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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 Co-Chair
Cheryl Laube, AZ Co-Chair
Burney Durham, TN Vice Chair
Connie Pelier, MN Associate Co Vice Chair

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A special "Thank You" to all whom submitted photographs, article and background material for inclusion in this edition. Your support is greatly appreciated.
Dear Friends,

I need to let you know how deeply honored and humbled I am by the confidence and trust that you have placed in me by allowing me to serve as your President for the next year. I am grateful for the opportunity to serve and to work for the Society. The knowledge, advice, diverse gifts and talents that all of you have been so willing to share is the foundation and strength of ASLCS. I am inspired by you and excited about the year to come!

Congratulations to ASLCS for 60 years of devoted service to the legislative process. At this year’s ASLCS meeting in Scottsdale, Arizona, the 60th Anniversary Committee established under the terrific leadership of Ann Cornwell presented certificates to 125 members of the Society who have served as staff in the their legislatures for at least 20 years and are current members of the Society. In addition to those 125 Society members, there are many others who have served for a number of years. I consider myself enriched and privileged to be a part of a group of people who cumulatively have devoted more than 3,500 years of service to the legislative process. You should all be proud of your service and your accomplishments. I am proud of you, your public service and proud to be a member of ASLCS. A special thanks is extended to Denise Weeks, Chair of the 60th Anniversary Committee and the other committee members for an outstanding job. I want to extend my personal congratulations to McDowell Lee (40 years as Secretary of the Alabama Senate) and Ed Burdick (37 years as the Chief Clerk of the Minnesota House of Representatives) for their extraordinary and devoted service. You both truly exemplify what it really means to be a public servant!

On behalf of the Arizona Host Committee, I want to thank all of you who were able to attend the 37th Professional Development Seminar and Annual Meeting in Scottsdale. We enjoyed being your hosts and we hope that you enjoyed your stay with us in Arizona. For those of you who were unable to attend the meeting in Scottsdale, we certainly missed you! It was certainly a memorable week! It turned out to be like a MASH episode. Joan Barilla broke her ankle five days before the conference started, Ann Cornwell broke her foot on Saturday night (the night before the meeting officially began), Mona Heustis ruptured her achilles tendon playing volleyball (the rupture was quite severe and the recuperation period has been a long one), Laura Clemen's arm was injured and a number of people got sick during the week. You should have seen the casts and the motorized scooters! Next year, a motorized scooter race could take the place of the volleyball game. Thankfully, I can report that the numerous injuries are healing. A special thanks to Diane Bell and the Program Development Committee for an awesome program.

This year my primary focus is to encourage communication and participation in the Society and also to review our budgeting process and publication standards. You all have so much to offer and as a Society member there are innumerable resources available to you. I encourage each of you to be an active member of the Society and to share your ideas and suggestions with other members. I plan to do my part. I have set up an email group on my computer to all Society members who have e-mail addresses. I have already e-mailed a couple of items and I have received a number of positive responses. In addition to e-mail, you can subscribe to Listserv, call another member you may only see once a year, volunteer to be a moderator or a panelist for next year’s 38th Professional Development and Annual Meeting in Baltimore, Maryland, write an article for the Legislative Administrator or the Professional Journal or take a more active role in committees.

Thanks to the Executive Committee for their willingness to serve and for their dedication and commitment to the Society. I am grateful for the opportunity to work with the other following member’s of your Executive Committee: Bruce Jamerson, President-elect; JoAnn Hedrick, Secretary-Treasurer; Carmela Bills, Associate Vice President; Laura Clemens, Elected Principal Member; Dowe Littleton, Elected Associate Member; Patsy Spaw, Appointed Principal Member; Jeannine Wood, Appointed Principal Member; Tara Perkinson, Appointed Associate Member; Ann Marie Sweeney, Appointed Associate Member; Ann Cornwell, Immediate Past President; and Donna Doyle, Immediate Past Associate Vice President.
I am very excited about the committee leadership and the committees for this year. As is evidenced in the committee minutes from the first meeting in Scottsdale, the committees have some great ideas and they are off to a tremendous start. In addition to the standing committees of the Society, several special committees have been created. The special committees are as follows: Archives/Records Retention Committee, Budget and Revenue Committee, Internal Audit Committee, International Clerks and Secretaries Meeting Committee, Logo Items Committee, Publication Standards Committee and the 2004 Annual Meeting - No Host Committee. Also, Mason’s Manual Commission under the leadership of John Phelps and Butch Speer is off to a great beginning for this next revision cycle.

ASLCS is well represented on the Legislative Staff Coordinating Committee (LSCC) and on the NCSL Executive Committee by Ann Cornwell, Judy Hall, JoAnn Hedrick, Ramona Kenady, Pat Saville, Susan Clarke Schaar and myself. The majority of this group has served as past presidents of our Society.

Mark your calendars

ASLCS Winter Meeting in Oklahoma City, December 5 - 7, 2003
NCSL Annual Meeting in Salt Lake City, Utah - July 19-23, 2004
38th Professional Development Seminar and Annual Meeting in Baltimore, Maryland - September 22-27, 2004

Again, thank you all for giving me the opportunity to serve as your President. ASLCS is strong because of your commitment and dedication. We can make it stronger through improved communication and your willingness to share your thoughts and ideas. I look forward to working with you throughout the year and to seeing you at upcoming meetings. Stay in touch!

Sincerely,
Norm Moore
President, ASLCS
ASLCS CELEBRATES 60 YEARS

The American Society of Legislative Clerks and Secretaries celebrated its 60th Anniversary at the Annual Meeting in Scottsdale, AZ. Throughout the week we reflected on the history of our Society, recognized the one hundred and twenty-five members of the Society who have twenty-plus years of service to their state legislature, and reminisced with a display of memorabilia, photos, and items from our Archives.

On the last evening of the meeting, at the State Dinner, members of the Society received an anniversary booklet, which included an update of the Society’s history written by Mr. Ed Burdick, Chief Clerk of the Minnesota House of Representatives.

To cap the evening, ASLCS bestowed high honors upon two of its members who have been instrumental in the development of our Society. The first presentation was to Ed Burdick, who was hired by the Minnesota House of Representatives in 1941 as a Page. With the exception of one term in the early 1950’s when he was serving in the military, Ed has served in some capacity with the House. In 1967 Ed was elected Chief Clerk and became actively involved in ASLCS. He served as President in 1971, received the first prestigious “Joseph A. Beek Award” in 1983 and in 2002 the NCSL “Legislative Staff Achievement Award”. Due to health issues, Ed Burdick was unable to attend the Annual Meeting. In his absence, Al Mathiowetz, First Assistant Chief Clerk, accepted the plaque for Ed.

The second presentation was to McDowell Lee, Secretary of the Alabama Senate. In July of this year, when ASLCS officially reached its 60th Anniversary, McDowell Lee attained his 40th Anniversary as Secretary of the Alabama Senate. Since 1963, Mr. Lee has been active in our Society. He served as President in 1974 and was the first person to be elected Staff Vice-President of NCSL in 1976. McDowell Lee has authored two books on the legislative process: The Role of the Senate in Alabama History and George Corley Wallace: A Legislative Legacy. Mr. Lee also received the “Joseph A. Beek Award” in 1989. Along with the plaque recognizing his years of service, Mr. Lee was presented with a compilation of letters from the 13 living Lieutenant Governors with whom he served in his 40 years as Secretary. It was truly a celebration to hear the accomplishments of these two men and to give them the recognition they deserve.

Sixty years ago, relationships among the Clerks and Secretaries were rare. Today we have an organization that has produced personal friendships. Advice and counsel from our peers are only a phone call or e-mail away. In the course of sixty years, we have progressed from strangers, to colleagues, to friends – and we are much stronger and wiser for it.
Three members of ASLCS were invited to attend the annual meeting of the Canadian Clerks. Ann Cornwell, JoAnn Hedrick and myself attend the meeting in Quebec City in the province of Quebec August 11-16. Also attending were representatives from the United Kingdom House of Commons and the House of Lords, Australia, Belgium, Scotland and Ireland. The meetings were held in the old (senate) legislative council chamber of the National Assembly of Quebec. Quebec is a lovely city especially the old walled in city and the Assembly buildings are no exception. After several days among Frankofiles, communicating in French came back. The clerks hold their meetings seated in a square. Of course there are fewer of them than us, but it is nice to have that closeness and adds to the congeniality. After greetings by Michel Bissonnet, President of the Assembly, the first meeting of the Annual General Assembly was a discussion of recent cases of parliamentary privilege. This discussion translates to a discussion among our states on law suits against the legislature. Labor disputes, the right of parliament to exercise its rules and privileges were among the topics of discussion. CATS have a system in place to gather knowledge from each other on case history that I thought we could well emulate and should try and develop and also use. The second session was on succession Planning and Human Resources Development, given by a gentleman from Bombardier Inc. a large Canadian Corporation. Other sessions were: Statutory Officers in British Columbia--Craig James BC Recent Procedural Developments in the United Kingdom House of Commons -- Frank Cranmer UK House of Commons The Development and Organization of Documentary Resources to Support the Work of Parliament -- Michel Bonsaint, Quebec The Annual Financial Cycle in Ontario -- Todd Decker, Ontario Members' Ethics and Bill C-34 -- Bill Corbett, House of Commons, Ottawa Benchmarking: Modern Methods for Ancient Institutions -- Russell Grove, Australia E-Democracy and Parliament -- Andre Gagnon, House of Commons

All of these papers were presented in hard copy and with plenty of question and answer time by the other jurisdictions.

Entertainment was just as stimulating as the discussions, beginning with a bus tour of the city and the Citadelle and the residence of the Governor General of Canada, interrupted by a wonderful lunch hosted at an inn by our host Francois Cote, Secretary General. We also were hosted to lunch the next day by Michel Bissonnet at the Quebec Garrison Club, a wonderful old officers club just a few steps from the Assembly. We also were treated to a fabulous lunch in the General Assembly's own dining rooms which are also open to the public. The food was a far cry from the vending machines that serve us lunch in our Colorado Capitol. But the peace de resistance of the entire entertainment schedule, and Pat Saville you really missed it, was the Elvis Story. No it is not the story of Elvis Stoyka the Canadian ice skater, it is the real Elvis. Words do not describe this evening of show stopping Elvis songs and entertainment. Those of us too young to really know what all the fuss was about during the Elvis craze now have cause to be certain of his draw. It was a wonderful show and we were told that this show which draws sold out crowds every night will begin in Las Vegas next year. Don't miss it, it was fabulous. No Elvis did not sing in French.

Thank you society, Ann and the Executive Committee for the opportunity to attend this meeting. I have made many friends across the border at the joint meeting and the two years I have served as Can/Am Relations. It is very easy it is to be in their company. We are so fortunate to have this opportunity for us to share not only our professional lives and work but form lasting friendships and relationships. We have a lot to continue learning and sharing.

Respectfully Submitted

Judith Rodrigue, Co-Chair of Canadian/American Relations Committee
Through the ASLCS Associate Exchange Program, I was given the opportunity to visit the Oklahoma Senate. My hosts arranged a full schedule of experiences that proved to be more valuable than I anticipated.

Around every corner and in every office was an opportunity to compare and learn. I was given an explanation of the process from the staffs of the page program, personnel department, bill status, bill files and archives, engrossing and enrolling. My questions and inquiries were answered without hesitation. The chart below compares the Oklahoma Senate and Virginia Senate page programs.

In the chamber I received instructions in desk operations from the Secretary of the Senate, assistant secretary, journal clerks, information systems specialist, calendar clerk, sound operator and the agenda clerk.

Tours of the Capitol Building and the Governor’s mansion were also included in the exchange.

The members of the Oklahoma Senate and staff were very accommodating and made me feel welcome. They provided evening events that included wonderful meals, magnificent sunsets, fabulous views and stimulating conversation. Transportation to and from the Capitol as well as to evening events was also provided. I enjoyed the exchange and the graciousness of my hosts.

I left Oklahoma motivated and excited about the possibility of implementing new ideas and procedures. This is a great program and I encourage associates to take advantage of it. Thank you.

