We will see you in Seattle!

Count on us to make the 2009 ASLCS Fall Meeting a memorable one. If you have any questions about the ASLCS meeting in Seattle in September of 2009, please do not hesitate to contact us.

ASLCS Fall Meeting • September 16-20, 2009
American Society of Legislative Clerks & Secretaries 2009 ASLCS Host Committee

PO Box 40482, Olympia WA, 98504-0482 • Phone: (360) 786-7550 Senate / (360) 786-7750 House
Special Thanks To
Maryann Horch, Virginia Senate Information Systems,
For submitting photos for the Summer 2009 Legislative Administrator
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Dear Members,

As I write this message, it is only natural for me to reflect upon the activities, challenges and accomplishments of the past year of ASLCS.

Executive Committee members and members of the Program Development Committee, chaired by Diane Bell, have worked closely with our Washington state hosts led by Tom Hoemann and Brad Hendrickson in preparation for our annual PDS (Professional Development Seminar) which will be held in Seattle, Washington, from September 16-20, 2009. Among the topics on our agenda will be social networking, impeachment process and budget cuts. We will also continue the tradition of holding staff breakouts which will take place on Thursday at the State Capitol in Olympia.

The 2009 annual meeting budget confronted us with unique challenges during this downward turn in the economy. We have enjoyed several years of outstanding attendance and are concerned that this year attendance will likely be lower because of travel bans in some states. Your executive committee members have scrutinized the budget, made cuts and have worked diligently to minimize losses as we prepare for the annual PDS. I am deeply grateful for the spirit of cooperation among members as we worked through these challenges. Members of ASLCS have been well represented by Greg Gray, President-elect; Rob Marchant, Secretary-Treasurer; Carmen Cauthen, Associate Vice-President; Claire Clift, Elected Principal; Norma Chastain, Elected Associate; Terry Spieler, Appointed Principal; Karen Wadsworth, Appointed Principal; Londi Ensor, Appointed Associate; Obie Rutledge, Appointed Associate; Patsy Spaw, Immediate Past President; and Brad Hendrickson, Immediate Past Associate Vice President. I thank all of them for their patience, dedication to the society, and for their friendship.

All of our committees have been active and productive despite travel bans. Committee members have communicated electronically to ensure that all committee members have an opportunity to participate. You may read the committee minutes in this issue of the Legislative Administrator to catch up on committee activities. Scott Kaiser, assisted by Sheila Ryan and members of the Legislative Administrator committee, have carried on the proud tradition of producing a professional and informative newsletter that we all enjoy reading.

Chairman Butch Speer and members of Mason’s Manual Commission are close to finalizing the last revision of the 2010 version of the manual. The 2010 manual, which is the third revision since the copyright was granted to NCSL, is expected to be available in October 2010. The new manual will contain a more comprehensive index and also contains some new sections; of particular noteworthiness is a new section on legislative privilege.

I had the great opportunity to represent ASLCS at the Canadian Clerks at the Table meeting (CATTS) in St. John’s, Newfoundland, from August 3-7, 2009. I was greeted by our Canadian colleagues with extraordinary warmth and hospitality. It was a tremendous learning opportunity and I greatly value our relationship with them as well as with SALSA, ANOMAC, ATELCA and ANZACATT. I am pleased to report that several of these organizations will have representatives joining us in Seattle.

We have been particularly well assisted by the efforts of Angela Andrews who brings us the necessary skills and energy to manage the multifaceted work of the society. Despite the sometimes daunting tasks and details of guiding our work, Angela does so with enormous amounts of style and grace, and a bit of humor too.

Finally, I must say that without the daily support and friendship of the Clerk’s Office staff from Maine I would never have been able to balance the work of serving as your President. They are a constant source of inspiration to me both personally and professionally. In addition to Mike Cote and Judy Barrows, several other Mainers will be joining us in Seattle; please welcome them among all our other new attendees.

Again, thank you for the opportunity and honor of serving as your president. My experience of working and learning from others in the Society has been a highlight of my legislative career.

Sincerely,

Millie MacFarland

Clerk of the Maine House, and ASLCS President
2008-2009 Executive Committee

Millie MacFarland - ME
President

Gregory Gray - WV
President-Elect

Robert Marchant - WI
Secretary-Treasurer

Carmen Cauthen - NC
Associate Vice President

Clarie Clift - NV
Elected Principal Member

Norma Chastain - AZ
Elected Associate

Terry Spieler - MO
Appointed Principal

Karen Wadsworth - NH
Appointed Principal

Londi Ensor - AK
Appointed Associate

Obie Rutledge - OR
Appointed Associate

Patsy Spaw - TX
Immediate Past President

Brad Hendrickson - WA
Immediate Past Associate Vice President
The Executive Committee of ASLCS met on July 22, 2009, and was called to order by ASLCS President, the Honorable Millicent MacFarland, Clerk of the Maine House.

Present via telephone: Rob Marchant (Wisconsin), Brad Hendrickson (Washington), Norma Chastain (Arizona) and Carmen Cauthen (North Carolina).

The President declared the presence of a quorum.

NEW BUSINESS

President MacFarland announced that the committee would proceed to New Business in order to hear a briefing.

Whereupon, for purposes of the briefing on the NCSL website and other information, President MacFarland introduced Doug Sacarto, Director of NCSL Information Technology and On-Line Services Program and Ed Smith, Group Director, NCSL Publications Program.

Judy Barrows then presented a suggested revision of the Standing Orders concerning the Associate Exchange Program. She stated that the stipend for the program had been increased to $500 each, a total of $2000, and that the number of participants remains at four and two alternates.

Patsy Spaw moved that the foregoing proposals be adopted, which motion was seconded by Karen Wadsworth. The question was then put and unanimously adopted.

In the absence of objection, the remainder of the proposed revisions to the Standing Orders concerning the Associate Exchange Program will be submitted for review by the next newly appointed Bylaws Committee.

Karen Wadsworth moved that the Bylaws and Standing Orders Committee be directed to review and change the words “NCSL Annual Meeting” to “NCSL Annual Summit” wherever the same may appear in the Standing Orders. Claire Clift seconded the motion, and the same was adopted.

A discussion then ensued regarding the application for the Associate Exchange Program, and Claire Clift suggested that language be added prominently saying that an applicant must submit a comprehensive and detailed statement as to why they desire to participate in the program.

Paul Campos next was recognized, and gave an overview of the upcoming Professional Development Seminar to be held in Seattle in September.

The Committee then reverted to the Order of Business as outlined on the Agenda.

APPROVAL OF MINUTES

The minutes of the last Executive Committee meeting, held on April 18, 2009, in Washington DC, were corrected to reflect that Claire Clift participated via conference call. The minutes, as corrected, were, on motion of Karen Wadsworth, approved.

The Treasurer’s Report was then presented, as follows:
Executive Committee Meeting Minutes (continued)

TREASURER’S REPORT
July 22, 2009

Beginning balance on 4/16/09  $67,083.03
Deposit on 6/5/2009          $1,820.00
Deposit on 6/8/2009          $483.34
Deposit to be made            $325.00
Subtotal                      $69,711.37

Disbursements
Kathy White                  $(483.34)
Renaissance Gallery         $(94.98)
Millicent MacFarland        $(724.87)
(Subtotal)                  $(1,303.19)
TOTAL                        $68,408.18

Note: As of the date of this report, we have received 2009 dues from 410 members. This total represents 97% of the total number of members from 2008. Of this total, 29 are new members.

The foregoing report was unanimously adopted.

The Committee next proceeded to consideration of Old Business.

OLD BUSINESS

Angela Andrews, NCSL Liaison, then presented detailed financial reports, as follows:

Review of Special Meetings Fund (L190)
Status of Professional Development Revolving Account
Final approval of the 2009 PDS Budget

A detailed review of the 2009 PDS Budget was presented, and at the conclusion thereof, Claire Clift moved that the Budget be adopted, which was seconded by Karen Wadsworth. President MacFarland then put the question, and the 2009 PDS Budget was unanimously adopted.

Review of Fundraising for 2009 PDS - Brad Hendrickson gave a detailed report.

Review of Fundraising for 2010 PDS - Rob Marchant gave a detailed progress report.

Rob Marchant then explained the status of the State Capitols book project, and it was unanimously agreed to honor the request by the author that the author receive a 5 cent royalty per book after 50,000 sold in any year.

NEW BUSINESS CONTINUED

President MacFarland gave an overview of the following: Amendment to NCSL’s Staff Section Overhead Allocation Formula, as adopted by the NCSL Executive Committee.

Overview of allocation of money from the Foundation for State Legislature for E-Learning activities, as adopted by the NCSL Executive Committee.

Overview of guidelines for Joint Staff Section Meetings.

President MacFarland announced that she would be representing ASLCS at the CATTS meeting in St. John’s, Newfoundland, and asked for preliminary reimbursement.

