THE LEGISLATIVE ADMINISTRATOR
The Official Newsletter of the American Society of Legislative Clerks & Secretaries
Summer 2005
The Legislative Administrator

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

Norma Chastain, AZ      Sharon Soliere, AZ           George Bishop, VA
Chair              Vice Chair         Associate Co Vice Chair

Desktop publishing provided by Norma Chastain and Cheryl Laube, AZ House of Representatives.
Technical assistance by Rita Zimny, Legislative Computer Services and Steve Erickson, Legislative Computer Services
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A special “Thank You” to all whom submitted photographs, articles and background material for inclusion in this edition. Your support is greatly appreciated.
Dear ASLCS Family Members:

I must say that, as I write this column, the old adage “time flies when you are having fun” is particularly relevant as I look back on my year of service to you as your president. It has been a great year for the Society as we have worked together to strengthen our organization in an effort to ensure its important role for those who will follow in our footsteps.

As many of you know, last September I appointed a special committee, the “Committee on Committees,” chaired by Denise Weeks. She and committee members Diane Bell, Inga Emerson, Jeff Finch, Greg Gray, Pat O’Donnell, and Patsy Spaw were charged with the responsibility of fully examining the committee system and making recommendations to the Executive Committee for keeping this important aspect of the Society relevant, interesting and efficient. In addition, I requested that their recommendations maintain or increase the level of participation by society members, increase the desire to be active by making the committees more pertinent, and guarantee participation on committee leadership by Associate members.

This committee made its recommendations at the Executive Committee meeting held in Seattle on August 18, 2005. The Executive Committee accepted a number of the recommendations that I believe will improve the operation and efficiency of our organization. A sampling of the recommendations that were accepted by the Executive Committee includes:

- Eliminates the position title of “Associate Vice-chair” but maintains the President’s ability to appoint up to 3 members as committee leadership (as Chair, Co-chair or Vice-chair), at least one of which must be an Associate;
- The chair of each committee shall appoint a Recorder for the committee from within its membership;
- The President-elect shall consult with the Associate Vice-President to seek recommendations when making Associate leadership appointments;
- Return to printed versions of the Legislative Administrator, with the number of issues to be printed each year dependant upon the budget authorized by the Executive Committee;
- The Roster Committee will be appointed to serve a two-year term;
- All ASLCS members that serve on the Legislative Staff Coordination Committee (LSCC) shall serve as ex officio members of the Journal Committee, as will the Associate Vice-President and Immediate Past Associate Vice-President.

I extend my sincere appreciation to Denise and her committee for their work.

The Special Committee to Revise the Publication Standards, chaired by George Bishop, is nearing the conclusion of their two-year assignment and will report to the Executive Committee in Springfield.
Originally appointed by Norm Moore, and re-appointed this year, I would like to thank them for the work that they have done to update the language that guides the production of all of the Society’s publications. Along similar lines, the Bylaws and Standing Orders Committee, chaired by Greg Gray, has undertaken the arduous task of revising the Standing Orders to make it a more effective and easily-understood document for preserving the history of Executive Committee actions and providing the written policy that guides the activity of the Society. Jeannine Wood recognized the need to eliminate duplication and clarify language in this document as she was putting together the Roster. She has been working on this revision for well over a year, and I want to thank her for her tireless work in this regard. It was a yeoman’s task.

Our meeting last year in Baltimore was the first annual meeting in quite some time to experience a significant increase in participation. Of course, this was due to a great extent to the ease in travel restrictions, which carried on to our Spring Meeting in Boston this past March and to Seattle for the NCSL Annual Meeting just a few weeks ago. But the work of the host committees for these conferences – in Maryland, Massachusetts, and Washington – created a sense of excitement and anticipation for these meetings that I know increased attendance.

Increased numbers in Boston and Seattle enhanced the work of our committees, and I must applaud the committee chairs for their efforts to include and seek input, via email, from Society members not able to travel. As a result, great thoughts and ideas have been shared through technology, thereby providing for a stronger committee system.

As President, I had the distinct pleasure of representing our Society internationally. I was honored to represent ASLCS at the 2005 Professional Development Seminar of the Association of the Clerks-at-the-Table in Canada held in Ottawa August 1-5. I was joined on this trip by Karen Wadsworth, and we learned a great deal about the legislative operations of our family to the North, as well as the parliamentary systems in Great Britain, Scotland, and Australia. Be sure to read more about this meeting in a separate article in this edition of The Legislative Administrator.

Traveling “South of the Border,” Patsy Spaw, Carmela Bills, and I were privileged to represent you at the ANOMAC meeting, which was held August 24-28 in the Mexican state of Guerrero. By the way, Acapulco is located in Guerrero, and that was our home base. It was an excellent meeting for me, since it was my first ANOMAC meeting. Please see Patsy Spaw’s account of this meeting, also in this edition of The Legislative Administrator.
My opportunity to represent the Society outside the borders of the United States will continue with a visit to the Scottish Parliament, September 12-17. I look forward to this exchange and to the return home to see and work with many of you in Springfield, Illinois at our Professional Development Seminar. The Program Committee, chaired by Marilyn Eddins, has planned an outstanding program for us, and our friends on the Illinois Host Committee have arranged for a number of interesting and stimulating activities.

The day that I will become a member of the “Fossil” Club draws closer and closer. As I look back at my tenure as your president, I believe that what we have accomplished this year, with the cooperation and support of the other members of the Executive Committee, will continue to make our Society financially sound and will allow ASLCS to continue to be the premier place for sharing ideas that will enhance and protect our legislative processes across the United States and its territories.

In closing, I could not complete this column without taking a moment to express my sincere appreciation to the staff who work with me at home. Their support and assistance have made this year possible.

And finally, Natalie, thank you for all that you have done to make my term as president go smoothly. You are an outstanding staff liaison, and I know that Society members who have had the opportunity to work with you will join me in saying “job well done.”

It has been an honor to serve you. God bless each of you.

Sincerely,

Bruce Jamerson
President, ASLCS
2004-2005 EXECUTIVE COMMITTEE

Bruce Jamerson, VA
President

JoAnn Hedrick, DE
President Elect

Laura Clemens, OH
Secretary/Treasurer

Dowe Littleton, AL
Associate Vice President

Patsy Spaw, TX
Elected Principal

Tara Perkinson, VA
Elected Associate

Steve James, MA
Appointed Principal

Millie McFarland, ME
Appointed Principal

Cheryl Laube, AZ
Appointed Associate

Steve Marshall, VT
Appointed Associate

Norm Moore, AZ
Past President

Carmela Bills, VA
Past Associate Vice President
Call to Order

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

Quorum

Members present:

Bruce Jamerson, President
Norman Moore, Immediate Past President
JoAnn Hedrick, President-elect
Laura Clemens, Secretary-Treasurer
Dowe Littleton, Associate Vice-President
Carmela Bills, Immediate Past Associate Vice-President
Patsy Spaw, Elected Principal
Steve James, Appointed Principal
Tara Perkinson, Elected Associate
Cheryl Laube, Appointed Associate
Steve Marshall, Appointed Associate

NCSL Staff present: Natalie O’Donnell

Member absent: Millie McFarland, Appointed Principal

Approval of Minutes

Patsy Spaw moved that the minutes of the September 22, 2004 Executive Committee meeting be approved. Carmela Bills seconded the motion and the minutes were approved unanimously.

Steve Marshall moved that the minutes of the 2004 Business meeting be approved. Dowe Littleton seconded the motion and the minutes were approved unanimously.

The minutes of the September 27, 2004 Executive Committee were amended to reflect the correct spelling of Carmela Bill’s name. JoAnn Hedrick moved that the correction be made. Steve James seconded the motion and the minutes were amended. Norm Moore moved that the minutes as amended be approved. Steve James seconded the motion and the minutes as amended were approved unanimously.

Approval of Treasurer’s Report

Steve James moved that the Treasurer’s Report of the ASLCS Dues Account be amended to reflect that the $1,477.84 reimbursement to Norm Moore is for both the President’s gifts and Mr. Moore’s travel to
the ANOMAC meeting. Dowe Littleton seconded the motion and the correction was approved unanimously.

Steve Marshall moved that the October 19, 2004 and the December 8, 2004 Treasurer’s report be approved. Steve James seconded the motion and the Treasurer’s reports were approved unanimously.

Copies of the Treasurer’s reports are attached to the minutes.

Old Business

ASLCS Financial Reports

Natalie O’Donnell presented the ASLCS Financial Reports. The Special Meetings Fund (L190) account has a balance of $59,090.86 as of Dec 9, 2004. The Shared Profits (L177) account has a balance of $11,501.25 as of Dec. 9, 2004 with the Betty King Scholarship still outstanding.

Logo Items – Pin Maps

Norm Moore reported that the pin maps have been ordered and will be available for purchase soon. An amount of $2,284.64 was paid by Wisconsin. Norm moved that this amount be reimbursed through the Special Meetings account. The motion was seconded by JoAnn Hedrick and approved unanimously.

Archives Committee

Dowe Littleton reported for the Archives Committee. There appears to be no way to digitize collections. While it is relatively cheap to scan, it is very expensive to maintain and index. Dowe will provide an update in March.

New Business

Internal Audit Committee

Laura Clemens reported for the internal audit committee. All receipts and disbursements passing through the Dues Account for the previous year were examined. The balance of $38,378.96 was confirmed by the internal audit committee. Norm Moore moved that the report of the Internal Audit Committee be approved. The motion was seconded by Steve Marshall and the report was approved unanimously.

Associate Exchange Program

Tara Perkinson moved that the two applicants for the Associate Exchange Program, Nathan Hatfield from Virginia and Tammy Wright from New Hampshire, be approved. The motion was seconded by Carmela Bills and approved unanimously.

A broad discussion was held on how to boost the number of applicants for the AEP, including the need to better communicate with Principals on their responsibilities, and the need to reconsider the reciprocation issue.
President Jamerson appointed a subcommittee consisting of Dowe Littleton, Chair, Carmela Bills, Tara Perkinson, Cheryl Laube and Steve Marshal to review the program. The subcommittee is to present their report to the full Executive Committee at the Spring meeting in Boston.

Laura Clemens moved that the candidates be reimbursed for expenses invoiced up to $500. Norm Moore seconded the motion and it was approved unanimously.

Reimbursement Requests

Norm Moore discussed giving prior approval for travel expenses related to the LSCC meeting in Biloxi, Mississippi, January 28-30, 2005. JoAnn Hedrick moved that the prior approval be given to President Jamerson and Norm Moore. The motion was seconded by Carmela Bills and was approved unanimously.

2006 Spring Meeting

JoAnn Hedrick reported that the 2006 Spring Meeting will be held in Little Rock, Arkansas March 31 – April 2, 2006.

2005 Fall Profession Development Seminar

The 2005 Fall Profession Development Seminar will be held in Springfield Illinois September 22-27.

2006 Fall Professional Development Seminar

The 2006 Fall Professional Development Seminar will be held in Austin, Texas.

Other Business

President Jamerson reported that there are 50 rooms reserved for the Spring Meeting in Boston for Friday and Saturday evenings.

President Jamerson reported that Mona Huestis will no longer be serving as Secretary of the Senate in Colorado, but will be able to continue service to ASLCS as an employee of the Colorado House of Representatives.

President Jamerson reported that due to the change in administration in Oklahoma, Joe Blough is no longer employed by the Oklahoma House of Representatives, creating a vacancy on the Mason’s Manual Commission. A notice of vacancy will go out to the society in January 2005.

