, but would require a great deal of interaction within the group. After some discussion, Burney Durham suggested that the license plates of the U.S. territories and other countries invited to our meetings be included in the nickname game.

Locate a Member Activity
Sponsor Check List
  Sponsor/New Attendee Sign-in Sheet
New Attendee Evaluations
Update ASLCS Orientation Pamphlet

New Business
Old Business

These agenda items were not discussed due to the small group in attendance. Co-Chair Cheryl Laube stated that the information handed out regarding the “State’s nicknames on license plates” game, Locate a Member Activity, Sponsor Checklist, and New Attendee Evaluations, will be e-mailed to the members of the committee for their input. The agenda item “Update ASLCS Orientation Pamphlet” will be considered at the next meeting.

Next Meeting
The Spring Meeting will be held March 14-16, 2003, in Columbus, Ohio.

Adjournment
There being no further business, Burney Durham moved that the meeting be adjourned. The motion carried. The meeting adjourned at 10:20 a.m.
The Membership and Communication Committee met on Saturday, March 15, 2003, in Columbus, Ohio. At 10:30 a.m. the meeting was called to order by Cheryl Laube, Co-Chair, Arizona, presiding.

Also in attendance: Norman Moore, AZ  Joan Barilla, NCSL Liaison to ASLCS

Due to the lack of a quorum, the minutes of the November 16, 2002, Winter Meeting in New Orleans, Louisiana were not approved.

New Attendee Orientation Theme and Activity
Norman Moore, AZ, stated he thought the “license plate” icebreaker was a good idea. A discussion ensued on possible items to be awarded for the New Attendee icebreaker game, locate a member activity, and pin contest.

Locate a Member Activity
The Locate A Member activity was discussed. It was suggested that the “Member for the West Coast” be changed to “Another New Member” and “ASLCS Officer” be changed to “ASLCS Executive Committee Member.” These suggestions were made due to travel restrictions throughout the country. It may be difficult to target a particular part of the country for new attendees to search out others attending from that area.

Co-Chair Cheryl Laube stated that one of the requests made at the Portland meeting was the need for clear notification of where and when these forms should be turned in. She suggested a time be made in the program to allow for a “New Attendee Wrap-Up.” A discussion was held regarding the best time for this wrap-up session. It was suggested that the Program Committee be contacted to request some time be scheduled for the wrap-up session between the concurrent sessions and the volleyball game on Wednesday, September 10, 2003.

Sponsor Check List  Update ASLCS Orientation Pamphlet
Sponsor/Attendee Sign-In Sheet  New Business
New Attendee Evaluations  Old Business

These agenda items were not discussed due to the small group in attendance. Items handed out at this meeting will be e-mailed to the members of the committee for their input.

Next Meeting
The NCSL Meeting will be held July 21-27, 2003, in San Francisco, CA.

Adjournment
There being no further business, Norman Moore, AZ, moved that the meeting be adjourned. The motion carried. The meeting adjourned at 11:00 a.m.
Winter Business Meeting  
Saturday, November 16, 2002  
New Orleans, Louisiana  

The Program Development Committee was called to order by Diane Bell, Chair. Also in attendance:

- Bruce Jamerson, VA  
- Dowe Littleton, AL  
- Tara Perkinson, VA  
- Jeff Finch, VA  
- Penny Cabaniss, VA  
- Marilyn Eddins, CO  
- Hallie Rice, LA.  
- Cheryl Laube, AZ  
- Carmela Bills, VA  
- George Bishop, VA  
- Donna Doyle, WI  
- Dianne Arrington, TX  
- Burney Durham, TN

The meeting began with the distribution of evaluation forms submitted by the ASLCS members in Portland, OR. Of one hundred ninety-three (193) members attending the Portland meeting, only thirty-nine (39) responded. The overall rating for the Portland Fall Professional Development Seminar received a 4.2 rating on a scale of 1-5. Even though we didn’t have a large response, the forms indicated that the meeting was a huge success. We gleaned some valuable information from the evaluations and the committee discussed several options for the Scottsdale, AZ meeting.

Tara Perkinson, Chair of the Support Staff Committee and Scott Maddrea, Chair of the Technology and Innovation Committee each committed to the task of offering at least three breakout or concurrent sessions for the program next fall.

There was additional discussion of other topics suggested by the evaluation forms and also from the committee members present. A consensus was that the breakout or concurrent sessions not be as lengthy and the plenary session(s) continue to be motivational.

