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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 Legislature.

Larry Cottingham, OK  
Joe R. Blough, OK  
Carmen Cauthen, NC

Co-Chair  
Co-Chair  
Vice Chair

Publication designed by Mike Yima, Media Division Assistant Director, Oklahoma House of Representatives  
Proofreading by Jan Harrison, Asst. Journal Clerk, Oklahoma House; Lynn Harrman, Calendar Clerk, Oklahoma House; Mike W. Ray, Oklahoma House Media Director; and Judy Mayes, Asst. Engrossing and Enrolling Supervisor, Oklahoma Senate  
A Special "Thanks" to all who submitted photographs, articles, and background material.
Dear Friends,

I am feeling so overwhelmed as I write this message to you all. Thank you so much for trusting me to lead the largest and most respected staff section of NCSL. Over the past few weeks, I have questioned my decision to host the annual ASLCS professional development seminar in Portland, Oregon, in the same year that I serve as President. There really is no question when I consider the strong support from my staff and my counterpart in the House, Ramona Kenady and her staff. Together, Ramona and I, along with many other Oregon legislative staff, are going to provide the best that the Northwest has to offer. We're anticipating a record crowd!

Coming under the category of “hard act to follow,” my heartfelt thanks to Ed Burdick and Pat Flahaven and all their staff in Minnesota who helped make this annual meeting such a special one. They made us all feel so welcome with their Midwest hospitality. There was a commitment to the bonding of our Society that was truly astounding in the face of the worst national tragedy that we’ve ever experienced. In addition to the challenges of traveling, there were changes in the program that happened on a daily basis. Our NCSL folks did a masterful job of being flexible. Thanks to Sally Kittredge, Joan Barilla and Peg Congio for keeping us on course during a very confusing time. They provided support and kept us calm during the stress and unpredictability of it all.

Thanks to JoAnn Hedrick and her committee for a program that was changed considerably from what it originally looked like, but continued to be a huge success. Many folks stepped up to the plate to make the concurrent sessions work by filling in as facilitators and panels wherever necessary. New member orientation was delayed until later in the program, but Annette Moore and her membership committee welcomed a large group of new attendees. Some of the plenary presenters were unable to attend, but Craig Zlabocki from Colorado made it to help us relieve some of our stress. This was the first time that I can remember there being more people in the room after the break than before!

As I prepared to receive the gavel at the end of the meeting, I was truly amazed at the awesome job President Pat Saville had done during the past year. I wondered how I would ever live up to her accomplishments. She has been a trusted friend and colleague and I have already warned her that her role this coming year will continue as my mentor. You don’t get to rest yet, Pat!

Thanks to my Executive Committee for their willingness to serve and their continued support for a stronger society. Serving on the Executive Committee is a commitment of time and energy. This year’s committee includes Ann Cornwell, Norm Moore, Mike Linn, Bruce Jamerson, Donna Doyle, Mark Congio, Karen Wadsworth, Judy Barrows, Camella Bills, Pat Saville and Diarie Dell. I have encouraged each of them to speak out and ask the hard questions when necessary. In light of recent reminders of how fragile life is, I would also encourage them to care about each other and have fun working together as a team.

I am also excited about all of my committee leadership. There is so much energy and talent out there. I also want to say a special thank you to Joe Blough and Larry Cottingham for agreeing to serve as co-editors for the Legislative Administrator. I am very grateful to them for taking on this challenge with a smile.

We’ll be meeting November 30-December 2 in Las Vegas, NV. I will be appointing special committees during that meeting to review our publication budgets and our process for nomination of society officers. One of my goals this year is to increase our communication within the society. We have so many more means of communication now than ever before. Many members actively participate in our ASLCS listserv. We are able to register for meetings through our website. This year an Access database was set up to collect the committee selections through our website in order to create a history. I anticipate more innovations in the near future.

(Cont. On Next Page)
We continue to have ASLCS members actively involved in NCSL activities. Ramona Kenady was elected as Staff Chair of NCSL at the annual meeting in San Antonio this year. Susan Schaar will serve on the NCSL Executive Committee and JoAnn Hedrick will chair the Legislative Effectiveness Committee. Carole Peterson, Pat Saville and I will be attending meetings of the Legislative Staff Coordinating Committee throughout the year.

This society belongs to all of its members. As I said earlier, communication is a key goal of mine and I want to hear your ideas. The Executive Committee and I work for you and we want to know that we’re working toward common goals. Thanks for your continued support!

Judy Hall, OR
President

Thank You Everyone,

I would like to thank the ASLCS members for a most rewarding eight years.

When I started working with you in 1994, you made me feel welcome. In 1997, I became the liaison for the Society and the transition was easy because I already felt like I was part of the family. I have learned a great deal from all of you. I especially appreciate your willingness to teach me what it means to work for a state legislature. You all have such a passion for what you do and it rubbed off on me.

Thank you to everyone who wrote the beautiful reflections. I smiled and cried while reading them. I also appreciate the beautiful award that was presented to me in Minnesota. It is displayed with pride on my desk.

Now it is time for me to leave my role as the ASLCS liaison. I will miss your camaraderie and energy. I look forward to seeing all of you at the NCSL Annual Meeting next summer in Denver. Please stay in touch.

Sally Kittredge
Seminar Delegates Attend Memorial Service at Minnesota State Capitol

By Ed Burdick

Attendance at the 2001 annual Professional Development Training Seminar in Bloomington, Minnesota, was understandably low due to the September 11 terrorist attacks in New York, Pennsylvania, and Washington, D.C. The five day seminar began on Friday, September 14.

Delegates who attended ASLCS’s Bloomington meeting participated with 35,000 Minnesotans in a two-hour memorial service Sunday afternoon on the front of the state capitol in Saint Paul to honor the victims of the attacks. Political and religious leaders, musical groups, and survivors were featured in the somber program of patriotism and prayer.

Five wreaths were laid in honor of the members of the armed services, law enforcement agencies, emergency medical service personnel, firefighters, and civilians who were victims of the attacks.

The theme of the ceremony was “Minnesota Remembers: A Memorial from the Heartland.” It was reported that this was the largest crowd ever to assemble on the grounds of the Minnesota state capitol.

Pride in America, Pride in Minnesota

On September 11th, 2001, our country suffered greatly. On September 14th, the State of Minnesota began hosting the annual ASLCS conference. The staff from Minnesota carried off the conference with skill and professionalism. Many changes had to be made to accommodate the special circumstances created by Sept. 11, but you never would have noticed them from a conference attendee’s point of view. Never once did I feel threatened or unsure. I even did my share of shopping at the Mall of America, at one time mentioned as a potential terrorist target. I was very glad to have made the journey.

On Sunday, September 16th, the Minnesota state staff hosted conference attendees to a day at their Capitol. Security was tight and morale was low. It was a rainy day and the host staff managed to obtain wonderful “raincoats” (a/k/a plastic bags) for our use outside during the ceremony to commemorate those who lost their lives in the attacks and to honor those who protect our country, at home and abroad.

The ceremony began with the “Sounds of Blackness,” accompanied by the University of Minnesota Marching Band, leading the crowd in the National Anthem. Following a short welcome from Norman Coleman, Mayor of St. Paul, there was a fly-over by the members of the 148th Fighter Wing of the Minnesota Air National Guard. Next came a touching moment during which wreaths were laid to honor several organizations including, the armed forces, law enforcement, emergency medical service providers, firefighters, and the victims of the attacks.