Adjournment

There being no further business to come before the committee, JoAnn Hedrick moved to adjourn. Carmela Bills seconded the motion and the meeting was adjourned without objection.
Treasurer’s Report

ASLCS Dues Account

as of October 19, 2004

<table>
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<th>Description</th>
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<td><strong>Balance as of September 20, 2004</strong></td>
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<td>Less Disbursements</td>
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<tr>
<td><strong>Balance as of October 5, 2004</strong></td>
<td>$27,002.69</td>
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Disbursements:

9/23/2004 Idaho State Senate
Postage to mail 2003-2004 Roster

9/23/2004 Custom Printing
Printing the 2003-2004 Roster

9/23/2004 Treasurer of Virginia
Framing photo collage for presentation to ANOMAC

9/25/2004 Norman Moore
Reimbursement for President’s Gifts
Reimbursement for ANOMAC travel

9/26/2004 Norma Chastain
Reimbursement for purchase of camera bag and disc for digital camera

9/19/2004 Southwestern Litho, Inc
Printing of the Legislative Administrator

**Total disbursements since September 20, 2004** $11,376.27
## Treasurer’s Report
### ASLCS Dues Account
#### as of December 8, 2004

<table>
<thead>
<tr>
<th>Description</th>
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<tr>
<td>Balance as of October 19, 2004</td>
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</tr>
<tr>
<td>Total Deposits</td>
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<td>Subtotal</td>
<td>27,002.69</td>
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<tr>
<td>Less Disbursements</td>
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<td><strong>Balance as of October 5, 2004</strong></td>
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<td>Disbursements:</td>
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<td>Society Membership Pins</td>
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<td>11/23/2004 Levy Awards</td>
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<td>Plaque</td>
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<td>11/23/2004 Idaho State Senate</td>
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<td>Envelopes for Roster</td>
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<td>12/08/2004 Idaho House of Representatives</td>
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<td>Printing of Supplemental Roster</td>
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<tr>
<td><strong>Total disbursements since October 19, 2004</strong></td>
<td><strong>$1,349.42</strong></td>
</tr>
</tbody>
</table>
Call to Order

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

Quorum

Members present:

Bruce Jamerson, President
JoAnn Hedrick, President-elect
Laura Clemens, Secretary-Treasurer
Dowe Littleton, Associate Vice-President
Carmela Bills, Immediate Past Associate Vice-President
Patsy Spaw, Elected Principal
Steve James, Appointed Principal
Millie McFarland, Appointed Principal
Tara Perkinson, Elected Associate
Steve Marshall, Appointed Associate

NCSL Staff present: Natalie O’Donnell

Members absent: Norman Moore, Immediate Past President
Cheryl Laube, Appointed Associate

Approval of Minutes

Carmela Bills moved that the minutes of the December 10, 2004 Executive Committee meeting (via conference call) be approved. Steve James seconded the motion and the minutes were approved unanimously.

Approval of Treasurer’s Report

Laura Clemens presented the Treasurer’s report. JoAnn Hedrick moved that the Treasurer’s report be approved as presented. Patsy Spaw seconded the motion and the Treasurer’s report was approved unanimously. The Treasurer’s report is attached to the minutes.

Old Business
ASLCS Financial Reports

Natalie O’Donnell presented the ASLCS Financial Reports. The Special Meetings Fund (L190) has a balance of $68,402.00 as of March 12, 2005. The Shared Profits Account (L177) has a balance of $10,755.00 as of March 12, 2005.

Update on Upcoming ASLCS Meetings

The Spring Meeting will be held in Little Rock, Arkansas on March 31 – April 2, 2006.

A contract has been signed for the Professional Development Seminar in Austin, Texas for September 19-26, 2006 at the Omni Hotel.

Laura Clemens moved that President Jamerson send a letter of appreciation to the Massachusetts leadership for their hospitality towards ASLCS and the hosting of the dinner on Saturday evening. Millie McFarland seconded the motion and it was approved unanimously.

New Business

NCSL Tax I.D. Number

- Because ASLCS uses the tax I.D. number of NCSL, President Jamerson asked that as society members raise funds for ASLCS that the checks be written to NCSL, with “ASLCS Special Meetings Fund” written on the memo line.

- The Dues Account is managed by ASLCS, with the Secretary/Treasurer responsible for all deposits and withdrawals. This account is transferred from state to state as the Secretary/Treasurer is a one year appointment. This results in one account needing to be closed before a new account can be opened, causing delays in invoices being paid and money deposited. Additionally, some state accounting offices have difficulties making the address change in their systems every year. Once again, since ASLCS uses the NCSL tax I.D. number it is confusing for some systems when the address changes. President Jamerson appointed a subcommittee to look at the possibility of having an account at a national bank located in Denver, CO. The new Secretary/Treasurer would simply have to sign a signature card at the beginning of his/her tenure. The following members were appointed to the subcommittee: Laura Clemens, Chair, Patsy Spaw and Steve Marshal. Natalie O’Donnell will work with NCSL. The subcommittee will report back to the Executive Committee at the NCSL Annual Meeting in Seattle.

Changes to Shared Profits Account and Profits from Professional Development Seminars

President Jamerson and Natalie O’Donnell explained that there was a loss of $100.48 on the 2004 Professional Development Seminar in Baltimore. The transfer of this amount from the L190 account was approved, leaving a profit of $15,208.02. This money will remain in the L190 account.

A new Profit Account has been created. The money in this account can be used for anything associated with an ASLCS meeting. For instance, speaker honorarium and Betty King Scholarships can be paid from this account, but not expenses for the Legislative Administrator or the Roster. Any future money
collected for meetings through registration fees will go into this account. Any additional fundraising done by individual members of the society can still go into the L177 interest bearing account.

The NCSL assessment fee will come from the new Profit Account.

Other Business

- Jim Schratz (AK) and Rob Marchant (WI), representing the Technology and Innovation Committee, explained that software exists which allows video streaming of meetings. They suggested this could be used for a portion of the Professional Development Seminar. President Jamerson asked Rob to talk to the vendor about the possibility of them doing limited sessions of the Professional Development Seminar such as the parliamentary procedure session or discussions on technology advances. Dowe Littleton moved that the committee proceed with the necessary discussions. Steve Marshall seconded the motion and it was approved unanimously. Jim and Rob will report back to the Executive Committee at the NCSL Annual Meeting in Seattle.

- Budget and Revenue Committee reported that letters asking for contributions for the Springfield meeting have been drafted and will be sent out by President Jamerson. Other members of the Society who are able to do fundraising will make individual requests to groups they have a personal or state relationship with.

- Archives and Record Retention Committee – Dowe Littleton provided an update on the ability to digitize the Society archives. While it was not as cost prohibitive as earlier believed, archives must be maintained, incurring an ongoing expense. Steve James questioned whether we could divide the archives between two states, reducing the storage needs of Nevada and increasing security. Millie McFarland suggested we digitize only those items in the collection that we only have one copy of. The subcommittee will continue to meet and report back to the Executive Committee at the NCSL Annual Meeting in Seattle.

- Associate Exchange Program – Tara Perkinson recommended that the Society define the training opportunities associates will receive by participating, permit exchanges during the interim, increase the number of host states and make the length of time more flexible. Formal recommendations will be presented to the Executive Committee at the NCSL Annual Meeting in Seattle.

Announcements

Dowe Littleton informed the Executive Committee that Henry Shepard was very ill and moved that a letter be sent by President Jamerson, on behalf of the Executive Committee, expressing our support during this difficult time. The motion was properly seconded and agreed to unanimously.

Adjournment

There being no further business to come before the committee, Carmela Bills moved to adjourn. JoAnn Hedrick seconded the motion and the meeting was adjourned without objection.
Treasurer’s Report

ASLCS Dues Account
as of March 17, 2005

Balance as of December 8, 2004 $25,653.27
Total Deposits 14,040.00
Subtotal 39,693.27
Less Disbursements 568.82
Balance as of March 17, 2005 $39,124.45

Disbursements:

3/5/2005 Norman Moore 568.82
Travel to LSCC

Total disbursements since December 8, 2004 568.82
Call to Order

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

Quorum

Members present:

Bruce Jamerson, President
JoAnn Hedrick, President-elect
Laura Clemens, Secretary-Treasurer
Dowe Littleton, Associate Vice-President
Norman Moore, Immediate Past President
Carmela Bills, Immediate Past Associate Vice-President
Millie MacFarland, Appointed Principal
Tara Perkinson, Elected Associate
Steve Marshall, Appointed Associate
Cheryl Laube, Appointed Associate

NCSL Staff present: Natalie O’Donnell

Members absent: Patsy Spaw, Elected Principal, Steve James, Appointed Principal

Approval of Minutes

Tara Perkinson moved that the minutes of the March 19, 2005 Executive Committee meeting be approved. JoAnn Hedrick seconded the motion and the minutes were approved unanimously.

Approval of Treasurer’s Report

Laura Clemens presented the Treasurer’s report and moved that the Treasurer’s report be approved as presented. Dowe Littleton seconded the motion and the Treasurer’s report was approved unanimously. The Treasurer’s report is attached to the minutes.

Old Business

ASLCS Financial Reports

Natalie O’Donnell presented the ASLCS Financial Reports. The Special Meetings Fund (L190) has a
balance of $77,252.49 as of August 12, 2005. The Shared Profits Account (L177) has a balance of $10,714.25 as of August 2, 2005. Norm Moore reminded the committee that there will no longer be any deposits to our L177 account other than accrued interest. All ASLCS meeting profits will be deposited into a new account, as directed by a recent NCSL policy change.

New Business

Spring Meeting

The Spring Meeting will be held in Little Rock, Arkansas March 31 – April 2, 2006 at the Peabody Hotel.

Travel Reimbursement requests

Bruce Jamerson submitted a travel reimbursement request on behalf of Karen Wadsworth in the amount of $1,023.71 for her travel to the Canadian Clerks at the Table Meeting. Laura Clemens moved that the reimbursement request be approved. Norm Moore seconded the motion and the request was approved unanimously.

Norm Moore submitted a travel reimbursement request in the amount of $362.40 for travel to LSCC. Millie MacFarland moved that the reimbursement request be approved. Carmela Bills seconded the motion and the request was approved unanimously.

Transferring and/or refunding dues

Several requests have been made to transfer or refund dues when a person has retired. The ASLCS standing orders do not allow for a transfer of dues. The Secretary/Treasurer will respond to those requests accordingly.

Site Selection Committee recommendation

The Site Selection Committee recommends Burlington, Vermont as the location of the 2007 Professional Development Seminar. Dave Gibson presented an overview of accommodations and possible activities. Steve Marshall moved to accept the recommendation. Millie MacFarland seconded the motion and it was approved unanimously.

Roster Committee recommendation

The Roster committee presented a recommendation that the size of the roster be reduced from the 8 1/2” x 11” size to a smaller “pocket” size version. The content would remain the same. This would reduce the cost of printing the roster considerably. The committee discussed various options for making a reduced roster easier to read, including the use of a different font and having less “white space.” Steve Marshall moved that the recommendation be approved. Cheryl Laube seconded the motion, asking the committee to work on the format. JoAnn Hedrick moved that the motion be amended to state that approval is contingent upon a sample of the roster using a different font size and format be presented to the Executive
Committee at the Springfield meeting in September. Norm Moore seconded the motion to amend, which was approved unanimously. The motion as amended was approved unanimously.

**Standing Orders recommendation regarding the Associate Exchange Program**

Tara Perkinson presented suggestions for the Associate Exchange Program, including language that would increase the number of host states, make the length of stay flexible, emphasize participating in the interim, and define training opportunities.

Attached are the recommended changes.

Bruce Jamerson moved that new language concerning host states be amended to read “There is no limit on the number of host chambers available to the Associate Exchange Program. Host Chambers may “roll over” to the next year if not selected to host during the current year.” (Italicized words indicate the recommended change.) JoAnn Hedrick seconded the motion and the amendment was approved unanimously. Tara Perkinson moved the recommendation be adopted. Dowe Littleton seconded and the motion was approved unanimously.