<table>
<thead>
<tr>
<th>Page Program</th>
<th>Oklahoma Senate</th>
<th>Virginia Senate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointment</td>
<td>Senators may appoint 8 pages during a legislative session</td>
<td>Leadership appointments (5). Senators within a Congressional district make appointments on a rotating basis (on average a Senator gets an appointment every 3-5 years)</td>
</tr>
<tr>
<td>Compensation</td>
<td>$25.00 per day (hotel and breakfast provided, lunch and dinner out of pocket)</td>
<td>$26.00 per day plus $25 per diem (hotel provided, all meals out of pocket)</td>
</tr>
<tr>
<td>Requirements</td>
<td>9th – 12th Grades</td>
<td>Ages 13-15, A or B grade average</td>
</tr>
<tr>
<td>Length of Service</td>
<td>Four days (last 2 weeks of session five days)</td>
<td>Duration of session -- 7 or 9 weeks</td>
</tr>
<tr>
<td>Hours</td>
<td>7:45am – 4:30pm</td>
<td>8:30am – 5:00pm</td>
</tr>
<tr>
<td>Dress</td>
<td>Stringent dress code</td>
<td>Blue blazer, gray slacks or skirt, white shirt or blouse</td>
</tr>
<tr>
<td>Housing</td>
<td>Hotel/commute</td>
<td>Hotel/commute</td>
</tr>
<tr>
<td>Curfew</td>
<td>In room 10:00pm Lights out 10:30pm</td>
<td>In room 10:30pm</td>
</tr>
<tr>
<td>Transportation to Capitol</td>
<td>State vehicle</td>
<td>Walk</td>
</tr>
<tr>
<td>Duties</td>
<td>Committee and chamber duties, collate bills, run errands, deliver messages and general office duties</td>
<td>Committee and chamber duties, collate bills, run errands, deliver messages, post office and recycling duties</td>
</tr>
<tr>
<td>Supervision</td>
<td>24 hours per day</td>
<td>24 hours per day</td>
</tr>
</tbody>
</table>
2002-2003 EXECUTIVE COMMITTEE

Ann Cornwell, AR
President

Norman Moore, AZ
President Elect

Bruce Jamerson, VA
Secretary/Treasurer

Donna Doyle, WI
Associate Vice President

J.R. Rodrigue, CO
Elected Principal

Carmela Bills, VA
Elected Associate

Laura Clemens, OH
Appointed Principal

Annette Moore, UT
Appointed Principal

Marilyn Eddins, CO
Appointed Associate

Dowe Littleton, AL
Appointed Associate

Judy Hall, OR
Past President

Mike Linn, MN
Past Associate Vice President
EXECUTIVE COMMITTEE MEETING

September 7, 2003 – Scottsdale, Arizona

Call to Order

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

Quorum

Members present:

Ann Cornwell, President
Norman Moore, President-Elect
Bruce Jamerson, Secretary-Treasurer
Donna Doyle, Associate Vice-President
J. R. Rodrigue, Elected Principal
Carmela Bills, Elected Associate
Laura Clemens, Appointed Principal
Annette Moore, Appointed Principal
Marilyn Eddins, Appointed Associate
Dowe Littleton, Appointed Associate
Judy Hall, Immediate Past President
Mike Linn, Immediate Past Associate Vice-President

A quorum was present.

NCSL Staff present:
Joan Barilla

Minutes

The Committee reviewed the minutes of the Executive Committee Meeting, held July 24, 2003 in San Francisco, California. Carmela Bills moved that the minutes from this meeting be approved. Laura Clemens seconded the motion. The motion carried by unanimous consent on voice vote.

Treasurer’s Report

Bruce Jamerson presented the Treasurer’s Report for the period of July 24 through September 7, 2003. He reported that since July 24, 2003, dues payments totaling $750.00 had been received. Disbursements totaling $4,489.52 were made for the period July 24-September 7, 2003. Laura Clemens moved that the Treasurer’s Report be adopted. Norman Moore seconded the motion. The motion carried by unanimous consent on voice vote.
## Treasurer's Report

### ASLCS Dues Account

**as of September 7, 2003**

**2003 ASLCS Meeting – Scottsdale, Arizona**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Balance as of July 24, 2003</strong></td>
<td>$55,117.36</td>
</tr>
<tr>
<td><strong>Total Deposits</strong></td>
<td>$750.00</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>$55,867.36</td>
</tr>
<tr>
<td><strong>Less Disbursements</strong></td>
<td>$4,489.52</td>
</tr>
<tr>
<td><strong>BALANCE as of September 7, 2003</strong></td>
<td>$51,377.84</td>
</tr>
<tr>
<td><strong>Balance as of July 24, 2003</strong></td>
<td>$55,117.36</td>
</tr>
</tbody>
</table>

**Deposits for 2003 Dues**

- 8/7/2003 $550.00
- 8/20/2003 $200.00

**Total Deposits for Dues since March 15, 2003** $750.00

**Disbursements**

- 7/21/2003 Ann Cornwell
  - LSCC May 1-4, 2003 Quebec, Canada $973.90
- 7/24/2003 Treasurer of Virginia
  - Gwen Bailey-Associate Exchange Program $250.00
- 7/24/2003 Utah State Senate
  - Printing/Postage Spring Edition Journal $1511.59
- 8/7/2003 J. R. Rodrigue
  - Clerks at the Table Meeting $350.50
- 9/2/2003 Fifth Season
  - Executive Committee and Chair Gifts $1175.43
- 9/2/2003 Ann Cornwell
  - ANOMAC- Gift for President $25.00
- 9/2/2003 Levy Awards
  - Plaques, Gavel and Engraving for Cornwell, Doyle, & Moore $203.10

**Total Disbursements since July 24, 2003** $4,489.52

**Balance as of September 7, 2003** $51,377.84
Old Business

ASLCS Financial Report

Joan Barilla, NCSL staff liaison to ASLCS, reported that the balance in the ASLCS Shared Profits Account as of September 7, 2003 was $3,768.45. This new balance reflects the payment of $1,950.00 from the Betty King Scholarship for attendance at LSMI by Penny Cabaniss and John Garrett.

Ms. Barilla also reviewed with the Committee the Financial Summary of the ASLCS Special Meeting Fund. The balance in this fund as of September 7, 2003 was $84,608.19. Deposits for 2001/2003 (September 7, 2003) totaled $144,107.68. Expenditures for 2001/2003 (through September 7, 2003) totaled $123,320.32. Ms. Barilla reported that $70,301.000 had been raised for the 2003 Professional Development Seminar and Annual Meeting in Scottsdale through the efforts of the Arizona Host State Committee, members of the Revenue Resource Committee (Susan Schaar, Denise Weeks and Dave Avant) and President Cornwell. She advised that such a successful fundraising campaign would allow funds for future needs of the Society. It was also reported that necessary funds would be available to meet expenses for the Winter Meeting in Oklahoma City. Finally, Ms. Barilla reported that JoAnn Hedrick had raised $9,500.00 for the 2003 Canadian American Meeting.

Requests for Reimbursements

Bruce Jamerson reported that the following requests for reimbursement had been made:

- Ann Cornwell-$369.38 for travel; Clerks at the Table Meeting in Quebec City, August 12-17, 2003
- JoAnn Hedrick-$868.54 for travel and lodging; Clerks at the Table Meeting in Quebec City, August 12-17, 2003
- Ann Cornwell-$566.45 for travel; ANOMAC Meeting in Cuernavaca, Morelos, Mexico, August 20-24, 2003
- Patsy Spaw-$397.38 for travel; ANOMAC Meeting in Cuernavaca, Morelos, Mexico, August 20-24, 2003
- Carmela Bills (Reimburse Treasurer of Virginia)-$705.38 for travel; ANOMAC Meeting in Cuernavaca, Morelos, Mexico, August 20-24, 2003
- Denise Weeks-$390.64; Items purchased for 60th Anniversary Observance (plaques, envelopes, ribbon and embosser)
- Ann Cornwell-$63.00; Purchase of gift for Special Committee Chair
- Fifth Season, Little Rock, AK-$42.65 Purchase of gift for Special Committee Chair
- Farmer’s Trophies & Engraving, LLC, Denver, CO- $65.40; Engraving for Volleyball Trophy ($35.40) and lapel pins for Cornwell and Doyle ($30.00)

Laura Clemens moved the approval of these reimbursements. Dowe Littleton seconded the motion. The motion carried by unanimous consent on voice vote.

Roster Committee

Jeannine Wood, Co-Chair of the Roster Committee, shared with the Committee ideas on maintaining Roster Information. There was discussion that Jeannine Wood should present her ideas to her Committee and bring any such recommendations from her Committee to the Executive Committee for consideration. Norman Moore advised the Committee that he was appointing a Special Committee on Publication Standards. This Committee would have as its members the chairs of all committees responsible for producing Society publications and that they would be reviewing not only the Roster, but also the Professional Journal and the Legislative Administrator.

Jeannine Wood also submitted requests for payment of expenses related to the publishing and distribution of the Roster (2002-2003) as follows:

- Boise Cascade Office Products Corp., Boise, ID - $98.60; 400 mailing envelopes
- Idaho State Senate - $655.49; Mailing and Payment of Postage Due on Returned copies of the Roster (2002-2003)
Bruce Jamerson moved the approval of these reimbursements. Laura Clemens seconded the motion. The motion carried by unanimous consent on voice vote.

**Professional Journal Committee**

Annette Moore, Chair of the Professional Journal Committee, presented the following recommendations for changes to the Standing Orders as Related to the Professional Journal:

**PROFESSIONAL JOURNAL**

Section 1. Title of the Journal

The Professional Journal shall be known as *The Journal of the American Society of Legislative Clerks and Secretaries* and shall have the theme of Legislatures in the 21st Century.

Section 2. Frequency of Publication

The *Journal* shall have two (2) editions produced annually. One edition shall be the fall edition to be produced not before September 1st of each year and not later than November 30th. The other edition shall be the spring edition to be produced not earlier than March 1st and not later than May 31st.

Section 3. Content and Size of Journal

Each edition of the *Journal* should have a maximum of 50 pages and a collection of 4-6 articles. Contributors should be encouraged to submit writings that will attract a general audience of readers. The paper used to publish the *Journal* is to be of a high grade bond quality with a card stock for the cover. The *Journal* is to be printed in the standard size of eight and one-half by eleven (8 ½ x 11 inches). It is desirable to print photos of all contributors.

Section 4. Editorial Board

The chairman of the Professional Journal Committee shall serve as editor. The editorial board shall consist of Principal members and Associate members of the Society. The members of the editorial board shall be appointed by the chair of the committee from among its membership. It is recommended that the editor serve a two-year term. The editorial board is responsible for review of articles, recommendations for acceptance, rejection of request for revisions. The editorial policy should be reviewed annually and revised as necessary.

Section 5. Circulation

a. A copy of each edition of the *Journal* shall be mailed to each dues-paying Principal member of the Society and to each dues-paying Associate member. Three copies shall be mailed to archives. A complimentary copy of the *Journal* along with a thank-you letter from the editor shall be mailed to each contributor.

b. Each edition of the *Journal* shall also be made available on the ASLCS website, at which time electronic notification of its availability shall be sent to each dues-paying member of the Society. The *Journal* will also be mailed to key staff in the other eight staff sections of NCSL, and other interested parties may receive the *Journal* upon request. A sufficient number of copies shall be kept on file in the Society’s archives. The most recent edition of the *Journal* shall be transmitted to each new member of the Society. A limited version of each edition of the *Journal* shall be placed on that area of the National Conference of State Legislatures’ site on the World Wide Web allocated for use by the Society. All components of the Internet editions of the newsletter shall be formatted in a manner to allow quick
**and complete loading of the pages.** It is the intent of the Society that the *Journal*-Internet Edition be available only to those lawmakers and staff granted access to the private side of the NCSL website.

Section 6. **Budget**

*The Professional Journal* will be produced within the budget authorized by the Executive Committee. Any costs in excess of the approved budget must be authorized in advance by the Executive Committee. It is important that all expenses be accurately recorded so that production costs are truly reflected.

Section 7. **Publication Standards**

The standards set forth in Sections One (1) through Seven (7) shall be in effect until the ASLCS Professional Development Seminar in 2006. At the first meeting of the newly-formed Executive Committee, the Professional Journal Committee shall propose publication standards for the *Professional Journal*, subject to the approval of the Executive Committee.

Carmela Bills moved that the changes to the Standing Orders for the Professional Journal be approved as presented. Laura Clemens seconded the motion. The motion carried by unanimous consent on voice vote.

**Other Business**

Susan Clarke Schaar, Chair of the Revenue Resource Committee presented from her committee the following changes to the Standing Orders:

*Budget and Revenue Committee*

The President shall appoint a Budget and Revenue Committee to review the budget of the Society on an annual basis and to provide revenue development for ASLCS.

The committee shall be composed of no fewer than five members who are able to solicit funds on behalf of the Society. A former President of ASLCS shall serve a chair of the committee. The Secretary-Treasurer and a former Associate Vice President shall also be members of the committee. The committee is charged with the responsibility of developing a national database of contributors, including contact names, and sending solicitation letters annually on behalf of the Society. The NCSL liaison will work with the committee to maintain the database and send the solicitation letters.

Carmela Bills moved that this change to the Standing Orders be approved. Dowe Littleton seconded the motion. The motion carried by unanimous consent on voice vote.

*Dues*

Effective with the 2004 dues, dues for Principals will be $130.00 and dues for Associate members will be $65.00.

After discussion regarding this proposed change to the Standing Orders, J. R. Rodrigue moved that this change to the Standing Orders be approved. Norman Moore seconded the motion. The motion carried by unanimous consent on voice vote.

*Meetings*

Effective for 2004, the President shall call either a spring or winter meeting. This will continue until changed by action of the Executive Committee.

Laura Clemens moved that this change to the Standing Orders be approved Dowe Littleton seconded the motion. The motion carried by unanimous consent on voice vote.
Registration Fees
Registration Fees for the annual fall development meeting shall continue at $325.00 until changed by action of the Executive Committee.

Dowe Littleton moved the word “until” be changed to “unless”. Laura Clemens seconded the motion. The motion carried by unanimous consent on voice vote.