The keynote speaker was former Vice President Walter Mondale, a native Minnesotan. One of the most touching moments of the ceremony was when Erik Aamoth, brother of Gordon Aamoth (who lost his life in the World Trade Center), shared some personal reflections on his brother and his life. At the conclusion of his remarks the Metropolitan Boys Choir performed “My Country Tis of Thee”, “Bring Peace to our World” and “America the Beautiful”. Three songs that came to mean even more sung by the youth of our country.

There were closing remarks by Governor Jesse Ventura and the finale was a compilation of the “Sounds of Blackness”, the University of Minnesota Marching Band, and the Metropolitan Boys Choir leading the crowd in “God Bless America”. We left the ceremony with flags waving, our hearts pounding with pride, and in the case of this attendee, tears in my eyes.

The ceremony was just what this conference attendee needed. So many of our colleagues were unable to attend the conference because of aftershock from the attacks. Of the many members from our state who annually attend, only 2 were able to make the trip. I felt honored this day to be able to share this life changing moment with the wonderful people of Minnesota. I was proud that day to be an American, proud to be a legislative worker and proud to share this day with the wonderful people of Minnesota.

By Carol Harper
Judy Hall, OR
President

Ann Cornell, AR
President Elect

Norm Moore, AZ
Secretary / Treasurer

Michael Linn, MN
Associate Vice-Pres.

Bruce Jamerson, VA
Elected Principal

Donna Doyle, WI
Elected Associate

Mark Corrigan, PA
Appointed Principle

Karen Wadsworth, NH
Appointed Principle

Judy Barrows, ME
Appointed Associate

Carmela Bills, VA
Appointed Associate

Pat Saville, KS
Immediate Past Pres.

Diane Bell, FL
Immediate Past Associate Vice-Pres.
Call to Order

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

Quorum

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

A quorum was present.

NCSL Staff present:
Joan Barilla

Minutes

Minutes from the August 13, 2001, Executive Committee meeting in San Antonio, Texas, were reviewed. Norman Moore moved that the minutes be adopted. Karl Lilly seconded. Motion carried by unanimous consent on voice vote. The minutes have been printed in The Legislative Administrator.

Minutes from the August 14, 2001, Executive Committee meeting in San Antonio, Texas, were reviewed. Karl Lilly moved that the minutes be adopted. Norman Moore seconded. Motion carried by unanimous consent on voice vote. The minutes have been printed in The Legislative Administrator.

Treasurer's Report

Ann Comwell, Secretary-Treasurer, presented the treasurer's report to the committee. As of September 14, 2001, the ASLCS dues account has a balance of $31,514.85. Linda Hawker moved that the report be adopted. Norman Moore seconded. Motion carried by unanimous consent on voice vote.

(Cont. On Next Page)
Treasurer's Report As Of September 14, 2001

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Old Business

Photo Montage
Donna Doyle reported that booklets have been made of all the pictures on the Photo Montage CD and is encouraging members to take a set home and try to help identify the members in the pictures. Also, Donna will find out the expense of making CD's for members and report back at the winter meeting being held in Las Vegas, Nevada.

(Cont. On Next Page)
President's Appointments to Mason's Manual Study Commission
The members appointed to the Mason's Manual Study Commission will be announced at the ASLCS Business Meeting to be held Noon, September 17, 2001 in Bloomington, Minnesota.

Register
The Register of past and present Secretaries and Clerks for all states has been mailed to all Principals. Thanks go to Janet Jones, Diane Bell and Faye Blanton.

International Video
A copy of the International Video will be mailed to all Principals.

Adjournment
Faye Blanton moved that the Executive Committee meeting be adjourned. Linda Hawker seconded. Motion carried by unanimous consent on voice vote.

Respectfully submitted by,
Ann Cornwell
Secretary-Treasurer
AMERICAN SOCIETY OF LEGISLATIVE CLERKS AND SECRETARIES
EXECUTIVE COMMITTEE
SEPTEMBER 17, 2001
BLOOMINGTON, MINNESOTA

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

S

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; Judy Barrows, Appointed Associate; Carmela Bills, Appointed Associate; Pat Saville, Immediate Past President.

A quorum was present.

NCSL Staff present: Joan Banilla.

Minutes
The minutes of the Executive Committee meeting of Monday, September 17, 2001, will be printed in the next edition of The Legislative Administrator and will be placed on the agenda for review and approval at the next Executive Committee Meeting which will occur at the Winter Meeting in Las Vegas.

Treasurer’s Report
The Treasurer’s Report presented to the Executive Committee at the meeting on Monday, September 17, 2001, will be printed in the next edition of The Legislative Administrator and will be placed on the agenda for review and approval at the next Executive Committee Meeting which will occur at the Winter Meeting in Las Vegas.

Approval of President’s Executive Committee Appointments
President Hall introduced the newly appointed members of the Executive Committee: Mark Corrigan, Appointed Principal; Karen Wadsworth, Appointed Principal (Karen was unable to attend the meeting due to airline flight changes); Judy Barrows, Appointed Associate; and Carmela Bills, Appointed Associate. A motion was made by Pat Saville to approve the appointments of the newly appointed members to the 2001-2002 Executive Committee. Ann Cornwell seconded. Motion carried by unanimous consent on voice vote.

Old Business
Photo Montage
President Hall reported that Donna Doyle will be compiling information on the cost of making CD’s and videotape recordings of the Photo Montage video that was shown at Planet Hollywood on Saturday evening, September 15. Thanks and appreciation were extended to Donna Doyle and all the members of the Photo Montage Committee of 2000-2001 for their hard work and dedication in compiling the photo montage and preserving the Society’s history. Discussion and a possible decision relating to the number of copies that will be made available to Society members and the related costs associated with producing the CD’s and videotapes will take place at the next Executive Committee Meeting which will occur at the Winter Meeting in Las Vegas.

New Business
ASLCS Financial Account Summaries
Joan Banilla, NCSL Liaison, reported that the balance in the ASLCS Shared Profits Account as of September 18, 2001 is $10,758 and the balance in the ASLCS Special Meeting Fund for 2001 as of September 18, 2001 is $60,134.61. Joan reported that there is one outstanding bill of about $2,500 for the ASLCS hospitality suite at NCSL in San Antonio and that a final and full accounting of other expenditures associated with the 35th Professional Development Seminar in Bloomington would be available at the Winter Meeting in Las Vegas. Questions and discussion regarding the accounts followed. It was agreed that Joan would e-mail an explanation of the accounts to the Executive Committee members.
**Special Committees**

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

**Pocket Photo Roster**

Faye Blanton, Florida, and Linda Hawker, Illinois. Additional appointments to be made by the Winter Meeting in Las Vegas.

**Audit Committee**

Three members will be appointed to perform an internal audit of the Treasurer’s records from the previous year by the Winter Meeting in Las Vegas.

**Nomination Process**

Members will be appointed by the Winter Meeting to study and recommend possible deadlines and procedures for individuals seeking one of the Society’s offices.

**Budget Committee**

Members will be appointed by the Winter Meeting to examine and recommend projected budgets for The Legislative Administrator, the Professional Journal, the Roster, other publications and other budget-related matters such as travel costs.