There being no further business, the meeting was adjourned.
There were 39 responses to the evaluation. The overall conference rating was 4.2 on a scale where 5 = excellent and 1 = poor. In addition, each participant was asked to evaluate the quality and effectiveness of each session using the same scale.” Those ratings are as follows:

**Overall Rating**

4.2

**How successful was the seminar in meeting participant objectives?**

4.2

**Thursday**

- Relationship Strategies 4.5
- Vendor Fair 2.3
- New Attendee Orientation 4.5

**Friday**

- Events in Salem 4.3

**Saturday**

- Staff Group Breakouts 4.0
- Introduction to Parliamentary Procedure 4.4
- New Member Orientation 3.9
- How Can We Use Technology to Create Efficiencies in the Workplace 3.9
- Employment Law 3.3
- Mason’s Manual Revision 3.6

**Sunday**

- Effective Legislative Presentations 3.0
- Intermediate Parliamentary Procedure 4.6
- Managing Technology in the Legislative Environment 4.0
- How Does Support Staff Deal With Increased Responsibility But No Authority 2.7
- Development of a Plan for the Continuation of Government in the Event of Catastrophe 4.5

**Monday**

- Advanced Parliamentary Procedure 3.4
- Security and Lessons Learned Since September 11 4.3
- Chamber Automation Systems 4.3
- Customer Service-”FISH” 4.7
- Committee Meetings 4.1

**Which of the following factors weighed most heavily on your decision to attend the seminar?**

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<th>Factor</th>
<th># of Responses</th>
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</tr>
<tr>
<td>Other</td>
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</tr>
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</table>
The Program Development Committee was called to order by Diane Bell, Chair. In attendance:

- Cheryl Laube, AZ
- Dowe Littleton, AL
- Carmela Bills, VA
- Tara Perkinson, VA
- George Bishop, VA
- Jeff Finch, VA
- Penny Cabaniss, VA
- Laura Clemens, OH
- Donna Doyle, WI
- Judy Hall, OR.

The meeting began with approval of the minutes from the Fall Meeting, November 16, 2002, in New Orleans, LA.

The Chair led the group in a discussion of the proposed meeting schedule in Scottsdale and proposals for three plenary speakers at the Annual Meeting in Scottsdale, AZ in September. The three plenary speakers chosen were Devon Hansen, Amy Whitten, and Randy Lowry. Each of them had been highly recommended and they represent several areas of expertise. The topics that the speakers would present were tentative at the time. There was a motion, a second and the motion agreed to, for the Chair to present these three speakers to the Executive Committee for approval, for both honorarium and expenses.

The Chair also advised the members that there is a firm commitment from Scott Maddrea VA, Chair of Technology and Innovation Committee and Tara Perkinson VA, Chair of Support Staff Committee to provide three concurrent sessions from each of their committees. In addition there are firm commitments from other ASLCS Members to facilitate in concurrent sessions.

The Chair reported that the Program Development Committee will sponsor two parliamentary procedure sessions at the NCSL Annual Meeting in San Francisco. One will be led by John Phelps, FL and Butch Speer, LA on Tuesday, July 22, 3:15-5:00 pm. The other will be an international parliamentary program facilitated by Jeff Finch, VA on Wednesday, July 23, 2:15-4:15 pm.

There being no further business, there was a motion, a second and the motion agreed to for the meeting to adjourn.
Winter Business Meeting  
Saturday, November 16, 2002  
New Orleans, Louisiana

The Site Selection Committee met on Saturday, November 16, 2002 in New Orleans, Louisiana. The meeting was called to order. The following ASLCS members were present:

- Burney Durham, TN
- Annette Moore, UT
- Judy Hall, OR
- Carmela Bills, VA
- Dave Avant, AL

Also in attendance: Joan Barilla

Pursuant to the September 23, 2002 meeting in Portland, the committee discussed sending a survey to all the states to determine which states might be interested in hosting the 2005 annual meeting. The committee determined to send out three separate surveys. The committee determined to send out a survey on the 2005 annual meeting. The committee also determined to send out a survey soliciting opinions on the timing of the annual meeting as well as the Spring and Winter meeting. Finally, the committee determined to send out a survey to determine the interest in off shore sites. The surveys are to be sent out on January 15, with the surveys due on February 15. Each survey was to be on a different color of paper.