**Publication Standards Committee recommendations**

George Bishop asked the Executive Committee for guidance on the budget process for publications. Bruce Jamerson proposed that the Executive Committee develop a budget for each publication based on past experiences and give that budget to the appropriate chairperson at the beginning of their tenure. Any expenditure above and beyond the budgeted amount would have to receive approval from the Executive Committee. The proposal was approved unanimously.

**Committee on Committee recommendations**

Attached are the recommendations of the Committee on Committees.

**Current Leadership** – amend to read (new language in italics):

The terminology “associate vice chair” is a practice, which should be eliminated. The President should have the flexibility to appoint up to three (3) members (as chair, co-chairs and/or vice chairs, or any combination thereof) at least one of which shall be an associate. The chair of the committee shall appoint a “recorder” for the committee from among its membership.

The President-elect shall consult with the Associate Vice President to seek recommendations for associate leadership positions.

Laura Clemens moved that the amendment be agreed to. JoAnn Hedrick seconded the motion, which was approved with Norm Moore and Carmela Bills voting in the negative. JoAnn Hedrick moved that the recommendation regarding current leadership as amended be approved Millie MacFarland seconded the motion and it was approved unanimously.
Special Committees

After discussion, Laura Clemens moved that the recommendation be approved. Dowe Littleton seconded the motion. The motion was not agreed to.

Combine Canadian-American Relations Committee and International Communications and Development Committee

The recommendation failed for lack of a motion.

Technology and Innovation Committee

JoAnn Hedrick moved that the recommendation be agreed to. Dowe Littleton seconded and the motion was approved unanimously.

Roster Committee

JoAnn Hedrick moved that the recommendation be agreed to. Laura Clemens seconded and the motion was approved unanimously.

Inside the Legislative Process Committee

Natalie O’Donnell will discuss this recommendation with NCSL and report back to the Executive Committee in Springfield.

Membership and Communication Committee

Dowe Littleton moved that the recommendation be agreed to. Laura Clemens seconded and the motion was approved unanimously.

Legislative Administrator Committee

Millie MacFarland moved that the recommendation be agreed to. Carmela Bills seconded and the motion was approved unanimously.

Professional Journal Committee

Dowe Littleton moved that the recommendation be agreed to. Steve Marshall seconded the motion. Tara Perkinson moved to divide. The first question was on the study. The recommendation was defeated. The second question was on membership of the committee. Bruce moved to amend to state that “All members that serve on LSCC shall serve as ex officio members with voting privileges of the Professional
Journal Committee. The Associate Vice President and the Immediate Past Associate Vice President shall also serve as ex officio members with voting privileges. (New language indicated by italics.) The recommendation was agreed to.

Other Business

Membership and Communication Committee funding

Bruce Jamerson proposed that the Executive Committee approve funding from the Dues Account to pay for additional expenses incurred by the Membership and Communications Committee, not to exceed $500.00. Carmela Bills moved that the recommendation be agreed to. Cheryl Laube seconded and the motion was approved unanimously.

Announcements

Tara Perkinson reminded the Executive Committee that the Standing Orders will need to be changed to reflect the decisions made. Natalie O’Donnell stated that changes also need to be made to the standing orders regarding the shared profits account. JoAnn Hedrick will bring these changes to the Executive Committee meeting in Springfield.

Dowe Littleton announced that the Archives Committee will be prepared to report in September.

There being no other business brought before the committee, Carmela Bills moved to adjourn. Steve Marshall seconded and the motion was approved unanimously.

Respectfully submitted,

Laura P. Clemens
Secretary/Treasurer
Treasurer’s Report
ASLCS Dues Account
as of August 10, 2005

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<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
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<td>Balance as of March 17, 2005</td>
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</tr>
<tr>
<td>Total Deposits</td>
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</tr>
<tr>
<td>Subtotal</td>
<td>50,499.45</td>
</tr>
<tr>
<td>Less Disbursements</td>
<td>281.20</td>
</tr>
<tr>
<td><strong>Balance as of August 10, 2005</strong></td>
<td><strong>$50,218.25</strong></td>
</tr>
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Disbursements:

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td>4/15/2005</td>
<td>Tammy Wright Travel for AEP</td>
<td>166.20</td>
</tr>
<tr>
<td>4/22/2005</td>
<td>Hospice of Montgomery Memorial for Henry Shepard</td>
<td>50.00</td>
</tr>
<tr>
<td>5/6/2005</td>
<td>Indiana Senate Dues overpayment</td>
<td>65.00</td>
</tr>
</tbody>
</table>

Total disbursements since March 17, 2005 $281.20
SECTION III: ASSOCIATE EXCHANGE PROGRAM

The Associate Exchange Program (AEP) is established to provide Associate members of the Society an opportunity to enhance their professional knowledge and capabilities by participating in an exchange program with other chambers in other states.

1. Program Administration
   The administration of the program shall be the responsibility of the ASLCS Support Staff Committee. The Support Staff Committee shall be charged with reviewing Associate nominations for participation in the AEP and making recommendations to the ASLCS Executive Committee for final approval.

2. Application Procedure and Review Process
   Associates interested in participating in the program shall complete and submit an application endorsed by their Principal to the ASLCS Support Staff Committee (or subcommittee thereof) through the NCSL ASCS liaison. The liaison shall forward all applications to the Support Staff Chair for review by the Support Staff Committee or an appropriate subcommittee. The Support Staff Chair shall recommend a maximum of four participants and two alternates to the ASLCS Executive Committee. The Executive Committee shall then review the Support Staff Committee's recommendations for final approval.

3. Associate's Eligibility
   In order to participate in the program:
   
   1. Associate(s) must be members of the Society.
   2. Associate(s) must have been members of the Society for a minimum of two years prior to their selection.
   3. Associate(s) application must be endorsed by their Principal.
   4. Associate(s) must have demonstrated and documented outstanding job performance and exhibit leadership abilities in their current position.
   5. Associate(s) must have demonstrated the potential for continued contributions to their legislature and the Society.
   6. Associate(s) must complete a written application, including a brief description of why they hope to be selected and what they hope to gain from participating in the Exchange Program.
   7. The Associate(s) home chamber must agree to host an Associate from another state the year following the Associate's selection.
1. Program Content

It is the intent of the AEP to provide that the selected Associate(s) would spend a maximum of five days working with a chamber in another state. It is recommended that the Associate(s) be allowed to conduct the exchange while the host state's legislature is in session. Obviously, given the diversity of schedules and varying lengths of legislative sessions, this will at times be difficult to accomplish. Therefore, interim exchanges (between legislative sessions) may be explored on a case-by-case basis.

It is the intent of the AEP to provide that the selected Associate(s) would spend between three and five days working with a chamber in another state. Participants are encouraged to conduct the exchange while the host state’s legislature is in session. Interim exchanges are also encouraged, given the diversity of schedules and varying lengths of legislative sessions.

During the exchange, the Associate should be given the opportunity to work, visit and learn about all aspects of the host chamber's process and procedures with special emphasis given to those areas that most closely relate to the Associate's job responsibilities in their home state.

2. Host Chamber Participation/Rotation

The AEP will utilize a rotation among chambers rather than a traditional exchange program whereby two chambers agree to "swap" Associates for a period of time. By endorsing the application of their Associate for participation, the Principal would agree to serve as a host chamber the following year.

The rotation aspects of this plan can be characterized as a "play-to-play:" component that makes certain that those who benefit from the award also give back to the program, while also simplifying the logistics of site selection. Once a chamber has had an Associate selected for participation in the program, that Associate's chamber would remain in the host state pool until selected. 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.

NOTE: Chambers without an annual Session will need to nominate their Associates in their "off" year, in order to be able to host another state's Associate the following year when they are in Session.

Chambers interested in hosting a member of the Associate Exchange Program shall submit a letter of intent to the Support Staff Committee Chair. The letter of intent shall include areas of the host chamber’s and other legislative offices’ operations that the participant would visit. There is no limit on the number of host chambers available to the Associate. Host chambers may “roll over” to the next year if not picked to host during the current year.
3. Expense Reimbursements

Pursuant to Section IV (Associate Members), upon approval by the ASLCS Executive Committee, there shall be a maximum of $1000 provided from the Association's Dues Account Budget to help defray the expenses for selected Associates. Selectees shall be eligible to receive a minimum of $250 each towards their expenses. The remainder of the participants travel and lodging expenses, if any, would be the responsibility of the participating individual(s).

4. Reports of Participants

Upon the completion of an exchange, both the participating Associate and host chamber would be required to make a report to the ASLCS Support Staff and Executive Committees. These reports will form the basis for the program evaluation.

5. Program Evaluation

The Associate Exchange Program shall be evaluated at the end of the first two years (2004) by the Executive Committee and shall continue beyond the first two years only upon an affirmative finding of the Executive Committee as to the program's overall value in providing education and training opportunities to Associate members. (August 13, 2001 San Antonio, TX) (September 12, 2003, Scottsdale, AZ)

SECTION IV: ASSOCIATE MEMBERS

Associate Exchange Program. There shall be budgeted annually by the ASLCS Executive Committee a maximum of $1000 to be provided from the Association's Dues Account Budget for the purpose of financial assistance to defray the expenses for selected Associates in the Associate Exchange Program (AEP). Selectees shall be eligible to receive a maximum of $250 towards their expenses. The remainder of the participant's travel and lodging expenses, if any, would be the responsibility of the participating individual(s). The continual annual appropriation of these funds are contingent upon the successful review and continuation of the AEP pursuant to the Associate Exchange Program standing order review provision contained in Section III. (August 12, 2001; San Antonio, TX)
Committee on Committees
Final Report
August 16, 2005

Present: Denise Weeks, NC; Diane Bell, FL; Jeff Finch, VA; Greg Grey, WV; and Pat O'Donnell, NE

Current Leadership

The terminology “associate vice chair” is a practice, which should be eliminated. The President should have the flexibility to appoint up to three (3) members (as chair, co-chairs and/or vice chairs, or any combination thereof) one of which shall be an associate. The chair of the committee shall appoint a “recorder” for the committee from among its membership.

The incoming President shall consult with the incoming Associate Vice-President to seek recommendations for associate leadership positions.

Special Committees

The creation of special committees shall be limited to those that are or may be established in the Standing Orders. Prior to the creation of future special committees, the charge(s) of any relevant standing committee shall be reviewed and, if applicable, they shall be directed to work on these issues. The President has the discretion to determine the applicability of any standing committee to work on these issues.

There are some areas for the naming of select or special committees that would not fall under the confines of standing committees. Example: Distinguished Service Award, Joe Beek Award, etc. It was also pointed out that the 2005 Special Committee on Publications Standards is largely made up of chairs of standing committees whose over-all review and recommendations are a joint effort of all of those standing committees who publish.

Combine Canadian-American Relations Committee and International Communications and Development Committee

Rename the committee “International Relations Committee” and appoint leadership and membership for a two-year term.

Technology and Innovation Committee

Recommend that “and Innovation” be dropped from the name of the committee.

Program Development Committee

No recommendation of changes.
2004-2005 EXECUTIVE COMMITTEE MEETINGS

Roster Committee

Recommend that the committee be appointed for a two year term.

Support Staff Committee

No recommendation of changes.

Bylaws and Standing Orders Committee

No recommendation of changes.

Inside the Legislative Process Committee

The committee shall have more direct involvement in the production of the Inside the Legislative Process product. The ITLP survey and the final product shall be made available on the NCSL website to all registered legislators and staff.

All copies of the final product shall be printed and distributed by NCSL at their expense.

Membership and Communication Committee

This committee should follow the committee description already in place with the following addition. "The purpose of the Committee on Membership and Communication is to strengthen the Membership of ASLCS and to improve the Society's ability to share information with its members on a year round basis." A link should be added to the ASCLS website to provide new member bio information.