**Other Business**

**Outstanding Bills**

Bruce Jamerson reported that a bill for $3,500 would be submitted for the last copy of The Legislative Administrator which includes printing and mailing costs. The actual cost to produce, print and mail the last copy of The Legislative Administrator was $6,200 but the budgeted amount was $3,500. The difference between the budgeted amount and the actual cost ($2,700) would be a contribution from the Virginia House of Delegates. It was also reported that the following previously approved expenditures are outstanding and have not yet been submitted for payment: the special gift to Sally Kittredge in appreciation for her dedication and outstanding work as NCSL Liaison to ASLCS, airfare for Carmela Bills for attending the ANOMAC Conference in Mexico and airfare for Norman Moore for attending the Association of the Canadian Clerks-at-the-Table Meeting in Halifax, Nova Scotia.

**Printing**

Mark Corrigan reported that a new $10 million printing facility is near completion in the Pennsylvania Legislature. Mark indicated he will check into the possibility of having Society publications printed at the new facility and will report his findings to the Executive Committee in the near future.

**Legislative Staff Management Institute (LSMI)**

Pat Saville reported that for the past two years the Society has not had a representative at LSMI and that the budgeted item for scholarships to members of the Society has not been spent.

**South African Alliance**

Pat Saville reported on behalf of Don Schneider that the South African Legislative Secretaries Association (SALSA) would like to engage in more formal discussions in the near future about an alliance agreement with ASLCS and the South Africans that would be similar to agreements that the Society has with other organizations.

**Reference Manuals**

President Hall initiated discussion regarding updated President's, Secretary-Treasurer's and Executive Committee's Reference Guides which should be available for discussion and distribution at the Winter Meeting in Las Vegas. Questions and discussion followed. Pat Saville indicated that she would examine other documents from NCSL (NCSL Executive Committee and Legislative Staff Coordinating Committee Manuals) for possible suggested content and format changes to the Reference Guides.

**Announcements**

Committee members expressed their thanks and appreciation to Ed Burdick, Pat Flahaven and all of the Minnesota staff for being such wonderful and gracious hosts and for being so flexible with the program changes due to the tragic events as a result from the terrorist attacks on the United States on September 11.

**Adjournment**

Bruce Jamerson moved that the Executive Committee meeting be adjourned. Ann Cornwell seconded. Motion carried by unanimous consent on voice vote.
AMERICAN SOCIETY OF LEGISLATIVE CLERKS AND SECRETARIES
BUSINESS MEETING
NOON
SEPTEMBER 17, 2001
BLOOMINGTON, MINNESOTA

Invocation – Barbara Ferguson, Chief Clerk of the Kentucky Senate

Call to Order
President Pat Saville called the business meeting of the American Society of Legislative Clerks and Secretaries to order.

Roll Call
The terrible tragedy of last Tuesday, September 11, 2001, made it very difficult for ASLCS members to travel to the meeting and attendance was down. The President requested the Roll Call of the States be waived. Butch Speer moved that the Roll Call of the States be waived and Pat O'Donnell seconded. The motion carried by unanimous consent on voice vote.

Minutes
JoAnn Hedrick moved that the reading of the minutes from the previous Business Meeting held in Wilmington, North Carolina, be dispensed with and that the minutes as printed in The Legislative Administrator be approved. Karen Wadsworth seconded. The motion carried by unanimous consent on voice vote.

Treasurer's Report
Ann Cornwell, Secretary-Treasurer, reviewed the annual Treasurer's Report and reported a beginning balance of $12,848.67, total receipts of $23,450.00, minus total disbursements of $4,783.82, equaling an ending balance of $31,514.85 in the ASLCS Regular Dues Account. Janet Jones moved to adopt the Treasurer's report. Don Schneider seconded. Motion carried by unanimous consent on voice vote. The Treasurer's Report will be printed in The Legislative Administrator.

Treasurer's Report As Of September 14, 2001

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Acknowledgments
President Pat Saville acknowledged Lisa Freking, Ellen Gillespie, Andy Schriner, Joe Kubes, Tom Leighton, Dave Spencer, Bob Owens and Nancy Truax from the West Group for hosting the business meeting lunch.

President Saville also extended a special thanks on behalf of the ASLCS to all the contributors for their support of this meeting.

Committee Reports
Committee reports were made by each committee:

"A" Committees
Inside the Legislative Process – Connie Peltier
Membership and Communication – Annette Moore
Technology and Innovation – Al Mathiowetz
Bylaws

Pursuant to Article VIII of the bylaws of the Society, notice was given of proposed amendments to the bylaws. The following changes to the bylaws were presented to the membership by Karen Wadsworth, Chairman of the Bylaws and Standing Orders Committee:

1. Amend Bylaws, Article III to read:

Article III

OFFICERS—The officers for the Society shall include a President, President-elect, Secretary-Treasurer and the Elected-Principal member of the Executive Committee, all of whom shall be Clerks or Secretaries, and an Associate Vice-President and an elected Associate member of the Executive Committee, who shall be associate members from the office of a Clerk or Secretary.

The President shall preside at all meetings of the Society and of the Executive Committee and shall have general control over the affairs of the Society, subject to the approval of the Executive Committee, and shall sign all certificates and other instruments for the Society.

The President-elect shall have responsibility for depositing copies of the current Bylaws, Standing Orders, and Index with the staff liaison of the National Conference of State Legislatures, unless otherwise ordered by the Society; perform such duties as may be assigned by the Executive Committee, and shall, in case of death, disability, or absence of the President, be vested with all the powers and perform all the duties of the President.

The Secretary-Treasurer shall keep accounts of all monies of the Society received or disbursed; sign all checks for the payment of money; have responsibility for depositing copies of programs and proceedings of all meetings with the secretariat staff liaison of the National Conference of State Legislatures unless otherwise ordered by the Society; countersign all certificates and other instruments for the Society; keep a record of all votes and minutes of the proceedings of all membership and Executive Committee meetings; give notice as required by the Bylaws of all meetings of the Society and the Executive Committee; and have custody of all books, records and papers of the Society.

1. Amend Bylaws, Article IV, to read:

ARTICLE IV

EXECUTIVE COMMITTEE—The Executive Committee shall be composed of the elected officers of the Society, the immediate past president, the immediate past associate vice-president, plus four additional members, two of whom must be associate members, elected by the Executive Committee. The President of the Society shall chair the Executive Committee.

The Executive Committee shall have authority and responsibility for the general management and control of the business affairs of the Society and shall exercise all the powers granted by the Society under its Bylaws. When adopting policies of a continuing nature, the Executive Committee shall record its actions in the form of standing orders. Standing orders shall remain in effect unless amended or repealed by action of the same or a succeeding Executive Committee. It shall be the duty of the President-elect to maintain current compilations of the Bylaws, Standing Orders and Index at each annual meeting to post them for the information of the membership and to deposit copies with the staff liaison of the National Conference of State Legislatures for information and distribution to the membership at the annual meeting.

(Continued on next page.)
Past presidents and past associate vice presidents who are members in good standing shall be ex-officio members of the Executive Committee but shall not be counted in determining a quorum nor be entitled to vote.

The Executive Committee shall be authorized to assess all members a registration fee which shall be paid as a condition for registration and participation at the annual meeting of the Society. The amount and manner of payment of such registration fee shall be determined by the Executive Committee.

Karen Wadsworth moved that the Bylaws be adopted as amended. Don Schneider seconded. The adoption of the Bylaws as amended carried by unanimous consent on voice vote.