There being no further business, the committee adjourned.
The Site Selection Committee met on Saturday, March 15, 2003 in Columbus, Ohio. The meeting was called to order. The following ASLCS members were present:

Mark Corrigan, PA  Dave Avant, AL  Carmela Bills, VA  
Annette Moore, UT  Patsy, Spaw, TX

The Committee is in the initial stages of identifying a site for the 2005 annual meeting of ASLCS. Chairman Burney Durham, Tennessee, mailed a survey to all ASLCS members soliciting interest in hosting this meeting. The committee discussed that most people had not responded to the survey but those who had did not express any interest in hosting the meeting. At this point, it would appear that the 2005 meeting may be a no-host situation.

Due to the recently decreased attendance at annual meetings, some monetary losses in the ASLCS budget, a request from NCSL and the general fiscal situation nationwide, it was decided that trying to identify a specific site should be delayed a bit. Then, perhaps, a second survey may be sent.

The committee also discussed the respondents who indicated they would be willing to attend a conference at an off-shore site. The number of respondents who thought this would work has increased dramatically from a few years ago.

Although perhaps a bit outside the jurisdiction of the committee, there was a prolonged discussion about whether it was really necessary to meet four times a year. The committee may make a recommendation to the Executive Committee that it consider reducing the number of meetings of the Society.
Committee Members

**B Y L A W S A N D S T A N D I N G O R D E R S C O M M I T T E E**

Diane Bell, FL  
John Garrett, VA  
Janet Jones, KS  
Suzi Lowell, AK  
Pat Saville, KS  
Larry Warden, OK  
Carmela Bills, VA  
Linda Hawker, IL  
Alice Ann Joseph, CT  
Norman Moore, AZ  
Susan Schaar, VA  
Joe Blough, OK  
Jeannine Wood, ID  
Sven Lindquist, MN  
Patrick O'Donnell, NE  
Butch Speer, LA  
Ed Burdick, MN  
Denise Weeks, NC  
Michael Linn, MN  
Carole Peterson, UT  
Karen Wadsworth, NH


Dave Avant, AL  
Tom Bennett, WV  
Claire Clift, NV  
Londi Enser, AK  
JoAnn Hedrick, DE  
Tim Kehoe, CT  
Mary Mendel, IN  
Barbara Regen, VA  
Alice Shafer, WV  
Mick Bailey, WV  
Carmela C. Bills, VA  
Ann Cornwall, AR  
Patrick Fuller, WI  
Mary Ann Horch, VA  
Joe Koval, WV  
Jose’ Nazario, PR  
Pat Saville, KS  
Jacqueline Shettle, CT  
Diane Bell, FL  
Faye Blanton, FL  
Patrice Dworak, MN  
Jhonnie Gillispie, FL  
Alice Ann Joseph, CT  
Sven Lindquist, MN  
Carole Peterson, UT  
Don Schneider, WI  
Kristin Canterbury, WV  
Jeannine Wood, ID  
Linda Hawker, IL  
Pamm Juker, ID  
Steve Marshall, VT  
John Phelps, FL  
Kirsten Waid, NC

**T E C H N O L O G Y A N D I N N O V A T I O N C O M M I T T E E**

Gwen Bailey, VA  
Judy Barrows, ME  
Penny Cabaniss, VA  
Patrick Flahaven, MN  
Mary Ann Horch, VA  
Greg Kenworth, IL  
Steve Marshall, VT  
John Phelps, FL  
Patsy Spaw, TX  
Mick Bailey, WV  
Tom Bennett, WV  
Claire Clift, NV  
Vita Hardy, CT  
Bruce Jamerson, VA  
Joe Koval, WV  
Suzan McClelland, AL  
Suzan McClelland, AL  
Patricia Vaughan, VA  
Matt Baker, NV  
George Bishop, VA  
Tony Cook, WA  
Jllynn Hartman, OK  
Steven James, MA  
Dave Larson, KS  
Sandi Morris, KY  
Anthony Rossi, IL  
Kirsten Waid, AK  
Bradley Bolin, IL  
Donna Doyle, WI  
Sonja Herd, OH  
Carol Morey Viventi, MI  
Jeannine Layell, VA  
Connie Peltier, MN  
Don Schneider, WI