Legislative Administrator Committee

Contingent upon the annual estimated printing budget, each dues paying member shall receive a copy of each Legislative Administrator published during the year.

Professional Journal Committee

The Professional Journal committee shall conduct a thorough review of article solicitations, printing schedule, and distribution mechanisms. The purpose of the report shall include but not be limited to identifying methods to increase author participation and broader participation from NCSL staff sections. All ASLCS members that serve on LSCC shall serve as ex officio member of the Professional Journal Committee.

Site Selection Committee

No recommendation for changes.
American Society of Legislative Clerks and Secretaries
Legislative Staff Achievement Awards Recipients 2005

Carmela Bills, Information and Public Relations Manager, House of Delegates, Virginia and Pat O’Donnell, Clerk of the Legislature, Nebraska, were selected as the ASLCS recipients of the 2005 Legislative Staff Achievement Award. The awards were presented to Carmela and Pat at the annual meeting of NCSL in Seattle, Washington.

Carmela’s position with the Virginia House of Delegates as the Public Information Manager places her in the forefront of meeting visitors and serving the members and staff with information, responses and services. She has been called an “icon” at the Virginia Capitol. Carmela has been a very active member of ASLCS, most recently serving as Associate Vice-President of the Society. Her dedication to strengthening ties with international colleagues of ASLCS is evident by her contributions to and representation of ASLCS at various international conferences and the creation of the ASLCS International Directory.

Pat’s integrity and high degree of professionalism are evident by his accomplishments for the Nebraska Unicameral Legislature, NCSL and ASLCS. Pat has served as President of ASLCS, Staff Chair of NCSL, and has also received the Joseph A. Beek Award. He is a strong role model for Clerks and Secretaries around the nation and he is very highly respected by Nebraska Legislators. Pat is dedicated to the legislative process and willing to act as a mentor to new legislative staff, increasing their knowledge and understanding of the process.

Congratulations Carmela and Pat on your many achievements and for being selected as this year’s recipients of the ASLCS Legislative Staff Achievement Award!!
ASLCS President Bruce Jamerson and I were delighted to be able to attend the 2005 Professional Development Seminar of the Association of Clerks-at-the-Table in Ottawa, Canada during the first week of August. Hosting the conference were Mr. Paul Belisle, Clerk of the Senate and Clerk of the Parliaments (Canada) and Ms. Audrey O’Brien, Acting Clerk of the House of Commons (Canada).

The conference meetings were conducted somewhat differently from what we are used to at our annual meetings. All participants – approximately sixty of us – were seated at tables put together to form a large square. Everyone could see everyone else, and there were plenty of microphones to enable all to participate in discussion. We had name plates and specific seats and there was excellent simultaneous French/English translation of all meetings. That was especially comforting to us, since Bruce speaks Southern and neither of us speaks French! It was somewhat humbling to sit behind nameplates indicating we were delegates from the United States of America! In addition to delegates from the Canadian National Parliament and those of the Provinces, Clerks attended from the Capital Territory and New South Wales in Australia, the Assembly of Northern Ireland, the Parliament of Scotland and the House of Lords and House of Commons of Great Britain. This was the first meeting of Clerks that I’ve attended where someone actually has a larger body to deal with than I do – Helen Irwin, Principal Clerk of the House of Commons of the United Kingdom has over 600 members!

The format for the actual business sessions was a chairman for the particular meeting, and another member who presented a paper on a specific topic. General discussion and a “Q and A” period followed each presentation. Topics presented included a review of a Canadian Human Rights Commission case and its implications for legislatures, electoral reform, its effects on parliamentary procedure and administration, the execution of a search warrant on a member’s office and procedures for resolving claims of privilege over documents and computers seized. I think the topic most interesting to me was parliamentary privilege and tabled documents. Bruce and I soon realized that “tabled documents” does NOT mean documents that are “tabled” in the procedural sense as we know. They are documents presented to a legislative body and placed “at” the table. They are therefore under the protection of privilege. Apparently a great deal of latitude is given to the various parliaments to protect all kinds of documents, which would not be possible under the various right-to-know and “sunshine” laws in this country.
The actual meetings were fairly intense but when they were over for the day, the atmosphere lightened considerably. Bruce was accompanied to Ottawa by his wife, Elizabeth and their daughter Ainslie. While he and I were in meetings, they went sight-seeing, and in the evenings they shared their exuberance with us as to seeing such sights as the changing of the guard at the Parliament building.

Tuesday evening everyone attending boarded the Gatineau-Chelsea-Wakefield steam train for a dinner and sightseeing ride. When we got to the end of the line, several young people who had been providing music on guitars and fiddles turned the engine around at a “roundhouse” (without the house part) and we headed back home. It was a lot of fun and most of us sang along to the music!

Our friends Jane and Flip Richards were in Ottawa for this meeting – no surprise there, as Jane is an honorary member of CATs and Flip is President for Life of SOSOCATs – the Society of Spouses of Clerks at the Table. Before dinner on Wednesday night, a power point slide show on the history of SOSOCATs honoring Flip was presented, emceed by Deb Deller of Toronto. The Richards are obviously much loved by the Canadian Clerks! Following dinner, we all walked over to the grounds of the Casino du Lac-Leamy for a magnificent Sound of Lights show. The fireworks were spectacular and shined even brighter when reflected off the windows of our hotel (the rooms of which the management had requested be darkened on the side where the fireworks were shown).

Thursday was a day of play and team-building. We went by bus to the Owl Rafting facility on the Ottawa River. There were canoes, a beach, and pontoon boat cruises. There was also white water rafting. Bruce and his family had done this before, but it hadn’t even been part of MY wildest dreams! I was sorely tempted to forego the opportunity – especially after reading the release they gave us to sign! But, at the urging of Miss Ainslie Jamerson – who PROMISED that I’d be safe – I gulped and suited up in life jacket and helmet. We Americans were literally “all in the same boat” and I for one was grateful for the company of friends! As a confirmed chicken of the highest order, this was a real accomplishment for me! (Not to mention there were witnesses and pictures to prove it!)

Thursday night we had a tour of and dinner at the Parliament Building. It was a most congenial evening, with good food and conversation – a fitting end to our time among our friends and neighbors to the North!

We had a wonderful time!

Karen Wadsworth
Clerk of the House
New Hampshire
The ninth annual meeting of the Association of Chief Clerks of Mexico’s State Legislatures and the Federal District of Mexico (ANOMAC) was held August 24-28 in Acapulco, Mexico, and can only be described in superlatives: outstanding hospitality, lively and informative plenary sessions, charming hosts and hostesses, and, of course, breathtaking scenery.

ASLCS delegates Bruce Jamerson, Carmela Bills, and Patsy Spaw, along with Patricia Chaychuk, President of the Association of Clerks-at-the-Table in Canada and Clerk of the Legislative Assembly of Manitoba, and Craig James, Deputy Clerk of the Legislative Assembly, British Columbia, were delighted to renew their ties of friendship with international delegates from Costa Rica, El Salvador, Guatemala, Germany, and Spain, as well as delegates from 22 of the 31 Mexican states.

Lic. Saenz Guadalupe (Lupita) Pavia Miller, the Chief Clerk of the Legislative Assembly did a tremendous job planning the conference, both plenary sessions and social events. Edgar, Claudia, and Adriana took to heart their special mission of seeing to the needs of the American delegation and graciously shepherded that lively bunch, “Carmela and her gang” throughout the four-day conference.

Thursday’s impressive opening ceremony was held at the Congress of the State of Guerrero in Chilpancingo. From there we went to the famous colonial silver city of Taxco for lunch provided by the mayor and some spectacular sightseeing. Returning to Acapulco at 11:30 p.m., we enjoyed a robust dinner sponsored by the mayor of Acapulco at the Mezzanote Restaurant! The Mexican custom of 3:00 p.m. lunches and 11:00 p.m. dinners required some adjustment on the part of ASLCS delegates.

Friday’s presentations were on parliamentary procedures, duties of parliamentarians, and the need for rules on consistency of technical drafting. During the International Program in which international delegates participated, ASLCS delivered an invitation to ANOMAC to participate in the ASLCS Working Together Program and to attend the ASLCS annual meeting in Springfield. Carmela provided her excellent translating skills and Bruce made a beautiful statement of support from ASLCS for ANOMAC and the need for such organizations.

The Saturday morning plenary session discussed the need for the professional development of parliamentarians and legal drafting technicians. Our very proper closing ceremony was gavelled out by a member of the Congress of Guerrero.

Our Sunday trip home witnessed the usual missed flights and late luggage and the new long customs lines, but didn’t diminish our spirits or our pleasure at having been present at the ANOMAC meeting.

The ties between ANOMAC and ASLCS have strengthened over the years since we first encouraged our colleagues to the south to form a legislative organization, and we certainly look forward to ANOMAC’s 10th anniversary next year.
SEATTLE PHOTO ESSAY
Bylaws and Standing Orders Committee

Greg Gray  
West Virginia  
Chair

Pat Saville  
Kansas  
Vice Chair

Inga Emerson  
Delaware  
Associate Vice Chair

Committee Members

Robert Altmann, WV  
Carmela Bills, VA  
George Bishop, VA  
Joe Blough, OK  
Norma Chastain, AZ  
Laura Clemens, OH  
Marilyn Eddins, CO  
Jeff Finch, VA  
John Garrett, VA  
JoAnn Hedrick, DE

Bo Hoover, WV  
Rusti Horton, ID  
Pamm Juker, ID  
Cheryl Laube, AZ  
Sven Lindquist, MN  
Mike Linn, MN  
Millie MacFarland, ME  
Patrick Merkel, TN  
Norm Moore, AZ  
Pat O'Donnell, NE

Carole Peterson, UT  
Tara Perkinson, VA  
Susan Clarke Schaar, VA  
Matthew Schuler, OH  
Butch Speer, LA  
Karen Wadsworth, NH  
Larry Warden, OK  
Steve Winter, NH  
Jeannine Wood, ID

Annual Report of the 2004-2005  
Bylaws and Standing Orders Committee

The Committee on Bylaws has met throughout the year and has undertaken the recodification of the Standing Orders of ASLCS, to be presented to the members of the Executive Committee for their consideration in Springfield.

Over the years, the Standing Orders became compilation of everything from where to order awards and ASLCS logo items to the creation of a new Mason's Manual Study Commission. Jeannine Wood, Secretary of the Idaho Senate, performed the arduous task of reorganizing the Standing Orders into a workable document, arranged largely by subject matter. It is this document which the committee has had under review.

The Committee has diligently worked on this recodification project, but it has been a slow process.
My personal thanks are in order to Jeannine for undertaking this project, and to all the Committee members for their input and cooperation in reviewing the work.

Since we were not able to finish the review in Seattle, two conference calls are scheduled for August 31 and September 8.

Respectfully submitted,
Greg Gray, Chairman
Canadian-American Relations Committee

Committee Members

Robert Altmann, WV
Steve Arias, NM
Jane Atkinson, VA
Dave Avant, AL
Diane Bell, FL
Carmela Bills, VA
Tracy Campbell, FL
Sylvia Carr, VA
Lynne Collins, AK
Ann Cornwell, AR
Mark Corrigan, PA
Polly Emerson, TX
Londi Ensor, AK
Jeff Finch, VA

John Garrett, VA
Virginia Habansky, VA
Elizabeth Hawthorne, MS
Bo Hoover, WV
Judy Hall, OR
Robert Haney, TX
JoAnn Hedrick, DE
Brad Hendrickson, WA
Crystaline Jones, AK
Tim Kehoe, CT
Suzi Lowell, AK
Karl Lilly, WV
Sven Lindquist, MN
Charlotte Mary, VA

Al Mathiowetz, MN
Annette Moore, UT
Norm Moore, AZ
Carole Peterson, UT
Eleanor Ringel, WV
Patsy Spaw, TX
Butch Speer, LA
Ann-Marie Sweeney, PA
Karen Wadsworth, NH
Kirsten Waid, AK
Denise Weeks, NC

Annual Report of the 2004-2005
Canadian-American Relations Committee

The Committee on Canadian-American Relations has quietly continued its work in maintaining and continuing a wonderful relationship between the Clerks of the two nations.