Karen Wadsworth moved the same, which was seconded by Carmen Cauthen and unanimously adopted.

There being no other business to come before the Committee, on motion of Claire Clift, the meeting adjourned.

Respectfully submitted,

Gregory M. Gray
Acting Secretary
Members of the American Society of Legislative Clerks and Secretaries met in the Lincoln Room of the Union League, Philadelphia, Pennsylvania, and were called to order by their President, the Honorable Millicent MacFarland, Clerk of the Maine House.

Following brief remarks of thanks to Bill Schaeffer and International Roll Call for the luncheon they provided, President MacFarland announced that the first order of business for today’s meeting was the presentation of the Legislative Staff Achievement Awards.

President MacFarland announced that the following had been chosen to receive the awards:

- Tara Perkinson, Deputy Clerk, Virginia Senate
- Butch Speer, Clerk of the House, Louisiana
- Pat Flahaven, Retired Secretary of the Senate, Minnesota

President MacFarland noted that Pat Flahaven is the second longest serving Secretary of the Senate in the United States, having served from 1973 until his retirement in 2009, and stated that he would be present at the Staff Luncheon to formally receive the award.

President MacFarland then called the other two recipients to the podium to receive their awards. Ms. Perkinson then expressed her gratitude for having been selected for the award, and Mr. Speer likewise stated his utmost appreciation and gratitude for having been so honored. (Applause, the members rising)

The President then proceeded to the items on the agenda for today’s meeting.

REPORTS OF STANDING COMMITTEES

“A” Committee Reports were received as follows:

- **Bylaws and Standing Orders** - Judy Barrows presented, for Ramona Kenady and Dave Gibson, absent.
- **Inside the Legislative Process** - Linda Tubbs
- **Site Selection** - Suzie Lowell, overview of Seattle PDS; 2010 Milwaukee; 2011 consideration being given to hybrid meeting in Branson, Missouri.
- **Technology** - Ron Smith presented, for Steve Marshall, absent.
- **“B” Committees**
  - **International Communication and Development** - JoAnn Hedrick and Melanie Reekes
  - **“C” Committee, taken up out of order**
  - **Canadian-American Relations** - Pat Harris noted that CATTs meeting will be in St. John’s, Newfoundland; Joint Canadian-American Meeting - Toronto.
- **“B” Committees (resumed)**
  - **Legislative Administrator** - Pat O’Donnell, for Scott Kaiser, noted that the deadline for the next issue is August 10, and that the middle of the year issue should be on everyone’s desk when they return home.

Reports of Committees having concluded, President MacFarland next presented Ms. Angela Andrews, NCSL Liaison to ASLCS, and thanked her on behalf of the entire membership for her outstanding work with the Clerks and Secretaries.

Paul Campos, Senate Director of Facilities, Washington, presented an overview and update on the upcoming PDS to be held in Seattle in September.

President MacFarland then introduced NCSL Staff Officers, Nancy Cyr, Tim Rice and Gary Vanlandingham, who were accompanied by Karl Kurtz, senior management of NCSL. Mr. Vanlandingham, Immediate Past Staff Chair, thanked ASLCS for an outstanding job at representing the interests of Clerks and Secretaries on LSCC, outlined projects and accomplishments during the past year, encouraged all to continue to promote professional development and the preservation of institutional knowledge, asking all members to be ambassadors for NCSL to their individual State Legislatures.

Nancy Cyr, Staff Chair, likewise addressed the members, expressing her appreciation for the hard work and support of members serving in the LSCC, and noted that
ASLCS is the premier staff section for development of leadership roles.

Tim Rice, newly elected NCSL Staff Vice Chair, echoed the sentiments of the foregoing speakers, expressed his personal gratitude for being chosen as Staff Vice Chair and pledged his continued interest in ASLCS and working for the good of all staff sections.

President MacFarland next announced that Rob Marchant, Secretary-Treasurer, sent his best regards from Wisconsin and expressed his disappointment at not being in attendance at this meeting. In his communication, he also stated that ASLCS now has twenty-nine new members and that 97% of the annual dues had been received.

Peter Wattson, new Secretary of the Senate/Legislative, from Minnesota, in attendance at his first ASLCS function, was introduced and then welcomed by the President and members.

Pat O’Donnell announced to the members that President MacFarland had been elected to serve on the Executive Committee of NCSL, congratulated her and wished her the best on behalf of the entire membership of ASLCS.

(Applause, the members rising)

There being no other business to come before the assembly, on motion of Pat O’Donnell (Nebraska), seconded by Ann Cornwell (Arkansas), the meeting adjourned.

Respectfully submitted,

Gregory M. Gray
Acting Secretary
Bylaws and Standing Orders
Committee Meeting Minutes

CALL TO ORDER

The meeting of the Bylaws and Standing Orders Committee was called to order by Judy Barrows, ME, Vice-Chair.

ATTENDANCE

The following members of the committee were present:

- Judy Barrows (ME), Vice-Chair
- Pat O’Donnell (NE)
- Diane Bell (FL)
- Susan Clarke Schaar (VA)
- Claire Clift (NV)
- Patsy Spaw (TX)
- Jeffrey Finch (VA)
- Karen Wadsworth (NH)
- JoAnn Hedrick (DE)
- Jeannine Wood (ID)
- Norman Moore (AZ)

Other members/guests in attendance included Millie MacFarland, ME, President of ASLCS, and Angela Andrews, NCSL Staff Liaison.

Chair Ramona Kenady, OR, and Vice-Chair Dave Gibson, VT, were unable to attend but sent their greetings to the Committee.

APPROVAL OF MINUTES

Upon a motion by Karen Wadsworth, seconded by JoAnn Hedrick, the minutes of the last meeting held April 18, 2009, during the ASLCS Spring Meeting in Washington, DC, were approved.

OLD BUSINESS

The Committee reviewed the proposed new language for Section IV of the Standing Orders, regarding the Associate Exchange Program as discussed at the Spring Meeting and upon a motion by Susan Clarke Schaar, seconded by JoAnn Hedrick, agreed to present the proposed change to the Executive Committee. Judy Barrows agreed to attend the Executive Committee meeting on behalf of the Committee, and reported that George Bishop would also be attending and would speak to the history of the proposal if needed.

The Committee also discussed the issue of whether to have just a table of contents for the Standing Orders or whether the index should be updated and included as part of the Standing Orders. Upon a motion by Susan Clarke Schaar, seconded by Jeff Finch, it was agreed to put the expanded Table of Contents developed by Patsy Spaw at the front of the Standing Orders, and to update the existing Index and put that at the back. JoAnn Hedrick and Norm Moore agreed to update the index to incorporate any changes. It was also agreed that all changes would be in a distinctive font so they would be obvious, and that the completed version would have the date it was last revised.

ADJOURNMENT

Upon a motion by JoAnn Hedrick, seconded by Susan Clarke Schaar, the meeting was adjourned.

Respectfully submitted,
Judy Barrows, ME, Vice-Chair
CALL TO ORDER

The meeting of the Canadian-American Relations Committee was called to order by Pat Harris, AL, Chair.

ATTENDANCE

The following members of the committee were present:

- Pat Harris (AL), Chair
- Ann Cornwell (AR), Vice-Chair
- Russell Humphrey (TN)
- Stephen Arias (NM)
- Crystaline Jones (AK)
- Dave Avant (AL)
- Suzi Lowell (AK)
- Gregory Gray (WV)
- Melanie Reekes (VA)
- JoAnn Hedrick (DE)
- Kirsten Waid (AK)
- Emily Howard (VA)
- Joyce Wright (AL)

Other members/guests in attendance included Patsy Spaw, TX, Londi Ensor, AK, Ann Krekelberg, AK, Jeff Finch, VA, Mzukisi Harold Mpahlwa, Eastern Cape Provincial Legislature, Secretary to the Legislature.

OLD BUSINESS

Pat Harris reminded the committee of the upcoming Joint Canadian-American Clerks Conference which is to be held October 15 - 20, 2009 in Toronto, Ontario. He stated that the Canadians always put together a good program and participation is encouraged. Also, The Association of Clerks-at-the-Table in Canada Professional Development Seminar will take place August 3 - 7, 2009 in St. John’s, Newfoundland, CA.

NEW BUSINESS

Montgomery, Alabama has been suggested as a possible site for the 2011 Joint meeting. The City of Montgomery has recently added a large State of the Art Conference Center with excellent facilities to host the meeting. Patsy Spaw, TX, suggested that the proposal be brought before the Executive Committee in Seattle.

ADJOURNMENT

Upon a motion by Steve Arias, NM, seconded by Ann Cornwell, AR, the meeting was adjourned.

Respectfully submitted,

Joyce Wright, AL, Acting Recorder
CALL TO ORDER

In the absence of the committee Chair and Vice-Chairs, the meeting was called to order by Brenda Erickson of NCSL.