Dowe Littleton moved that this change to the Standing Orders be approved, as amended. Laura Clemens seconded the motion. The motion carried by unanimous consent on voice vote.

President’s Manual
Judy Hall reported that she had completed work on the revisions to the “President’s Manual.” Revisions were made on page 6 (Mason’s Manual); page 11 (Joe Beek Award); page 25 (working relation between ASLCS and ANOMAC). She also advised that she had reworked the index to this publication.

Laura Clemens moved that the revisions to this publication be approved. Carmela Bills seconded the motion. The motion carried by unanimous consent on voice vote.

60th Anniversary Committee
Denise Weeks, Chair of the Committee, expressed sincere appreciation to the members of her committee (Moore, Doyle, Avant, Harris and Littleton) for their hard work during the past year. She advised that during the Business Luncheon, those persons with 20+ years of service would be presented with a certificate signed by the President and President-elect. Those persons not present at the luncheon would receive their certificates by mail. Denise also advised that a 60th Anniversary booklet would be given to those in attendance at the State Dinner. She expressed appreciation to the Alabama Senate for their printing of this publication.

2003 Professional Development Seminar
Norman Moore expressed appreciation for the Committee’s attendance in Scottsdale and commended Ann and the Committee for their service during the past year.

Adjournment
There being no other business to come before the Committee, Mike Linn moved that the Executive Committee be adjourned. Carmela Bills seconded the motion. The motion carried by unanimous consent on voice vote.

Respectfully submitted,

Bruce F. Jamerson
Secretary-Treasurer
Invocation

Annette Moore, Secretary of the Utah Senate offered the invocation.

Call to Order

President Ann Cornwell called the Business Meeting of the American Society of Legislative Clerks and Secretaries to order.

Roll Call

Butch Spear moved that the roll call of the states be waived. John Phelps seconded the motion. The motion carried by unanimous consent on voice vote.

Minutes

John Phelps moved that the minutes from the Business Meeting held on September 22, 2002 in Portland, Oregon be approved as distributed. Denise Weeks seconded the motion. The motion carried by unanimous consent on voice vote.

Treasurer’s Report

Bruce Jamerson, Secretary-Treasurer, reviewed the annual Treasurer’s Report of the ASLCS Dues Account and reported a beginning balance of $37,607.67, total deposits of $20,900.00, minus disbursements of $7,129.83, resulting in a balance on September 7, 2003 of $51,377.84. Karl Lilly moved that the Treasurer’s Report be adopted. Pat Saville seconded the motion. The motion carried by unanimous consent on voice vote.
Committee Reports

Each Standing Committee made committee reports:

“A” Committees

Bylaws and Standing Orders – George Bishop
Inside the Legislative Process – Russell Humphrey
Site Selection – Burney Durham
Technology and Innovation – Scott Maddrea

“B” Committees

International Communication and Development – Patsy Spaw
Legislative Administrator – Joe Blough
Membership and Communication – Norma Chastain
Support Staff – Tara Perkinson

“C” Committees

Canadian-American Relations – J. R. Rodrigue
Professional Journal – Annette Moore
Program Development – Diane Bell
Roster – Jeannine Wood

New Business

Bylaws

George Bishop, Chair of the Bylaws Committee, presented the proposed changes to Article I of the Bylaws that were presented and approved by the Executive Committee at its July 24, 2003 meeting and duly distributed to Society membership, in accordance with the provisions of Article VIII of the Bylaws. Mr. Bishop explained that the proposed changes clarify proxy voting and provide that upon payment of dues, legislative employees designated by the Clerks and Secretaries may be associate members.

Susan Clarke Schaar moved that the proposed changes to the Bylaws be accepted. Pat Saville seconded the motion. The motion carried by unanimous consent on voice vote. (Text of approved changes follows in italics/underscored).

Approved Change to Article I the Bylaws of the American Society of Legislative Clerks and Secretaries

BYLAWS

of the

American Society of Legislative Clerks and Secretaries

ARTICLE I

NAME--The name of the organization shall be "The American Society of Legislative Clerks and Secretaries."

PURPOSE--The purpose of the Society shall be to improve the administrative and parliamentary effectiveness of State Legislatures and to develop better procedures for enhancing the lawmaking function.
ASLCS SEAL--The Seal of the American Society of Legislative Clerks and Secretaries shall be a circle with a white center section and an outer band of dark blue.

Within the white center section shall be a gavel and quill device outlined in gold and filled with dark blue. A dark blue horizontal line across the center section shall appear directly under the gavel and quill. The phrase "founded 1943" shall appear beneath the horizontal line.

Across the top third of the outer band of dark blue shall be the words "American Society" in gold bordered on each side by gold stars. On the bottom two-thirds of the outer band shall be the words "Legislative Clerks and Secretaries" in gold.

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

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

A voting member shall be one of the following:

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

(b) one associate member of each legislative body of the fifty states and the insular possessions and territories of the United States of America, determined by using the following criteria, in the order listed:

(1) an associate member of the Executive Committee, or

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

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

DUES--Dues shall be annually assessed of all principal and associate members in an amount to be determined by the Executive Committee.

Nominating Committee

Judy Hall, Chair of the Nominating Committee, presented the following slate of officers for ASLCS for 2003-2004:

President – Norman Moore, Chief Clerk of the Arizona House of Representatives
President-elect – Bruce Jamerson, Clerk of the Virginia House of Delegates
Secretary-Treasurer – JoAnn Hedrick, Chief Clerk of the Delaware House of Representatives
Associate Vice-President – Carmela Bills, Information and Public Relations Manager of the Virginia House of Delegates
Elected Principal – Laura Clemens, Clerk of the Ohio House of Representatives
Elected Associate – Dowe Littleton, Reading Clerk of the Alabama Senate

President Cornwell called for nominations from the floor. There being none, John Phelps moved that the report of the Nominating Committee be accepted. Ramona Kenady seconded the motion. The motion carried by unanimous consent on voice vote.

Other Business

President Ann Cornwell recognized international guests from Canada and Africa. She then presented gifts to the members of the Executive Committee, to Chairs of the Standing Committees and Special Committees; expressing to each of them her appreciation for their dedication and service to the Society during the past year.

Norma Chastain and Cheryl Laube, Co-Chairs of the Membership and Communications Committee, ascertained that new attendee Stephanie Hall, Assistant Chief Clerk of the Alaska House of Representatives, had collected the most state pins, 29. Ms. Hall was presented a gift in recognition of this accomplishment.

Mary Monahan, Chief Clerk of the Maryland House of Delegates, presented a slide show depicting the beauty and diversity of the Great State of Maryland. She encouraged Society members to make plans to attend the 2004 ASLCS Professional Development Seminar that will be held in Baltimore.

Denise Weeks, Chair of the 60th Anniversary Committee, announced the names and presented certificates to those Society members who have 20 or more years of service in a legislative body.

Announcements were made by Norman Moore.

Adjournment

There being no other business to come before the Business Meeting, Susan Clarke Schaar moved that the Business Meeting be adjourned. Ramona Kenady seconded the motion. The motion carried by unanimous consent on voice vote.

Respectfully submitted,

Bruce F. Jamerson
Secretary-Treasurer
COMMITTEE MEMBERS

Diane Bell, FL          Jeff Finch, VA          Susan Clarke Schaar, VA
Carmela Bills, VA      Janet Jones, KS          Patsy Spaw, TX
George Bishop, VA      Cheryl Laube, AZ         Butch Speer, LA
Joe Blough, OK         Pat O'Donnell, NE        Karen Wadsworth, NH
Norma Chastain, AZ     Pat Saville, KS          Jeannine Wood, ID

AMERICAN SOCIETY OF LEGISLATIVE CLERKS & SECRETARIES
COMMITTEE ON BY-LAWS & STANDING ORDERS
September 11, 2003

Minutes

The committee was called to order at 1:45 p.m. by Chairman Russell Humphrey (TN), in Scottsdale, Arizona.

Roll was taken, with the following members present:

Associate Vice Chair: John McEnery Garrett - Virginia

Carmela Bills - Virginia          Pat Saville - Kansas
Cheryl Laube - Arizona           Patsy Spaw - Texas
Diane Bell - Florida              Susan Clarke Schaar - Virginia
Jeannine Wood - Idaho             Janet Jones - Kansas
Jeff Finch - Virginia             Karen Wadsworth - New Hampshire
Joe Blough - Oklahoma             George Bishop - Virginia
Norma Chastain - Arizona

The committee members introduced themselves and briefly discussed the timeline for the upcoming year.
Mr. Joe Blough (OK) was recognized for discussion regarding the Associate Exchange Programs. The concern was the $1000 set aside for the program participants was not being used, because an associate was only eligible for $250 in reimbursement, and less than four associates were applying annually.

Thereupon, Joe Blough (OK) moved the following amendment to the Standing Orders, as they relate to the Associate Exchange Program, which was thereupon adopted by unanimous vote;

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.

A. 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.

B. 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 ASLCS 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.

C. 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.

D. 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.

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.
E. 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.

F. Expense Reimbursements
Pursuant to Section XIII: Travel Reimbursement of the ASLCS Standing Orders, 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 maximum minimum 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).

G. 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.

H. 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)

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 minimum 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 XIV. (August 12, 2001; San Antonio, TX)
Bylaws and Standing Orders Committee

*Associate Vice President* may receive financial assistance to attend the Canadian Clerks-at-the-Table meeting upon Executive Committee approval. Such assistance shall not exceed $750 per year.

*Dues Deadline:* April 15 is the deadline for payment of dues by associate members wishing to be included in the Roster. (March 1998; Kansas City, MO)

On motion, a subcommittee, chaired by John McEnery Garrett, was appointed to review the Standing Orders for internal inconsistencies and areas in further need of clarification.

The committee adjourned till the next called meeting in Oklahoma City, OK.
COMMITTEE MEMBERS

Dave Avant, AL
Tom Bennett, WV
Carmela Bills, VA
Liz Clark, AK
Ann Cornwell, AR
Inga Emerson, DE
Jeff Finch, VA
John McEnery Garrett, VA
Elizabeth Hawthorne, MS
JoAnn Hedrick, DE
Brad Hendrickson, WA
Diane Keetch, NV
Tim Kehoe, CT
Charlotte Mary, VA
Al Mathiowetz, MN
Mary Jo Mongelli, NV
Trish O'Brion, VA
Pat O'Donnell, NE
John Phelps, FL
Julianna Singh, AK
Patsy Spaw, TX
Butch Speer, LA
Denise Weeks, NC

ASLCS
Canadian-American Relations Committee
Scottsdale, Arizona
September 11, 2003

In attendance: Carmela Bills, VA; Liz Clark, AK; Ann Cornwell, AR; Inga Emerson, DE; Jeff Finch, VA; John Garrett, VA; Judy Hall, OR; Elizabeth Hawthorne, MS; JoAnn Hedrick, DE; Diane Keetch, NV; Steve Marshall, VT; Patsy Spaw, TX; Ann Marie Sweeney, PA; Karen Wadsworth, NH; Denise Weeks, NC

Guest in attendance: Craig James, British Columbia

The meeting was called to order by Vice Chair Karen Wadsworth in the absence of Chairman Steve James, MA, who was unable to attend this year’s Professional Development Seminar.

ASLCS President Norman Moore, AZ, welcomed members of the committee and outlined its responsibilities.
The Joint Canadian/American Meeting will be held October 9-13 in Wilmington, Delaware. JoAnn Hedrick outlined the program schedule and topics and requested program volunteers. Ann Marie Sweeney outlined the program for the group visit to Philadelphia.

Denise Weeks spoke about how much she enjoyed participating in the Canadian/American staff exchange program.

Craig James announced that Alberta has volunteered to host the 2005 Joint Meeting in Jasper, Alberta. He also offered to email the Clerks-at-the-Table journal to anyone who sent him an email requesting the same.

With no other business to come before the committee, Jeff Finch moved that the assembly rise, and, without objection, the motion was adopted.
Inside the Legislative Process Committee

COMMITTEE MEMBERS

Jane Atkinson, VA
Tom Bennett, WV
Jay Braxton, VA
Sylvia Carr, VA
Stephen Davis, MO
Marilyn Eddins, CO

Polly Emerson, TX
JoAnn Hedrick, DE
Diane Keetch, NV
Patty Lung, VA
Scott Maddrea, VA

Al Mathiowetz, MN
Tara Perkinson, VA
Hallie Rice, LA
Jacqueline Scott, VA
Dianne Whitaker, VA

ASLCS Annual Meeting
Scottsdale, Arizona
Thursday September 11, 2003

The meeting of the Inside the Legislative Process Committee was called to order by Chair Claire Jesse Clift at 1:50 p.m. on Thursday September 11, 2003. Members present at the meeting were:

Claire Clift, NV - Chairman
Mary Jo Mongelli, NV, Vice Chairman
Brenda Erickson, NCSL

Mardi Alexander, TX
Jan Atkinson, VA
Paul Campos, WA
Marilyn Eddins, CO
Polly Emerson, TX
JoAnn Hedrick, DE
Mona Heustis, CO
Diane Keetch, NV
Karen Kuhlmann, CO

Patty Lung, VA
Scott Maddrea, VA
Tara Perkinson, VA
Dianne Whitaker, VA
Tara Perkinson explained the topics the previous committee had surveyed. These topics will be e-mailed to the committee members by Brenda Erickson along with a list of other possible topics the previous committee considered but did not choose. The list will also include topics from prior surveys that may need to be updated.

