President’s Message

Dear Friends,

It’s been a busy year so far and it promises to remain so as we gear up for the NCSL Annual Meeting in Nashville and for our own Professional Development Seminar in Austin. Many of us began our sessions in January and new sessions always seem to bring new members to the Society. I’d like to extend a hearty ASLCS welcome to each of our new members. I invite each of you to take advantage of the many opportunities for professional development and for networking that membership in the Society offers.

January was also when our friends and colleagues in Australia and New Zealand held their Annual General Meeting. Session responsibilities prevented my attendance. However, it was my belief that we should accept their invitation to attend. Denise Weeks graciously agreed to represent ASLCS in my stead.

I was, however, able to attend the LSCC meeting in Santa Barbara at the end of January as well as the early May LSCC meeting in Philadelphia. It’s a pleasure to represent the Society on the Legislative Staff Coordinating Committee especially with our own Susan Schaar serving as staff chair this year and presiding over our meetings. I serve on the Legislative Institution Task Force where we are studying the role and value of non-partisan staff members. I also serve on the Strategic Planning Subcommittee and we are looking at issues that will confront staffers in the near future.

During the Staff Section Chairs meeting in Santa Barbara, I was able to tout our Professional Journal and encourage participants in other staff sections to submit articles for publication. The Staff Section Chairs meet each time the LSCC and NCSL Executive Committee meet. That forum is an excellent opportunity to share what ASLCS is planning/has done lately and also to stay informed with regard to what the other nine staff sections are doing and planning.

Traditionally, the Society has been represented on the LSCC by the Immediate Past President and the President. At our Spring Meeting a couple of months ago, your Executive Committee approved a change to the Standing Orders so that in the future the Society will be represented by the President and President-Elect. This change will afford our future officers more experience in and knowledge of the “big picture” that is NCSL and perhaps allow them to be more comfortable when rising to the ASLCS Presidency.

Our Spring Meeting in Little Rock was very well attended despite session schedules and all of our Committees worked very hard in the time allotted to them. Ann Cornwell worked tirelessly raising funds to support the meeting and planning the social events that were enjoyed by all. Thank you, Ann, for your hard work and for your shining example of Southern hospitality! Thanks, too, to all of you who were able to attend and for your contribution to our successful meeting.

continued
The Committee Meeting minutes can be found in this issue so I’ll just briefly recap what a couple of them are doing.

The Program Development Committee, chaired by George Bishop, is diligently working on meaningful sessions in both Nashville and Austin. Working closely with the Texas Host State Committee, they are putting together a blockbuster agenda for our Professional Development Seminar. When making your travel plans for Austin, be sure to arrive during the day on Wednesday, September 20, because there’s a not-to-be missed event planned for Wednesday evening.

Another committee that’s hard at work making plans for our Nashville agenda is the International Communication and Development Committee’s Subcommittee on the NCSL International Program chaired by Jeff Finch. These programs have been highly successful in the past and I have no doubt that the 2006 program will be so as well.

The Support Staff Committee, chaired by Inga Emerson, has facilitated an extremely successful Associate Exchange Program over the past few months. Four participants were selected to exchange with three Chambers. Having participated as a host chamber for the first time this year, I highly recommend that all Principals consider hosting an exchange in the future. It’s a most rewarding and enlightening experience.

The Membership and Communication Committee ran into a snag in getting the Buddy System off the ground. At the Spring Meeting, a slightly different approach was decided upon. I hope that you’ve been contacted and have re-submitted your form indicating your willingness to participate. I remain enthusiastic in this attempt to reach out to some of our less active members.

On another note, many of us were saddened to learn of the death of Shirley Wheaton after her long and courageous battle against cancer. Shirley was a long time active member of ASLCS and was well-loved by all who knew her. Our thoughts and prayers go out to her beloved Leon and their family.

Before I close, I must send a warm and heartfelt thank you to Natalie. We are so lucky to have her as our NCSL liaison! She does a great job of keeping me on track and gently reminds me when I’ve forgotten something.