ATTENDANCE

The following members of the committee were present:

Mardi Alexander (TX)
Kathy Jackson (UT)
Linda Tubbs (TX)
Patience Worrel (TX)

Other members/guests in attendance included Susan Furlong Reil (NV) and Brenda Erickson, NCSL Liaison to the committee.

In the absence of the Chair, Brenda Erickson reported on the status of the 2008 edition of Inside the Legislative Process. The final draft has been sent to the committee members for review. Any additions, deletions or corrections should be submitted by July 31. The sections will then be reviewed by the NCSL editors and finalized. It should be added to the NCSL website by October.

Respectfully submitted,
Linda Tubbs (TX)
CALL TO ORDER

The meeting of the International Communication and Development Committee was called to order by JoAnn Hedrick (DE), Committee Chair.

ATTENDANCE

The following members of the committee were present:

JoAnn Hedrick (DE), Chair
Melanie Reekes (VA), Vice-Chair
Stephen Arias (NM)
Dave Avant (AL)
Ann Cornwell (AR)
Londi Ensor (AK)
Gregory Gray (WV)
Susan Schaar (VA)
Patsy Spaw (TX)
Sandy Tenney (UT)
Jeannine Wood (ID)
Patience Worrel (TX)

Other members/guests in attendance included Millie MacFarland (ME), ASLCS President, Mr. Russell Grove, Clerk of the New South Wales Legislative Assembly, Australia and Mr. M. Mpahlwa, Secretary to the Eastern Cape Provincial Legislature and Chairperson of SALSA.

APPROVAL OF MINUTES

Upon a motion by Dave Avant (AL), seconded by Steve Arias (NM), the minutes of the last meeting held April 18, 2009, during the Spring Meeting, in Washington, D.C., were approved.

OLD BUSINESS

Chair JoAnn Hedrick updated the committee on the status of the International Directory. There are a few software issues. There was a suggestion that future directory files should be formatted in a widely used program so that it is easier to organize the information as the files go from person to person.

NEW BUSINESS

Two international guests were in attendance. Mr. Russell Grove with ANZACATT and Mr. M. Mpahlwa with SALSA both informed committee members on recent activities of their respective organizations. Meeting dates were announced for ANOMAC and ANZACATT. ANOMAC will meet August 19 - 23, 2009 in Zacatecas, Mexico. ANZACATT will meet January 26 - 29, 2009 in Canberra, Australia. It was also mentioned that Antonio Ayales, with the Legislative Assembly of Costa Rica, will attend the PDS meeting in Seattle, Washington.

ADJOURNMENT

Upon a motion by Ann Cornwell (AR), seconded by Susan Clarke Schaar (VA), the meeting was adjourned.

Respectfully submitted,
Melanie Reekes (VA), Committee Co-Vice Chair
CALL TO ORDER

The meeting of the Legislative Administrator Committee was called to order by Patrick O’Donnell (NE), Member.

ATTENDANCE

The following members of the committee were present:

Claire Clift (NV)
Lisa Davis (MS)
Patrick O’Donnell (NE)

Other members/guests in attendance included Susan Reil (NV).

APPROVAL OF MINUTES

Approval of the minutes of the last meeting held April 18, 2009, during the Spring Meeting in Washington, D.C., was postponed.

OLD BUSINESS

Patrick O’Donnell (NE) advised the committee that the second issue of the Administrator was in the mail and should be on member’s desk by the time they return home.

NEW BUSINESS

The third and final edition of this year’s Administrator will close August 10th. All members are encouraged to submit articles and send any photographs to Scott Kaiser (IL), Chair, and Sheila Ryan (IL), Vice-Chair, by the August 10th deadline.

ADJOURNMENT

Upon a motion by Patrick O’Donnell (NE), seconded by Claire Clift (NV) the meeting was adjourned.

Respectfully submitted,

Patrick O’Donnell (NE), Member
Membership and Communication Committee Meeting Minutes

Bonnie Alexander (ID)  
Vice-Chair
Judy Hall (OR)  
Chair
Bonnie Trivette (NC)  
Vice-Chair

NCSL Legislative Summit  
Philadelphia, PA  
July 21, 2009

CALL TO ORDER

The meeting of the Membership and Communication Committee was called to order by Bonnie Alexander, ID, Vice-Chair.

ATTENDANCE

The following members of the committee were present:

Bonnie Alexander (ID), Vice-Chair  
Dana Miller (MO)
Judy Barrows (ME)  
Terry Spieler (MO)
Crystalline Jones (AK)  
Karen Wadsworth (NH)
Ann Krekelberg (AK)  
Kirsten Wald (AK)
Suzi Lowell (AK)

Other members/guests in attendance included Polly Emerson, TX; Millie MacFarland, ME, President of ASLCS; and Angela Andrews, NCSL Staff Liaison. Chair Judy Hall, OR, had a scheduling conflict and was unable to attend but sent her greetings to the Committee.

APPROVAL OF MINUTES

Upon a motion by Karen Wadsworth, seconded by Terry Spieler, the minutes of the last meeting held April 18, 2009, during the Spring Meeting in Washington, D.C., were approved.

OLD BUSINESS

As a follow-up to the Committee’s previous discussion of using a different colored lanyard to identify new attendees, Angela Andrews reported that new member badges could be printed with a red stripe at the top, instead of the blue stripe used for other attendees, at no additional cost. Upon a motion by Karen Wadsworth, seconded by Suzi Lowell, the Committee voted in favor of using the red striped badges for new attendees.

The Committee also supported the idea of opening up the sponsorship of new attendees to all members of the Society, not just members of the Membership and Communication Committee. Chair Judy Hall will be sending out an email to the membership asking for volunteers. It was clarified that a packet of information will be provided to sponsors, explaining their responsibilities.

Members of the Committee reviewed the New Member Manual, and agreed that an updated version (including language explaining the advantages of paying dues and becoming a member) should be sent to new attendees. Chair Judy Hall will work with Angela Andrews of NCSL on the logistics of that.

Terry Spieler described the icebreaker game being developed for the New Member Orientation session in Seattle, and acknowledged the work Melissa Bybee-Fields put into its development. In addition to giving new attendees a chance to meet other new attendees...
and their sponsors, the Orientation session will also be an opportunity for them to meet the Executive Committee, introduced by President Millie MacFarland, and to learn about ASLCS and NCSL. New members will also be encouraged to volunteer to help staff the Hospitality Room, possibly working in pairs, along with folks from the Washington Host State Committee.

After discussing the pros and cons, the committee decided to hold a debriefing/wrap-up session for the new attendees Saturday afternoon, just before the Committee meetings. To encourage new attendees to attend, it was agreed that the debriefing session will be where the winner of the pin contest is decided, and the prize given out; the winner will also be announced at the State Dinner that evening. It was felt that the debriefing session would provide an opportunity for new attendees to ask any questions they had after being at the meeting for a couple of days, and would let us encourage them to attend committee meetings and consider joining one or more of the committees.

ADJOURNMENT

Upon a motion by Dana Miller, seconded by Polly Emerson, the meeting was adjourned.

Respectfully submitted,
Bonnie Alexander, ID, Vice-Chair
Judy Barrows, ME, Acting Recorder
NCSL Legislative Summit
Philadelphia, PA
July 21, 2009

CALL TO ORDER
The meeting of the Professional Journal Committee was called to order by Nathan Hatfield (VA), Co-Chair.

ATTENDANCE
The following members of the committee were present:
Nathan Hatfield (VA), Co-Chair
Maryann Horch (VA), Co-Chair
Polly Emerson (TX)

APPROVAL OF MINUTES
Upon a motion by Co-Chair Horch, seconded by Polly Emerson, the minutes of the last meeting held April 18, 2009, during the Spring Meeting in Washington, D.C., and the minutes of the meeting held October 5, 2008, during the Professional Development Seminar*, in Reno, NV, were approved. (*approval had previously been deferred)

OLD BUSINESS
Co-Chair Hatfield stated that the committee had completed the printing and distribution of the final publication of the Professional Journal as requested in the charge given to the 2008-2009 Committee. The Fall 2009 issue will be completed by the committee appointed at the PDS in Seattle, WA.

NEW BUSINESS
Co-Chair Horch asked the current committee members to continue to seek out articles to help fill the pages of the next issue of the Professional Journal for the incoming committee.

ADJOURNMENT
Upon a motion by Co-Chair Hatfield, seconded by Polly Emerson, the meeting was adjourned.

Respectfully Submitted,
Polly Emerson, TX
Professional Journal Committee Recorder
NCSL Legislative Summit
Philadelphia, PA
July 21, 2009

CALL TO ORDER
The meeting of the Program Development Committee was called to order by Diane Bell (FL), Chair.

ATTENDANCE
The following members of the committee were present:

Diane Bell (FL), Chair
Patrick O’Donnell (NE), Vice-Chair
Jay Braxton (VA), Vice-Chair
Judy Barrows (ME)
Paul Campos (WA)

Other members/guests in attendance included Susan Furlong Reil (NV), Alan Whittington (TN), Burney T. Durham (TN).