Brenda explained that the results of the previous committee surveys would be published by January, 2004, and available to principals, and that NCSL will sell the survey to others upon request.

Recommendations by Brenda:
- Shorter survey
- Fewer topics

Discussion followed about the possibility of printing fewer compiled documents and doing more electronic publications, possibly using Listserv for the survey, trimming the survey to two items with ten pages and the possibility of using a second binder.

Suggested topics for possible consideration:
- Passing of bills out of committee, do all bills have to be reported?
- Supreme Courts intervention into the Legislative Process.

A tentative schedule of committee activities was discussed. The Chairman asked members to e-mail their suggestions for survey questions by the Winter Meeting in Oklahoma so the committee can finalizing the questions at that meeting. A draft will then be sent to the Committee for their approval by the end of March, 2004, so that the survey can be mailed by June 1, 2004.

There being no further business, the meeting adjourned at 2:15 p.m.
COMMITTEE MEMBERS

Dave Avant, AL
Tom Bennett, WV
Carmela Bills, VA
Penny Cabaniss, VA
Sylvia Carr, VA
Ann Cornwell, AR
Jeff Finch, VA

John McEnery Garrett, VA
JoAnn Hedrick, DE
Russell Humphrey, TN
Dianne Keetch, NV
Tim Kehoe, CT
Steve Marshall, VT
John Phleps, FL

Pat Saville, KS
Susan Clarke Schaar, VA
Patsy Spaw, TX
Butch Speer, LA
Jeannine Wood, ID

International Communication and Development
September 11, 2003
Scottsdale, Arizona

In attendance:
Diane Bell, Chair – FL
Robert Haney, Vice Chair – TX
Marilyn Eddins, Assoc. Vice Chair - CO

Ann Cornwell AR
JoAnn Hedrick DE
Jeannine Wood ID
Pat Saville KS
Diane Keetch NV
Judy Hall OR
Ann-Marie Sweeney PA
Paul Campos TX
Patsy Spaw TX

Patience Worrel TX
Steve Marshall VT
Carmela Bills VA
Penny Cabaniss VA
Jeff Finch VA
John Garrett VA
Susan Schaar VA
Paul Campos WA
Jeremy Meadows NCSL
The Committee was called to order at 2:30 p.m.

Mr. Barma, representing RAPP (Reseau Africain des Personnels des Parlement, also known as the African Network of Parliamentary Personnel), extended their appreciation to the committee and to ASLCS for allowing them to participate in the ASLCS Professional Development Seminar. He also expressed appreciation for the help they have received in the development of their organization. He stated that they started with the participation of four countries in Portland, but at their meeting three weeks ago in Tchad, participation had increased to fourteen countries. They are very interested in continuing a partnership with ASLCS.

Diane thanked him for his comments and thanked the delegation for their participation. She stated that a continuing partnership was beneficial to both organizations. She then inquired as to what he thought was the most important thing their organization would take from the seminar. Mr. Barma stated that they learned a great deal about the way to organize a meeting, and he also expressed increased knowledge from the substantive themes of the sessions.

Diane stated that the committee had two main projects to complete.

- Develop a scrapbook of accumulated items. Carmela
- Encourage more participation in the Anomac Exchange Program. Only eight states responded to the inquiry and only two have agreed to participate.

Diane introduced Jorge Mora Acevedo, the Vice President of Anomac from Puebla, Puebla, Mexico. Mr. Acevedo addressed the group, and stated that the 2004 Anomac conference would be held in Puebla, Puebla, Mexico.

Diane thanked the committee members for attending and noted that since there are a number of members who have previously served on the committee, she would be counting on their expertise.

Respectfully submitted
Diane Bell, Chair
The Legislative Administrator committee met on Thursday, September 11, 2003, in Scottsdale, Arizona. At 2:30 p.m., the meeting was called to order by Norma Chastain, Co-Chair, Arizona, presiding. The following members were present:

Norma Chastain, AZ, Co-Chair
Cheryl Laube, AZ, Co-Chair
Burney Durham, TN, Vice Chair
Connie Peltier, MN, Associate Vice Chair

George Bishop, VA
Claire Clift, NV
Mike Fina, OK
David Gibson, VT
Bruce Jamerson, VA

Tammy Letzler, TN
Mary Monahan, MD
Sharon Soliere, AZ
Alan Whittington, TN

Others in Attendance:
Norman Moore, AZ, President
Joan Barilla, NCSL Liaison
Minutes:

David Gibson, VT, moved, seconded by George Bishop, that the minutes of the July 21, 2003, NCSL Meeting in San Francisco, California, be adopted. The motion carried.

Mission Statement:

Norma Chastain, Co-Chair, AZ, stated "The Legislative Administrator" is the official publication of the American Society of Legislative Clerks and Secretaries and is produced three times a year. The newsletter is the means by which all ASLCS members, both clerks and secretaries, as well as associate members have an opportunity to share the news of their fellow society members. Showing "The Legislative Administrator" to legislative leaders is an excellent tool for participation in ASLCS.

Bruce Jamerson, VA, stated that he thought it was a good idea to continue having members of the committee contact surrounding states to help solicit articles and information for the Administrator.

Changes made to ASLCS Standing Orders regarding the publication of the Administrator:

Mike Fina, OK, stated that "The Administrator" as a PDF file is sent to NCSL, then an email is sent out to the members of ASLCS with a link to the NCSL webpage so everyone can look at it. A discussion was held regarding an updated list of ASLCS members that is sent from the Roster Chairman and the Secretary/Treasurer for the purposes of sending out the Administrator.

George Bishop, VA, stated that a change in the Bylaws now states that an associate member must pay dues to be able to receive a copy of "The Legislative Administrator."

Bruce Jamerson, VA, stated that with the Administrator being sent out electronically twice a year and only one publication actually being published on paper, it is vital that all material be dated for the archivist.

New Business:

Co-Chair Norma Chastain thanked Mike Fina for taking pictures throughout this conference as well as for taking pictures for the last two years. She asked the committee what they thought about going before the Executive Committee requesting permission to explore the idea of purchasing a digital camera for use by the Administrator Committee. She added that not all states have a photo department or the photography skills that Mike has.

Mike Fina, OK, stated it was a good idea. He added that he took 500 pictures thus far at this meeting and he will send them to his photo department. They will provide him with proof sheets, which are very small versions of the prints. From the proofs he picks the ones he thinks will work. After receiving the actual photos some times the pictures are not as good as he thought they would be, so he has to select others and go through that entire process. After receiving the prints Mike has to scan the actual print to be able to put it in the administrator. With a digital camera you just down load the photos to the computer, make selections and insert them in the Administrator.

George Bishop, VA, agreed this would be a good idea, stating that Virginia previously did the Administrator and the cost of developing the pictures is quite expensive. He stated that you must make sure the camera is user friendly.

Burney Durham, TN, stated that the camera must be of good quality and have a good external flash and a good zoom.

Bruce Jamerson, VA, moved that the committee request permission to explore the idea of purchasing a digital camera, with a proposal being made to the Executive Committee at the Oklahoma meeting in December, to purchase a digital camera out of the dues account.
Legislative Administrator Committee

David Gibson, VT, moved a substitute motion, to report to the Executive Committee that the Administrator Committee is exploring the option of purchasing a digital camera. The motion carried.

George Bishop, VA, stated that he has a contact with Olympus and that if we decide to purchase an Olympus camera, he should be able to get a discount.

Co-Chair Norma Chastain thanked Mike Fina and the previous Administrator Committee for their hard work and service to the Society.

Old Business:

A discussion ensued regarding how pictures should be sent in from this meeting to Arizona. Connie Peltier, MN, stated she will send the actual photos to Mike Fina in Oklahoma and then he will scan them and send them to Arizona. Mike Fina, OK, suggested that if pictures are going to be sent electronically, they should be sent as a jpg file.

George Bishop, VA, stated that the special committee on Publication Standards will be looking into various changes to the publication standards with regards to the Administrator, pertaining to the size of the Administrator with two of the publications being produced and sent electronically and only one actually being published. It was noted that the third publication may not need to include the minutes of the committees from the first two electronic issues because they are also kept on the website, so the actual published version may not be much larger than a current issue. It was also noted that the size of the electronically produced Administrators may be larger because there will be fewer limits on the number of pages and pictures, etc.

Bruce Jamerson, VA, suggested that the deadlines for committee minutes should be fairly short because the more time you give the Chairmen the more time they will take to send in their minutes.

Next Meeting:

Co-Chair Norma Chastain, AZ, stated that the next meeting will be the Winter meeting, scheduled for December 5-7, 2003, in Oklahoma City, Oklahoma.

There being no further business, George Bishop, VA, moved, seconded by Burney Durham, TN, that the meeting be adjourned. The motion carried. The meeting adjourned at 3:15 p.m.

Respectfully submitted by,

Norma Chastain (AZ) Co-Chair
Cheryl Laube (AZ) Co-Chair
The Membership and Communication Committee met on Thursday, September 11, 2003, in Scottsdale, Arizona. Kirsten Waid, Co-Chair, Alaska, who presided, called the meeting to order at 2:37 p.m. The following members were present:

Suzi Lowell, Co-Chair, Alaska
Gwen Bailey, Associate Vice Chair, Virginia

Karen Brown, UT  Annette Moore, UT
Liz Clark, AK  Jeanette Moore, VA
Polly Emerson, TX  Lois Pulliam, KY
Elizabeth Hawthorne, MS  Julianna Singh, AK
Dowe Littleton, AL  Linda Tubbs, TX
Pamm Juker, ID  Denise Weeks, NC

In addition, our President, Norm Moore and our Past President, Ann Cornwell were present.
Mission Statement
Co-Chair Kirsten Waid noted the Mission Statement of the Membership and Communication Committee is to strengthen the membership of the American Society of Legislative Clerks and Secretaries (ASLCS) and improve the society’s ability to share information with its members. The main objective is to keep the lines of communication open for established members as well as new members in order to be a unified society.

Introductions
All members present introduced themselves and told something about their grandfather.

Scottsdale New Attendee Orientation
There were 16 new members at the orientation in Scottsdale. Liz Clark, a new member from Alaska, suggested that the icebreaker game be disassociated with winning a prize. Winning a prize becomes more of the focus than getting to know people. Elizabeth Hawthorne, MS, felt the sponsors should be encouraged to take the sponsorship seriously. The sponsor is the new member’s first impression of the society. President Norm Moore addressed the committee. He stated that this year the committee tried to match sponsors with new attendees who have the same job. It made finding sponsors more difficult for the committee.

Baltimore New Attendee Orientation Suggestions and Ideas
It was noted that the conference in Maryland will be one day shorter and that the first day will start with a bus trip to the Capitol and possibly an icebreaker could be done on the bus. The theme of the conference is “Chesapeake Voyage 2004”.

Getting the new attendees better acquainted with one another was suggested. Suzi Lowell, AK, suggested one sponsor for two new attendees. Gwen Bailey, VA, suggested a musical chairs game.

Sponsors
It was agreed that the most difficult task of the committee was finding Sponsors. If possible, get volunteers for sponsorship two months prior to the Professional Development Seminar. Check with NCSL to get a list of new members and new attendees attending the conference as soon as possible. In addition to sending the letter to the new attendee, the Sponsors should phone the new attendee. Have the sponsor ask how much support the attendee would like in addition to providing them with the information on the Sponsor Checklist.

The Sponsor gift will be continued for next year’s conference. The gift is a unique item from the Sponsor’s state and should be limited to $10-15.

New ideas for connecting a new attendee and Sponsor prior to the Orientation are needed.

Pin Contest
The committee agreed the pin contest should be continued.

Old Business
The Locate a Member activity and the regional coordinators were not discussed.
Membership and Communication Committee

Next Meeting
The winter meeting will be held December 5-7, 2003, in Oklahoma City, OK. Co-Chair Waid stated that the committee should decide on the icebreaker activity at that meeting.

Adjournment
There being no further business, Denise Weeks, NC moved that the meeting adjourn. The motion carried unanimously and the meeting adjourned at 3:24 p.m.

Respectfully submitted,

Kirsten Waid, AK, Co-Chair
Suzi Lowell, AK, Co-Chair
Minutes of the
PROFESSIONAL JOURNAL COMMITTEE
Thursday, September 11, 2003
Scottsdale, Arizona

The meeting of the Professional Journal Committee was called to order by the Chair, Scott Maddrea, at 3:15 p.m. on Thursday, September 11, 2003 in Scottsdale, Arizona. The following members were present: Dave Gibson, VT; Paul Campos, WA; Polly Emerson, TX; Pat Saville, KS; Annette Moore, UT; Marilyn Eddins, CO; Linda Tubbs, TX; and Carol Kane, AR, guest.

The new committee leadership and committee members were introduced and welcomed.

Minutes from the July 21st meeting in San Francisco were distributed. A motion to approve the minutes was made by David Gibson, seconded by Polly Emerson and passed unanimously.