I’m looking forward to seeing those of you who are able to travel to Nashville in August. It continues to be an honor and a privilege to serve as your President. Thank you for the opportunity.

Warm regards,
JoAnn M. Hedrick
Chief Clerk of the Delaware House
and ASLCS President
Susan Clarke Schaar Award

Susan Clarke Schaar receives a Senate Joint Resolution (SJR 151) for her election as the Staff Chair Officer of the Executive Committee of the National Conference of State Legislatures for the conference year 2005-2006. She is the first Virginian to achieve this honor. Susan is joined by her family to commend her for her long-standing and distinguished career with the Senate Clerk’s office and with NCSL. She thanked her past and present members of the Senate and Lieutenant Governors for their support – “who have encouraged not only me, but the staff of the Senate to be professional and nonpartisan and allowing us to do our jobs while taking advantage of professional opportunities available through ASLCS and NCSL.” She also thanked her family and staff, who keep things running at home which allows her to take advantage of these opportunities.

Tara Perkinson Award

Tara Perkinson Award

Tara Hamilton Perkinson, Journal Clerk of the Senate of Virginia, receives Senate Resolution 20, commending her accomplishment as the serving Associate Vice-President of the American Society of Legislative Clerks and Secretaries for the conference year 2005-2006. Tara has been an active member of the ASLCS and has served as chair of the Support Staff Committee, editor of The Professional Journal, and vice chair or a member of several key committees. Tara received this as an expression of the Senate of Virginia’s appreciation for her exemplary service to the Senate and her continuing professional accomplishments.
2005-2006 Executive Committee

JoAnn Hedrick, DE
President

Laura Clemens, OH
President-elect

Patsy Spaw, TX
Secretary-Treasurer

Tara Perkinson, VA
Associate Vice-President

Millenc MacFarland, ME
Elected Principal

Claire Clift, NV
Appointed Principal

Gregory Gray, WV
Appointed Principal

Cheryl Laube, AZ
Elected Associate

Brad Hendrickson, WA
Appointed Associate

Ann Marie Sweeney, PA
Appointed Associate

Bruce Jamerson, VA
Immediate Past President

Dowe Littleton, AL
Immediate Past Associate Vice-President
Executive Committee Meeting Minutes

Little Rock, Arkansas
April 1, 2006

Call to Order
President JoAnn Hedrick called the meeting of the Executive Committee of the American Society of Legislative Clerks and Secretaries to order.

Quorum
Members present:
JoAnn Hedrick, President
Laura Clemens, President-elect
Tara Perkinson, Associate Vice-President
Dowe Littleton, Immediate Past Associate Vice-President
Millie MacFarland, Elected Principal (via phone)
Claire Clift, Appointed Principal
Greg Gray, Appointed Principal
Cheryl Laube, Elected Associate
Brad Hendrickson, Appointed Associate
Anne Marie Sweeney, Appointed Associate
NCSL Staff present: Natalie O’Donnell
Members absent: Bruce Jamerson, Immediate Past President, Patsy Spaw, Secretary/Treasurer

Approval of Minutes
Laura Clemens moved that the minutes of the December 5, 2005 Executive Committee meeting (via conference call) be approved. Claire Clift seconded the motion and the minutes were approved unanimously.

Approval of Treasurer’s Report
Laura Clemens presented the Treasurer’s report on behalf of Patsy Spaw. Dowe Littleton moved that the Treasurer’s report be approved as presented. Cheryl Laube seconded the motion and the Treasurer’s report was approved unanimously.