APPROVAL OF MINUTES
Upon a motion by Pat O’Donnell, Vice Chair, seconded by Burney Durham, the minutes of the last meeting held Saturday, April 18, 2009, during the Spring Meeting, in Washington, D.C., were approved.

OLD BUSINESS
The Chair updated the committee on work that has been done by the Chair, Vice Chairs, Recorder, NCSL Staff Liaison, and the Chairs of the Technology and Support Staff Committees as of the Spring Meeting on April 18, 2009 in Washington, D.C.

NEW BUSINESS
There was a brief discussion on the number of attendees expected at the Professional Development Seminar in Seattle, Washington. Angela Andrews, NCSL Staff Liaison, will be able to provide an estimate at some point after the NCSL Legislative Summit.

There was a discussion of the concurrent sessions and the finalization of panelists.

The Chair asked Susan Schaar to moderate the Budget Cuts Panel, which she agreed to do. The chair asked Susan Furlong Reil to join the Budget Cuts Panel, which she agreed to do. A suggestion was made to ask Claire Clift about joining the Impeachment Process Panel, which the Chair would follow up on after the meeting.

There was a discussion on the work of the Support Staff Committee as it related to the program. Ron Smith, Chair of that committee, has been working with the Program Development Committee and Angela Andrews to plan the Job Share Program and the Staff Breakout Sessions.
Angela Andrews is preparing a flyer to be sent out to the Society requesting participation in the Job Share Session.

Staff Breakout Sessions will be held in the Capitol. The seven staff breakout sessions will be:

- Principals Clerks and Secretaries
- Assistants Clerks and Secretaries
- Bill Indexing, Engrossing and Enrolling
- Calendar and Committee Staff
- Information Technology Staff
- Journal
- Support Services, Fiscal Administration and Public Relations Staff

Facilitators for the breakout sessions will be Nathan Hatfield (Calendar and Committee Staff), Jay Braxton (Support Services, Fiscal Administration and Public Relations Staff). Tara Perkinson agreed to assist in finding a facilitator for the Journal Staff session. The President of the Society and the Associate Vice President will facilitate the Principals and Assistants sessions. Ron is in the process of finding other facilitators for the other staff sessions.

The Chair informed the committee that the moderators of the concurrent sessions and facilitators of the staff breakout sessions will participate in separate conference calls, coordinated by Angela, to develop their sessions.

**ADJOURNMENT**

There being no further business, the meeting was adjourned.

Respectfully submitted,

Jay Braxton, VA, Vice Chair
NCSL Legislative Summit
Philadelphia, PA
July 21, 2009

CALL TO ORDER
The meeting of the Roster Committee was called to order by Mardi Alexander (TX), Chair.

ATTENDANCE
The following members of the committee were present:

Mardi Alexander (TX), Chair
Linda Tubbs (TX), Vice-Chair
Patience Worrel (TX), Vice-Chair
Claire Clift (NV)

Dana Miller (MO)
Terry Spieler (MO)
Sandy Tenney (UT)

Other members in attendance included Bonnie Alexander (ID), and Ron Smith (LA).

APPROVAL OF MINUTES
The minutes of the last meeting held October 5, 2008, during the Professional Development Seminar, in Reno, NV, were approved.

OLD BUSINESS
Chair Mardi Alexander (TX) distributed a summary chart of responses received from each state. Mardi reported that at this time we are waiting for confirmation of information on new members, payment of dues, standing orders, and committee membership.

NEW BUSINESS
The list of states with chambers that had not responded to the committee’s request for updates was divided into three groups and assignments for follow-up with those chambers were made. Mardi reminded the committee that an associate will not be listed in the Roster if their dues have not been paid.

ADJOURNMENT
The meeting was adjourned.

Respectfully submitted,
Mardi Alexander (TX), Chair
Site Selection Committee Meeting Minutes

CALL TO ORDER
Chair Suzi Lowell, AK, called the Site Selection Committee meeting to order at 10:15 a.m. on July 21, 2009, in Philadelphia, Pennsylvania. The following members of the Committee were in attendance:

Suzi Lowell, AK, Chair
Emily Howard, VA, Vice-Chair
Dave Avant, AL
Jay Braxton, VA
Ann Cornwell, AR
Greg Gray, WV
Nathan Hatfield, VA

Other members/guests in attendance included: Hope Brasell, AL, Sharon Calhoun, AL, Paul Campos, WA, Ann Carmichael, AL, Lisa Davis, MS, Polly Emerson, TX, Lendi Ensor, AK, Lillie Harris, AL, Ann Krekelberg, AK, Demetrius McGhee, AL, Joy Murphy, AL, Gina Shaffer, AL, Vickie Simmons, AL, Doretha Smith, AL, and Patience Worrel, TX.

Chair Lowell welcomed everyone.

APPROVAL OF MINUTES
Kirsten Waid, AK, moved to approve the minutes from the April 18, 2009, spring meeting in Washington, D.C. Joyce Wright, AL, seconded the motion. The motion carried.

Paul Campos, WA, came forward and said that Washington is looking forward to hosting the 2009 ASLCS Professional Development Seminar. He reviewed some of the details, including a day trip to Olympia and a function at the Columbia Tower.

Chair Lowell reminded the committee that the 2010 Professional Development Seminar (PDS) will be held in Milwaukee, Wisconsin. Chair Lowell proposed pursuing a no-host conference for the 2011 PDS, since no state has committed to hosting. She then reviewed the no-host check list. A discussion ensued regarding possible no-host locations.

Greg Gray, WV, recalled his attendance at a no-host conference held in California. He noted that no one from the state attended the conference.

Terry Spieler, MO, offered to host the 2011 PDS in Branson, MO, in a hybrid fashion. She noted that there is a new airport in Branson. It was also noted that folks could fly into northwest Arkansas and drive to Branson, about a 55 minute drive. Ms. Spieler did not have any idea as to the cost of hotels, but related her hope to obtain a package deal. With regard to traveling to the capital city of Missouri, Jefferson City, it was determined not to be doable as it’s located about two-and-a-half hours from Branson.
Site Selection Committee Meeting Minutes (continued)

Ann Cornwell, AR, suggested that Ms. Spieler proceed with gathering information to present to the Site Selection and the Executive Committees at the Seattle PDS.

Terry Spieler agreed to do so and to email information prior to the Seattle PDS.

Dave Avant, AL, said that a hybrid conference in Branson, MO, would be his first choice since the state is willing to participate in some fashion.

Ann Krekelberg, AK, remarked that perhaps the committee should be prepared with a second option.

Ann Cornwell suggested that the decision on the location of the 2011 PDS could be decided in Seattle.

Ann Cornwell moved that the committee approve a hybrid conference in Branson, MO, for 2011. Dave Avant seconded the motion. The motion carried.

Chair Lowell encouraged members to contemplate ways to achieve savings with the PDS in order to help more members attend, particularly those with limited travel budgets. There was a comment that shortening the PDS by one day is helpful. It was also noted that airfare had dropped recently.

ADJOURNMENT

Upon a motion to adjourn by Joyce Wright, AL, the committee adjourned.

Sincerely submitted,
Crys Jones, Recorder
NCSL Legislative Summit  
Philadelphia, PA  
July 21, 2009

CALL TO ORDER

The meeting of the Support Staff Committee was called to order by Ron Smith, LA, Chair.

ATTENDANCE

The following members of the committee were present:

Ron Smith (LA), Chair  Emily Howard (VA)  
Mardi Alexander (TX)  Kathy Jackson (UT)  
Jay Braxton (VA)  Tara Perkinson (VA)  
Jeffrey Finch (VA)  Linda Tubbs (TX)  
Nathan Hatfield (VA)  Alan Whittington (TN)  
Maryann Horch (VA)  Joyce Wright (AL)

Other members/guests in attendance included Burney Durham, TN, Pat O’Donnell, NE, Diane Bell, FL, Brenda Erickson, NCSL, Gina Shaffer, AL, Ann Carmichael, AL.

OLD BUSINESS

The Associate Exchange Program was discussed. Ron Smith, LA, recently took part in the program and traveled to North Carolina. He gave a brief report to the Committee about his experience and maintained that it is an excellent opportunity for members. Diane Bell, FL, reiterated what a great program it is.

NEW BUSINESS

The Break Out Sessions at the ALSCS Fall Meeting in Seattle were the main topic of discussion. Volunteers are needed to be Facilitators to lead the Sessions. Several Sessions are covered, however the committees felt that Angela’s assistance in finding out who is attending the meeting will prove helpful as to who to approach (outside the Committee) to volunteer. It was also proposed that combining Sessions could also be a possibility.