**T H E L E G I S L A T I V E A D M I N I S T R A T O R C O M M I T T E E**

Matthew Baker, NV  
Laura Clemens, OH  
Russell Humphrey, TN  
Suzi Lowell, AK  
Vicki Scheer, OK  
C.J. Beaty, FL  
David Gibson, VT  
Bruce Jamerson, VA  
Teresa Maroney, OK  
Carol Viventi, MI  
Ed Burdick, MN  
Jan Harrison, OK  
Steven James, MA  
Annette Moore, UT  
Larry Warden, OK  
Deborah Hull, WV  
Dave Larson, KS  
Eleanor Ringel, WV

**R O S T E R C O M M I T T E E**

Jane Atkinson, VA  
Marguerite Duda, WV  
Cyndy Johnston, OR  
Sam Moody, OR  
Jacqueline Scott, VA  
Sandy Tenney, UT  
Gwen Bailey, VA  
Londi Enser, AK  
Todd Kenady, OR  
Patrick O'Donnell, NE  
Suellen Scott, OR  
Linda Tubbs, TX  
Karen Brown, UT  
Jllynn Hartman, OK  
Jeannine Layell, VA  
Rose Ramsey, VA  
Tina Scott, AZ  
Cathy Day, OR  
Maureen Wilson, UT  
Mary Jo Mongelli, NV  
Pat Rodgers, TX  
Dawn B. Smith, VA
## CANADIAN-AMERICAN RELATIONS COMMITTEE

<table>
<thead>
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<th>State</th>
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<tr>
<td>Dave Avant</td>
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<tr>
<td>Kristen Canterbury</td>
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## INSIDE THE LEGISLATIVE PROCESS COMMITTEE

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## PROFESSIONAL JOURNAL COMMITTEE

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## MEMBERSHIP AND COMMUNICATION

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Committee Members

**SUPPORT STAFF COMMITTEE**

Jane Atkinson, VA  
George Bishop, VA  
Karen Brown, UT  
Donna Doyle, WI  
Betty Kay Francis, TN  
Bo Hoover, WV  
Michael Linn, MN  
Suzan McClelland, AL  
Lora Phillips, WV  
Shelia Ryan, IL  
Lori Summers, WV  
Margaret Watts, KY

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Bo Hoover, WV  
Michael Linn, MN  
Suzan McClelland, AL  
Lora Phillips, WV  
Shelia Ryan, IL  
Lori Summers, WV  
Margaret Watts, KY

Gwen Bailey, VA  
Joe Blough, OK  
Penny Cabaniss, VA  
Marguerite Duda, WV  
John Garrett, VA  
Cyndy Johnston, OR  
Patty Lung, VA  
Mary Jo Mongelli, NV  
Rose Ramsey, VA  
Judith Schultz, WV  
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Pat Rodgers, TX  
Suellen Scott, OR  
Linda Tubbs, TX

Judy Barrows, ME  
Jay Braxton, VA  
Cathy Day, OR  
Jeff Finch, VA  
Sonja Herd, OH  
Greg Kenworth, IL  
Al Mathiowetz, MN  
Tara Perkins, VA  
Gail Romonowski, MN  
Tina Scott, AZ  
Patricia Vaughan, VA

**SITE SELECTION COMMITTEE**

Dave Avant, AL  
Kristin Canterbury, WV  
Marguerite Duda, WV  
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Todd Kenady, OR  
Pat Mau-Shimizu, HI  
Lora Phillips, WV  
Pat Rodgers, TX  
Alice Shafer, WV  
Lori Summers, WV

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Lori Summers, WV

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Mary Jo Mongelli, NV  
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Maureen Wilson, UT  
Albin Mathiowetz, MN  
Annette Moore, UT  
Eleanor Ringel, WV  
Tina Scott, AZ  
Terry Spieler, MO  
Margaret Watts, KY
Arkansas

In November of 2002, the Arkansas Supreme Court ruled that the Arkansas system of public education was unconstitutional. The court ruled that schools did not provide an adequate education, and that school funding was inequitably distributed.

During the 2003 regular session the legislature created two committees to address the issues raised by the court’s decision. The Joint Committee on Educational Adequacy was created by Act 94 of 2003. This committee was charged with developing educational standards that will comply with the court order and a distribution formula that will comply with the court’s mandate on equity.

Act 1181 of 2003 created the Joint Facility on Educational Facilities. The Supreme Court made clear in its November ruling that facilities and equipment are an integral of an adequate and equitable education system. The Facilities Committee is charged with addressing the issues of related to facilities and equipment.