Scott reported on changes approved by the Executive Committee at its meeting on Sept. 7th to the printing of the Professional Journal. While there will still be two editions (Fall/Winter and Spring/Summer), hard copies will only be sent to each Principal, the legislative libraries, ASLCS archives, and any contributing authors. It is estimated that this will reduce the total print run to approximately 200 copies. The Journal will be available to all members online and members will receive an e-mail notice when it is available. After two years, the changes will be reviewed. The fall edition will be printed and distributed in the usual manner but a letter will be included in the Journal explaining the changes, which will be effective with the Spring/Summer 2004 edition.
It was announced that four intern papers were recommended for publication by the previous editorial board for inclusion in the Fall 2003 edition. Annette Moore will write a forward on the intern papers and the selection process. Scott indicated that following the meeting he would be mailing copies of these papers to the new editorial board for their consideration and review.

Five members of the committee were asked by Scott to serve on the 2003-05 Editorial Board. In addition to Scott, they are Annette Moore, Linda Hawker, Pat Saville, Dave Gibson, and Linda Tubbs.

Norman Moore attended briefly to thank the members for serving on the committee.

There was a discussion of the original purpose of the *Journal* – to provide an opportunity for members of the Society to be published. However, in recent years, ASLCS members have written fewer and fewer articles. Committee members were encouraged to think of ideas and opportunities to solicit more works from within the Society.

The committee briefly discussed ideas for future articles. One idea mentioned was the possibly devoting entire issues to a specific topic – the work of Society members with establishment of legislatures in developing nations and on behalf of other international efforts was mentioned as one possibility. Pat Saville suggested that Patsy Spaw, TX be asked to write an article on redistricting for the fall 2004 issue. These ideas will be explored more fully at the next meeting in Oklahoma City.

There being no further business, the meeting was adjourned on a motion by Marilyn Eddins.
Program Development Committee

The Program Development Committee was called to order by Judy Barrows, Chair.

In attendance: Judy Barrows, ME, Chair; George Bishop, VA, Associate Vice Chair; Diane Bell, FL; Tara Perkinson, VA; Susan Schara, VA; Penny Cabaniss, VA; Janice Gadd, UT; Mary Andrus, UT; Mardi Alexander, TX; Diane Arrington, TX; Patty Lung, VA; Patience Worrel, TX; Bruce Jamerson, VA; Lois Pulliam, KY; Vanessa Davison, VT; Cheryl Laube, AZ; Joyce Holden, WV; Laura Clemens, OH; Joe Blough, OK; Mike Fina, OK; Mona Heustis, CO; Lori Summers, WV; Brenda Ward, MD; Matthew Baker, NV; Kristin Canterbury, WV; Lora Thompson, WV; Marguerite Duda, WV; Dianne Whitaker, VA; Jane Gill, NV; Dee Orr, MD; Anita Bavis, MD; Mary Monahan, MD; Connie Peltier, MN; Donna Doyle, WI; Gwen Bailey, VA; Dowe Littleton, AL.

The minutes from the July 21, 2003, meeting held in San Francisco, California, were approved on motion of Bruce Jamerson from Virginia, seconded by Connie Peltier from Minnesota.
The Chair thanked Diane Bell, Chair of the 2002-2003 Program Development Committee, for her support and for the great job she did on the annual meeting. Diane Bell thanked everyone who worked on the 2003 program.

The Chair said that the meeting in Baltimore would be one day shorter than the 2003 annual meeting and passed out a draft schedule showing some ways that the content of the current meeting could be fit into one less day. The meeting will start early in the morning on the opening day, Thursday, September 23, 2004, so people need to arrive in Baltimore the evening of Wednesday, September 22. The Committee agreed that it may be best to give the dates as September 22 – 27 to alert people of the need to arrive on the 22nd.

Mary Monahan of Maryland gave a report on the activities planned for the visit to the State Capitol in Annapolis on Thursday, September 23, 2004. Buses will leave at 8 am for the trip to Annapolis, where we will have opening remarks from legislative leaders, tours of the oldest working state capitol, the Governor's Mansion, the House Building, and other areas in the state capitol complex. There will also be tours and demonstrations in the various staff areas. There should be time in the afternoon for those who are interested to tour the Naval Academy at Annapolis and other points of interest in Annapolis. The day will end with a cruise (limited to about 200 people) back from Annapolis Harbor to Baltimore Harbor, with buses for those who don't take the boat, ending with dinner on your own in Baltimore's Inner Harbor area with its large number of restaurants and attractions. While we're at the Capitol, there will be rooms available if we want to add a plenary session or other activity to the day.

The group discussed the balance of concurrent sessions and plenary sessions, and there was agreement that having three plenaries again might be good if we could afford that. It was noted that the meeting would be in a good location for reducing travel costs for speakers. The group also expressed support for having plenaries in the morning with other sessions in the afternoon. It was also suggested that one plenary, possibly on Saturday or Sunday when professional speakers might be harder to schedule, might focus on parliamentary procedure using our in-house talent.

There was general agreement that three concurrent sessions were a reasonable number in each time slot. The Chair reported that she had talked with Joe Blough, Chair of the Support Staff Committee, and Penny Cabaniss, Chair of the Technology and Innovation Committee, and both were willing to again sponsor some of the concurrent sessions. The group also agreed that a concurrent session on international issues, possibly either featuring some of our international attendees or discussing the work of the society with our counterparts in other countries, would be of interest. The Chair said she would work with Diane Bell, Chair of the International Communication and Development Committee, to see if they would sponsor one or more concurrent sessions.

There was some discussion as to the starting time for the sessions on Friday, Saturday and Sunday. There was a feeling that starting later than 9:00 could give the idea to the folks who approve our participation in the meeting that this wasn't a working meeting, but also concern that starting at 9:00 on Sunday could prevent people from attending church services if they wished. It was noted that we need to include a 4-hour block of time for the Mason's Manual Commission to meet, preferably not opposite a plenary session, and that we should include time for the special committees to meet. These and other scheduling issues will be discussed in more detail at the winter meeting in Oklahoma City.

Dee Orr of Maryland reported that the Maryland delegation was working on a list of optional activities that would be available to attendees for a modest fee, including an evening at the Aquarium, tickets to a baseball game or a tour of the...
Program Development Committee

stadium, and a post-conference day trip to Washington, DC. The Chair said that she would be working closely with the Special No Host Committee and the Maryland delegation to avoid scheduling conflicts.

The Chair urged members to think about possible topics for plenaries and concurrent sessions, and to send them and any other comments, suggestions or recommendations to her for discussion at the winter meeting. She also encouraged members to fill out their evaluation forms and get them in to Joan Barilla at NCSL so the committee can use that information.

There being no further business, the meeting was adjourned on a motion by Brenda Ward of Maryland and seconded by Susan Schaar of Virginia.

Respectfully submitted,
Judy Barrows, ME, Chair
The ASLCS Roster Committee met at the Double Tree Paradise Valley Resort in Scottsdale, Arizona, at 3:15 p.m. on September 11, 2003, Co-chair Pamm Juker presiding. The following were present:

Pamm Juker, ID - Co-Chair
Jane Atkinson, VA
Norma Chastain, AZ
Claire Clift, NV
Betty Kay Francis, TN
Mary Jo Mongelli, NV
Jeanette Moore, VA
Rose Ramsey, VA
Jacqueline Scott, VA
Sharon Soliere, AZ
Denise Weeks, NC
Susan Whitford, NV
Norman Moore, AZ, incoming ASLCS President

On motion by Mary Jo Mongelli, seconded by Claire Clift, the minutes of the meetings held September 23, 2002, in Portland, Oregon, and November 16, 2002, in New Orleans, Louisiana, were approved by voice vote.

At previous committee meetings, discussion focused on the publication of a mini-roster which would contain only the picture, title, business and e-mail addresses, and phone and FAX numbers of all principals and dues-paying associate members. Adding birth dates of members was previously approved by the Executive Committee, and such new information will be contained in the mini-roster and the Roster. Current members are of the opinion that a pocket-size edition of the Roster would be very helpful to members, both at work and when traveling on ASLCS business. A discussion was held on various formats for the mini-roster, and the co-chairs stated they will create several examples for the committee to review at the winter meeting to be held in December in Oklahoma City.
President-elect Norman Moore briefly visited with the committee, and thanked everyone for their time and willingness to serve on the committee for the coming year. Norm also welcomed members of the delegation from Africa who were in attendance, and offered assistance by ASLCS members should they need it.

A discussion was held on future editions of the *Roster and Reference Guide* and the costs involved in the publication and mailing. The members felt that the Roster should be streamlined and returned to being just that -- a "roster." Much of the reference information currently contained in the Roster is out of date almost as soon as it is received by members because traditionally it is published and mailed to members just prior to the annual meeting. For example, during the annual meeting, bylaws and standing orders are amended, and committee membership and chairmanships are changed.

The committee recommended the following:
1. Remove the section containing the quick reference directory of session dates for each legislature and place it on the ASLCS web site.
2. Retain the section containing committee descriptions, but remove the reference to committee chairmanships and place this information on the ASLCS web site and/or in the *Legislative Administrator*.
3. Remove the section on standing committee appointments and place them on the ASLCS web site and/or in the *Legislative Administrator*.
4. Combine the two sections containing names, addresses, phone numbers, FAX numbers, and e-mail addresses of NCSL support staff.

One member was of the opinion that all historical data the Society wants to archive should be in the printed version of the *Legislative Administrator* rather than in the Roster, such as award recipients, honorary members, past presidents, and past associate vice presidents. No action was taken on this suggestion at this time.

A brief discussion was held regarding whether or not the pictures of award recipients, honorary members, past president, and past associate vice-presidents should remain as they were when the person received the award, or if the pictures should be updated each time a new picture is received. This topic will be presented to the "special committee on publication standards" that will be in existence under incoming President Norm Moore.

The committee discussed the form that is sent out each year for the purpose of updating information contained in the Roster on principal members and adding new dues-paying associate members. The form will be sent by e-mail this coming year and followup information will also be collected by e-mail whenever possible. Several people reported that they had not received the request for updated information this past year, and when they received the 2003 edition of the Roster, they discovered their information had not been updated from the previous year. A recommendation was made that the request for updated information be sent to an additional person in each chamber to avoid this from happening in the future.

The committee recommends that the software Quark, now being used to produce the Roster, be updated to the latest version.

The committee recommends that the *Legislative Administrator* committee include a listing of what information is available on the Society's web site in the *Administrator*.

There being no further business, the meeting adjourned at 4 p.m.

Respectfully submitted,

Pamela Juker, Co-chair
Jeannine Wood, Co-Chair
The meeting of the Site Selection Committee was called to order by the Chair, Annette Moore, at 1:45 p.m. on Thursday, September 11, 2003, in Scottsdale, Arizona.

Members present at the meeting were Lois Pulliam, KY; Inga Emerson, DE; Marguerite Duda, WV; Joyce Holden, WV; Lori Summers, WV; Kristin Canterbury, WV; Lora Thompson, WV; Connie Peltier, MN; Denise Weeks, NC; Margaret Watts, KY; Sandy Tenney, UT; Mary Andrus, UT; Janice Gadd, UT; Mary Monahan, MD; Dowe Littleton, AL; Patience Worrlel, TX; Liz Clark, AK; Elizabeth Hawthorne, MS; Judy Hall, OR; Julianna Singh, AK; Ann Cornwell, AR; Dianne Arrington, TX; Jeanette Moore, VA; Pamm Juker, ID; Sharon Soliere, AZ

A motion to approve the minutes of the July 21 meeting in San Francisco passed unanimously.

The committee welcomed Norm Moore, ASLCS President for 2003-04, who spent a few minutes explaining the two-fold charge given to the committee which is (1) to find a site for the 2005 Annual Professional Development Seminar and (2) to update the document entitled “Guidelines for Hosting the ASLCS Annual Professional Development Seminar.”
If no one steps forward to host the meeting, then a no-host or hybrid-host site must be found and a recommendation made to the Executive Committee no later than the winter meeting in Oklahoma City (December 5-7). A discussion of the responsibilities of a host site versus a no-host or hybrid-host site followed.

The chair indicated she has a couple of leads that she will follow up on for a hosted meeting, and she will keep the committee informed as to the outcome. In the event a host site cannot be found, the committee discussed several sites for a no-host/hybrid-host site. Some of the “no-host” suggestions included Chicago, Illinois; Nashville, Tennessee; Lexington, Kentucky; Charleston, South Carolina; Atlanta, Georgia; St. Louis, Missouri; Biloxi, Mississippi; and New Orleans, Louisiana.

It was noted that remote locations are more difficult to get to and that a larger city would be preferable. There was also discussion about trying to find a more central location that would be easy for everyone to get to.

The 2002-03 committee prepared a list of flights and prices for destinations serviced by Southwest Airlines because Southwest often has lower prices than other carriers. The purpose of the list was to give the 2003-04 committee another tool in finding a location that would be reasonable for most people to get to. A copy of that list was distributed to committee members.