Topic Suggestions for the Break Out Sessions were “Disaster Recovery Plans - What Legislative Bodies are doing to find a 2nd Location to be able to Function and Conduct Business in the case of a Disaster”; “Personalities in the Chamber and How to Deal with Them”; and “Budget Cuts - How are they Impacting Your Legislative Staff?”. Diane Bell, FL, recommended that advance notice be given as to which Topic will be discussed so that people attending the Break Out Sessions will have the necessary information from their State needed to able to participate in the discussion. Also, it was suggested that if these topics weren't chosen to be discussed in the Break Outs, that they could be possible topics for a General Session.

Respectfully submitted,  
Joyce Wright, AL, Acting Recorder
Technology Committee Meeting Minutes

CALL TO ORDER
In the absence of the Committee Chair and Vice Chairs, the meeting of the Technology Committee was called to order by Ron Smith (LA).

ATTENDANCE
The following members of the committee were present:

Stephen Arias (NM)  Melanie Reekes (VA)
Maryann Horch (VA)  Tim Rice (IL)
Dana Miller (MO)    Ron Smith (LA)

Other members/guests in attendance included Diane Bell (FL) - Chair of Program Development, Burney Durham (TN), and Bonnie Alexander (ID).

APPROVAL OF MINUTES
Upon a motion by Burney Durham, seconded by Tim Rice, the minutes of the last meeting held April 18, 2009, during the Spring Meeting in Washington, D.C., and the minutes of the meeting held October 5, 2008, during the Professional Development Seminar*, in Reno, NV, were approved. (*approval had previously been deferred)

OLD BUSINESS
Diane Bell (FL) - Chair of Program Development, started the discussion with the program which the Technology Committee is working on for the Professional Development Session for the Fall Meeting in Seattle - Social Media (Facebook, MySpace, Twitter, YouTube, etc.). Ron Smith (LA) updated us that Steve Marshall is working on getting panelists for the session and may conduct the session with a Pros and Cons approach. The new NCSL website may also be another possible session and Pam Greenberg, CO (NCSL) may be available to help.

NEW BUSINESS
Dana Miller started a discussion on which states were using Twitter, etc. and if any states had rules about its use during session. Concern was brought up about members paying attention during debates and votes. Diane Bell mentioned they have guidelines in place in regards to online activity.

Member Voting and Committee Voting was also discussed.

ADJOURNMENT
Upon a motion by Burney Durham, seconded by Steve Arias, the meeting was adjourned.

Respectfully submitted,
Maryann Horch, VA, Recorder
Missouri House of Representatives
Kathy White

The Assistant Chief Clerk of the Missouri House of Representatives has long been a member of the American Society of Legislative Clerks and Secretaries. Years ago, she would attend the fall ASLCS meetings and would report back to us what she had learned. I remember her always saying she wished that her staff could go. Well, about four years ago, our Speaker thought it was a good idea also for all of her staff to participate in this organization. Since then, I have attended meetings in Seattle, Austin, Boston and Reno, and have gotten a little taste of the legislative process and the pleasure of seeing other state capitols. But to have the chance to meet one on one with another state’s legislative staff and be able to personally witness their House in session is amazing.

Last year our Chief Clerk, Assistant Chief Clerk, Director of Operations and Director of Information Systems traveled to Springfield, Illinois to meet with the Legislative Information System staff of the Illinois General Assembly to see their chamber automation and technology. At that time, the Illinois House was not in session, so they really did not get to see the technology in action. That is why I picked Illinois for the exchange program. I also had heard their Capitol had been renovated and was really beautiful.

The first day I sat in on the floor of the House with the Clerk and the Minutes Clerk. Their chamber automation and technology was unbelievable. They have integrated computer terminals in the chamber rostrum that control digital boards, tablets that they use to pull up their calendar and video screens above the voting board and behind the rostrum to see which member is speaking and even the two that are debating. Even with all this new technology they did leave one “old faithful” in place, the Pneumatic Tube System, which transports paperwork from the House Chamber on the third floor to the Journal Office on the fourth floor and vice versa.

I had always thought that other State chambers were pretty much run like ours, but apparently not. Missouri has term limitations, which I thought would hurt rather than help the legislators. But after my visit to Illinois, I realized that term limitations may not be a bad thing after all. The Illinois Speaker has held that position for so long that decorum and rules are pretty lax.

The Missouri House of Representatives and the Illinois House of Representatives are alike in that they both meet annually -- of course Illinois probably thinks they work all year long after last year’s 26 special sessions! The bill process differs from ours. Even though we have one hundred sixty-three representatives and Illinois has one hundred eighteen, we have only filed about 1,300 bills. In contrast, as of March 20th, the Illinois House has filed 4,000 bills. The Illinois House and the Senate first read their bills and then send them to the Rules committee which assigns the bills to the appropriate committee. The bill then goes on the second reading calendar and may be amended, (amendments go through Rules committee first) and then onto third reading. On the other hand, the Missouri Constitution stipulates that a bill must be first, second and third read on separate days. Our bills are first read, second read, referred to committee and then sent to rules committee for final approval before being placed on the calendar for perfection where they may be amended (which are offered on the floor). Once a bill is perfected, it is third read and passed by a majority of the members elected and sent to the Senate.

I did get to attend a committee hearing. The committee rooms are also very beautiful and updated with modern technology. Committees take testimony and then the committee chairs pass the bills out of committee. There is no vote taken, unless there is an objection to the bill.

Our chambers are fundamentally different, but yet they are the same in some ways. The next person that participates in the Associate Program Exchange in Illinois will be really impressed at the beauty of the Capitol and the friendliness of the staff. One thing I would have liked to have had was an agenda. In addition, it would have been helpful if a staff member could have acted as a guide and introduced me to the different offices, so that I could have made the most of my time there. Overall, I did have a great experience and really enjoyed myself.
Legislative Staff Achievement Awards

Alfred “Butch” Speer was one of the two recipients of the ASLCS Legislative Staff Achievement Award at the NCSL Summit in Philadelphia.

Butch was elected Clerk of the Louisiana House of Representatives in 1984 after the illness and death of David Poynter, the previous Clerk. He actually began working for the House as a student in 1972 and from there to Legislative Council Attorney to Acting Clerk and then Clerk.

Butch has been a friend and mentor to many in the Society for years. He has served on almost every committee of ASLCS and as chair of many. He served as President of ASLCS from 1990-91. He has also served on the Legislative Staff Coordinating Committee, the NCSL Executive Committee and as Staff Chair of NCSL in 1995-96. He was the recipient of the Joseph A. Beek Distinguished Service Award in 2002.

Currently, Butch is serving as Chair of the Mason’s Manual Commission.

Butch continues to be an active member of the Society, even after having moved through the staff ranks to become Staff Chair. He is always willing to share his expertise with new members of ASLCS and has been a strong protector of the legislative process. He is a staunch supporter of ASLCS and NCSL.

Tara Perkinson, Deputy Clerk of the Virginia Senate, is the second recipient of the ASLCS Legislative Staff Achievement Award this year.

Tara has been employed by the Senate of Virginia since 1992 when she was first employed as a session committee clerk. She is a native of Lawrenceville, Virginia, where her grandmother taught kindergarten (Susan Clarke Schaar was one of her grandmother’s pupils). As a matter of record, when her dad took her by the Clerk’s Office to meet Susan and see if there were any positions available for session she was immediately hired because she was “Mrs. Perk’s” granddaughter. Tara is a graduate of Washington and Lee University in Lexington, Virginia, and is currently serving as Deputy Clerk.

Tara is an active member of ASLCS having served as committee chair and vice chair of several committees including The Professional Journal and going on to serve on the Executive Committee and as Associate Vice President. She has also served as Chair of the Legislative Effectiveness Committee of NCSL and as an overall Vice Chair of the NCSL Standing Committees. She is currently serving as a discretionary appointment of Nancy Cyr, NCSL Staff Chair, on the Legislative Staff Coordinating Committee.

“Tara is held in utmost respect by members of the Senate. Her dedication to the institution and the legislative process, her work commitment and her professionalism are all assets that make her an outstanding recipient of this award.” said Susan Clarke Schaar.
Standing Committee Staff Chair’s Awards

Patrick Flahaven, former Secretary of the Senate, Minnesota

This award recognizes Patrick E. Flahaven’s long and distinguished service as Secretary of the Minnesota Senate and as a member of NCSL. Pat was Secretary of the Senate from 1973 to 2009, elected biennially to the office. As Secretary, he was both parliamentarian and chief operating officer of the Senate. He was an officer of the American Society of Legislative Clerks and Secretaries almost from his first election as secretary, and became president of ASLCS in 1977. His career in ASLCS included chairing the Mason’s Manual revision commission for a number of years, and receipt of numerous awards, including a Legislative Staff Achievement Award from the association in 2001. Pat became staff chair of NCSL in 1980. He has long been active in civic and international affairs and in those of the Cathedral of St. Paul. Along with all this, he’s found time to play trombone in a jazz band. For an exemplary career, that brought him to the time of being the second-longest serving Senate Secretary in the 50 states, it is an honor to be able to recognize Patrick Flahaven with this award.