The General Assembly put off consideration of major school reform legislation until the fall special session. Bills considered during the regular session are likely to form the basis for new proposals. They are:

The governor’s a plan, SB 758 by Senator Argue, was to consolidate schools by the numbers. All but a handful of isolated, rural districts would have to consolidate if they have fewer than 1,500 students. The plan has generated strong opposition from all corners of Arkansas. It got out of the Senate Education Committee but never came up for a vote in the full Senate.

Other plans under consideration include:

SB 317 by Senator Paul Miller and HB1507 by Rep. Paul Weaver would require all school districts to comply with current education standards by January 1, 2004, which is the Supreme Court deadline for compliance with its Lake View ruling. They also require schools to comply with sate teacher salary standards, as well as minimum standards for facilities. Any district found by the state Education Department to be out of compliance as of January 1, 2006, would have to consolidate or annex with a neighboring district.

They do not rely on student population as a basis for requiring consolidation.

Act 1272 (SB 242 by Sen. Jim Argue) is a school choice bill that makes student transfers across district boundaries much easier for parents. It would require all districts to participate in school choice. Districts could not refuse to accept students, unless acceptance violated court-ordered desegregation. In other words, school choice could not become a method of re-segregating schools.

HB1023 by Rep. Leroy Dangeau and Bettey Pickett, to replace the nine members of the state Board of Education and grant the legislature the power to appoint six of the nine. The President Pro Tem of the Senate would appoint three and the House Speaker would appoint three and the governor would appoint three. Now, the governor appoints all of them.

HB 1435 by Speaker Cleveland and Rep. Jodie Mahony to put into law the current school standards, which technically are now regulations enforced by the Education Department. Also, the bill would take away the Board of Education’s authority to develop standards and place that power in the legislature.

HB 1023 and HB 1435 represent more than an attempt to enforce education standards. They are weapons in the battle between the legislative and executive branches about oversight authority of billions of dollars in the public school fund.

Act 219 prohibits school bus drivers from talking on a cell phone while driving. The bill has exemptions for emergencies. It is Act 219.

Act 675 by Rep. Joyce Elliott, a former teacher, would require high school seniors to attend a full day of class. Now, many seniors complete so many required courses they can take off at mid-day. It is Act 675.

Act 340 by Rep. Roger Smith authorizes the Board of the Teacher Retirement System to raise the contribution rate from 12 percent to 13 percent in a year, and from 13 percent to 14 percent the following year. The retirement system has assets of almost $7 billion, but lost $792 million in the quarter ending Sept. 30, 2002 due to the poorly performing stock market. An increased contribution rate could be considered an unfunded mandate for local school districts of $30 to $35 million a year. It is Act 340.
California

The Legislature is continuing development of its new “Legal Services System,” which will further automate the current bill drafting system. As part of an Enterprise Architecture project, the Legislative Data Center is analyzing all automated and manual processes in order to evaluate their current usefulness and possible future automation. Additionally, the Legislative Data Center is analyzing the feasibility of replacing the current “Inquiry System” and “Leginfo” systems which are used by legislative staff and the general public to research legislation. One of the benefits of implementing these new systems is to replace duplicative databases and make legislative data available to all users more quickly. Floor systems are also being further enhanced in the Assembly. The Assembly Voting System will be augmented with an automated method for Assembly Members to “add on” and change their Assembly floor votes during floor sessions. Currently this is a cumbersome process that involves manual intervention and much staff time. Also, in Spring 2003, the Assembly adopted a policy that allows the laptop display of the “pdf” version of a bill to satisfy the constitutional requirement that bills be in print on each Member’s desk, eliminating the need for many bulky binders on Members’ desks. Implementation of this policy reduced staff costs as well as desk clutter in the Chamber, and was in line with a legal opinion issued by the Legislative Counsel. Several bill binders are still made available for use in the Chamber by members, press, and staff.

Colorado

This 120 day session accomplished its primary task of trimming nearly $1 billion from a $13.4 million budget. In the wake of the largest revenue shortfall in Colorado since World War II, it was no easy task to balance the budget. Despite the overall cutbacks the legislature was able to increase funding for K-12, prisons, judicial department and Medicaid. In addition, we enacted legislation dealing with water storage, reducing health insurance mandates, replaced the current no-fault auto insurance with a tort system after failing to come to consensus on how to reform no-fault. We enacted the first voucher program since the U.S. Supreme Court declared vouchers constitutional last year for K-12 students in failing schools.