NOMINATING COMMITTEE
Jim Harry, Chair of the Nominating Committee, presented the following slate of officers for ASLCS for 2001-2002:

President – Judy Hall, Secretary of the Oregon Senate
President-elect – Ann Cornwell, Secretary of the Arkansas Senate
Secretary-Treasurer – Norm Moore, Chief Clerk of the Arizona House
Associate Vice-President – Mike Linn, Third Assistant Secretary of the Minnesota Senate
Elected Principal – Bruce Jamerson, Clerk of the Virginia House of Delegates
Elected Associate – Donna Doyle, Assistant Chief Clerk to the Wisconsin Senate

There being no further nominations, Ed Burdick moved that the nominations be closed and that the Nominating Committee's report be adopted. Karen Wadsworth seconded the motion. The report from the Nominating Committee carried by unanimous consent on voice vote.

PRESIDENT'S EXECUTIVE COMMITTEE APPOINTMENTS
The members appointed to the Mason's Manual Study Commission by President Pat Saville are:

Butch Speer – Chair, Chief Clerk of the Louisiana House
Dave Avant – Vice-Chair, Administrative Assistant to the Alabama Secretary of the Senate

Members:
Steve Arias – Chief Clerk of the New Mexico House
Sharon Carter – Chief Clerk/Parliamentarian of the Texas House
Pat Plahaven – Secretary of the Minnesota Senate
Linda Hawker – Assistant Secretary of the Illinois Senate
JoAnn Hedrick – Chief Clerk of the Delaware House
Janet Jones – Chief Clerk of the Kansas House
Ramona Kenady, Chief Clerk of the Oregon House
Millie MacFarland – Clerk of the Maine House
Pat O'Donnell – Clerk of the Nebraska Unicameral
John Phelps – Clerk of the Florida House
Susan Schaar – Clerk of the Virginia Senate
Don Schneider – Chief Clerk of the Wisconsin Senate
Karen Wadsworth – Clerk of the New Hampshire House
Denise Weeks – Principal Clerk of the North Carolina House

OTHER BUSINESS
President Pat Saville recognized Ramona Kenady, Staff Chair for the National Conference of State Legislatures, and Chief Clerk of the Oregon House, who presented brief remarks to the Society.

Judy Hall, Secretary of the Oregon Senate, and Ramona Kenady, Chief Clerk of the Oregon House, gave a presentation to promote attendance at the 2002 Annual Professional Development Seminar in Portland, Oregon.

ADJOURNMENT
With no further business, the meeting was adjourned.

Respectfully submitted by,
Ann Cornwell (AR)
Secretary-Treasurer
COMMITTEE MEMBERS

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

The inaugural meeting of the 2001-2002 ASLCS Committee on Bylaws & Standing Orders was held on Tuesday, September 18, 2001 at 1:30 P.M. The meeting was called to order by Chair JoAnn Hedrick. Committee members in attendance were:

Carmela Bills, VA
Ann Cornwall, AR
Mike Linn, MN
Norm Moore, AZ
Wadosworth, NH
Pat O’Donnell, NE
Linda Hawker, IL
Karen

The Chair announced that she and the previous Chair, Karen Wadosworth, had a successful transition meeting and that Karen would forward the most recent version of the Bylaws electronically to the new Chair. The Standing Orders document will also be forwarded electronically.

There are no proposed changes to either document at the present time. Changes to the Bylaws, however, were adopted at the ASLCS Business Meeting held on September 17, 2001. After they are incorporated into the current version of the Bylaws, a hard copy will be mailed to all members of the Committee for review.

In addition, the most recent Standing Order (re: Mason’s Manual Study Commission) will be incorporated into the document before a hard copy is mailed to Committee members. It was agreed that the President-Elect and the Committee chair will maintain frequent communications to ensure that the Standing Orders are kept current.

There was some discussion regarding a diskette containing both Bylaws and Standing Orders documents that is housed in the NCCLS Denver office. It was concluded that the disk probably has not been updated recently. The Chair will prepare a disk at the end of this committee year to be included with the Chair’s Manual which will be passed on to the new Committee Chair.

Our ASLCS incoming President, Judy Hall, visited during the meeting and confirmed the fact that there are no proposed bylaws changes at the present time.

On motion of Norm Moore, seconded by Ann Cornwall, the meeting was adjourned at 2:05 P.M.
COMMITTEE MEMBERS

Steve Arias, NM  
Tom Bennett, WV  
Sharon Carter, TX  
Londi Ensoo, AK  
JoAnn Hedrick, DE  
Tim Kohos, CT  
Mary Mendel, IN  
Barbara Regen, VA  
Alice Shafer, WV  
Denise Weeks, NC  

Dave Avant, AL  
Carmela C. Bills, VA  
Claire Cliff, NV  
Patrick Fuller, WI  
Mary Ann Harch, VA  
Joe Koval, WV  
Jose' Nazario, PR  
Pat Saville, KS  
Jacqueline Shettle, CT  
Jeannine Wood, ID

Mick Bailey, WV  
Faye Blanton, FL  
Ann Cornwall, AR  
Jhonnie Gillispie, FL  
Alice Ann Joseph, CT  
Sven Lindquist, MN  
Carole Peterson, UT  
Don Schneider, WI  
Jacqueline Shreddon, NV  

Diane Bell, FL  
Kristin Canterbury, WV  
Patrice Dworsak, MN  
Linda Hawker, IL  
Pam Juker, ID  
Steve Marshall, VT  
John Phelps, FL  
John Scoccor, WI  
Kirsten Waaid, NC

Carmela Bills called the International Communication and Development Committee to order at the request of the Chair, Susan Schaar, who was unable to attend the meeting.

The following members were present: Diane Bell, FL; Faye Blanton, FL; Ann Cornwall, AR; Jhonnie Gillispie, FL; Linda Hawker, IL; JoAnn Hedrick, DE; Steve Marshall, VT; Trina Palmer, OR.

Carmela introduced guests Geoff D. Mitchell, Clerk of the House of Assembly from Adelaide, South Australia and Louise Kamushik, Clerk Assistant and Clerk of Committees of the Legislative Assembly of Alberta, Canada.

Diane Bell and Carmela Bills gave an overview of the ANOMAC Conference held in Ixtapan de la Sal, Estado de Mexico on August 23-26, 2001.

Geoff D. Mitchell updated the committee on the latest developments with the Australian Clerks Association. The Australian Clerks Association is now called ANZACATT, Australia-New Zealand Association of Clerks-at-the-Table, and has formed an Executive Committee. Mr. Mitchell will be sending our committee a new description of the Association and all the information needed to update our International Directory. He also reported that the Australian Clerks are very interested in forming an affiliation agreement between ASLCS and the Australian Clerks.

Carmela proposed the following suggestions for the Committee to consider this year:

- Add photos of members listed in the International Directory.
- Begin a scrapbook on the history and development between other international associations and ASLCS (Canada, Mexico, and Australia).
- Develop an Exchange Program between ANOMAC and ASLCS Clerks and Associates to enhance the participants' experience in the legislative process.

These proposals will be discussed at the Winter Meeting in Las Vegas, Nevada, on December 1-2, 2001.

There being no further business, the meeting was adjourned.
The meeting of the Technology and Innovation Committee was called to order by Associate Vice Chair, Brad Hendrickson, on Tuesday, September 18, 2001, in Bloomington, Minnesota.