Tim Rice elected NCSL Staff Vice-Chair

The recently completed NCSL Legislative Summit in Philadelphia saw the election of ASLCS and NALIT member Tim Rice to the position of NCSL Staff Vice-Chair for the upcoming year. Rice, the Executive Director of Illinois’ Legislative Information System (LIS), has served on the NCSL Executive Committee for the past three years. Tim has had a very active tenure on NCSL’s governing board, working on issues such as the legislatures of the future project, NCSL’s web site redevelopment and the impending wave of retirements among senior legislative staff across the country. Tim will assume the position of Staff Chair at next year’s NCSL Annual Meeting in Louisville. Some of his priorities for the organization are enhancing professional development opportunities for legislative staff, whether or not they can travel, recognizing and encouraging staff involvement in civics education efforts, and continuing to enhance and promote NCSL’s value to all legislative staff, even in the midst of budgetary challenges.

Tim Rice has served with the Illinois General Assembly’s information technology unit (LIS) for nearly three decades, literally working his way up from the position of messenger to the agency’s top job. When he assumed the role of Executive Director in 2003, he set about enhancing the services which they provided, including the complete overhaul of the House and Senate voting systems and conversion from a mainframe environment to a client/server architecture. Tim manages a staff of over 30 people who are all encouraged to be creative while at the same time providing steady, everyday service to the needs of the legislature. Tim’s unique ability to “keep the wheels turning” and look five years down the road all at the same time has certainly served the Illinois General Assembly well and will be a big asset to NCSL. Tim’s attitude toward public service is reflected in his staff and their customer-service approach to the work they do for the General Assembly. Mark Wenda, who has worked closely with Tim at LIS for many years, says Tim’s style of collaboration serves the organization well. “Tim has always encouraged our staff to look beyond the nuts and bolts of technology. Our work has an impact on legislators, staff and the citizens we serve. Tim is always looking several years down the road to take advantage of the next technological advancement that will provide better, quicker information to legislators as they work to meet the needs of their constituents.”
AslCs President Elected to NCSL Executive Committee

Millie MacFarland, Clerk of the Maine House and President of ASLCS, was elected to the NCSL Executive Committee at the NCSL Legislative Summit in Philadelphia.

Millie’s election continues a long-standing tradition of ASLCS members serving on the NCSL Executive Committee. As one of sixteen at-large legislative staff elected, she will represent legislative staff interests within NCSL.

She, along with current Executive Committee members, Laura Clemens, Norm Moore, and Patsy Spaw, ensure that ASLCS will continue to provide strong leadership which is vital in promoting, enhancing, and strengthening legislative staff throughout the country.

Congratulations Millie.

National Legislative Services and Security Association (NLSSA)

Staffs of the Senate and House of Representatives of the Alabama Legislature

NLSSA recognizes the entire legislative staff of the Senate and the House of Representatives of the Alabama Legislature for its extraordinary achievement in enabling the legislature to carry on its work and complete a state budget in the midst of a natural disaster.

On May 7, 2009 torrential rain soaked Montgomery and other counties in Alabama causing widespread flash flooding that in its wake brought fatalities, damaged roads, businesses, homes, vehicles, city and state buildings and engulfed the Alabama State House, where the legislature meets.

Interior and exterior damage and the loss of electrical power forced the legislature to evacuate the State House. Within two hours, legislators and staff reconvened across the street in the Senate and House chambers of the historic Alabama State Capitol, now principally maintained as a museum. Continuity of the legislative business day was not wasted; although legislators and staff continued navigating the chaotic process of monitoring their personal family and property concerns, the state’s general fund budget was passed. Mainly due to the effort, dedication and excellent work ethic of the Alabama legislative staff and security personnel, the legislative body transitioned to the capitol and the legislative day was a monumental success.
Hawaii

The Hawai‘i Senate’s Paperless Initiative
Part 2 - Standing Committees Join the E-Senate
Submitted by the Hawai‘i Senate Clerk’s Office

The Hawai‘i Senate previously reported on its Paperless Initiative in the Summer 2008 edition of The Legislative Administrator. To re-cap, Hawai‘i Senate President Colleen Hanabusa launched the Senate’s Paperless Initiative for the 2008 Regular Session (January 16 to May 1). The Initiative’s goals are twofold:

• reduce our paper consumption; and
• increase public access to the legislative process through technology.

By the end of the 2008 Regular Session, over 90 percent of our members were solely using their Senate-issued laptops to access our interactive Order of the Day during their caucus discussions and chamber floor sessions. Additionally, two Senate committees agreed to pilot paperless committee proceedings during the 2008 Regular Session. As a result of the Initiative, the Senate reduced its paper consumption by 60 percent, and public access to electronic documents increased three-fold (based upon website hit statistics) during the 2008 Regular Session.

Encouraged by the success of the Initiative during the 2008 Regular Session, Senate President Hanabusa asked the Clerk’s Office to convene an interim working group to develop procedures for the expansion of the Paperless Initiative to all 14 Senate standing committees. This interim working group was composed of staff representing committee chairs, individual members, and support offices. Under the direction of Senator David Ige, Senate Majority Technology Leader, the working group reviewed and refined the procedures used by the pilot paperless committees and identified software and hardware enhancements necessary for the expansion.

A report to Senate Leadership was presented in October 2008, which included a Paperless Committee Procedures Manual and recommendations for the procurement of additional software licenses and hardware to enhance public participation via electronic means. Two of the recommendations to improve public participation included allowing the public to submit their testimony via the Hawaii legislature’s website or via individual e-mail accounts established for each committee. When leadership approval was received, the Senate Data Systems staff installed additional document scanning equipment and upgrades to Adobe Pro and Office software on committee chair and staff computers. Once these software upgrades were installed and tested, all committee chairs and their staff were required to attend intensive training on these enhanced applications and were invited to participate in mock paperless committee hearings to learn how to lead a paperless committee hearing. The Senate Ways and Means (WAM) Committee, which typically holds budget briefings one month prior to the convening of each regular session, also served as a training ground for committee members, as the WAM committee comprises almost 50 percent of the entire Senate. During these briefings, members and staff were able to identify implementation bugs that could be addressed prior to the convening of the 2009 Regular Session.

As the 2009 Regular Session convened and the Paperless Committee expansion was implemented, we found that all 14 Committee Chairs and their respective Vice Chairs conducted their hearings by accessing testimony and legislative documents via Senate-issued laptops, and most members also participated via electronic means. We continued to offer both technological and procedural support to those Chairs and committee members who were not as comfortable using electronic documents and files in lieu of paper. Eliminating paper committee files also resulted in the added benefit of allowing committee staff to re-allocate their time from paper management to addressing constituent concerns. We were particularly gratified that our constituents who reside on our neighbor islands now have enhanced access to the legislative process even though they are not physically present at the Capitol.
Hawaii continued

Our 2009 post-session paper usage statistics indicate that we were able to reduce our paper consumption by an additional one million sheets of paper beyond our 2008 savings. Most importantly, results from a post-session survey of our internal and external users confirms that our Senators, committee staff, and our constituents are unified in their support for accessing legislative documents via electronic means and are committed to continuing the Senate’s Paperless Initiative.

Illinois

Scott Kaiser
Assistant Secretary of the Senate

Is there any such thing as a “normal” session? Not recently in Illinois. The past several years have seen wrangling among the legislative leaders and the governor over fiscal and policy matters that have taken the Illinois General Assembly into several overtime and special sessions. The 96th General Assembly started with a bang this past January - the impeachment of the governor. Now, you don’t see that everyday, thankfully. The last impeachment of any kind by the Illinois legislature was way back in 1833. Not much precedent to go on. With a large dose of professionalism on the part of members and staff, the proceedings were handled in a thorough yet expeditious fashion. Afterward, many expected the remainder of the session to go more smoothly. Unfortunately, like many states, Illinois found itself with extremely difficult budget and revenue decisions forcing yet another overtime session. Relying on some budget cuts, some borrowing and other fiscal maneuvers, the legislature managed to adjourn July 16th. Social service providers, vendors, state employees and others who rely on state funding will be watching with interest to see if the budget holds together and hoping that the economy turns around soon.

Bill Introduction Goes Green In The Oklahoma House

Joe Kintsel
House Clerk

Throughout the history of the Oklahoma House of Representatives, the legislative process has expressed itself mostly through physical documents. Beginning in the 1990s, the Oklahoma Legislature, both as individual houses as well as jointly, began to convert the legislative process from a strictly paper process to a partially electronic process.

Over time, the conversion from paper to electronic documents has occurred in distinct phases. Most recently, beginning with the 2009 legislative session, the Oklahoma House launched a new, exclusively electronic process for introduction of bills and resolutions.