Thanks to the assistance of Brad Hendrickson and the IT staff from Washington State, work has been completed on an electronic album of the history of the Canadian-American Joint Meetings. The electronic album, which is in a PowerPoint format, contains many articles and photographs from past editions of The
Legislative Administrator, which were graciously provided by Mary Jo Mongelli of the Nevada Senate. A computer disk containing the PowerPoint presentation will be presented to CATS President Patricia Chaychuk at the Joint Meeting scheduled for Alberta in October.

Plans are currently underway for the committee to provide a concurrent session at the Springfield meeting. The session will focus on the similarities and differences between the legislative systems of the two nations. Several members of CATS have generously volunteered to appear on the panel. If previous presentations by some of these participants are a gauge of what we can expect in Springfield, the concurrent session should prove to be both informative and fun at the same time.

Committee Vice Chair Karen Wadsworth had the pleasure of accompanying ASLCS President Bruce Jamerson to the 2005 Professional Development Seminar of the Association of Clerks-at-the-Table in Canada (CATS) held in Ottawa during the first week in August. (A full report on this meeting may be found elsewhere in this edition.)

Respectfully submitted,
Steven T. James, Chairman
Inside the Legislative Process Committee

Claire Clift
Nevada
Chair

Mary Jo Mongelli
Nevada
Vice Chair

Carmen Cauthen
North Carolina
Associate Vice Chair

Committee Members

Mardi Alexander, TX
Jane Atkinson, VA
Bradley Bolin, IL
Tracy Campbell, FL
Paul Campos, WA
Sylvia Carr, VA
Liz Clark, AK
Jhonnie Gillespie, FL
Virginia Habansky, VA
Mona Heustis, CO

Gregory Hoyer, WV
Karen Kuhlmann, CO
Barbara Lecarpentier, VA
Suzi Lowell, AK
Scott Maddrea, VA
Diane Marshall, IN
Al Mathiowetz, MN
William McGill, VT
Annette Moore, UT
Barbara Regen, VA

Don Richardson, MS
Gail Romanowski, MN
Judith M. Schultz, WV
Jackie Scott, VA
Tina Scott, AZ
Ann-Marie Sweeney, PA
Mary Beth Weil, VA
Dianne Whitaker, VA
Patience Worrell, TX
Tammy Wright, NH

Annual Report of the 2004-2005
Inside the Legislative Process Committee

The Inside the Legislative Process Committee (ILPC) had a successful 2004-2005. The completed 04-05 Survey was reviewed by committee members and sent to all principals in June, 2004. The survey encompassed two topics: Regular and Special or Extraordinary Sessions, and Committee Procedures, and was limited to nine pages in length.

By the end of the ASLCS professional development seminar in Baltimore in September, 2004, there were only 12 state chambers who had not yet responded to the questionnaire. Through the diligence of several volunteer committee members, the remaining states were contacted and all remaining chambers responded to the survey. The ILPC achieved a rare 100-percent response to the survey by February, 2005.

Brenda Erickson, NCSL, has spent the past several months compiling the responses and should have a draft copy of the 04-05 Survey results for the Committee’s review at the
NCSL Conference in Seattle. Once the Committee’s edits/suggestions have been incorporated into the final report, the 04-05 Survey results will be published, printed and sent to all principals and legislative librarians.

Respectfully submitted,
Claire J. Clift, ILPC Chair
2004-2005 COMMITTEES AT WORK

International Communication and Development Committee

Suzi Lowell
Alaska
Chair

Annette Moore
Utah
Vice Chair

Liz Clark
Alaska
Associate Vice Chair

Committee Members

Robert Altmann, WV
Steve Arias, NM
Dave Avant, AL
Carmela Bills, VA
Sylvia Carr, VA
Laura Clemens, OH
Claire Clift, NV
Lynne Collins, AK
Ann Cornwell, AR
Mark Corrigan, PA
Polly Emerson, TX
Londi Ensor, AK
Jeff Finch, VA
Eric Fowler, NH
Jhonnie Gillespie, FL
Judy Hall, OR
Robert Haney, TX
JoAnn Hedrick, DE
Rusti Horton, ID
Gregory Hoyer, WV
Steven James, MA
Crystaline Jones, AK
Margaret Larragoite, NM
Scott Maddrea, VA
Rob Marchant, WI
Steve Marshall, VT
Jim McElroy, NC
Norm Moore, AZ
Trish Obrion, VA
Jonathan Palmore, VA
Carole Peterson, UT
John Phelps, FL
Barbara Regen, VA
Pat Saville, KS
Susan Clarke Schaar, VA
Patsy Spaw, TX
Butch Speer, LA
Ann-Marie Sweeney, PA
Denise Weeks, NC
Jeannine Wood, ID
Patience Worrell, TX

Annual Report of the 2004-2005
International Communications and Development Committee

The Committee is charged with fostering the relationship between our international counterparts. In keeping with that, ASLCS invited ANOMAC to participate in the Working Together Program. Several states volunteered to sponsor a member from ANOMAC; however, no one from ANOMAC was able to participate.

The Committee sponsored the International Program at NCSL in Seattle, Washington. The program was from 8:00 a.m. to 10:00 a.m., August 16 and the topics featured were: Calendar, Index and Journal; Committee Hearings out in Districts; Technology and Civic Education; and New Member Orientation and the Role of the Parliamentarian. There were at least 50 international participants.
The International Directory was printed and will be available on the ASLCS website.

President Bruce Jamerson, Carmela Bills and Patsy Spaw represented ASLCS at ANOMAC’s 9th Assembly August 24-28th in Acapulco and Chilpancingo, Gro, Mexico.

Invitations to attend the ASLCS Professional Development Seminar were sent to members to ANZACATT, ANOMAC and ALTELCA.

Sincerely submitted,
Suzi Lowell, Chair
2004-2005 COMMITTEES AT WORK

Legislative Administrator Committee

Norma Chastain  
Arizona  
Chair

Sharon Soliere  
Arizona  
Vice Chair

George Bishop  
Virginia  
Associate Vice Chair

Committee Members

Bradley Bolin, IL  
Carmen Cauthen, NC  
Stephen Davis, MO  
Inga Emerson, DE  
Mike Fina, OK  

David Gibson, VT  
Cheryl Laube, AZ  
Mary Jo Mongelli, NV  
Pat O’Donnell, NE  
Don Richardson, MS

Eleanor Ringel, WV  
Matthew Schuler, OH  
Larry Warden, OK  
Susan Whitford, NV

Annual Report of th 2004-2005  
Legislative Administrator Committee

The Legislative Administrator committee has had a productive year. Throughout the year, the committee has encouraged all members of the Society to send in photos for publication in the Administrator and to help with "states at glance" articles. A special "Thank You" to all who submitted articles and photos.

In September at the Annual meeting the committee met and discussed future article ideas and deadlines for the Administrator.

In December at the Winter meeting the committee did not meet.

In August at the NCSL Annual meeting, the committee again discussed future article ideas for the Administrator. The committee also discussed the content of the Administrator, stating that much of the content was duplicative and the desire of the committee to see that Administrator published twice a year instead of just once. Publishing the Administrator twice a year, would necessitate the committee having a printing budget approved by the Executive Committee. The printing budget recommendation was also discussed with the Publications Standards Committee, and agreed upon by the Publications Standards committee to take the issue to the Executive
Committee. The Chairman of the Publications Standards Committee took the recommendations to the Executive Committee for approval. The Executive Committee approved the recommendation for a printing budget for the Administrator.

Respectfully submitted,
Norma Chastain, Chair
Membership and Communication Committee

Diane Bell
Florida
Chair

Judy Barrows
Maine
Vice Chair

Nathan Hatfield
Virginia Senate
Associate Vice Chair

Committee Members

Gwen Bailey, VA
Faye Blanton, FL
Johnye Bennett, VA
Karen Brown, UT
Tracy Campbell, FL
Marilyn Eddins, CO
Jane Gill, NV
Elizabeth Hawthorne, MS
Janet Jones, KS
Ruby Johnson, LA
Cindy Johnston, OR
Pamm Juker, ID
Tim Kehoe, CT
Ramona Kenady, OR
Jeannine Layell, VA
Millie MacFarland, ME
Diane Marshall, IN
Evelyn Martinez, AZ
Patricia Mau-Shimizu, HI
Michelle Perry, NC
Jackie Scott, VA
Tina Scott, AZ
Terry Spieler, MO
Sandy Tenney, UT
Kirsten Waid, AK
Maureen Wilson, UT
Tammy Wright, NH

Annual Report of the 2004-2005
Membership and Communication Committee

The Membership and Communication Committee worked diligently throughout the year to set an agenda, a theme and a plan for the new attendee Orientation at the annual Professional Development Seminar in Springfield, IL in September. The budget set for the Orientation event of 2005 was $300. The Orientation booklet was updated, rewritten and published for new members and attendees.

As new member's names were forwarded to the committee, a letter was written welcoming them to the Society by sharing information and the benefits of the Society with them. There was also a later follow-up letter inviting the new member to register for the annual meeting and giving them information of what they could expect, including a copy of the Orientation booklet. In addition, contact was made with as many members as possible who hadn't been active in recent years.

As information was received from Natalie O'Donnell concerning registration of all new attendees to the annual Professional Development Seminar, packets of information was sent out, including "frequently asked
questions", the Orientation booklet and an invitation to the "Survivor" orientation event. We assigned a sponsor to two new attendees. We gave sponsors a sponsor checklist of those things that would be beneficial for the sponsor to share with the attendee(s) and a sample e-mail/letter (or phone call, if we received a new attendees name just shortly before the Springfield annual meeting) to send to their assigned person(s). Committee members manned the new attendee registration desk. We also continued the contest of who could attain the most pins from the different states. The person who attained the most pins was awarded a prize of an ASLCS pin map.

There was a wrap up meeting at the end of the meeting week and a survey distributed to new members and attendees to fill out to discuss their thoughts and attendance to plenaries and concurrent sessions, as well as social events attended during that meeting week. This survey, from the new attendees prospective, will give the new Membership and Communication Committee feedback of what was beneficial and what can be improved upon for the next year.

Respectfully submitted,
Diane Bell, Chair
The 2004-2005 term marked the 10th anniversary of the Professional Journal’s first edition, published in Fall 1995. During these last ten years, the ASLCS Professional Journal has published more than 70 articles on parliamentary procedure, staff management, legislative technology and interesting case studies from the various states and our international colleagues from professionals outside the Society. In recognition of this special anniversary the 2004-2005 worked with ASLCS President Bruce Jamerson to produce a special 10th Anniversary edition of the Professional Journal which reprinted each of these articles in their entirety under a single cover.

In December, the Committee produced the Fall 2004 edition of the Professional Journal which focused on redistricting. Each of these articles has received praise from the Society since the Journal’s publication and the committee would like to thank Patsy Spaw from Texas for producing an enlightening article on “Congressional Redistricting, Texas–Style” and Steve Winter for his equally informative piece on “New Hampshire’s Redistricting Follies.” In addition, the Fall 2004 Professional Journal included a national perspective on redistricting written by NCSL Senior Fellow Tim Storey as well as a review of Warren Billings’ recently published book, A Little Parliament.
Regrettably the Committee received insufficient submissions for publication of a Spring 2005 edition of the Journal. It is the responsibility of the Journal Committee to solicit, collect and edit articles submitted to the Journal for publication. The Journal Committee is entirely reliant on members of the Society, our international colleagues, NCSL staff from other staff sections and members of the academic community for articles on the legislative process. We would strongly encourage any member of the Society to submit an article for publication. Without your support the Journal cannot remain in existence. Although we welcome articles from outside sources the Journal Committee remains committed to maintaining the Journal as outlet for recognizing the work and writing of the Society’s members. Please support your Professional Journal Committee.