Treasurer’s Report
ASLCS Dues Account as of March 27, 2006
Balance as of December 5, 2005..............................$49,869.81
Total Deposits...........................................................22,230.00
Subtotal ...............................................................72,099.81
Less Disbursements ..................................................3,307.89
Balance as of March 27, 2006.................................$68,791.92

Disbursements:
12/09/05
Southwestern Litho, Inc........................................2,324.15
Printing of the Legislative Administrator
12/09/05
Awards Unlimited, Inc........................................56.18
Joseph Beek Award
12/09/05
Idaho House of Representatives..............................612.90
Postage to mail 2005-2006 Roster
02/13/06
Custom Printing....................................................64.66
Printing of the Diane Bell inserts
03/20/06
Diane Bell..............................................................250.00
AEP Participant Reimbursement
Total disbursements since December 5, 2005........$3,307.89

Old Business

ASLCS Financial Reports
Natalie O’Donnell presented the ASLCS Financial Reports. The Special Meetings Fund (L190) has a balance of $118,470.75 as of March 28, 2006. The Shared Profits Account (L177) has a balance of $10,810.25 as of March 28, 2006.

Update on Upcoming ASLCS Meetings
• 2006 Annual Meeting in Nashville – JoAnn gave an overview of the sessions that ASLCS will participate in throughout the week.
• 2006 Profession Development Seminar in Austin - Natalie O’Donnell reviewed the proposed budget for the PDS in Austin, Texas. George Bishop, Co-chair of the Program Development Committee, requested permission to exceed the honorarium amount in order to retain Craig Zablocki and Dr. Bissell. (The budget amount is $5,000. The honorarium for the two speakers would be a combined $12,000.) Natalie explained that ASLCS received a refund from the hotel in Springfield, and once shared with NCSL, our amount would be approximately $4,500. This amount could be used to offset the difference. Brad
Executive Committee Meeting Minutes

Hendrickson moved to accept the recommendation of the Program Development Committee. Dowe Littleton seconded the motion and it was approved unanimously.

- 2007 Spring Business Meeting will be held in Chicago. Date and place to be determined.

Conversation with Bill Pound
ASLCS will transfer the entire amount of the Shared Profits Account (L177) into the Special Meetings Fund (L190) due to the creation of the Professional Development Revolving Account that rendered the L177 obsolete.

ASLCS, pursuant to Section IX of the standing orders, will deposit $20,000 from the Dues Account into the L190, thus permitting the accrual of interest. ASLCS will be able to make withdrawals as needed at the Society’s discretion.

Laura Clemens will work with Jeannine Wood on changing the standing orders to reflect the change in the accounts.

Update on Professional Journal and LSCC
Judy Hall will provide clarification to LSCC on the content of the Professional Journal.

Dr. Bissell Videos
Some concern has been raised about distributing the videos on the ASLCS website for distribution to members. Several discussions have been held with Dr. Bissell’s staff. The Executive Committee feels it would be more appropriate if Dr. Bissell made his videos available at the PDS in Austin for members to purchase.

New Business
International Communication and Development asked for approval of up to $300 to purchase an item or items to be presented at the ANOMAC 10 year anniversary conference. Members of the committee have also volunteered to raise funds for a reception honoring the members of ANOMAC. Anne Marie Sweeney moved to accept the recommendation of the committee. Dowe Littleton seconded the motion and it was approved unanimously.

2008 Fall Professional Development Seminar
Claire Clift gave a presentation on Reno, Nevada to host the 2008 PDS. Dowe Littleton moved that the 2008 PDS be help in Reno, Nevada. Laura Clemens seconded the motion and it was approved unanimously.

Inside the Legislative Process will be available on the web. Claire Clift reminded the committee that the October 2005 release has yet to be sent to the principals. Natalie O’Donnell will follow up.

LSCC Representation
JoAnn Hedrick proposed a change in the representation of ASLCS to LSCC. Currently the President and Immediate Past President attend the LSCC meetings. Under the proposal, the President and President-elect will be the representatives. Dowe Littleton moved to accept the recommendation. Brad Hendrickson seconded the motion and it was approved unanimously.

Diversity
A diversity statement from another staff section was distributed and President Hedrick asked on behalf of LSCC how the committee felt about developing one for ASLCS. The consensus was that a diversity statement was not needed as a member of an association. President Hedrick will report to LSCC that ASLCS is not interested in developing a statement.