By agreement, the House and Senate have established a “pre-filing” period for introduction of bills and resolutions prior to the start of each annual legislative session beginning in late November and lasting until mid-January. With limited exceptions, the pre-filing period concludes immediately prior to the beginning of regular session in February.

Beginning with the Oklahoma territorial legislatures, House measures have been introduced by physically filing them with the Clerk of the House. Until 2009, the introduction process had changed very little. Prior to filing, a member developed language to be included in a working draft. Once satisfied, the member “introduced” the working draft as a bill or resolution by physically filing unnumbered copies with the Clerk of the House. The number of unnumbered copies required by the Clerk’s office rose to an all-time high of twenty-six (26) per measure in the 1990s later subsiding to six (6) copies in 2008, the final year prior to implementation of the electronic introduction process.
Oklahoma continued

Until 2009, assistant Clerks assigned a unique, identifying number to each introduced measure and then manually numbered the newly assigned number on all six copies of the introduced bill or resolution.

One thousand two hundred and seventy (1,270) measures were introduced for consideration in the 2008 regular session meaning that seven thousand six hundred and twenty (7,620) physical copies of introduced bills and joint resolutions were hand numbered. As typically happens, most measures were filed and numbered on the last day of the pre-filing period.

With the new, electronic introduction process, once the working draft is ready for filing, the sponsoring representative receives notification by e-mail from House Legal Staff notifying them that the draft is available to be filed. The representative then uses a link provided in the e-mail to access a password-protected website containing all of his or her working drafts available for formal introduction. Upon filing, the draft measure is automatically assigned an identifying number and with merely three clicks of the mouse, a working draft becomes an officially introduced bill or resolution available for consideration by the Oklahoma Legislature.

As implemented, the introduction of legislation in the Oklahoma House of Representatives has been transformed from a labor-intensive, paper-driven procedure to a simple, highly efficient and “green” method of beginning the legislative process.

Tennessee

M. Scott Sloan,
Chief Senate Engrossing Clerk

This year marked the start of the two-year 106th Tennessee General Assembly.

Chief Clerk Russell Humphrey, Assistant Chief Clerk Alan Whittington and Chief Engrossing Clerk Scott Sloan were reappointed to their posts in the Senate. In the House of Representatives, Chief Clerk Burney Durham, Assistant Chief Clerk Tammy Letzler, and Chief Engrossing Clerk Betty Kay Francis were also reappointed.

Of particular note this year was the large amount of legislation processed. More than 2400 bills were filed, of which 611 passed through both chambers, signifying the highest number of public chapters ever enacted in one year.

The Tennessee General Assembly concluded its business for this year on June 18, 2009, but not until reaching agreement on significant budget issues.

Due to a considerable drop in tax collections, the General Assembly reduced state spending by $1.4 billion for the next fiscal year, a 10.2% reduction. Revenue decline was attributed to the nation’s present economic conditions.

Much of the severity of these cuts was reduced through utilization of the state’s “rainy day” reserves and receipt of federal stimulus dollars. Approximately $525 million in state reserves remains for future use.

Responding to the public’s interest in information, Tennessee last year began a complete overhaul of the General Assembly’s website portal. The goal was to simplify and enhance the lay public’s access to bill data and video archives.

Since the project’s completion earlier this year, the Tennessee General Assembly has received multiple honors for its efforts to further governmental transparency and enhance research options and capabilities.
States At a Glance

Tennessee continued

The new website was honored as the nation’s top legislative website during the National Conference of State Legislatures (NCSL) 2009 Legislative Summit in Philadelphia.

The website, www.capitol.tn.gov was praised by the judging panel for its ease of navigation, depth of content, and availability of information for the public. The seamless integration of archived streaming video clips with agendas and bill information also received praise from the judging panel.

Additionally, the project received the national 2009 Digital Governance Award for Leadership in Digital Access. This highly competitive award is presented to government agencies employing digital technology to facilitate transparency, enhance public communication, and improve community engagement.

The 106th General Assembly will reconvene at noon on Tuesday, January 12, 2010.

President Millie MacFarland represented ASLCS at the Association of Clerks-at-the Table in Canada and visited the House of Assembly of Newfoundland and Labrador. Clerk of the House of Assembly William MacKenzie greeted attendees for a tour of the Confederation Building where the history of the building was shared with participants.
Andre M. Lebeuf, assistant clerk of the Louisiana House of Representatives, passed away on June 15, 2009. Andre began his twenty-eight-year career with the House of Representatives in 1981 as a student messenger and was quickly promoted to a full-time position of docket clerk. Over the years, he held several positions until he joined the staff of the Clerk’s Office. At the time of his death, Andre was the chief journal clerk of the House.

Andre was a true believer in public service and he dedicated his entire professional career to the work of the Louisiana House of Representatives. His cheerful countenance and clever comments were a fixture on the front desk of the House chamber. His good humor, patience, and tolerance toward everybody he met were returned with love by his colleagues and members of the legislature, especially those in the House of Representatives.

Andre is survived by his daughter, Erin Nicole Lebeuf, his son, Christopher Andrew Lebeuf, his parents, sister and two brothers. He was preceded in death by his wife, Kathi, the light of his life.
## Preliminary Program (as of August 17, 2009)

**Tuesday, September 15, 2009**

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<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>10:00 am-1:00 pm</td>
<td>Mason's Manual Commission</td>
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<td>1:00 pm-8:00 pm</td>
<td>Registration/Information Desk</td>
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<td>2:00 pm-4:00 pm</td>
<td>Nominating Committee</td>
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<td>4:00 pm-6:00 pm</td>
<td>2008-2009 Executive Committee</td>
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**Wednesday, September 16, 2009**

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<th>Time</th>
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<tr>
<td>7:00 am-5:30 pm</td>
<td>Registration/Information Desk</td>
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<tr>
<td>8:00 am-9:00 am</td>
<td>Breakfast</td>
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<tr>
<td>9:00 am-11:00 am</td>
<td>Plenary Session - Energize Your Life</td>
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<tr>
<td>12 noon-2:00 pm</td>
<td>Annual Luncheon and Business Meeting</td>
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<tr>
<td>2:00 pm-3:30 pm</td>
<td>Concurrent Session - Mason's Manual Commission Review</td>
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**Plenary Session - Energize Your Life**

Does your health affect your productivity? Yes! This session will provide you with the latest information on how you can get more energy and maximize your health in today's hectic lifestyle. Nutritionist David Meinz brings you up-to-date on this exciting topic with a content-rich, fun, and funny program on how to feel your best in the 21st century.

Speaker: David L. Meinz, MS, RD, FADA, CSP

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** Concurrent Session - Mason's Manual Commission Review**

Within the next year the third reissue of the Mason's Manual of Legislative Procedure will be delivered to the printer for publication. Come and hear from commission members as to the work performed by the Mason's Manual Revision Commission over the past six years. We will discuss the changes to the Manual, which will make it an even better parliamentary resource for our legislative chambers.

Panelists: Alfred «Butch» Speer, Clerk, Louisiana House, Chair of Mason's Manual Commission and Chair of Subcommittee 1: Legal Citation Review Subcommittee

Denise Weeks, Principal Clerk, North Carolina House of Representatives and Vice-Chair of Mason's Manual Commission

David Avant, Administrative Assistant to the Secretary, Alabama Senate and Chair of Subcommittee 2: Internal Integrity and Layout Subcommittee

Patrick O'Donnell, Clerk, Nebraska Legislature and Chair of Subcommittee 3: Substantive Review Subcommittee
American Society of Legislative Clerks and Secretaries
Fall Professional Development Seminar (continued)

2:00 pm-3:30 pm  Concurrent Session - Social Networking
Social media is changing the way legislative staff are communicating and sharing
information with members, colleagues, and constituents. In this session you will learn
both the positive and negative impact of Facebook, Twitter and blogs on legislative
staff. While these services are revolutionizing constituent services, increasing public
participation in the legislative process, and facilitating communication among legislative
staff, there are still some drawbacks. Get the full picture before you “tweet.”
Moderator: Laura Clemens, Deputy Clerk, Ohio House of Representatives
Panelists: Russell Humphrey, Chief Clerk, Tennessee Senate
Tim Rice, Executive Director of Legislative Information Systems, Illinois General
Assembly
Mike Hoover, Counsel, Washington Senate
Marty Lovinger, Senior Counsel, Washington Senate

3:30 pm-5:30 pm  New Attendee Orientation
6:30 pm - 8:30 pm  Washington’s Opening Reception
Columbia Tower Club, Columbia Center, 701 Fifth Avenue, 70th floor, Seattle
** Business Attire Required Throughout Club At All Times. No Denim, Shorts, Athletic
Wear/Shoes to be worn in Club.