The meeting was attended by: Bruce Jamerson, VA; Ron Smith, LA; Donna Doyle, WI; Connie Peltier, MN; Steven James, MA; Sharon Solberg, AZ; Steve Marshall, VT; Michael Speiker, MN; Jim Schratz, AR; Scott Magnuson, MN; Jim Greenwald, MN; Mary Lou Holsapple, IL; and Judy Barrows, ME.

Brad noted that Matt Schuler (Chair), Burney Durham (Vice Chair) and many other members were unable to attend due to the circumstances related to the September 11 terrorist attack. On Matt's behalf, Brad asked members for suggestions regarding the T&I committee goals and objectives for the next 12 months and expressed Matt's suggestion for developing a "Best Practices Manual" for managing IT vendors. Several other suggestions were made, including continued review and improvement of the ASLCS website and listserv; helping states avoid "reinventing the wheel"; the advantages of off-the-shelf vs. customized applications; more communication with NALIT and NCSL; the need for better cooperation between legislative managers and their IT staff; and a greater focus for ASLCS training on how to effectively utilize IT resources.

Committee members also discussed the never-ending challenge posed by more recent technologies, including Personal Digital Assistants (handheld devices), wireless networking, electronic signatures/forms, etc.

Scott Magnuson, MN, reported on the Minnesota Capitol Vendor Fair. Turnout was obviously less than expected and some attendees had difficulty locating the various vendor locations. In response to the low turnout, Scott indicated that he would be sending out complete vendor packets to all Clerks and Secretaries. Committee members briefly discussed some suggestions for future vendor fairs.

There being no further business, the meeting was adjourned.
The Legislative Administrator Committee met on Tuesday, September 18, 2001, in Bloomington, Minnesota. At 1:30 p.m., the meeting was called to order by Co-Chair Larry Cottingham. Joe Blough, co-chair, was unable to attend but was in contact by phone before the meeting. The following were present:

Bruce Jamerson, VA  
Annette Moore, UT  
C.J. Beaty, FL

In addition, our President Judy Hall was in attendance.

Due to the low attendance the meeting was very informal. Bruce Jamerson was very helpful with the transition and offered to assist in any way he could. C.J. Beaty offered several suggestions on printing the newsletter and offered to help at any time. Bruce presented the Chair’s Manual to Larry Cottingham.

The deadlines for the new year were discussed, they are:

- April 26-28, 2002 - ASLCS Spring Meeting, Montgomery, AL
- May 10, 2002 - Minutes from Committee Chairs, States-at-a-Glance text and feature articles due
- May 17, 2002 - First Draft complete
- May 24, 2002 - Edits to the First Draft due
- May 28, 2002 - Final Draft due
- June 18, 2002 - Spring Issue mail out

The technical aspects of printing the newsletter were discussed, and the Chair volunteered to print and distribute the newsletter and cover the costs.

Bruce suggested that the "cub reporter" system be continued, and the chair agreed that this is the most efficient way to get the job done. Joe Blough was assigned to assign committee members as Cub Reporters to gather news from their neighboring states. The content of the newsletter was discussed and there was a consensus that the "States at a Glance" was very popular and should be continued and that we should use as many pictures as possible while reducing the overall number of pages.

Without objection the meeting adjourned at 2:25 p.m.
Cyndy Johnston called the Roster Committee meeting to order. In attendance were Sam Moody, OR; Cathy Day, OR; Suellen Scott, OR; and Todd Kenady, OR.

Suzi Lowell and Heidi Vogel, Co-Chairs, transmitted the following report to be read in their absence.

We sincerely regret that we are unable to attend the ASLCS Professional Development Seminar in Bloomington.

- It is our plan to prepare the Roster for 2001-2002 using the same program (Quark) and use basically the same format. We are also still planning to prepare an instructional manual to pass along to the next state.

The following topics were discussed as suggested by the co-chairs.

- Paper quality - Members present approved the quality of last year’s roster.
- Picture specifications - Members were unclear of specification requirements.
- Timeline – The members present agreed that the drop-dead deadline for information gathering be moved to May 15, instead of the April 15 date. This will allow more time for new members to send in their information.
- Ideas for committee participation - Members suggested that the committee should be e-mailed for their concerns and input.

There being no further business, the meeting was adjourned.
COMMITTEE MEMBERS

Dave Avant, AL  Tom Bennett, WV  Carmela C. Bills, VA  Faye Blanton, FL
Kristen Canterbury, WV  Sharon Carter, TX  Tony Cook, WA  Ann Cornwell, AR
Patrick Flahaven, MN  Patrick E. Fuller, WI  Vita Hardy, CT  Linda Hawker, IL
Be Hoover, WV  Deborah Hull, WV  Pete Isaacs, MN  Pammi Juker, ID
Tim Kehoe, CT  Sven Lindquist, MN  Mary Mendel, IN  Connie Pelletier, MN
Carole Peterson, UT  John Phelps, FL  Janet Pruitt, NC  Barbara Regan, VA
Eleanor Ringel, WV  Pat Saville, KS  Susan Schaar, VA  Don Schneider, WI
John Scoos, WI  Jacqueline Shettle, CT  Jacqueline Sneddon, NV  Butch Speer, LA
Ann-Marie Sweeney, PA  Carol Viventi, MI  Denise Weeks, NC  Jeannine Wood, ID

September 18, 2001, Minutes

The Canadian-American Relations Committee met on Tuesday, September 18, 2001, in Bloomington, Minnesota, at 3:00 p.m., and was called to order by Steven James, Vice Chair. The following committee members were in attendance: Steve Marshall, VT; Carmela Bills, VA; Faye Blanton, FL; Anne Cornwell, AR; Patrick Flahaven, MN; and Norman Moore, AZ. Also in attendance were Linda Hawker, IL, and Louise Kamuchick, Edmonton, Alberta, Canada, Vice President of the Clerks at the Table.

The acting Chair entertained a motion to approve the minutes of the last meeting of the Committee, which was held at the annual meeting of the NCSL in San Antonio, Texas, on August 11, 2001. Ann Cornwell moved, and Carmela Bills seconded.

Vice Chair James then announced the establishment of four sub-committees, at the direction of Chairman Rodrigue, who was absent due to special session in Colorado. The sub-committees are as follows:

- Subcommittee on Site Selection
- Subcommittee on Communications
- Subcommittee on Theme Development
- Subcommittee on Program Development

Members present were then afforded an opportunity to volunteer to serve on a sub-committee of their choice. Members not volunteering indicated that they would be willing to serve on any sub-committee that they may be assigned to by the chair. Volunteering to serve of the Site Selection sub-committee were Linda Hawker and Ann Cornwell. Steve Marshall volunteered to serve as a member of the Program Development sub-committee. Outgoing Chair Norman Moore of Arizona volunteered to chair the sub-committee on Communications, and Carmela Bills volunteered to serve on the sub-committee. Steven James volunteered to serve on the Theme Creation and Development Committee.

A discussion of the issues that need to be addressed to the selection of a site for the 2003 meeting then followed. There is indication that three states are exploring the possibility of hosting the meeting in 2003, but pending approval of legislative leadership in those states, the names of the states have not been made public.