Profession Development Revenue Statement
President Hedrick will send out a revised statement via e-mail for approval.

Archives
Steve Zerdelian (MA) has been selected as an assistant archivist for ASLCS. Natalie O’Donnell commented that she has a lot of material in her office and asked for advice on what to do with it. After checking with the archivist to ensure at least one copy is retained and the collection is as complete as possible, additional material will be disposed.

Retirement Certificates
Deferred to the meeting in Nashville.

Mega Session at the NCSL Annual Meeting
President Hedrick will let NCSL know that ASLCS will be a co-sponsor of the Mega Session (ethical decisions for legislative staff). Additionally, extra time is available Thursday afternoon for ASLCS to cosponsor a session.
Executive Committee Meeting Minutes

Reimbursements
The stickers for the roster exceeded the previously approved amount by $16.98. Tara Perkinson moved that the amount be reimbursed. Dowe Littleton seconded the motion and it was approved unanimously.

President Hedrick submitted receipts for her travel to LSCC in the amount of $284.21. Dowe Littleton moved that the reimbursement be approved. Laura Clemens seconded the motion and it was approved unanimously. Millie MacFarland moved that travel for President Hedrick and Bruce Jamerson to attend the May LSCC meeting be approved. Brad Hendrickson seconded the motion and it was approved unanimously.

Other Business
Ed Burdick
President Hedrick brought before the committee a proposal to rename the ASLCS Distinguished Service Award for Associates the “Edward A. Burdick Distinguished Service Award for Associates.” Tara Perkinson will discuss this with other associates and report back at the next meeting.

Increased ASLCS contributions in memoriam
Millie MacFarland moved that the memorial contribution be increased from $50 to $100 effective immediately. Cheryl Laube seconded the motion and it was approved unanimously.

Attendance at CATTS
Tara Perkinson will attend the CATTS meeting in her role as Associate Vice President.

Adjournment
There being no further business to come before the committee, Anne Marie Sweeney moved to adjourn. Clair Clift seconded the motion and the meeting was adjourned without objection.

Respectfully submitted,
Laura P. Clemens
(on behalf of Patsy Spaw)
ASLCS Committee Meeting Minutes

Bylaws and Standing Orders

ASLCS Spring Meeting
April 1, 2006   9:00 AM
Little Rock, Arkansas

Chair Jeannine Wood (ID) called the meeting to order. John Garrett (VA) was appointed as permanent recorder for the committee.

The following members were present:

Jeannine Wood (ID), Chair
Annette Moore (UT), Vice Chair
John Garrett (VA), Recorder
Greg Gray (WV)
Bo Hoover (WV)
Tara Perkinson (VA)
Ramona Kenady (OR)

Minutes from the September 25, 2005, meeting in Springfield were approved by voice vote on a motion by Carmela Bills (VA) and seconded by Laura Clemens (OH).

On motion of Jeff Finch (VA), seconded by Laura Clemens (OH), the following language was recommended by this committee and referred to Mason’s Manual Commission for review and comment:

Creation of the new Commission. Coinciding with each revision cycle, the President of ASLCS shall notify the Society that a new Mason’s Manual Commission will be appointed. Any member of the Society who wishes to be considered for appointment to the Commission must submit a letter of interest to the President of ASLCS by the announced date. The President shall appoint the new Commission and shall announce the appointments to the Society within thirty (30) days. The organizational meeting of the Commission shall be called by the President.

The Chair recommended the following change in Section XII (J) of the current draft:

Delete the word “Appendix” and insert the word “Report”. This change was recommended because the Report is no longer an appendix to the Bylaws and Standing Orders.

The committee agreed to this technical change.

The Chair brought to the Committee’s attention that in Section I(D)(2) that language may need to be changed.
when the Executive Committee reaches a new Memorandum of Understanding with NCSL regarding the shared account for the Professional Development Seminar.