Thursday, September 17, 2009

7:30 am  Boards Buses to Olympia
7:30 am-9:30 pm  Travel to Olympia
9:30 am-10:00 am  Welcome to Olympia!
    *Coffee and Light Continental Breakfast will be provided*
10:00 am-11:00 am  Tour of the Washington State Capitol
    Olympia, Washington
11:00 am-12:30 pm  Staff Group Breakouts
    *The following groups will meet:*
    Principal Clerks and Secretaries
    This session is designed for the chief clerk or secretary of the chamber
    Facilitator: Millie MacFarland, Clerk, Maine House of Representatives
    Assistant Clerks and Secretaries
    This session is designed for the assistant chief clerk or secretary of the chamber.
    Facilitator: Carmen Cauthen, Administrative Clerk, North Carolina House of
    Representatives
    Calendar or Agenda Staff
    This session is designed for staff whose work involves the preparation of calendars or
Agendas for legislative sessions or legislative proceedings.
Facilitator: Nathan Hatfield, Calendar Clerk, Virginia Senate

Journal Staff
This session is designed for staff whose work involves record keeping or recording legislative sessions.
Facilitator: Polly Emerson, Assistant Journal Clerk, Texas Senate

Fiscal Administration and Support Services
This session is designed for staff whose work involves fiscal administration of the chamber or the clerk’s office, such as tracking member or staff salaries, per diems, benefits or purchasing; or support services such as security, document or mailing rooms or other legislative services.
Facilitator: Jay Braxton, Procurement/Logistics Manager, Virginia House

Public Relations
This session is designed for staff whose work involves media relations, constituent services or the dissemination of public information
Facilitator: Ann-Marie Sweeney, Chief Official Reporter, Pennsylvania Senate

Engrossing and Enrolling Staff
This session is designed for staff whose work involves engrossing or enrolling of bills.
Facilitator: Mardi Alexander, Engrossing/Enrolling Clerk, Texas Senate

Computer and Technology Staff
This session is designed for staff whose work involves computer services and other technology support services.
Facilitator: Maryann Horch, Systems Analyst, Virginia Senate

Bill Index, Status and History Staff
This session is designed for staff whose work involves bill indexing, status, and history systems and information.
Facilitator: Norma Chastain, Bill Index Clerk, Arizona House

Committee Staff
This session is designed for staff whose work involves committee operations and support.
Facilitator: Scott Caffey, Committee Coordinator, Texas Senate

12:30 am-2:00 pm  Washington State Luncheon
2:00 pm  Board Buses for Seattle
2:00 pm- 3:30 pm  Travel to Seattle
5:30 pm  Board Buses for Royal Argosy Cruise
6:00 pm - 9:30 pm  Washington State Event
American Society of Legislative Clerks and Secretaries
Fall Professional Development Seminar (continued)

Royal Argosy Cruise, 1101 Alaskan Way, Pier 56, Seattle

9:30 pm Board Buses to Renaissance Seattle Hotel

Friday, September 18, 2009

8:00 am-9:00 am Breakfast On Your Own
8:00 am-4:00 pm Registration/Information Desk
9:00 am-12 noon Plenary Session - Generations at Work: Collision, Confusion or Collaboration?
For the first time in history, today's workplace includes four generations. Never before has the workplace been so age diverse. In this workshop you will:
• Discover how to better relate to and motivate all groups by understanding their perspectives, values and distinctive work ethics.
• Gain hands on skill to improve communication across all generational and management levels.
Speaker: Betty Lochner, M.Ed., Cornerstone Coaching and Training
12 noon-2:00 pm Lunch
Thank you to our sponsor, Granicus!
2:00 pm-4:00 pm Job Share Session
Share the «job wealth» with your ASLCS colleagues! Come prepared with information from your own state to exchange ideas and resources with peers from across the country.

Evening Dinner On Your Own

Saturday, September 19, 2009

8:00 am-4:00 pm Information Desk
8:00 am-9:00 am Breakfast
9:00 am - 10:30 am Concurrent Session - Legislative «Off The Record»
Attend an encore of one of last year's favorite sessions. How do you handle complicated situations? How would you respond to specific problems? Come hear how your counterparts would react to challenges in the workplace and offer your own perspective. What is discussed in Seattle, stays in Seattle.
Moderators: Denise Weeks, Principal Clerk, North Carolina House of Representatives
Debbie Deller, Clerk, Legislative Assembly of Ontario (Canada)
9:00 am - 10:30 am Concurrent Session - Impeachment Process
Impeachment is an exclusive legislative remedy. The recent experience within the Illinois Legislature and the impeachment of Governor Rod Blagojevich has shed light on how critical and delicate the impeachment process is to the legislative system. In this session, we will discuss issues and strategies that several states have utilized in exercising their impeachment prerogatives and responsibilities.
Moderator: Patrick O'Donnell, Clerk, Nebraska Legislature
Panelists: Scott Kaiser, Assistant Secretary, Illinois Senate
American Society of Legislative Clerks and Secretaries
Fall Professional Development Seminar (continued)

Tim Rice, Executive Director of Legislative Information Systems, Illinois General Assembly
Norm Moore, Chief Clerk and Parliamentarian, Arizona House of Representatives
Karen Wadsworth, Clerk, New Hampshire House of Representatives
Claire Clift, Secretary, Nevada Senate

10:30 am - Noon Concurrent session - Budget Cuts
Across the country clerks and secretaries are being asked to do more with less. Staff furloughs, salary freezes, and reductions in employee incentives are affecting many offices. In this panel discussion find out how your colleagues are responding to new and growing fiscal challenges and how they’re finding ways to keep costs down and productivity and employee morale high.
Moderator: Susan Clarke Schaar, Clerk, Virginia Senate
Panelists: Judy Hall, Secretary, Oregon Senate
Susan Furlong Reil, Chief Clerk, Nevada Assembly
Bernadette McNulty, Assistant Secretary, California Senate

10:30 am - Noon Concurrent session - Leadership Training
New legislative leaders may be very skilled politicians. However, they are rarely aware of the range of the administrative and procedural responsibilities that will be placed upon them as they assume important institutional roles. Clerical officers are often called upon to brief Speakers, Presidents and other leaders in these sometimes delicate but often vital details of the office. This session will cover the methods and experiences of society members who have undertaken this important task and provide advice for those who may one day be called upon to do so.
Moderator: John Phelps, Curator of the Historic Capitol and Clerk Emeritus/Historian of the House, Florida House of Representatives
Panelists: Brenda Erickson, Program Principal, NCSL
Jeff Finch, Deputy Clerk, Virginia House of Delegates
Terry Spieler, Secretary, Missouri Senate
Robert L. “Bob” Ward, Clerk, Florida House of Representatives

12:00 pm - 1:30 pm Lunch On Your Own
1:30 pm - 2:15 pm Committee Chair Transition
1:30 pm - 2:15 pm New Attendee Wrap-Up
2:15 pm - 3:05 pm “A” Committee Meetings
  - Bylaws and Standing Orders
  - Inside the Legislative Process
  - Site Selection
  - Technology
American Society of Legislative Clerks and Secretaries
Fall Professional Development Seminar (continued)

3:05 pm - 3:55 pm  “B” Committee Meetings
International Communication and Development
Legislative Administrator
Membership and Communication
Support Staff

3:55 pm - 4:45 pm  “C” Committee Meetings
Canadian-American Relations
Professional Journal
Program Development
Roster

6:00 pm-7:00 pm  President’s Reception
7:00 pm-9:00 pm  State Dinner
9:00 pm-11:00 pm  State Dinner Dance

Sunday, September 20, 2009

8:00 am-12 noon  Information Desk
8:00 am-9:30 am  Business Meeting and Breakfast
Presiding: Gregory M. Gray, Clerk of the West Virginia House of Delegates and ASLCS President

9:30 am-12 noon  2009-2010 Executive Committee Meeting
Presiding: Gregory M. Gray, Clerk of the West Virginia House of Delegates and ASLCS President

12 noon  Meeting Adjourned
David L. Meinz, MS, RD, FADA, CSP
Nutritionist David Meinz claims it’s not what you eat between Christmas and New Year’s that matters, but rather, what you eat between New Year’s and Christmas! He speaks nationally to businesses and associations and is a frequent guest on radio and television. He is also the author of the new book Survival of the Fittest.

Energize Your Life
Does your health affect your productivity? Yes! This session will provide you with the latest information on how you can get more energy and maximize your health in today’s hectic lifestyle. Nutritionist David Meinz brings you up-to-date on this exciting topic with a content-rich, fun, and funny program on how to feel your best in the 21st century.

Betty Lochner, M.Ed.
Betty established Cornerstone Coaching and Training in 2006 to bring communication and leadership skills to agencies and organizations to help meet their training needs.

Over the past 23 years Betty has developed, administered, and improved state programs and provided leadership and communication skills training to agencies. She holds a Bachelor of Arts degree in Communication and Master of Education degree in Higher Education Administration from Western Washington University. She is a graduate of the Evans School of Public Affairs, Cascade Public Executive Program (University of Washington), is trained as a professional mediator, and is a professionally certified trainer in Performance Coaching and the Interact Personal Strengths Profile.