It was agreed that further discussion of the topic will take place that the Ottawa/Mount Tremblant meeting, October 11-14, 2001.
COMMITTEE MEMBERS
Steve Arias, NM
Laura Clemens, OH
Johnnie Gillispe, FL
Jose Nazario, PR
Sheila Ryan, IL
NV
David Surdez, MN
Jane Atkinson, VA
Molly Durham, IL
Patty Lung, VA
Tara Perkinsion, VA
John Scocca, WI
Debbie Brown, FL
Patrick Fuller, WI
Scott Maddres, VA
Barbara Ragen, VA
Jacqueline Scott, VA
Carmen Cauthen, NC
David Gibson, VT
Mary Mender, IN
Gail Romanowski, MN
Jacqueline Sneddon, PA

The meeting of the Inside the Legislative Process Committee was called to order by the Chair, Millie MacFarland, on Tuesday, September 18, at 1:45 p.m. in Bloomington, Minnesota.

Present: Chair, Scott Maddres, VA; David Surdez, MN; Trina Palmer, OR; Johnnie Gillispe, FL; Judy Barrows, ME.

Also in attendance was Brian Webber from NCSL.

The Chair said that the first mission of the group would be to decide what topics to survey this year. Scott Maddres of Virginia mentioned that some basic information such as session length does not appear to be included in Inside the Legislative Process and suggested that it might be added. The group agreed that this may be a good time to see what other basic information is available elsewhere and consider incorporating it. The group felt that, especially with term limits, it would be helpful to have as much material as possible available in one place.

Brian Webber from NCSL reported that they have not yet reviewed the current version of Inside the Legislative Process to see which topics they would like to recommend. The Chair said she would be in touch with committee members to report on the suggestions from NCSL and to solicit other ideas.

On behalf of former Chair Laura Clemens of Ohio, who was unable to attend the meeting, the Chair reported that the outgoing committee is in the final proofing stage of their work, and new inserts will be mailed soon.

There being no further business, the meeting was adjourned.
As stipulated in Section 4 of the publication standards, an editorial board was appointed consisting of the following members: Annette Moore, UT, Editor; Janet Jones, KS; Sandy Tenney, UT; C.J. Beaty, FL; and Tish Palmer, OR.

C. J. Beaty, past associate vice chair of the Professional Journal Committee, was asked to briefly outline the duties and responsibilities of the editorial board. They include reviewing each article for content and giving the author an opportunity to condense it, if necessary; proofreading each article; and establishing deadlines for submission of articles, etc.

Thanks to the diligence of immediate past Chair, Tara Perkins, the following individuals have already been contacted and have expressed an interest in submitting articles for the journal: Dr. John Whelan, University of Richmond (study of legislative process in Virginia); Sandy Peterson (history of the role of the clerk/secretary); Judi Best, WA (Washington state intern program); Tom Tedcastle, FL (separation of powers); Jim Wootton, VA (historic preservation in a working Capitol); Karl Aro, MD (staffing study by NCSL); and Jim McKee, FL (update on Multistate Legislative Document Management Project).

Scott Maddrea volunteered to make a follow-up call to Dr. Whelan. C. J. Beaty will follow through with Tom Tedcastle and will obtain the contact information for Sandy Peterson.

It was noted that college professors in charge of legislative intern programs often receive some very good term papers from their students and that this could be a good resource for obtaining articles.

Committee members were encouraged to be on the lookout for potential topics and authors.

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

Laura Clemens, OH  
Chair

Sonja Herd, OH  
Associate Vice-Chair  
(Not Pictured)

Tara Perkinson, VA  
Vice-Chair

COMMITTEE MEMBERS

Steve Arias, NM  
Mick Bailey, WV  
Matt Baker, NV

Diane Bell, FL  
George Bishop, VA  
Joe Blough, OK

Jay Braxton, IL  
Debbie Brown, FL  
Carmen Cauthen, NC

Mark Corrigan, PA  
Donna Doyle, WI  
Patrice Dworak, MN

Jeff Finch, VA  
Betty Kay Francis, TN  
John Garrett, VA

Harle Glover, NV  
Virginia Harvey, VA  
JoAnn Hedrick, DE

Bruce Jamerson, VA  
Alice Ann Joseph, CT  
Greg Kenworthy, IL

Dave Larson, KS  
Cheryl Laube, AZ  
Michael Linn, MN

Patty Long, VA  
Mille MacFarland, ME  
Pat Mau-Shimizu, HI

Sandy Morris, KY  
Jose’ Nazano, PR  
Connie Pelletier, MN

Lois Pulliam, KY  
Anthony Rossi, IL  
Judith Schultz, WV

Terry Speler, MO  
Lori Summers, WV  
David Sundez, MN

Larry Warden, OK  
Margaret Watts, KY  
Bev Wessing, IL

Judy Barrows, ME  
Bradley Bolin, IL  
Claire Giff, NV

Joan Eilers, IL  
Jane Gill, NV  
Mary Lou Holsapple, IL

Joe Koval, WV  
Norma Lowe, AZ  
Suzan McClelland, AL

Lora Phillips, WV  
Patsy Spaw, TX  
Karen Wadsworth, NH

Those in attendance: Laura Clemens, OH; Bruce Jamerson, VA; Judy Barrows, ME; Donna Doyle, WI; JoAnn Hedrick, DE; Cheryl Laube, AZ; and Norma Lowe, AZ. Due to scheduling conflicts, the Program Development Committee met on Sunday, September 16, 2001, rather than the regularly scheduled time for Tuesday.

The committee had some preliminary discussions about the program to be held in Portland, Oregon, on September 19-24, 2002. It was agreed that we should try to reschedule some of the guest speakers who were unable to attend the meeting in Minnesota. It was also discussed that we have a plenary session on public speaking, and John Turkett was suggested as a possible presenter. Judy Barrows suggested that we try to use some of the facilitators who were unable to make it to Minnesota to be facilitators in Oregon.

The Co-Chairs of the Support Staff Committee agreed to sponsor two concurrent sessions, as has the Chair of the Technology Committee. They will be responsible for choosing the topics and recruiting presenters.

Judy Hall presented some of her ideas for the conference. September 20, 2002, will be spent in Salem visiting the Capitol, and it was suggested we have a plenary in the House Chambers. We could also have the volleyball game in Salem. A boat cruise has been tentatively scheduled for Sunday evening.

Committee members are encouraged to submit their ideas for plenary and concurrent session topics. We are also exploring some ideas for a theme for the conference.

There being no further business, the committee adjourned.
SUPPORT STAFF COMMITTEE

COMMITTEE MEMBERS

Jane Atkinson, VA
George Bishop, VA
Karen Brown, UT
Donna Doyle, WI
Jeff Finch, VA
Sonja Herd, OH
Todd Kenady, OR
Scott Maddrea, VA
Sam Moody, OR
Pat Rodgers, TX
Suellen Scott, OR
Linda Tubbs, TX

Gwen Bailey, VA
Joe Blough, OK
Penny Cahanius, VA
Margarette Duda, WV
Betty Kay Francis, TN
Mary Lou Holsapple, IL
Greg Kenworth, IL
Al Mathiowetz, MN
Tara Perkinson, VA
Gail Romanowski, MN
Tina Scott, AZ
Patricia Vaughan, VA

Matt Baker, NV
Bradley Bolin, IL
Carmen Cauden, NC
Molly Durham, IL
John Garrett, VA
Bo Hoover, WV
Michael Linn, MN
Suzan McClelland, AL
Lora Phillips, WV
Sheila Ryan, IL
Lon Summers, WV
Margaret Watts, KY