The Chair reported that she continues to work on a draft of the Index to the re-codified Bylaws and Standing Orders. It was agreed that rather than indexing by page number, references in the Index should be by section number. The committee requested, and the Chair agreed, that she assign committee members “X number of pages” to assist in indexing the body of the Bylaws and Standing Orders. She agreed and said she would send all necessary materials electronically, along with the necessary assignments. Once the draft is completed she will send to committee members for review and verification.

The Chair then referred the committee to the action of the Executive Committee on August 18, 2005, in Seattle, in which the following language was adopted:

“All ASLCS members who serve on LSCC shall serve as ex officio members, with voting privileges, of the Professional Journal Committee. The immediate Past Associate Vice-President and the Associate Vice-President shall also serve as ex officio members with voting privileges.”

The Chair suggested that the approved language be placed in the following sections of the Standing Orders as applicable:

Section VII: General Administration – Officers and Duties
  Duties of President Insert new Section VII (A)(4)
  Duties of Associate Vice-President
  Insert new Section VII (D)(2)
  Duties of Immediate Past President
  Insert new Section VII (E)(3)

Section X: Legislative Staff Coordinating Committee
  Insert language in new Section X (C)

Section XV: Publication Standards
  Professional Journal Insert in new Section XV (E)(6)

This suggestion was in lieu of placing the new language in Section V (B)(1)(c) regarding Committee Chairs, Co-chairs, Vice Chairs, and Term of Office.

The Chair encouraged the committee to review the draft of the Standing Orders re-codification and offer suggestions as to other areas this language should be included.

It was pointed out that in the draft before the committee, a correction was needed as follows:

Section I (D)(1) Strike “Legislators” and insert “Legislatures”.

There being no further business the meeting was adjourned.

Respectfully submitted,

Jeannine Wood, Chairman
John Garrett, Recorder
Committee Meeting Minutes

Inside the Legislative Process

ASLCS Spring Meeting
Saturday, April 1, 2006
Little Rock, Arkansas

The spring meeting of the committee was called to order by Polly Emerson (TX), Vice-Chair.

The following members were present and introduced themselves:

Jane Atkinson, VA
David Battocletti, OH
Virginia Habansky, VA
Inga Emerson, DE
Polly Emerson, TX

Also in attendance:
Natalie O’Donnell, NCSL

Inga Emerson moved with Virginia Habansky seconding, that the minutes of the September meeting be approved.

Polly Emerson noted the following:

The 2006-2007 Survey had been compiled by Brenda Erickson and reviewed and edited by the Co-Chairs and Vice-Chair. Copies of the edited survey with the changes had been emailed to all committee members and Brenda for review. The resulting changes were incorporated and the final edited version was put before the committee. No further changes were recommended.

The 2006-2007 Survey will be mailed to all legislative chambers in June 2006. They will be asked to respond prior to the summer meeting in Nashville.

During the summer meeting, state chambers that have not responded will be assigned to committee members for contact.

There being no further business, a motion to adjourn was made by Inga Emerson and seconded by Jane Atkinson.

Respectfully submitted,

Polly Emerson, TX, Vice-Chair
Committee Meeting Minutes

International Communication and Development

ASLCS Spring Meeting
March 31, 2006
Little Rock, Arkansas

The International Communication & Development Committee was called to order by Diane Bell and Carmela Bills, Co-Chairs.

Members in attendance:

Diane Bell FL, Co-Chair
Carmela Bills VA, Co-Chair
Ann Cornwell AR, Recorder
Dave Avant AL
Steve Arias NM
George Bishop VA
Laura Clemens OH
Jeff Finch VA
Greg Gray WV
Pat Harris AL
Brad Hendrickson WA
Scott Kaiser IL
Rob Marchant WI
Nancy Tribble NV
Denise Weeks NC
Jeannine Wood ID

Others in attendance:

David Battocletti OH
Debbie Deller, Canada

The meeting began with approval of the minutes from the Fall Professional Development Annual Meeting in Springfield, IL, September 2005.