At the 2005 Professional Development Seminar in Springfield, Illinois, the committee will transition to new leadership with the appointment of a new chair, vice-chairs, and Editorial Board. In addition, the members of the Society’s representatives on the Legislative Staff Coordinating Committee (LSCC) – the ASLCS President, Immediate Past President and members of the NSCL Executive Committee – along with the Associate Vice-President and Immediate Past Associate Vice-President will join the committee as ex-officio members. The new committee will be responsible for producing the Fall 2005 edition of the Journal which will be published later this year.

The chair would like to extend his personal appreciation to ASLCS President Bruce Jamerson for his support of the Professional Journal Committee’s efforts. Even more importantly, I want to thank the dedicated and hard-working members of the Professional Journal Committee and most especially, the Editorial Board their contributions have been enormous and their efforts most certainly appreciated – a heartfelt thanks to all! A special thank you to Associate Vice-Chair Linda Tubbs, who not only chaired the Committee’s Boston meeting this spring, but who also lead the efforts to rewrite the “Information for Authors” section of the Journal and was instrumental in securing several of the articles which have appeared or soon will be appearing in the Journal. And to Barbara Regen, described recently as “a discerning reader-with-a-pencil.” Barbara has battled through her own difficulties this past year yet had remained a dedicated and contributing member of the Editorial Board. It is true, there certainly is “not a better eye, nor better reader’s ear, in all of Virginia.”

Respectfully submitted,
Scott Maddrea, Chairman

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Program Development Committee

Committee Members

Dianne Arrington, TX
Gwen Bailey, VA
Matthew Baker, NV
Judy Barrows, ME
George Bishop, VA
Faye Blanton, FL
Jay Braxton, VA
Karen Brown, UT
Carmen Cauffman, NC
Laura Clemens, OH
Claire Clift, NV
Betty Kay Francis, TN
Jane Gill, NV
Harle Glover, NV
Nathan Hatfield, VA
Mona Heustis, CO
Maryann Horch, VA

Janet Jones, KS
Ruby Johnson, LA
Ramona Kenady, OR
Cheryl Laube, AZ
Margaret Larragoite, NM
Mike Linn, MN
Patty Lung, VA
Patricia Mau-Shimizu, HI
Rob Marchant, WI
Evelyn Martinez, AZ
Jim McElroy, NC
Patrick Merkel, TN
Sandra Morris, KY
Trish Obrion, VA
Pat O’Donnell, NE
Jonathan Palmore, VA
Connie Peltier, MN

Tara Perkinson, VA
Michelle Perry, NC
Don Richardson, MS
Susan Clarke Schaar, VA
Gail Schenck, VA
Judith Schultz, WV
Tina Scott, AZ
Sandy Tenney, UT
Linda Tubbs, TX
Tricia Vaughan, VA
Brenda Ward, MD
Dianne Whitaker, VA
Alan Whittington, TN
Maureen Wilson, UT
Patience Worrell, TX
Tommy Wright, NH

Annual Report of the 2004-2005
Program Development Committee

The Program Development Committee met as follows:
September 26, 2004 - Baltimore, Maryland
March 19, 2005 - Boston, Massachusetts
August 16, 2005 - Seattle, Washington

The Program Development Committee met three times to discuss and plan the program for the ASLCS Professional Development Seminar that will take place in Springfield, Illinois from September 21-26, 2005. In addition to the site meetings, email played a big part in the planning phase.
The discussion in September centered around subject matter for plenary sessions and for concurrent sessions that would hold the most interest for all members. As with all previous program committees, we wanted the fall seminar to be meaningful and memorable.

In March, it was confirmed that the Support Staff Committee and the Technology and Innovation Committee would each sponsor two concurrent sessions. The International Communication and Development Committee agreed to sponsor one concurrent session. The subject matter of these sessions were discussed and decided upon via email. The Support Staff Committee also took the task of finding facilitators for the staff group breakout sessions. The Illinois delegation discussed a preliminary agenda for the day at the Illinois capitol, and also informed the committee of possible additional activities.

By August the program was complete with just a few details to finalize. The Illinois staff has planned an intriguing day at the Capitol, focusing on their capitol renovation and chamber technology. The Illinois staff and Support Services Committee will provide co-facilitators for the staff group breakouts and each group will have show-and-tell sessions. The Canadian American Relations Committee proposed an additional concurrent session and that session was added to the program.

Thank you to the members of the Program Development Committee for their input and quick responses to emails; to the Illinois delegation for their assistance; to the other Committees that agreed to sponsor concurrent and break out sessions; to Bruce Jamerson for his advice and trust; to the number of Society members who offered advice and support; and to Natalie O’Donnell for her extreme patience.

See you in Springfield.

Respectfully submitted,
Marilyn Eddins, Chair
Roster Committee

Co-chair: Jeannine Wood
Idaho
Associate Vice Chair: Rusti Horton
Idaho
Co-Chair: Pamm Juker
Idaho

Committee Members

Johnye Bennett, VA
Norma Chastain, AZ
Inga Emerson, DE
Jhonne Gillespie, FL
Stephanie Hall, AK
Jeremy Herndon, AZ

Gregory Hoyer, WV
Karen Kuhlman, CO
Jeannine Layell, VA
Barbara Lecarpentier, VA
Mary Jo Mongelli, NV
Jennifer Parker, VA

Rose Ramsey, VA
Jackie Scott, VA
Sharon Soliere, AZ
Larry Warden, OK
Mary Beth Weil, VA
Susan Whitford, NV

Annual Report of the 2004-2005
Roster Committee

The first meeting of the 2004-2005 Roster Committee was held September 26, 2004, at the Wyndham Inner Harbor Hotel, Baltimore, Maryland. The committee discussed the advantages of printing a smaller "pocket-sized" Roster as opposed to the current 8 ½ x 11" format. The smaller version would contain exactly the same information as the current Roster, only it would be half the size. In addition to the obvious benefits, a condensed version of the Roster would save the Society approximately $2,000 in annual printing costs.

The committee agreed that such a size would result in a product much more convenient, accessible, and helpful, and voted to recommend to the Special Committee on Publication Standards that a smaller sized Roster and Reference Guide be published.

Co-chair Juker presented a new questionnaire format to be sent to Society members soliciting information for the next publication. Pamm emphasized the need to have quality photos submitted for inclusion in the Roster to ensure reproduction of a good, clear image.

The committee discussed, and approved, the benefits of changing the date of publication until AFTER the annual Professional Development Seminar (PDS) to reflect changes in leadership and committees. To help facilitate this change, the Executive Committee approved a supplemental Roster containing the newly elected
2004-2005 COMMITTEES AT WORK

officers, executive committee members, and committee chairmen and membership which was mailed to the membership following the Baltimore PDS. The supplement had an adhesive backing that could be easily affixed inside the 2003-2004 Roster.

The 2005-2006 Roster will contain information on 2004-2005 and 2005-2006 officers and executive committee members, and committee chairmen and membership, and will be published following the 2005 Professional Development Seminar in Springfield, Illinois. This will be the only addition that will contain both outgoing and incoming officers. Rosters to follow will be published using the current format.

The committee recommended changing the format of several sections in the Roster, and eliminating duplicate information. Combining sections for committee descriptions and listings of the committee members would eliminate one section in the Roster. Also, printing the publication standards only once, where previously they had been printed in two separate sections – once within the Standing Orders and once in a “stand alone” section – would eliminate another section.

The committee recommended the inclusion of Society members’ birth dates; month and year only. This would be optional for those individuals or states not wishing to publish this information, and the Roster would continue the course for those who have no objection.

Co-chair Jeannine Wood met as a “committee of one” at the spring meeting in Boston MA, and Co-chair Jeannine Wood and Associate Vice Chair Rusti Horton met as a “committee of two” at the NCSL meeting in Seattle WA. Inasmuch as we have received requests from various ASLCS members to include cell phone numbers in the Roster on an optional basis, we are including that as a recommendation to the Executive Committee. Jeannine reported that progress is being made on the 2005-2006 Roster. It is also noted that the topic of a smaller-sized Roster was discussed by the Executive Committee in Seattle, and a decision will be made at the Professional Development Seminar in Springfield IL.

Respectfully submitted,
Jeanine Wood, Chair
Site Selection Committee

Mary Monahan
Maryland
Chair

Patricia Mau-Shimizu
Hawaii
Vice Chair

Karl Lilly
West Virginia
Associate Vice Chair

Committee Members

Dianne Arrington, TX
Dave Avant, AL
Mick Bailey, WV
Judy Barrows, ME
Diane Bell, FL
Johnye Bennett, VA
Jay Braxton, VA
Kristin Canterbury, WV
Ann Cornwell, AR
Mark Corrigan, PA
Beth Dingus, VA
Marguerite Duda, WV
Polly Emerson, TX
Janice Gadd, UT
Jane Gill, NV
Harle Glover, NV

Judy Hall, OR
Stephanie Hall, AK
Anna Hanback, VA
Nathan Hatfield, VA
Elizabeth Hawthorne, MS
Joyce Holden, WV
Janet Jones, KS
Ruby Johnson, LA
Tim Kehoe, CT
Margaret Larragoite, NM
Karl Lilly, WV
Charlotte Mary, VA
Sam Moody, OR
Trish Obrion, VA
Jennifer Parker, VA
Connie Peltier, MN

Michelle Perry, NC
Eleanor Ringel, WV
Cooper Roberts, LA
Alice Shafer, WV
Gail Schenck, VA
Judith Schultz, WV
Julianna Singh, AK
Sharon Soliere, AZ
Patsy Spaw, TX
Terry Spieler, MO
Sandy Tenney, UT
Lori Thompson, WV
Linda Tubbs, TX
Kirsten Waid, AK
Brenda Ward, MD
Denise Weeks, NC

Annual Report of the 2004-2005
Site Selection Committee

The Site Selection Committee met 3 times. They were charged with finding a "host" State for 2007. The State of Vermont was selected and approved by the Executive Committee for the 2007 ASLCS Annual Professional Seminar.

Respectfully submitted,
Mary Monahan, Chair
2004-2005 COMMITTEES AT WORK

Support Staff Committee

Committee Members

Dianne Arrington, TX
Jane Atkinson, VA
Matthew Baker, NV
Joe Blough, OK
Jay Braxton, VA
Penny Cabaniss, VA
Beth Dingus, VA
Betty Kay Francis, TN
Janice Gadd, UT
John Garrett, VA
Harle Glover, NV
Virginia Habansky, VA
Stephanie Hall, AK
Anna Hanback, VA
Nathan Hatfield, VA

Brad Hendrickson, WA
Jeremy Herndon, AZ
Maryann Horch, VA
Karen Kuhlman, CO
Barbara Lecarpentier, VA
Karl Lilly, WV
Sven Lindquist, MN
Mike Linn, MN
Patty Lung, VA
Charlotte Mary, VA
Al Mathiowetz, MN
Patrick Merkel, TN
Sam Moody, OR
Sandra Morris, KY
Jennifer Parker, VA

Connie Peltier, MN
Tara Perkinson, VA
Rose Ramsey, VA
Cooper Roberts, LA
Gail Romanowski, MN
Gail Schenck, VA
Judith Schultz, WV
Julianna Singh, AK
Linda Tubbs, TX
Tricia Vaughan, VA
Brenda Ward, MD
Mary Beth Weil, VA
Dianne Whitaker, VA
Alan Whittington, TN

Annual Report of the 2004-2005
Support Staff Committee

The Support Staff Committee met September 26, 2004 in Baltimore; March 19, 2005 in Boston; and August 17, 2005 in Seattle.