The most interesting aspect of this session occurred in the last three days of the session when congressional redistricting was again introduced after having been decided by the courts last year because the R House and D Senate could not agree on a congressional map. This year with a R House and an R Senate, a bill was again tried. The Secretary of the Senate and the Clerk of the House were kept busy with rule books as legislators tried to block debate and votes. But in the end it passed as the Republicans drew it and immediately was challenged by a lawsuit from the Attorney General.

Delaware

On Wednesday, May 14, during “Bike to Work Week”, the “13th Annual Legislative Bike to Work Ride” took place with a larger number of participants than ever before. Approximately seventy people rode their bikes to Legislative Hall, a 56.5 mile ride for those who started at the beginning at 7:00 a.m. About thirty people began at that time and the group picked up many more riders at various stops along the way.

Mississippi

Mississippi will hold primary elections August 5, 2003 for all state wide elected officials as well as elections for the Senate and House of Representative seats. The general election will be November 4, 2003.

The Mississippi State Capitol Centennial Celebration was held June 3, 2003. During the Centennial Celebration the focus of the event was to highlight the historical and political nature of this architectural treasure.
Idaho

The First Regular Session of the 57th Idaho Legislature ended its longest session ever in Idaho history on May 3, 2003 - 118 days. It was not only the longest session, but it had the largest freshman class - 13 new Senators and 22 new Representatives.

Senate finances dominated the 2003 legislative session. Facing a possible $180 million deficit and declining revenue estimates, the Legislature cut state agency appropriations, increased cigarette taxes, added more tax collectors, and raised the sales tax by a penny for the next two years to bridge the gap.

Adding to the stress and tension of an already trying session, was the untimely death of the 22-year-old son of Senate Majority Leader Bart Davis, who was shot and killed at a college party.

West Virginia

West Virginia legislators returned to Charleston on Sunday, June 8 for their monthly Interim Committee meetings but stayed a bit longer than usual. They began their second special session on June 8, to take up a massive revision of the State’s financially broke Worker’s Compensation System. Current estimates place the system at almost $4 billion in debt. Aside from the Worker’s Comp issue, the Legislature is considering routine supplemental appropriation bills and a re-write of a bill making economic grants, which was declared unconstitutional by the State’s Supreme Court. Having adjourned to a day certain on Saturday, June 14, the session will resume on June 30.

Nevada

June 25, 2003, Nevada will begin its second special session after having adjourned the 2003 regular session, sine die, in the wee hours of June 3, 2003. The 19th Special Session (SS) was called to begin at 10:00 a.m. on June 3, 2003, the same day our regular session ended. The Governor's call provided that the Legislature consider the issues involving the Distributive School Account (DSA) budget as well as a revenue package to fund both the DSA and the General Appropriations budgets. The Governor, by constitutional authority, adjourned the 19th SS after both Houses failed to pass a revenue package which required a 2/3 vote of each House's membership. Within an hour after adjourning the 19th SS, the Governor signed a proclamation calling for the 20th SS to convene Wednesday, June 25, 2003, to once again, consider passing a revenue package sufficient to fund the General Appropriations and DSA budgets. The DSA is still part of the Governor’s call since it was not passed during the 19th SS.

Our Research Director, Robert E. Erickson, imparted some interesting facts about this current legislative year.

1. The 72nd Regular Session marked the first session without a governor’s veto since 1975.  
2. The 72nd Regular Session marked the first time since 1957 that a bill became law without a governor’s signature.  
3. The 19th SS ended on June 12, 2003, without either House adjourning sine die. No previous regular or special legislative session in the history of Nevada ended without a sine die adjournment.  
4. The 19th SS lasted ten days, making it the longest special session since the 20-day 13th SS of 1968.

New Mexico

The New Mexico Legislature will go into special session in October. Taxes and Healthcare will be considered.
Tennessee

The Tennessee General Assembly adjourned sine die on May 29, its earliest adjournment in five years. After passing a $900 million tax increase last year, the General Assembly passed a budget with no new taxes. To eliminate a projected budget deficit of more than $600 million, the General Assembly cut 9% from all state programs except for mental health and K-12 education and reduced the money given by the state to counties by about 3%.

Besides the budget, the biggest issue in Tennessee this year was implementation of a state lottery. In November 2002, voters in Tennessee approved an amendment to the Tennessee Constitution to allow the General Assembly to implement a lottery with the proceeds to fund college scholarships. Governor Phil Bredesen (D) signed the lottery implementation and scholarship bills on June 11, 2003. Lottery tickets are expected to begin being sold in Tennessee in early 2004. Tennesseans entering college in the fall of 2004 will be eligible to receive scholarships of around $3,000 if they earn at least a 3.0 in high school or achieve an ACT score of 19 or higher.