Dave Avant gave the ANOMAC 10-Year Reunion subcommittee report. He announced that the meeting was scheduled to be in Cancun, Quintana Roo, Mexico this year and there were a couple of tentative dates: August 24-26 or August 31-September 2. This subcommittee has been charged with working with the ANOMAC President, Jorge Acevedo, to coordinate the participation of former ASLCS Presidents, Associate Vice Presidents, and Chairs and Co-Chairs of the International Communication & Development Committee. The Clerks and Secretaries of Mexico are looking forward to having several who have traveled to ANOMAC conferences in the past share the special occasion of their 10th anniversary as an organization this year. There was discussion among committee members of presenting a momento to ANOMAC in celebration of this special milestone.

Jeff Finch gave the NCSL/ASLCS International Program subcommittee report. Jeff has discussed with Kathy Wiggins and Jeremy Meadows the possibility of a kiosk presentation at the beginning of the NCSL Annual Meeting in Nashville, similar to what was done in past years. He said this would coincide with the International delegate’s registration on Sunday, August 13 in the evening or Monday, August 14. The tentative theme is citizen involvement with the legislative process.

Diane Bell, Co-Chair of the committee, displayed a copy of this year’s International Directory that has been printed and would be mailed out in the coming two weeks.

There being no further business, the meeting was adjourned.

Respectfully submitted,
Diane Bell, Chair
Committee Meeting Minutes

Legislative Administrator

ASLCS Spring Meeting
April 1, 2006
Little Rock, Arkansas

The meeting was called to order at 10:00 a.m., with Judy Hall and Ramona Kenady, OR, Co-Chairs, presiding.

The following members were present:
- Mick Bailey, WV
- Claire Clift, NV
- Cyndy Johnston, OR
- Hobie Lehman, VA
- Obie Rutledge, OR
- Suellen Scott, OR
- Todd Kenady, OR

Hobie Lehman made a motion to approve the minutes from the fall meeting in Springfield, IL. Claire Clift seconded the motion and it carried unanimously.

Assignments were given to members to contact the seven new Clerks and Secretaries requesting their photos and bios together with short human interest articles for publication in the spring issue of The Legislative Administrator.

Other stories for the summer edition of The Legislative Administrator will include States-at-a-glance. Deadlines for the spring edition were reviewed in order to alert the committee that we plan to publish at least a month before the NCSL Annual Meeting in mid-August.

Committee members reviewed the fall edition and gave feedback on improvements. Claire Clift suggested that more pictures in the fall edition would help to break up the pages of text. Ramona Kenady suggested we put the ASLCS logo on the cover page. There was discussion regarding the publication standards and Ramona Kenady updated the committee on changes that will be forthcoming from the Bylaws Committee.

There being no further business, Ramona Kenady, moved, seconded by Judy Hall, that the meeting be adjourned. The motion carried unanimously. The meeting adjourned at 10:35 a.m.
Committee Meeting Minutes

Membership and Communication

ASLCS Spring Meeting
April 1, 2006
Little Rock, Arkansas

Vice Chair Carmen Cauthen (NC) welcomed members to the meeting and explained that the Chair of the Committee (Karen Goldman, CO) was absent due to illness. The Chair had sent in information to aid in the meeting.

Members in attendance were:
Nathan Hatfield, Vice Chair (VA)
Annette Moore (UT)
Anne Marie Sweeney (PA)
JoAnn Hedrick, President of ASLCS, attended a portion of the meeting as did Natalie O’Donnell, ASLCS Liaison for NCSL.

Membership
The Chair sent word that letters had been sent out to all new members based on information that has been received from Patsy Spaw, Secretary/Treasurer. These letters of welcome/introduction include information about the ASLCS website, the educational opportunities available, and the new Buddy Program. Natalie mentioned that she sends information out to each new Principal. However, she would like to have it clarified who is to get what information and what goes out to dues paying members versus new attendees.

The Chair asked the Committee’s opinion on rewriting the FAQs for new attendees/new members to deal more with membership and less with meeting attendance. The FAQs were rewritten in the last 2 years. Nathan Hatfield agreed to check with the previous chair of the committee and get the last 2 versions of the FAQs to see if anything might need to be changed.