Judy Barrows, ME
Jay Braxton, VA
Cathy Day, OR
Joan Eilers, IL
Harri Glover, NV
Cyndy Johnston, OR
Patty Lung, VA
Mary Jo Mongelli, NV
Rose Ramsey, VA
Judith Schults, WV
David Sureda, MN
Bev Wessing, IL

The Support Staff Committee met on Tuesday, September 18, 2001, in Bloomington, Minnesota. At 2:26 p.m. the meeting was called to order with Co-Chair Norma Lowe, Arizona, presiding. The following members were present:

Cheryl Laube, Co-Chair – AZ
Cathy Day, OR
Mike Linn, MN
Suellen Scott, OR

Connie Peltier, Vice-Chair – MN
Donna Doyle, WI
Scott Maddrea, VA
David Sureda, MN

Judy Barrows, ME
Todd Kenady, OR
Sam Moody, OR

Others in Attendance:

Mary Lou Holsapple, IL
Obie Rutledge, OR
Ron Smith, LA
Sharon Soliere, AZ

In addition, our President, Judy Hall, and the new NCSL liaison, Joan Barilla, were present.

Norma Lowe introduced the Co-Chairs and Vice-Chair of the Committee and read the summary of the purpose of the Committee:

"The purpose of the Committee on Support Staff is to represent the associate members of the American Society of Legislative Clerks and Secretaries, to strengthen the contribution and participation of associate members in the society, and to ensure that programs which address their needs and interests are included in the ASLCS meetings."

Minutes:

A motion to approve the minutes of the August 11, 2001, summer meeting was made by Connie Peltier, Minnesota, and seconded by Scott Maddrea, Virginia. The motion carried.
Introduction of Committee Members

Everyone present introduced himself or herself. Donna Doyle, Wisconsin, added that as the Elected Associate member of the Executive Committee she is available to assist associate members with any of their concerns.

Associate Exchange Program

Norma Lowe briefly explained the Associate Exchange Program and read the charge of the Support Staff Committee:

"Associates interested in participating in the program would complete and submit an application endorsed by their Principal to the ASLCS Support Staff Committee (or subcommittee thereof) through the NCSL ASLCS liaison. The Support Staff Committee would then recommend up to four (4) participants and two (2) alternates to the ASLCS Executive Committee. The Executive Committee would then review the Support Staff Committee’s Recommendations for approval."

Applications are due to be submitted to Joan Barilla by October 15, 2001. The applications will be immediately sent to the Staff Support Co-Chairs for distribution to the committee members for evaluation and recommendations need to be made to the Executive Committee by November 15, 2001.

A discussion was held regarding the short time line for evaluating the applications. It was determined that the Co-Chairs would send an e-mail listing the applications that are going to be faxed. Many members stated that they utilize a shared fax machine and this would act as a warning fax to make sure that they receive all the applications that are being faxed.

The committee members would then rate the applications. It was suggested that the rating system used by host-state specific. Then the members would e-mail the Co-Chairs noting how they had rated the applications. The Co-Chairs will compile this information, and the applicants with the highest ratings by the majority of the committee will be recommended to the Executive Committee.

Selection of host states was discussed. Scott Maddex, Virginia, stated that since this program will be on a rotation system, some states stepped up and volunteered to be the first host states in order to get the program started. They tried to make it evenly spread out geographically with representation from various areas of the country.

He further explained that it is recommended that the Associate be allowed to conduct the exchange while the host state’s legislature is in session, but due to the diversity of schedules it might be difficult to have the exchange during session. It was suggested that if an applicant’s duties are not just session specific, they should note on their application that they are willing to participate in the program during the interim.

Ribbons

A discussion was held regarding the new smaller name badge ribbons. The Committee members were satisfied with the small ribbons, but one concern was mentioned regarding the amount of space available for state pins. It was noted that blank ribbons could be added to allow for more pins. Norma Lowe stated that it had come to her attention that there had been a few problems with members receiving incorrect ribbons and noted one specific case of a member who was sponsoring a new attendee received a "sponsor" ribbon by mistake. It was suggested to her that the "sponsor" ribbon be changed to "contributor." After some discussion, it was determined that this was a registration problem and that more attention will need to be put on making sure members do not receive these "sponsor" ribbons.

Judy Barrows, Maine, suggested that over the next few years the committee could look at the various job groups to determine if they should be broken out further and if there are enough participants to make new breakout sessions valuable.

Ideas for Program Development Committee

Norma Lowe explained that for this annual meeting the Support Staff Committee worked with the Program Development Committee to provide two concurrent topics and facilitators for the staff breakout sessions. Connie Pellicher, Minnesota, stated that the Technology and Innovation Committee is looking at having a vendor fair at the hotel at next year’s meeting due to the low attendance and time restraints put on the vendor fair at this meeting. They had also suggested a hands-on presentation on how to use the NCSL list-serv.
The Committee indicated that they would like to continue this year with suggesting two concurrent session topics and providing facilitators for the staff breakout sessions.

This year the Staff Support Committee’s concurrent topics were:

- Proofreading
- Handling People with Diplomacy and Tact

The following ideas for possible concurrent session topics were discussed:

- Dress Code
- Policy Manuals
- Code of Conduct
- New Member Orientation

Committee members were urged to contact the Co-Chairs with any other topics of interest and to make themselves available to facilitate a staff breakout session or to be a facilitator or moderator on a panel at next year’s meeting.

Mike Linn, Minnesota, stated he would be interested in facilitating the Assistants’ breakout session.

Without objection, the meeting adjourned at 3:00 p.m.
Due to the events of September 11, no official business was conducted.
COMMITTEE MEMBERS

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

Due to the events of September 11, no official business was conducted.
Alaska
In Alaska, the current economy is driven by the sale of oil and other natural resources. The decline in production of oil on the North Slopes has caused the Legislature to help balance the budget using a savings account, the Constitutional Budget Reserve Fund, which requires a three-quarters vote of the full house. This fund is slowly being depleted. Some large revenue producing sources are being considered such as implementing a state income tax and capping or eliminating the permanent fund dividend. A bipartisan group of legislators have organized a Fiscal Policy Caucus. The members are currently conducting informal style town hall meetings around the State of Alaska. The meetings are designed to educate as well as solicit input from the public on the fiscal future of Alaska.

Idaho
Things are changing at the Idaho Capitol as they have elsewhere around the country. Armed National Guardsmen, Idaho State Police troopers, and the Capitol Mall security force now patrol the buildings and grounds within the Mall complex. Governor Dirk Kempthorne ordered the additional security in the wake of the September 11 attacks. Parking around the perimeter of the Capitol and adjacent buildings has also been closed off. State employees are receiving training on how to be prepared against anthrax. Additional security measures will be taken to protect the public, legislators, and staff when the 2002 legislative session begins in January.

Maryland
In Maryland, security in the State House and other State buildings has been changed after the events of September 11th. Employees must show State identity cards to gain admission and visitors and guests must sign in and show a picture i.d.