Copies of the “Guidelines for Hosting the ASLCS Annual Professional Development Seminar” were also distributed, and committee members were asked to review them. Norm has some suggestions that he will share for inclusion in the update.

There being no further business before the committee, the meeting was adjourned at 2:30 p.m.
Support Staff Committee

Committee Members

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Support Staff Minutes
Paradise Valley Resort
Scottsdale, Arizona

The meeting was called to order by the Chair, Joe R. Blough. Also presiding, Co-Vice Chair, Brenda Ward. The following members and other interested parties were present:

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Staff Breakout Sessions

A discussion was held by the committee on the staff breakout sessions. The Chair updated the committee on the attendance at the various sessions during the Annual Meeting. Suggestions were sought concerning future breakout
sessions. Suggestions included, taking a break during the middle of the session to allow for attendance at more than one session; breaking into sub-groups during the session; eliminating or combining sessions; and specifying a topic(s) to be discussed in the meeting program.

The committee then discussed the possibility of surveying the associate membership regarding their opinions on the Staff Breakout Sessions. Upon a motion by Scott Maddrea, and a second by Tara Perkinson the committee approved surveying the membership.

**Associate Exchange Program**

The chair reported that the By Laws committee had passed a proposal that would change the amount of reimbursement a participant in the AEP could receive from a maximum of $250 to a minimum of $250.

Tara Perkinson told the committee about her experience in the program and encouraged everyone to take part. Tara reminded the committee that the program was up for evaluation in 2004 by the Executive Committee.

**Concurrent Sessions**

The chair asked the committee to submit possible topics for concurrent sessions for discussion at future meetings. Possible topics brought up include, ADA – Legislative Program Compliance; Page and Intern Programs; Parliamentary Procedure; compare and contrast of staff positions among the states and international community.

**Next Meeting**

The Chair announced the next meeting would be held in Oklahoma City, Oklahoma, on December 6, 2003.

**Adjournment**

Upon a motion from Mary Jo Mongelli the committee was adjourned.
The Technology and Innovation Committee was called to order by Penny Cabaniss, Chair.

Members present were: Penny Cabaniss, VA, Chair; Brad Hendrickson, WA, Co Vice Chair; Jim Schratz, AR, Co Vice Chair; Mike Fina, OK, Associate Vice Chair; Diane Ashley, MS; Matthew Baker, NV; Judy Barrows, ME; Karen Brown, UT; Vanessa Davison, VT; Donna Doyle, WI; Burney Durham, TN; David Gibson, VT; Jane Gill, NV; Bruce Jamerson, VA; Ramona Kenady, OR; Tammy Letzler, TN; Steve Marshall, VT; John Phelps, FL; Linda Tubbs, TX; Susan Whitford, NV; Alan Whittington, TN; Maureen Wilson, UT

Bruce Jamerson moved that the minutes of the July 21, 2003, meeting held in San Francisco, CA be approved. Judy Barrows seconded the motion and the minutes were unanimously agreed to.

The Committee discussed possible topics for concurrent sessions for the 2004 Annual Professional Development Meeting in Baltimore, Maryland.

(a) Expansion of topics from the 2003 Meeting – e.g. website rankings
(b) Wireless technology – how to set up and implement
(c) Automation and its impact on the legislative process – pros and cons
(d) Broadcasting of legislative sessions – technology involved, pros and cons
(e) Real-time posting of bill status and other documents – pros and cons of proofing before/after posting online

The Committee proposed creating an email address list of ASLCS members on its website.
(a) Generate database – ability to sort by principals, associates, committees, etc.
(b) Mike Fina offered to examine technological needs for implementation
(c) Utilize email address list to save ASLCS staff time and money on mailings
(d) Develop a web page listing ASLCS members with email address link

There being no further business before the Committee, John Phelps moved that the meeting adjourn. Ramona Kenady seconded the motion, which was unanimously agreed to.
2003-2004 Special Committee Assignments

**Internal Audit Committee – "A"**
- JoAnn Hedrick, DE, Chair
- Laura Clemens, OH
- Donna Doyle, WI

**International Clerks & Secretaries Meeting Committee – "A"**
- Jeff Finch, VA, Chair
- Carmela Bills, VA, Vice Chair
- Diane Bell, FL
- Robert Haney, TX
- Steve James, MA
- John Phelps, FL
- Patsy Spaw, TX
- Ann Marie Sweeney, PA
- Karen Wadsworth, NH

**2004 Annual Meeting No Host Committee – "A"**
- Denise Weeks, NC, Chair
- Mary Monahan, MD, Co Vice Chair
- William Addison, MD, Co Vice Chair
- Judy Barrows, ME
- Ann Cornwell, AR
- Bruce Jamerson, VA
- Cheryl Laube, AZ
- Dowe Littleton, AL
- Tara Perkinson, VA

**Archives/Records Retention Committee – "B"**
- Mary Jo Mongelli, NV, Chair
- Dowe Littleton, AL, Vice Chair
- Judy Barrows, ME
- Tara Perkinson, VA
- Ann Marie Sweeney, PA

**Budget and Revenue Committee – "B"**
- Susan Clarke Schaar, VA, Chair
- Pat Saville, KS, Vice Chair
- Dave Avant, AL, Associate Vice Chair
- Ann Cornwell, AR
- Burney Durham, TN
- JoAnn Hedrick, DE
- Karl Lilly, WV
- Butch Speer, LA
- Denise Weeks, NC

**Logo Items Committee – "B"**
- Donna Doyle, WI, Chair
- Laura Clemens, OH, Vice Chair
- Carmela Bills, VA
- Joe Blough, OK
- Patsy Spaw, TX

**Publication Standards Committee – "B"**
- George Bishop, VA, Chair
- JoAnn Hedrick, DE, Vice Chair
- Diane Bell, FL
- Penny Cabaniss, VA
- Claire Clift, NV
- Bruce Jamerson, VA
- Pamm Juker, ID
- Cheryl Laube, AZ
- Scott Maddrea, VA
- Annette Moore, UT
- Jeannine Wood, ID
2003-2004 EXECUTIVE COMMITTEE

Norman Moore, AZ  
President

Bruce Jamerson, VA  
President Elect

JoAnn Hedrick, DE  
Secretary/Treasurer

Carmela Bills, VA  
Associate Vice President

Laura Clemens, OH  
Elected Principal

Dowe Littleton, AL  
Elected Associate

Patsy Spaw, TX  
Appointed Principal

Jeannine Wood, ID  
Appointed Principal

Tara Perkinson, VA  
Appointed Associate

Ann Marie Sweeney, PA  
Appointed Associate

Ann Cornwell, AR  
Past President

Donna Doyle, WI  
Past Associate Vice President
Call to Order

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

Quorum

Members present:

- Norman Moore, President
- Ann Cornwell, Immediate Past President
- Bruce Jamerson, President-Elect
- JoAnn Hedrick, Secretary-Treasurer
- Carmela Bills, Associate Vice-President
- Laura Clemens, Elected Principal
- Dowe Littleton, Elected Associate
- Patsy Spaw, Appointed Principal
- Jeannine Wood, Appointed Principal
- Tara Perkinson, Appointed Associate
- Ann Marie Sweeney, Appointed Associate

NCSL Staff present: Joan Barilla

President Moore announced that, since the previous Executive Committee meeting had just been held on Sunday, September 7, the minutes and treasurer’s report will be read and approved at the Winter Meeting in Oklahoma City in December.

Approval of Appointed Members to the Executive Committee

President Moore introduced his appointees to the Executive Committee: Patsy Spaw and Jeanine Wood, Principals and Tara Perkinson and Ann Marie Sweeney, Associates. Carmela Bills moved that the President’s appointees be approved. The motion was seconded by Ann Cornwell and unanimously adopted on voice vote.

Bylaws Committee

The floor was granted to Russell Humphrey representing the Bylaws Committee. He presented a proposed change to the Standing Order regarding the Associate Exchange Program. In paragraph F of that standing order and in Section IV, the recommended change is as follows:

“Selectees shall be eligible to receive a maximum minimum of $250 towards their expenses.” Bruce Jamerson moved to adopt the proposed change, Carmela Bills seconded the motion. JoAnn Hedrick proposed an amendment to the motion as follows: “Selectees shall be eligible to receive a minimum of $250 each towards their expenses.” Bruce Jamerson seconded the proposed amendment. Laura Clemens moved and Ann Cornwell seconded adoption of the proposed change to the standing order as amended. The motion was unanimously adopted.

Old Business

President Moore informed the Committee that last year’s version of the President and Executive Committee Reference Guide had been distributed to members for their use until the latest revision of the Reference Guide which had just been approved at the previous Executive Committee on Sunday, September 7, 2003 was printed and available.
President Moore explained the dues account, the special meetings account and the shared profits account for the edification of the new members on the Executive Committee. He explained how they are funded and what expenses are paid out of each account. A question arose about how ASLCS might replenish the shared profits account. Joan Barilla will get further information from NCSL’s accounting department.

President Norman Moore also explained a potential financial obligation to the hotel in Scottsdale once all of the accounting for the current Professional Development Seminar is complete.

Joan Barilla provided a quick review of the ASLCS financial situation.

Other Business

President Norm Moore, speaking on behalf of Norma Chastain, one of the cochairs of the Legislative Administrator Committee, suggested that it would be most useful to that committee and to ASLCS in general to purchase a digital camera to be used in producing the Administrator. The suggestion of a web photo gallery was made and it was also suggested that the photos taken could be put on a compact disc for members to purchase. Norma and her cochair, Cheryl Laube, will research the cost of purchasing a digital camera.

President Moore submitted a request for reimbursement of his airfare to travel to the Joint Canadian-American meeting in Wilmington, Delaware in October, 2003. The amount was $318. Laura Clemens moved that Mr. Moore be reimbursed. The motion was seconded by Carmela Bills and unanimously adopted on voice vote.

President Moore announced the appointment of seven special committees for the 2003-2004 year as follows:

**ASLCS SPECIAL COMMITTEES 2003 - 2004**

**Internal Audit Committee - “A”**

JoAnn Hedrick, Chair  
Laura Clemens  
Donna Doyle

**International Clerks & Secretaries Meeting Committee - “A”**

Jeff Finch, Chair  
Carmela Bills, Vice Chair  
Diane Bell  
Robert Haney  
Steven James

John Phelps  
Patsy Spaw  
Ann Marie Sweeney  
Karen Wadsworth

**2004 Annual Meeting No Host Committee - “A”**

Denise Weeks, Chair  
William Addison, Co-Vice Chair  
Mary Monahan, Co-Vice Chair  
Judy Barrows  
Ann Cornwell

Bruce Jamerson  
Cheryl Laube  
Dowe Littleton  
Tara Perkinson
2003-2004 Executive Committee Meeting

Archives/Records Retention Committee - “B”
Mary Jo Mongelli, Chair
Dowe Littleton, Vice Chair
Judy Barrows
Tara Perkinson
Ann Marie Sweeney

Budget and Revenue Committee - “B”
Susan Clarke Schaar, Chair
Pat Saville, Vice Chair
Dave Avant, Associate Vice Chair
Ann Cornwell
Burney Durham
JoAnn Hedrick
Karl Lilly
Butch Speer
Denise Weeks

Logo Items Committee - “B”
Donna Doyle, Chair
Laura Clemens, Vice Chair
Carmela Bills
Joe Blough
Patsy Spaw

Publication Standards Committee - “B”
George Bishop, Chair
JoAnn Hedrick, Vice Chair
Diane Bell
Penny Cabaniss
Claire Clift
Bruce Jamerson
Pamm Juker
Cheryl Laube
Scott Maddrea
Annette Moore
Jeannine Wood

Adjournment
Laura Clemens moved that the Executive Committee meeting be adjourned. The motion was seconded by Carmela Bills. The motion was unanimously adopted on voice vote.
American & Canadians Share Ideas

What was first conceived as a novel idea in 1980 has grown into a long-standing tradition of establishing and renewing friendships and sharing ideas on how to efficiently and effectively operate a Clerk’s/Secretary’s office. Such was the case October 9-13, 2003, as legislative clerks and secretaries from Arizona to Alberta, from Newfoundland to Florida met, for the Joint Meeting of ASLCS and CATS in Wilmington, Delaware.

Some 35+ journeyed to Delaware, the “First State” (so named for having been the first state to ratify the United States Constitution on December 7, 1787), to share and exchange ideas about the legislative process, specifically where it has been and where it may go.

Friday morning greeted us with sunshine and blue sky as we headed for the State Capitol at Dover. Once we arrived, we were escorted to the House Chamber, and the meeting began with the presentation of the colors by the Delaware National Guard. Delaware soloist, Lori Christiansen, beautifully sang the national anthems of both the United States and Canada. We then had the honor of receiving welcoming remarks from Governor Ruth Ann Minner, House Speaker Terry R. Spence, and House Majority Whip Clifford G. Lee.

As the sessions began, first out of the gate (yes, we were in Delaware, where horseracing is enjoyed), was a presentation on American Legislatures and Canadian Parliaments. Deller, Weeks, and DesRosiers provided an enlightening and entertaining comparison of the two systems, pointing out “the good, the bad and the ugly” through the use of an exceptional PowerPoint presentation. The group later divided into three teams, which were given a limited amount of time to answer questions about both systems.