Virginia

Virginia Clerks’ Office Assist With Virginia’s Boys State and Girls State Programs

During the week of June 15-21, 2003, staffs from the Virginia House and Senate Clerks’ Offices were involved in supporting the Boys and Girls State programs. The American Legion Boys State and the American Legion Auxiliary Girls State programs involved more than 1,400 of Virginia’s top rising high school seniors. Held 47 miles apart, both Boys State, at Liberty University in Lynchburg, and Girls State, at Longwood College in Farmville, give these exemplary students a taste of the political process by allowing them to elect governing officials from their peers and to create a model legislature and local government system. After their arrival at the respective campuses, the students were quickly divided into one of two political parties, Nationalist or Federalist, and were then separated into various cities (16 at Boys State and 14 at Girls State), each named for a prominent military figure or Virginian. These cities became the building blocks as these young men and women proceeded to build their own unique models of Virginia government, electing city mayors, sheriffs, city councils, legislators, judges, members of the Supreme Court, and various “ statewide” officers, including a Governor, a Lt. Governor, and an Attorney General.

Bruce Jamerson, Clerk of the Virginia House of Delegates, and ASLCS Secretary-Treasurer, has been involved in the legislative program at Boys State since 1981. He is a member of the Boys State Board of Directors; serving as its secretary, and in 2001 was elected to the Boys State Hall of Fame for his significant, on-going contributions to its legislative program. Senate Clerk, Susan Schaar, is likewise an active supporter of the Girls State program. Overall, nearly two dozen staff members from the House and Senate Clerks’ Offices were involved in various aspects of this year’s programs.

Oregon

We are still in session and this place is a zoo. They’re predicting that we’re going until August and perhaps beyond. The House has just started to hold hearings on sales tax options. Sales tax has been rejected by the voters nine times in the past, so the next few weeks might be historic for Oregon.
Oklahoma

Coping with a revenue shortfall of nearly three-quarters of a billion dollars dominated the 2003 annual session of the Oklahoma Legislature.

The lawmakers ultimately raised a variety of fees in lieu of a general tax increase, cut state spending, and adopted a budget for FY 2004 that was more than $400 million less than the FY 2003 budget.

The 2003 session of the Oklahoma Legislature also was marked by passage of a measure giving Oklahoma voters the opportunity to create a state lottery to benefit education, legislation requiring zero-based budgeting throughout state government, a medical malpractice reform bill, and a widespread restriction on smoking in public places.

New York

The New York State Senate recently concluded its 2003 legislative session. Protecting New Yorkers’ health was a priority this year as the Legislature passed a ban on smoking in public places to protect people from second-hand smoke, as well as prohibiting the over-the-counter sales of the diet supplement Ephedra that has caused more than 100 deaths nationwide.

The Senate has expanded the options available on members’ web sites to include video of floor debates and a kid’s page to help children learn more about their state and state government. The Senate is also planning a major web-based campaign to fight email spam, following up on anti-spam measures passed during the session.

In addition to webcasting Senate sessions on the Internet, the Senate is also showing sessions and other video material such as news conferences throughout the Albany region on the local cable television outlet and plans are being made to offer this service throughout the state. The Senate is also using a dedicated in-house channel to air live broadcasts of news conferences, hearings, session and other events.

The 2003 session saw the completion of a year-long project to upgrade the Senate’s statewide voice and data network. The result is that all 62 Senators’ district offices now have the same high-speed computer access, voice mail, and toll-free four digit dialing as in their state capitol offices. These improvements allowed district office staff to take full advantage of several new office productivity applications that were released on the Senate’s internal intranet this year.

The Senate’s public web site also saw several improvements, most notably the recent addition of a “Senate Kids” section especially for children, parents and teachers. This new section encourages children to learn more about the legislative process, and also provides links to interesting facts, a virtual tour of the Capitol, and fun and games.
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Please Email or Mail to:
Joan Barilla, NCSL
7700 East First Place
Denver, CO 80230

Phone: (303) 856-1349
Fax: (303) 364-7800
Email: joan.barilla@ncsl.org

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
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!
Jackson Square's Saint Lewis Cathedral
New Orleans