Redistricting will be the big issue for the session beginning on January 9th. The Governor will present his plan to be introduced as a Joint Resolution. That Joint Resolution and any other legislation introduced concerning redistricting shall be assigned to a special committee on redistricting (15 members). If after the 45th day the General Assembly adopts an alternative plan then it becomes law, if not then the Governors plan presented to the General Assembly shall become law. (Submitted by Bill Addison)

Minnesota
A 14-day walkout of Minnesota’s two largest state employee unions ended on Sunday, October 14, and 23,000 plus striking state workers returned to their jobs. Employees won bigger pay raises and a health plan with smaller potential co-payments. Governor Jesse Ventura repeated earlier vows not to pass the cost of the settlements on to taxpayers and predicted it might be necessary to trim the state work force. This was the largest walkout of employees in the history of the state. A three-week strike occurred in 1981.
Oklahoma
Work continues on the Capitol Corridor Renovation. Included in the project is the addition of a dome on the capitol building. Construction began last year and the targeted November 2002 completion will likely become reality.

The Governor and legislative leaders appointed a task force that will identify problems and recommend improvement to security in and around the Capitol. The task force reported its findings in November.

Congessional redistricting, a severe budget shortfall, and tax reform proposals are the primary issues facing state leaders during the legislative session.

Virginia
Virginia's House Majority Leader, H. Morgan Griffith, recently completed a 10-day trip to Indonesia to assist in the training of legislators at the local, state and national level so they could more efficiently utilize the legislative process. The trip was sponsored by the International Republican Institute, a nonpartisan organization that assists elected officials and political parties in emerging democracies.

While a huge nation geographically, Indonesia is really a series of large and small islands stretching for miles in Southeast Asia. Indonesia is unique in that when people go to the polls they vote for a political party rather than an individual candidate, which makes the parties and their positions on issues much more important than here in the United States.

Indonesia's national legislature is also unique in that they have 700 members. While all of them guide the country's overall policy and direction, 500 are designated to oversee the day-to-day operations of the national government. Thirty-five (35) seats are reserved for the military and 165 seats are set aside to represent the interests of state governments. Until recently Indonesia was a military dictatorship and the military is still allowed to participate directly in the legislature -- although they agreed to have that participation phased out. (Submitted by Scott Maddox)

West Virginia
The WV Legislature will meet in its sixth special session on Sunday, October 21. Items for consideration included establishment of a medical malpractice insurance program for medical doctors, to be administered by the State. Additionally, the Legislature considered proposals to strengthen and broaden security at the State Capitol and all state buildings. (Submitted by Greg Gray)

Wyoming
Greetings from Cheyenne, Wyoming! Our Budget Session of the Legislature is scheduled to begin February 11, 2002. This is our 20 day session. We're busy getting ready for the new session. All Legislators have received laptop computers, that's 20 Senators and 40 Representatives, to be used during the upcoming session. In addition to the laptops, we are updating the furniture in both of the chambers. New desks are being custom-made for all 60 Legislators and will be in place for the upcoming session. What a beautiful addition that will be to our historic Capitol building in Cheyenne. Sincerely, Diane Harvey, Senate Chief Clerk
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<thead>
<tr>
<th>State</th>
<th>Convenes</th>
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<tbody>
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<td>Alabama</td>
<td>Jan 08</td>
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<td>California</td>
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<td>Connecticut</td>
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<td>Missouri</td>
<td>Jan 09</td>
<td>May 30</td>
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**Montana**  ---  ---

No regular session in 2002

**Nebraska**  Jan 09  mid April

**Nevada**  ---  ---

**New Hampshire**  Jan 02  July 01

**New Jersey**  Jan 08  *

**New Mexico**  Jan 15  Feb 13

**New York**  Jan 09  *

**North Carolina**  May 28  July

**North Dakota**  ---  ---

No regular session in 2002

**Ohio**  Jan 02  *

**Oklahoma**  Feb 04  May 31

**Oregon**  ---  ---

No regular session in 2002

**Pennsylvania**  Jan 01  *

Expect to adjourn November 30

**Rhode Island**  Jan 01  late June

**South Carolina**  Jan 08  June 06

**South Dakota**  Jan 08  mid March

**Tennessee**  Jan 08  late April

**Texas**  ---  ---

No regular session in 2002

**Utah**  Jan 21  Mar 06

Due to Winter Olympics, Leg. will recess Feb 9-24.

**Vermont**  Jan 08  early May

**Virginia**  Jan 09  Mar 09

**Washington**  Jan 14  Mar 14

**West Virginia**  Jan 09  Mar 09

**Wisconsin**  Jan 07  Mar 14

Expect to hold veto sessions May 14 & 15

**Wyoming**  Feb 11  Mar 08

* = Legislature meets throughout the year
New NCSL Committee Oversees Multistate Project and National Bill Text and Status Project

By NCSL Staff

NCSL’s Multistate Legislative Document Management project is continuing its work to help states cooperate to share the costs of developing and maintaining the tools that we all use. The project is now under the auspices of the NCSL Legislative Staff Coordinating Committee’s (LSCC) Special Committee on Information Management, chaired by Jim Greenwald, Director of Senate Information Systems in Minnesota.

The Special Committee on Information Management will continue the work of the document management project, but will expand to focus immediately on a project to gather bill status data and bill text from all 50 states. The plan is to make this combined information available to the NCSL community through NCSL’s website.

The NCSL National Bill Text and Status Project will provide state legislatures a powerful tool for one-stop access to track legislation and obtain bill status and text for all 50 states. The system, which will be free to all state legislatures, will be designed specifically for state legislatures and provide key information, including bill numbers, sponsors, title and/or summary, current status and history. Information on the site will be updated daily. The system will be designed to complement paid bill-tracking subscription services and, unlike paid services, will be available to all legislators and staff at no cost.

Already, five states have participated in a pilot system – California, Kentucky, Louisiana, Nevada and Virginia. The pilot system has been discussed and demonstrated at recent NCSL staff section meetings. Based on the experiences of the pilot states, NCSL has determined that the system will require only a modest investment of time by state legislatures. In addition, NCSL will provide support for legislative information technology staff who provide data for this project.

In order for the project to be successful, each state will need to participate. NCSL and members of the Special Committee will be contacting information technology staff, legislative leaders and other legislative staff in every state to encourage support for this project.

A system prototype and further information about this project are available through the NCSL website at http://www.ncsl.org/programs/lis/multistate.htm. If you have questions about the project, please contact Jim Greenwald, Chair of the Special Committee at 651-296-8136 or jim.greenwald@senate.leg.state.mn.us or Doug Sacarro, NCSL Director of Online Services at 303-830-2200 ext. 195 or doug.sacarro@ncsl.org
FUTURE ASLCS MEETINGS

Spring
ASLCS Spring Meeting
Embassy Suites Montgomery
Montgomery, Alabama
April 26-28, 2002

Summer
NCSL Annual Meeting
Denver, Colorado
July 22-28, 2002

Fall
ASLCS Professional Development Seminar
Portland Hilton, Portland,
Oregon Sept. 19-24, 2002

WANTED
Articles & Ideas
For the Next Issue
Send to: bloughjo@lsb.state.ok.us
cottingham@lsb.state.ok.us

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State: __________________________ Email: __________________________

Chamber: ______________________ Mailing Address:

Please Email or Mail to:
Joan Barilla, NCSL
1560 Broadway • Suite 700
Denver, CO 80202

Phone: (303) 830-2200 Ext. 301
Fax: (303) 863-8003
Email: jbarilla@ncsl.org
Ensuring legislatures a strong, cohesive voice in the federal system.....

Improving the quality and effectiveness of state legislatures.....

Fostering interstate communication and cooperation.....
"In Remembrance Of September 11, 2001"