After lunch, we returned to the Capitol for afternoon sessions entitled “The Power of the Executive versus the Power of the Legislative Branch” and “Legislative Technology and E-Democracy.” These sessions brought to light our many similarities as well as our many differences. One particularly noticeable difference for the Americans was the reiteration that in Canada the Legislative and Executive Branches are virtually one in the same. At the same time, however, we all have been working to incorporate technology into our work environments, while striving diligently to preserve the process for which technology so often attempts to control.

After a busy first day of meetings, attendees were given the opportunity to enjoy some of the First State’s delicious seafood during a Crab Feast held at the Little Creek Fire Hall. Not only did many of us experience for the first time the art of “picking crabs,” but we also had the opportunity to learn first-hand about the operations of a volunteer fire company, including a ride in a fire engine, which was a first for many of us. We all left with a better appreciation for both.
Saturday morning brought us together in Wilmington’s Wyndham Hotel where we listened to panelists’ observations on the Committee Process. Corrigan, Avant, Freedman, and Lank shared their views on how committees can be effective, meeting the needs of the legislature and its citizenry. We were also reminded that what may be intended to happen in a committee meeting is not always the end result.

Mid-morning, panelists shared ideas on how to properly orient new members; all staffers strive to ensure that new members are given the necessary information to prepare them in their role as a public servant. One interesting contrast was brought to light from this panel discussion: in the United States, members do not become members until they are administered the oath of office, whereas in Canada, member status is obtained as soon as the election results are determined [certified?].

Prior to lunch, an American/Canadian panel reviewed some of the challenges facing the “Office of the Clerk.” Sonier and Wadsworth shared some of their “war stories,” one in which a staffer made a mistake that required the Principal Clerk to take responsibility and “pick up the pieces.” Whether issues are staff or partisan matters and despite the challenges that may be presented, it is the Clerk’s Offices’ responsibility to continue to provide stability and professionalism to each legislative chamber.

Saturday ended with a visit to the Three Bakers Dinner Theatre to see a performance of “Footloose.” The buffet dinner was outstanding (especially the desserts); the play showcased good acting and singing, great choreography, and vibrant costumes, all of which were enjoyed from our stage side seats.

Sunday morning, we were provided with the opportunity to appreciate some of the history and architecture of Delaware with a tour of Winterthur, the home of Francis duPont. Our bus then headed north to the second state, the Commonwealth of Pennsylvania, where, thanks to Mark Corrigan and Ann Marie Sweeney, we were able to delight in and be reminded of the historic events that took place in Philadelphia. Many of us for the first time gazed upon the Liberty Bell and stood in Independence Hall, where America’s Declaration of Independence was debated and signed over 225 years ago. What a wonderful way to end a weekend of sharing ideas about the legislative processes of both nations.

This informative and memorable time in Delaware would not have been possible without the efforts of many, in particular those of JoAnn Hedrick, Chief Clerk of the Delaware House and Secretary Treasurer of ASLCS. JoAnn, we thank you for all that you did to ensure such a successful Joint Meeting. Merci!

And, to our Canadian family, we look forward to being with you in 2005, as we celebrate the Silver Anniversary of Partnering Together. Jane and Flip, see you there!

Wait! Wait! What about the volleyball game? Who won? Why, the Americans soundly defeated the Canadians after one game.

Félicitations aux États-unis!!

Bruce Jamerson
ALASKA
This year the State of Alaska sold the marine vessel, E.L. Bartlett, on eBay for $389,500.00. The Bartlett was listed on eBay for ten days and received 28 bids. The Bartlett was built in 1968 to serve as one of the vessels in the fleet for the Alaska Marine Highway System. She could carry 236 passengers, 29 cars and 7 vans and had crew quarters for 24 and a galley and food service area. She operated continuously in the waters of south-central Alaska. The State plans to continue using eBay to sell large items of surplus property.

ARIZONA
The Arizona Legislature has recently agreed to privatize and modernize the legislature's telephone systems. The new computer-based system will significantly reduce monthly costs and provide much improved equipment over our current equipment that is over 10 years old. The new technology will result in a reduction in legislative expenditures of approximately $130,000 per year or $650,000 in the first five years. Every year after the first five years, the Legislature will save approximately $300,000 annually. Additionally, the system has added administrative capabilities, an enhanced 911 system, “meet me” conference calling, a global phone directory, 99 fast calls, caller ID, and speaker phones for all Members and staff. All telephone number prefixes, with the exception of the 1-800 number, have changed to 926. A recording has been placed on the 542 numbers for one year, giving each caller the new phone number.

The Second Special Session of the 46th Arizona Legislature that began on October 20, 2003 is still going. The issues being considered are: reform and appropriations relating to Child Protective Services, supplemental appropriations and additional beds for the Department of Corrections, supplemental appropriations and enhanced revenue collections for the Department of Revenue, funding and appropriation for legal expenses involving the Independent Redistricting Commission, and funding and appropriation for legal expenses and costs for the defense of the State’s interests in litigation involving education funding.

CALIFORNIA
LEGISLATING IN THE LIMELIGHT
Sleep Sacramento has gone through some changes recently: an energy crisis, a multi-billion dollar deficit, the recall of Governor Gray Davis, and the election of Arnold Schwarzenegger to take his place.

The stability of life in California’s capital overwhelms us all.

The current situation does promise some interesting developments for individuals in the Senate and Assembly who have administrative responsibilities.

Institutional challenges include:

♦ Interpreting and responding to public dissatisfaction with the performance of government in general and the governor in particular. To what degree does this apply to the Legislature (probably a lot--the Legislature’s unfavorables in polling exceeded those of Gray Davis). What can be done to remedy this?

♦ Protecting the balance of power between the legislative and executive branches. Governor Schwarzenegger brings a popular mandate derived from handily winning in a recall election, a unique circumstance, plus a unique status as a megastar. How does the pedestrian Legislature maintain its firepower and protect its policy priorities in any future conflicts with a media giant on a mission of “reform” not clearly defined?
Physical challenges include:

♦ Management of the Capitol as the Legislature’s workspace as crowds grow geometrically. At present the California Capitol hosts approximately one million visitors per year. Stargazers will increase this figure appreciably, as has already been experienced in the Governor-elect’s visits to date. While the novelty will wear off, in the mean time accommodations must be made to guarantee free member and staff access, adjust security, and budget for increased wear and tear on the facility.

♦ Management of the media, which becomes a problem with the increased presence of press, television, and radio. California’s major media markets had abandoned regular coverage of the Capitol by the mid-70’s. Currently there are plans for the return of permanent crews, plus international media teams. Newspapers have indicated increases in Sacramento staffing. The press facilities of the Capitol are limited—the press conference room is small, press desks in chambers are few and jealously guarded. Large media gangs create constricted public access in public rooms and halls. Legislative administrators will rely on the press corps itself to develop new guidelines for access. (The corps organizes itself, with membership ratified by the Joint Rules Committee).

Fall of 2003 is the California Legislature’s period of “interim study” between years of the biennial session, an opportunity for quiet, in-depth research on public policy matters.

Right.

May you live in interesting times. We do.

COLORADO

No. 02CA1219 Grossman, as Colorado House Minority Leader v. Dean, as Speaker of the House, Colorado General Assembly.


Plaintiff Grossman appeals the trial court’s judgment dismissing his complaint against the Colorado General Assembly and others. He sought a declaratory judgment that use of a "supermotion" under House Rule 25(j)(1)(G) to kill a proposed bill without prior committee consideration on the merits of the bill violates the GAVEL Amendment. Defendants filed a motion to dismiss for failure to state a claim. The trial court granted the motion, finding that the House rule complied with the GAVEL amendment and that if the relief requested was granted, it would constitute an injunction and improperly interfere with legislative functions. The House rule, promulgated right after the GAVEL amendments were passed, provides that a representative may make a motion out of order (a supermotion) that a committee report a measure favorably to the full House of Representatives. When a supermotion is made, the measure must be considered by the committee on its merits. If it fails to pass, the bill is killed in committee. During the 2002 regular session, three bills sponsored by Democrats were referred to committee. In each committee, a Republican made a supermotion that the bill be reported favorably to the committee of the whole, but requested a "no" vote on the motion. No committee discussion or debate occurred, and no testimony was received on the merits. Each supermotion failed along party lines, indefinitely postponing each bill. Plaintiff argues that the trial court erred in dismissing his request for declaratory judgment that use of the supermotions here violated the GAVEL amendment, and was therefore unconstitutional. Defendants’ use of the supermotion here
violates that amendment because it allowed this bill to be indefinitely postponed without any discussion, debate, testimony, or similar committee consideration of the bill’s merits. The language of the GAVEL amendment supports plaintiff’s argument that the voters intended to require something beyond a mere vote on a bill. Consideration by the committee as a group requires some interaction and communication among the committee members. The specific evils the amendment was intended to remedy involved deprivation of both consideration and a vote, not just a vote. The House Rule, on its face, does not violate § 20. Plaintiff’s complaint does adequately allege a claim for declaratory relief that defendants’ actions with respect to plaintiff’s bill, in forcing a vote on the supermotion without prior committee consideration on the merits, violated § 20. The judgment is affirmed in part and reversed in part, and the case is remanded.

IDAHO
"Idaho's Legislative Services computer section is currently working to develop replacement software for the Legislature's aging legislation/bill drafting system. The system is being designed to provide modern tools to save time for bill drafters and to allow publication directly to the Internet, wireless laptops, and personal digital assistants in html and pdf formats. Applications are being designed to meet the needs of all legislative users, including docket preparation in the House and Senate, and journal preparation in the Senate.

The plans are currently in the "blue print" stage, and hopefully will lead up to the completed conversion and running of the new system during the 2007 legislative session.

ILLINOIS
Tony Rossi, is no longer Clerk of the Illinois House. He is now the Director of the Capital Development Board, the construction management agency for Illinois. He loves his new position. A replacement has not yet been named. Brad Bolin, the Assistant Clerk, is serving as Acting Clerk.

KANSAS
The Kansas Legislature is going to run a pilot project during the 2004 session for a paperless committee. A House and a Senate committee have been chosen to participate in the pilot. The committee members will use Tablet PCs and digital ink to retrieve bill drafts from the legislative document management system (DMS) and mark them up for amendment. Confeerees will be asked to submit digital testimony at least a day in advance to be entered into the DMS. If the conferee can not submit digital testimony, the committee staff will scan the testimony into the DMS. Committee members will access testimony and related material with the Tablet PCs. The DMS relates the testimony to the appropriate bill and supporting documents such as fiscal notes. The proceedings of the committee will be webcasted over the internet and once testimony has been introduced, it will be available for public viewing from the committee web page. The pilot is an experiment to see if the committee process can be enhanced by the application of technology and can that model be replicated to other committees.

KENTUCKY
The Kentucky General Assembly adjourned its second-ever 30-day, odd-year “short” session on March 25, 2003. The session also marked a first for the legislature — after operating without a budget since the end of the 2002 60-day “long” session and a special session that summer, the General Assembly put together a budget package in a limited time frame.
The state’s financial condition dominated the session, with the governor ordering early parole for some felons and cutting Medicaid funding on the eve of the session, but a $14 billion-plus plan was put together through increased efficiency and reduced waste. Funding for education, public protection, and social services was largely left untouched, and included $100 million for construction of new primary and secondary schools.

A total of 160 bills made it through the legislature and were enacted into law, among them laws that will stiffen penalties against animal torture and stealing public funds. Increased efforts to locate missing children, more stringent regulations on home mortgage lenders, and a streamlining of local governments’ business tax system were also some of the session’s highlights.

LOUISIANA

The Louisiana Legislature website staff has been working very hard and their efforts have not gone unnoticed. Based on findings of a survey which was conducted by the Center for Digital Government, Louisiana ranks third in the country as one of the most digitally advanced Legislatures and is a recipient of the 2003 Center for Digital Government Technology Award.

The Louisiana Legislature website is a joint partnership between House and Senate computer staffs and Public Systems Associates, Inc., a company contracted with the Louisiana Legislature for software development and technical support. This award is a reflection of the dedication, creativity, and commitment the staff has made in the areas of digital advancement toward innovation and information technology in their respective chambers, and the ability to keep constituents and citizens alike well-informed through means of a user-friendly, easy-access website.

Along with South Dakota, Louisiana was also recognized in 2002 for the same award, being the only two states in the country to be in the Center for Digital Government's top three lists for the past two years.