The committee work this year focused on the following areas:

Associate Exchange Program

The Committee recommended, and in Seattle the Executive Committee approved, changes to the ASLCS bylaws regarding the Associate Exchange Program. The major policy change will be abandonment of the current system of requiring states who send Associates to be an automatic host state.
during the following year. A list of volunteer host states will be developed which will hopefully broaden interest and participation in the Program.

Additionally, the Committee will actively encourage Associates to consider exchange visits anytime during the year, rather than the prevailing practice of visiting primarily during a legislative session. Lastly, the bylaws were changed to reflect a maximum duration of three to five days for Associate visits.

The 2005 Associate Exchange participants were Nathan Hatfield (Virginia Senate) who visited the Oregon legislature and Tammy Wright (New Hampshire Senate) who visited the Virginia legislature.

Concurrent Sessions

The 2005 Support Staff Committee will sponsor two concurrent sessions at the 2005 Springfield Professional Development Seminar: “Preserving Legislative History” and “How A Bill Becomes A Law - 2nd Edition.”

Staff Breakout Sessions

The Committee will again provide facilitators to co-chair the breakout sessions in Springfield.

Respectfully submitted,
Sany Tenney, Chair
Technology Committee

Committee Members

Gwen Bailey, VA
Matthew Baker, NV
Faye Blanton, FL
Karen Brown, UT
Penny Cabaniss, VA
Lynne Collins, AK
Stephen Davis, MO
Londi Ensor, AK
Eric Fowler, NH
Betty Kay Francis, TN
David Gibson, VT
Robert Haney, TX

Brad Hendrickson, WA
Jeremy Herndon, AZ
Maryann Horch, VA
Steven James, MA
Cindy Johnston, OR
Crystaline Jones, AK
Ramona Kenady, OR
Jeannine Layell, VA
Dowe Littleton, AL
Patty Lung, VA
Steve Marshall, VT
Evelyn Martinez, AZ

Jim McElroy, NC
Sandra Morris, KY
Jonathan Palmore, VA
John Phelps, FL
Rose Ramsey, VA
Nancy Schaufelberger, AL
Ron Smith, LA
Nancy Tribble, NV
Tricia Vaughan, VA
Susan Whitford, NV
Maureen Wilson, UT

Annual Report of the 2004-2005 Technology Committee

The technology and Innovation Committee is sponsoring two concurrent sessions for the 2005 Annual Professional Development Seminar in Springfield, Illinois: "Video in the Chamber" and "Online Document Automation Systems." Both sessions will offer real life examples of applications of technology within the chambers and look at best practices for others looking to implement similar programs.

During the past year, the committee offered to work with the Roster Committee for development of an online ASLCS roster application, as well as conduct a survey of the Clerks and Secretaries to come up with a state-by-state listing of technological processes they are currently using.
Arizona

Superintendent of Public Education goes on a SNACK ATTACK!

Tom Horne, Superintendent of Public Education in Arizona says “Never again will schools, in order to make money, push fat and sugar on our kids.” Mr. Horne has released his detailed proposal for exactly what should and shouldn’t be sold to kids in school. The proposal follows a law passed by the Legislature this past session banning the sale of sugary and fatty foods in elementary, middle and junior high schools throughout the state. The law, effective July 1, 2006, for all public K-8 schools is aimed at improving foods sold in schools. Mr. Horne’s proposed ban would cause a more radical shift in what students can buy at school snack bars and vending machines. For example, chocolate bars out, granola bars are in; soda, even diet, is out and baked potato chips are in. 100% juice and low-fat cookies will replace fried chips, sports drinks and cupcakes.

At many schools, proceeds from vending machine sales fund clubs, sports and field trips. Representatives of the food and beverage industry and some parent groups are concerned that the new policy will hurt vending sales at schools which will result in decreased funding for clubs, sports and field trips. However, school officials say the changes will help make campuses healthier.

Arizona Schools Now Asked to Warn of Sun Danger

A new law that just took effect August 12, 2005 requires about 2,000 elementary and middle schools in Arizona to teach students about the dangers of overexposure to the sun. Arizona children are at a high risk of developing skin cancer because of the climate. The lessons will include using sunscreen, covering up and wearing sunglasses. Teachers are encouraged to spend 5 to 10 hours per school year educating kids on sun safety. This will not be a “policed” policy but last year, 650 schools voluntarily offered a sun safety education program to the students.

Arizona Reaches Scorching High Temperatures with Excessive Heat Warnings

Over-average temperatures in Arizona prompts a new wave of excessive-heat warnings and sending people scurrying for water and shade. City officials provided water and an air-conditioned bus at a cooling site near downtown that opened in July, when record heat was the suspected cause of 32 deaths in the Valley. The most at risk are the homeless, the elderly and low-income residents. An estimated 150 people a day are coming to the cooling site to get water and duck inside the bus for a break from the heat. Paramedics are checking people for signs of heat-related illness. Officials say relief is in sight and the temperatures should return to a cool normal of 103 degrees in the day and 80 degrees at night! Whew!

California

Postgraduate Fellowships in the California Legislature

The nation’s oldest state legislative fellowship program is operated in California. The Capital Fellows Program is a nationally recognized postgraduate program that offers unique public policy training opportunities. Four separate programs (Assembly, Senate, Executive, and Judicial) are administered under the auspices of the Center for California Studies at California State University, Sacramento. Every year, each program selects 18 college graduates (the Judicial Fellowship program
chooses 10 graduates), and places them in full-time policy-oriented positions in their respective branch of government. The fellowships run for 11 months, beginning each September.

In the Legislature, Assembly and Senate Fellows are often placed in member or committee offices as legislative aides. Common duties include staffing and tracking legislation, policy research, constituent correspondence, speech writing, and bill analysis. Executive Fellows have been placed in various areas of the executive branch, including the Governor’s office, state agencies, commissions, etc. Judicial participants are assigned to judicial administrative offices, as well as appellate and trial courts throughout the state. All fellowship participants attend weekly seminars, run by the CSUS government department, where they earn 12 units of graduate-level course credit. Fellows are paid a $1,972 monthly stipend plus health, dental, and vision benefits.

The Fellowship programs originated in 1957, when the Assembly, the Ford Foundation, and five California universities initiated the first state-level postgraduate legislative internship program in the nation. The pilot program was such a success that the Assembly quickly instituted a permanent program of its own. Recognizing the success of the Assembly’s Fellowship program, the Senate, the Governor, and the courts also created programs in subsequent years. The Fellowships provide participants with excellent experience in public service and public policy. Participants have gone on to become state and federal legislators, state Supreme Court Justice, and other key players in public policy in California and the nation.

Positions are open nationwide to college graduates of all majors. Application deadlines are generally in February. Links to each program’s web site can be accessed at: www.csus.edu/calst

Idaho

Idaho was recently honored with a visit from President George W. Bush and First Lady Laura Bush. President and Mrs. Bush arrived in Idaho on Air Force One at 1:30 p.m. on Monday August 22, 2004, from their ranch in Crawford, Texas, and enjoyed Idaho’s majestic mountain scenery. They stayed in a private home at Idaho’s new luxurious Tamarack Resort, which is currently being developed on the shores of Lake Cascade near Donnelly, Idaho, and approximately 75 from Boise. They were headed back to Texas by 4 p.m. Wednesday.

Tamarack officials were eager to show off features of the new resort and hoped that the President’s visit would draw more attention to the mountain biking opportunities at the resort. President Bush enjoyed mountain biking several times, fished in Lake Cascade with Idaho Governor Dirk Kempthorne, and dined with Idaho’s congressional delegation and Governor and Mrs. Kempthorne Tuesday evening. The President did not play golf during his stay, but several members of his staff played the 9-hole course, which is scheduled to open all 18 holes next summer.

On Wednesday, August 24, President Bush addressed a crowd of approximately 10,000 people at the Idaho Center near Nampa, Idaho. President Bush focused throughout the speech on the more than 1,700 Idaho National Guard soldiers deployed to Iraq, and their families who stayed behind. A greater percentage of soldiers have been deployed from the Idaho Guard than from any other state unit, and President Bush spoke to them directly. Military families jammed the Idaho Center and erupted in standing cheers 17 times during the 45-minute speech.

As a side note, I was standing on the sidelines, cheering as loud as everyone else. Speaking to the military personnel was somewhat personal for me inasmuch as my husband is retired from the Idaho Air National Guard, and my son Craig and daughter Wendi are both currently serving in the Air National Guard. Wendi recently completed a 4-month tour of duty in Kuwait.
Massachusetts

Last year, as was widely reported, a landmark decision of the Massachusetts Supreme Judicial Court (SJC) ruled that same sex marriage is legal in the Bay State under the Constitution of the Commonwealth. Since May of 2004, hundreds of same sex couples have become legally married here.

Subsequent to the SJC ruling, a Constitutional Convention of Representatives and Senators meeting in Joint Session in the House of Representatives Chamber in Boston gave initial approval to a Legislative amendment to the Constitution providing that “only the union of one man and one woman shall be valid or recognized as a marriage in the commonwealth. Two persons of the same sex shall have the right to form a civil union if they otherwise meet the requirements set forth by law for marriage. Civil unions for same sex persons are established by this Article and shall provide entirely the same benefits, protections, rights, privileges and obligations that are afforded to persons married under the law of the commonwealth. All laws applicable to marriage shall also apply to civil unions.”

If again agreed to by the 2005-2006 Legislature and the voters at the next state election, this Legislative Amendment would take effect in December of 2006. A Joint Session has been called for September 14, 2005 for the purpose of debating and bringing to a final vote the Legislative Amendment.

An article appearing in the Boston Globe last spring observed, however, that it now appears that the Legislative Amendment may be in jeopardy. Reportedly, the 101 votes necessary to again agree to the amendment may not be attainable, thus ending the attempt to outlaw same sex marriages and establish civil unions via the Legislative Amendment process.

The Globe article went on to say that those opposing same sex marriages, now faced with potential defeat of the Legislative Amendment, are considering changing their strategy to instead use the Initiative Amendment process to accomplish their goal. The petitioners reportedly plan on circulating and submitting an Initiative Amendment to the Constitution which would define a legal marriage as being only that which is the union of a man and a woman. The measure would contain no reference to “civil unions”, according to the Globe story.

To qualify as an Initiative Amendment to the Constitution a measure requires the signatures of “not less than three percent of the entire vote cast for governor at the preceding biennial state election”. Once the signatures are certified the measure would need the affirmative votes of only one fourth of the members of the House and Senate of two successive Legislative Joint Sessions for it to qualify for placement on the ballot for the state election of 2008; and if approved by the voters it would become part of the Constitution. If the strategy works, same sex marriages would be outlawed in the Commonwealth upon certification of the vote in early December, 2008. If the opponents of same sex marriage and civil unions have their way, the status of the hundreds of same sex marriages solemnized since May of 2004 in Massachusetts would arguably appear to be in violation of the amended Constitution, and may be in question.

Stay tuned . . .

Michigan

Former Secretary of the Senate Beryl “Ken” Kenyon passed away on August 9, 2005. Kenyon worked for the Senate for 24 years, most of them as Secretary. He is survived by his wife and three sons. Contributions may be made to the Mayflower Congregational Church or the American Cancer Society.
Nevada

The 21st Special Session of the Nevada Legislature was called by the Governor on November 10, 2004, to initiate impeachment proceedings against the state controller for various ethics violations. The Assembly approved three Articles of Impeachment after two days of testimony and then transmitted them to the Senate, who upheld one article while dismissing the others. Thanks to all the other states we contacted in order to help us with such a unique undertaking.