MARYLAND

Maryland update: The Chief Clerk's Office of the Maryland House of Delegates is focused on preparing an interesting and inviting 2004 meeting for our counterparts from around the country and beyond this coming September. Of course, as we seek to share what Maryland has to offer you, we have the opportunity to become better acquainted with the wonders and attractions ourselves. Mary and Brenda took a recent trip to Baltimore and Dee went to the Capitol Building in Washington. It seems for such a small state we are abundant with resources. The Atlantic Ocean forms our Eastern Border with sandy beaches and marshlands, sport fishing, surfing (apparently this gets even better during hurricanes), and golf; to the west the mountains offer winter skiing, white water rafting, fresh water fishing and, of course, golf. Right down the middle runs the Chesapeake Bay, one of the finest protected waterways in the World among its bounty are crabs, fish and oysters all offered while entertaining its guests with a plethora of related activities and golf. Situated just south of the Mason Dixon Line we hold treasures from both northern and southern cuisine. Baltimore is a port and thus cultures from around the world have settled right here in our largest city which thinks of itself as a small town, "Hon". So in Maryland we are spending our time investigating our state so we can be better hosts to all of you when you arrive next fall. Just a note: you may want to plan to stay a bit longer than you think and bring your clubs. (this has been paid employee non-political announcement)

MASSACHUSETTS

On September 25, 2003, the State House in Boston was abuzz when Massachusetts Senate Clerk Patrick F. Scanlan announced that he had decided to take the early retirement incentive option provided for in recently passed legislation. Pat's decision was a difficult one for him, one that he had agonized over until the very last day of eligibility.
Pat began his service with the Massachusetts Legislature in 1975 as a Senate Page. During his almost 29 years of exemplary service to the State Senate, Pat earned a reputation for being one of the most respected and hardest working people in the State House. Each year while the Senate was considering the budget, Pat would regularly arrive at his desk at 6 a.m. to prepare for session, even though he had stayed very late, sometimes past midnight on the previous day.

In the Senate Session on the day of Pat's announcement, his many accomplishments were recognized in the Senate chamber by several State Senators, including both the Senate President and the Minority Leader. The many Senators who spoke praised Pat for his honesty, integrity, intelligence, impartiality and hard work. One Senator was quoted as saying, "I'd like to say that I've never met anyone like Pat Scanlan, but I can't because I know his twin brother Jimmy."

Pat will be missed by all who know him.

NEBRASKA

Along with many other states, Nebraska has been experiencing a budget crunch. To deal with budget cutbacks made during the last session, the Nebraska Legislature has had to make difficult decisions in terms of staffing and operating procedures. The results have meant a reduction in the number of staff they are able to hire back for session as well as eliminating positions of people who had been with the legislature for a number of years. The positions affected within the Clerk’s Office include several bill room clerks, transcribers, administrative assistants, a research analyst position, and a 25% reduction in the number of legislative pages. This in turn means there will be fewer staff available for completing work needed. In addition to staff cuts, a number of operating expenses have been reduced in order to forego additional staffing cuts. These include not being able to offer all the bill subscription services that were available in the past and the elimination of the hard-bound copy of the Nebraska Blue Book for year 2004-2005. The Nebraska Legislature has been able to steer clear of any special sessions this interim so far and will begin regular session on January 7th.

NORTH CAROLINA

The North Carolina General Assembly will once again attempt to redraw the maps for the House and Senate legislative districts. This will be the third time in two years. A successful lawsuit by state Republicans resulted in the courts’ rejecting two earlier plans. The week of Thanksgiving has been selected for the Extra Session in hopes that the members will be anxious to wrap up the process before the holiday.

TENNESSEE

The work to bring a lottery to Tennessee continues. Rebecca Paul, formerly the director of the Georgia Lottery Commission, was named director of the Tennessee Education Lottery Commission in September. Among Ms. Paul’s first hires was Steve Adams, Tennessee’s Treasurer, who was hired as chief operation officer. The Tennessee Education Lottery Commission expects to award the contracts for scratch off tickets and on-line games by November 24. February 10, 2004, is the target date for lottery tickets to begin being sold in Tennessee.

The joint committee studying telecommunication theft (SB213/HB457) met recently to discussed the model legislation being proposed by the cable television industry and the Motion Picture Association of America. The legislation is part an industry initiative to update telecommunication laws across the country. Legislators on the study committee seem skeptical of the need for legislation as broad as the model legislation. The Committee has directed their staff attorney to meet with the interested parties and develop a bill more narrow in scope. The committee will make its recommendations in January.
The Joint Committee on Tort Reform has met several times since the Legislature adjourned in May. Legislators have heard testimony from doctors, hospital administrators, insurers and trial lawyers about the rising cost of malpractice insurance for doctors, the causes of these increases and the impact these increases are having on patient care. While malpractice insurance rates in Tennessee are rising, Tennessee has yet to experience the type of crisis that has hit other states with regard to medical malpractice insurance prices. The Committee is expected to meet again before making its recommendations in January.

The Governor's Task Force on Teacher Pay submitted its report on November 3. The task force's report included 10 guiding principles for addressing the inequity in teacher pay across the state. Governor Bredesen created the task force in response to the latest Tennessee Supreme Court ruling that the state's method of paying salaries of public school teachers is unconstitutional because it does not protect the legal right of every student to an equal education. The Governor has stated that he will address the issue of teacher pay inequity as part of his Fiscal Year 2004 budget.

TEXAS

For the first time in more than 10 years the Texas Legislature was called into special session, primarily to address congressional redistricting. After failure during the first called session to pass a redistricting bill, a second session was called but 11 senators broke quorum and left the state for 45 days! A third session was called when one of the 11 returned to Texas thus guaranteeing a quorum. His return prompted the remaining 10 senators to follow, and when the third special session ended on October 12, a congressional redistricting plan and a governmental reorganization bill had been passed. Intended to streamline state government, the reorganization bill will have a positive impact of $13 million on state revenues for the biennium ending August 31, 2005. Besides transferring functions between state agencies, the bill broadened the governor's powers to appoint the heads of state agencies. A fourth called session is planned for the spring to address public school finance.

The 8th annual Texas Book Festival was held at the State Capitoll on November 8 and 9. The festival was started in 1996 by the First Lady of Texas, Laura Bush, to benefit Texas public libraries. This year, more than 30,000 people attended book signings, readings, and panel discussions given by more than 180 authors.

UTAH

The following article appeared in The Salt Lake Tribune, written by Dan Harrie, on Thursday, November 6, 2003:

History in the making!

"It was a precedent setting day: the first time in state history a governor (Michael O. Leavitt--newly appointed director of the Environmental Protection Agency) has stepped down and handed the keys of power to a lieutenant governor (Olene Smith Walker); the first time, a woman has held the state's top post; the first time a female chief justice of the Utah Supreme Court (Christine Durham) has sworn in a governor. Additionally, Olene Walker is the oldest incoming Utah governor, a 72-year-old great-grandmother." Governor Walker also holds the distinctive honor of being Utah's first female Lt. Governor.

"I don't know that I'm a role model," said Walker. "But I hope I set a good example that anyone can rise to the top in the political arena. I hope I'm leaving a steppingstone for other young women, yes."
VERMONT

On Veterans' Day, the Bennington Monument, which is similar in appearance to the Washington Monument in the nation's capital, located in Bennington, Vermont, was finally festooned with lights so that it could be visible at night. An appropriate ceremony was held, and our Governor, the Honorable James Douglas, was present for the occasion and delivered some remarks. The Bennington Battle Monument was dedicated in 1891 and commemorates a Revolutionary War battle that took place near Bennington in 1777, which was a prelude to the Battle of Saratoga in the State of New York.

On a personal note, some persons have found it of interest to trace the association of my family with the Vermont Senate. My grandfather, Ernest W. Gibson, was a member of the Vermont Senate from 1906-08 and served as president pro tempore. My father, Ernest W. Gibson, Jr., was Assistant Secretary from 1931 to 1933, and then served as Secretary from 1933 to 1940. My father was appointed to the U.S. Senate to succeed my grandfather, who died in June 1940 after serving in the U.S. Senate for almost seven years.

My brother, Robert "Bob" H. Gibson, was Assistant Secretary from 1963 to 1967, and then served as Secretary from 1967 until his passing in October of 1999. I served as a member of the Senate from 1977 to 1983 and became Secretary in 2000, succeeding my brother. Thus, the association of the Gibson family with the Vermont Senate spans almost 100 years, with 45 years in the position of Secretary and another six years in the position of Assistant Secretary.

VIRGINIA

It has been an interesting fall at the Virginia Capitol, as we have survived both Hurricane Isabel and the General Election with only minimal damage. Thanks to all of our friends and colleagues, who called and emailed us in the days following the big storm. Fortunately, all of our members and staff emerged unhurt, and for the most part we have now recovered from the downed trees, loss of electricity, and water shortage that accompanied the storm.

Everyone is thankful that Election Day is now behind us, and we can begin the serious business of greeting our new members and preparing them for the 2004 Session, which begins January 14. Overall, it was a good night for incumbents. Only 32 of 100 House seats were contested and it appears that only one incumbent was defeated. One race may be headed for a recount; the Democrat incumbent was re-elected by only 37 votes out of more than 16,000 ballots cast. As a result, we are looking forward to welcoming 88 returning members and 12 fresh faces, consisting of 9 Democrats and 3 Republicans. Democrats gained three seats, marking the first General Election since 1975 that Democrats have picked up seats in the House. Republicans will retain the majority with 61 members; there will be 37 Democrats and 2 Independents.

The 40-member Virginia Senate will be welcoming just four new members – of whom only two will be completely new to the Virginia legislature. One of the new Senators has been a member since 1998, and another previously served in the Senate from 1992 until 1996. All 36 incumbents who sought reelection were returned to the chamber, most by wide margins. Republicans captured three of the four open seats and expanded their majority by one. The Senate will open the 2004 Session with 24 Republicans and 16 Democrats.

WASHINGTON

POST-INTELLIGENCER

Locke calls special session to cancel 2004 presidential primary
Friday, October 31, 2003 THE ASSOCIATED PRESS

OLYMPIA -- Gov. Gary Locke yesterday called a one-day special session of the Legislature for Dec. 5 to cancel next year's Washington presidential primary.
Locke said the state shouldn't waste money on a primary that has no real meaning. Democrats are using precinct caucuses Feb. 7, among the earliest in the country, to allocate national convention delegates. President Bush has no serious challenger for the GOP nomination. Republicans will caucus March 9. The primary had been set for March 2. Canceling the primary will save taxpayers more than $7 million, Locke said, money that can pay for essential programs. The one-time cancellation option was first raised by Sen. Jim Kastama, D-Puyallup, and other legislators eventually took up the cause.

(flag clip art compliments of www.foundingfathers.info)
AGENDA
Oklahoma City, Oklahoma – Westin Hotel

Friday, December 5

3:00 p.m. – 6:00 p.m.  
Registration  
Westin Hotel

3:30 p.m. – 6:00 p.m.  
Special Committee Meetings  
Westin Hotel  
3:30 p.m. – 4:45 p.m. – Special "A" Committees  
4:45 p.m. – 6:00 p.m. – Special "B" Committees

7:00 – 10:30 p.m.  
Host State Reception/Event  
Offsite

Saturday, December 6

7:00 a.m. – 8:30 a.m.  
Breakfast Buffet  
Westin Hotel

8:30 a.m.  
For those attending the Executive Committee Meeting, if the meeting runs until 4:00 p.m. or after, you will not return to the hotel before the evening event. The buses for the Oklahoma City National Memorial and dinner will leave directly from the Capitol.

Westin Hotel

9:00 a.m. – 10:00 a.m.  
Committee Meetings – A  
Oklahoma Capitol  
Bylaws and Standing Orders  
Inside the Legislative Process  
Site Selection  
Technology and Innovation

10:00 a.m. – 11:00 a.m.  
Committee Meetings – B  
Oklahoma Capitol  
International Communication and Development  
Legislative Administrator  
Membership and Communication  
Support Staff
Saturday, December 6 – continued

11:00 a.m. – 12:00 p.m. Committee Meetings – C
   Oklahoma Capitol
   Committee Meetings – C
   Canadian-American Relations
   Professional Journal
   Program Development
   Roster

12:05 p.m. – 1:45 p.m. Business Meeting Luncheon
   Oklahoma Capitol
   Presiding: Norman Moore, Chief Clerk and ASLCS President
   (Tour of the Capitol)

2:00 p.m. Buses depart Capitol for return to hotel for those not attending Executive
          Committee Meeting

2:00 p.m. – 4:30 p.m. Executive Committee Meeting
   Oklahoma Capitol
   *(or immediately following the Business meeting)
   For those attending the Executive Committee Meeting, if the
   meeting runs until 4:00 p.m. or after, you will not return to the
   hotel before the evening event. The buses for the Oklahoma City
   National Memorial and dinner will leave directly from the Capitol.

4:30 p.m. Buses depart hotel for tour of the Oklahoma City National
          Memorial and dinner

6:30 p.m. Buses depart Oklahoma City National Memorial for dinner

6:45 p.m. – 10:00 p.m. Host State Dinner
   Offsite

Sunday, December 7

7:00 a.m. – 9:00 a.m. Breakfast Buffet
   Westin Hotel

8:00 a.m. – 12:00 p.m. Mason’s Manual Commission Meeting
   Westin Hotel
Future ASLCS Meetings

ASLCS – NO 2004 Spring Meeting

NCSL Annual Meeting

July 19-23, 2004
Salt Lake City, Utah

ASLCS 38th Professional Development Seminar and Annual Meeting

September 22–27, 2004
Baltimore, Maryland
CHANGE OF ADDRESS FORM

Name________________________________ Telephone ____________________________
Title_________________________________ Fax Number___________________________
State_________________________________ Email ________________________________
Chamber _____________________________ Mailing Address

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