It should be noted that the Assembly’s new Chief Clerk, Nancy Tribble, handled the special session with aplomb and confidence and there were no problems in light of the special session taking place one week after the general election.

The 73rd Legislative session convened on February 7, 2005 for its 120-day duration, which ended on June 6, 2005. There was a 26-16 Democratic majority in the Assembly this year, with 11 freshmen. The Senate was much closer aligned in its makeup, with a 12-9 Republican majority, with 4 freshmen.

Finding a solution to the property tax issue dominated the session. Many of Nevada’s citizens were quite piqued that they were seeing 20 to 60 percent annual growth in their property taxes. This adversely affected Nevada’s large senior population. An agreement was finally reached in capping the growth of property taxes for residential and commercial property and the bill was quickly signed by the Governor in April, effective upon passage and his approval.

The 22nd Special Session was called by the Governor on June 7th, 2005, beginning at 3:00 a.m., to resolve certain issues that were not processed during the regular session. It ended at 12:38 p.m.

The Nevada Legislature will be helping in hosting the National Speaker’s Conference in Las Vegas from September 28th to October 2nd. All those attending, we hope to see you there.

Oregon

The Oregon Legislature passed legislation during the 2005 session that will make Oregon the first state to require prescriptions for everyday cold and allergy medications that can be converted into methamphetamine. The requirement applies to any medication containing pseudoephedrine, the key ingredient in making meth.

Oregon and several other states already require consumers to show identification and sign a log when obtaining over-the-counter cold and allergy medicines such as Sudafed and Claritin D from pharmacies, and Congress is moving toward similar restrictions. The bill sailed though both houses of the Legislature, opposed by only a handful of lawmakers who cited the inconvenience for their constituents.

The state Board of Pharmacy has until next July to implement the prescription requirement, but board executive director Gary Schnabel said it could be in place within three months. Patients will be allowed up to five refills in a six-month period, Schnabel said. Tom Holt, executive director of the Oregon State Pharmacy Association, said he thinks the law will drive pseudoephedrine-containing products off the market within a year or two. While increasing amounts of methamphetamine come from Mexico, bill supporters say the law could sharply reduce the number of home meth labs, where the chemicals used in the process can pose severe health problems.

The legislature also passed a bill increasing the penalty for drug crimes involving children and bills for funding drug courts, for related corrections expenses and other costs.
Tennessee

Ethics and Tennessee’s health care program for the poor, uninsured and uninsurable, TennCare, are dominating discussions during the interim.

In response to four legislators, a former legislator and two others being arrested in a bribery sting by the Federal Bureau of Investigation, the Legislature and Governor Phil Bredesen (D) set up committees to study and make recommendations to strengthen the state’s ethics laws. The committees have each met several times and hope to wrap up their work this fall. A special session on ethics is expected to be called either in November or January.

More than 190,000 people were cut from TennCare this summer in an attempt to control costs. Federal Court rulings this summer approving prescription limits and co-pays have allowed 70,000 “medical needy” to remain on the program. A “safety-net” for those being cut which is to include free or discounted medicines and money to expand access to free or low-cost clinics is still being developed. Advocates for those losing medical coverage and several legislators are calling for a special session to reverse the cuts to the program. The Governor has stated he does not believe a special session is necessary.

Vermont

Dateline: Montpelier, Vermont

Special session imbroglio-

Background: The Vermont General Assembly (Democrats having majorities in both Houses) threw down the gauntlet by including a provision in the general appropriations bill that triggered a likely veto by the Governor (a Republican). The legislature then adjourned. The Governor accepted the challenge and called a special session of the General Assembly for the purpose of enacting a new appropriations bill that he would sign…even before the offensive bill reached his desk and before it could be vetoed!

In calling the special session, the Governor stated that the only matter that could be considered by the General Assembly was the general appropriations bill. With the fiscal end of year only two weeks away, the game of political chicken was on.

By way of background the provision in question would have utilized an existing state law that empowered the General Assembly to review a determination by the State Labor Relations Board, which would, among other things, terminate part of a pension plan for some teachers at Vermont’s state colleges, following an impasse in negotiations for a new collective bargaining agreement. The General Assembly wanted the parties to return to the bargaining table to try to resolve their differences by agreement. The Governor firmly stated his belief that the legislature had no business meddling in the affair, notwithstanding the plain language of the statute.

Setting: Because there was not a veto-proof majority in the House, the Democratic leadership quickly realized that it could not override the Governor’s veto. However, they took umbrage at the Governor’s effort to tell the General Assembly what it could and could not take up at a special session.

While some state constitutions do invest their Governors with the power to limit what a legislative special session may consider, Vermont’s does not. And while section 790 of Mason’s suggests that a Governor may limit what a legislative special session may consider, Vermont’s Senate Rules specifically provide that Section 790 of Mason’s is not incorporated by reference because it is contrary to Vermont’s practices (amply demonstrated by prior special sessions). Thus, when it convened
in special session, one of the first items adopted by the Senate were rules to govern the special session – which specifically stated that the Senate could take up anything that it wished to consider!

**Editorial comment:** Ironies abound! The Governor was a member of the House of Representatives when the statute authorizing legislative review of the Labor Relations Board’s authority to impose labor terms for state college teachers was enacted. The lead sponsor of the offending provision was a Republican, who is in his 25th year as a member of the Senate (2nd longest in the current Senate) and the assistant minority leader. The Governor, as a former legislator, and whose assistant general counsel was a former House clerk, should have known that any attempt to curb the General Assembly’s powers would be met with disdain. (and that the attempt would be rebuffed).

**Outcome:** In a one-day special session, in order to avoid the avowed veto, the General Assembly rescinded the provision that was offensive to the Governor and permitted the State Labor Relations Board mandate to take effect (with the acquiescence of the teachers of the state colleges). However, it also approved a second bill, providing certain tax credits for an imperiled business in Vermont. The Governor signed both bills notwithstanding his attempt to limit what the General Assembly could consider!

Peace again reigns in the relationship between the executive and legislative branches of Vermont’s government – at least, temporarily!

### Virginia

**Virginia to select new Governor, House Members**

The voters of Virginia will select a new Governor and all 100 members of the House of Delegates on November 8. Virginia is one of a handful of states that schedule the Gubernatorial and legislative races to occur in the “off-year”, or the year between Presidential and Congressional elections.

In the Gubernatorial election where the popular current Governor Mark Warner (D) is prohibited from succeeding himself, the current Lt. Governor Tim Kaine (D) faces the former Attorney General Jerry Kilgore (R) in a rather tight race.

In the House of Delegates, where Republicans hold 60 of 100 seats, 88 incumbents will vie for re-election and only 25 of them will face major-party opposition (14 Republicans and 11 Democrats). A majority of the current members (51) will be unopposed by any candidate on Election Day. Democrats currently hold 38 seats, and two Delegates are Independent.

The Senate of Virginia still has two years remaining in their four-year term. However, two Senators are running for statewide office – one for Lt. Governor and one for Attorney General – which would result in special elections to fill their seats if one or both should win.

### Washington

Washington successfully hosted over 7,000 attendees at the NCSL Annual meeting held in Seattle.

Critical initiatives on this Fall's general election ballot, including the possible repeal of the recently passed 9.5 cent a gallon gas tax and competing medical malpractice initiatives from the state Medical and Trial Lawyers associations.

## 2006 LEGISLATIVE SESSION CALENDAR (as of July 29, 2005)

<table>
<thead>
<tr>
<th>State</th>
<th>Regular Session</th>
<th>Special Session</th>
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<td>Convene</td>
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<td>Alabama</td>
<td>Jan 10</td>
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<td>Virgin Islands</td>
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Key:
* = Legislature meets throughout the year
** = Constitutional opening date, which may be changed.

Contact for More Information
Legislative Management Program
NCSL—Denver
(303) 364-7700
Preliminary Agenda

Wednesday, September 21
1:00pm-3:00pm Nominating Committee
3:00pm-5:00pm Executive Committee
3:00pm-7:00pm Registration
5:15pm-6:30pm New Attendee Orientation

Thursday, September 22
7:00am-4:00pm Registration
8:30am-10:00am Continental Breakfast
10:00am-12:30pm Plenary Session
 Emergency Preparedness
 Dr. John Fortier
12:30pm-1:45pm Lunch on your own
2:00pm-3:30pm Concurrent Sessions
 Online Document Automation Systems
 Establishment of International Governments - Role of the Clerk
3:45pm-5:15pm Concurrent Sessions
 Team Building
 American & Canadian Systems - A Comparison
6:00pm - Old State Capitol

Friday, September 23  CAPITOL DAY
7:00am-9:00am Registration
7:00am-8:30am Breakfast on your own
9:00am-9:30am Load trolleys to Capitol
9:30am-12:30pm Greetings from Illinois
 Legislative Technology - Chamber automation & voting system
 Capitol Restoration
 Capitol Tour
12:30pm-1:30pm Lunch at the Capitol
2:00pm-3:00pm Staff Group Breakouts
3:15pm-4:15pm Staff Group Breakouts (continued)
 Go to various offices
3:30pm-5:00pm Return to Hotel
6:00pm- Lincoln Presidential Museum
 Tour and Reception

Saturday, September 24
8:00am-4:00pm Registration/Info Desk
8:00am-9:15am Breakfast Business Meeting
9:30am-12noon Plenary Session
 Dealing with Difficult People
 Dr. Ben Bissell
12:00pm-2:00pm Lunch on your own
2:15pm-3:45pm Concurrent Sessions
 Video in the Chamber
 Preserving Legislative History
 Parliamentary Practice - Case Studies
4:00pm-4:30pm New Attendee Wrap-up
6:00pm - Host State Event

Sunday, September 25
8:00am-4:00pm Info Desk
8:00am-9:00am Breakfast on your own
8:00am-1:00pm Mason’s Manual Commission
9:00am-10:30am Plenary Session
 Is there life after the legislature?
10:45am-12:15pm Concurrent Sessions
 Interview Techniques
 How bill becomes law - 2nd edition
12:15pm-1:30pm Lunch provided
1:30pm-2:00pm Committee Chair Transition Meeting
2:15pm-5:00pm Committee Meetings
2:15pm “A” Group
3:00pm “B” Group
3:45pm “C” Group
4:30pm “A” and “B” Special
6:30pm-11:00pm State Dinner

Monday, September 26
8:00am-12 noon Info Desk
8:30am-10:00am Continental Breakfast/Business Meeting
10:00am-12:00pm Executive Committee
12 noon Meeting Adjourned
FUTURE ASLCS MEETINGS/CHANGE OF ADDRESS

ASLCS Spring Meeting – Little Rock, Arkansas – March 31 – April 2, 2006

NCSL Annual Meeting – Nashville, Tennessee – August 15-19, 2005

CHANGE OF ADDRESS FORM

Name________________________________ Telephone ____________________________

Title_________________________________ Fax Number___________________________

State_________________________________ Email ________________________________

Chamber _____________________________ Mailing Address

Please Email or Mail to:
Natalie O'Donnell, NCSL
7700 East First Place
Denver, CO  80230

Phone:  (303) 856-1485
Fax:   (303) 364-7800
Email:  natalie.odonnell@ncsl.org

_____________________________________
Natalie O'Donnell, NCSL
7700 East First Place
Denver, CO  80230

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A note from the 2003 – 2005 Legislative Administrator Publication Team

A very big “THANK YOU” to all society members who contributed articles and pictures for publication in the Legislative Administrator. Working together we can accomplish great things. Also, thank you to Norm and Bruce for allowing us the opportunity to serve the society.
Where ASLCS has been……

Baltimore, Maryland
September 2004

Boston, Massachusetts
March 2005

Seattle, Washington
August 2005

Where

ASLCS is going…..

Springfield, Illinois
September 2005