The Chair asked about breaking up the committee by geographical regions for better communication purposes. The sense of the committee was to not break up the committee because most states have access to e-mail now and we can communicate information this way easier and quicker. It was noted that it would assist Natalie, as well as encourage better communication between members, if information on topics such as special sessions and announcements of births, weddings and retirements within clerk’s offices, etc. was dispersed on a bi-monthly basis via e-mail distribution lists. Natalie will continue to receive information and pass it on to a specific person within the committee leadership who will compile it and send it out. Information on illnesses, injuries and deaths would be sent as received.

Buddy Program
JoAnn Hedrick reiterated that the point of the Buddy Program is for including those who can’t travel. After discussion, it was decided to request the data sheets that had been turned in to the Chair for inclusion in a database. (Carmen will make the request.) Members will initially be matched based on job responsibility, but the program will eventually move to matches based on individual interests, i.e. hobbies. Committee members felt that it was important to have a personal interest as well as job interest to carry the program further, because that is how we have all gained through membership in the Society. The Buddy Program
Membership and Communication continued

is the cornerstone of President Hedrick’s tenure and we are anxious to get it off the ground.

It was agreed that since the point of the program is for those who can’t travel, it didn’t necessarily make sense to try to meet during the Professional Development Seminar. That discussion carried over to recognition on name badges as well. However, it was decided to poll the committee via e-mail on having stick-on name tags saying “I’m ___’s Buddy.”

New Attendee Orientation
In the past, new attendee orientation was held in a meeting room and it was the feeling of the committee that we should continue that practice for the orientation session. The request will need to be made to Natalie, George Bishop (Program Development Chair) and the Executive Committee.

It was also agreed to poll the membership on the need for a theme and for suggestions. There was also discussion on returning to a non-theme format and just serving punch and cookies, particularly considering the fact that the opening night reception is only 1 hour away from the orientation session.

Sponsors
The Chair recommends asking not only committee members, but also new attendees from last year to serve as sponsors for new attendees. Annette Moore said that she would forward her copies of letters for use in requesting assistance from members of the Society. There is only one month between the NCSL Annual Meeting and the Professional Development Seminar and the Chair wants to determine the best time to request sponsors for new attendees.

There being no further business, the meeting was adjourned.

Respectfully submitted,
Carmen Cauthen

Professional Journal

Crys Jones, AK
Vice-Chair

Hobie Lehman, VA
Chair

Pat Mau-Shimizu, HI
Vice-Chair

The following members were present:
Chair, Hobie Lehman, VA Ramona Kenady, OR
Tara Perkinson, VA Cyndy Johnston, OR

Tara Perkinson made a motion the committee approve the minutes of the September 25 meeting in Springfield, IL. Ramona Kenady seconded and the committee passed the motion unanimously.
Hobie reported that the committee had received several letters and emails congratulating them on the Fall Professional Journal. The committee recognized the contribution of Susan Schaar, VA. Her office funded the printing and mailing of the Fall Professional Journal. It was noted that Susan will do the same for the Spring Professional Journal.

As for the Spring Professional Journal, Hobie stated the committee has received three articles so far. The Journal will include an article by Sharon Crouch who oversees information technology development for the Virginia House of Delegates. The committee is also pleased to announce JoAnn Hedrick, President, ASLCS, has also submitted an article for the Journal. The committee also discussed other possible ideas for the Spring Professional Journal.

The deadline for authors to submit articles for the Spring Professional Journal is May 5.

Hobie also said that he has been in touch with Peter Wattson, Senate Counsel, Minnesota, who has several article ideas, one of which could possibly go into the Fall Professional Journal.

The committee recognized Judy Hall, OR for placing an advertisement for members to submit articles to the Journal in the latest issue of The Legislative Administrator.

There being no further business, the meeting was adjourned.

Program Development

ASLCS Spring Meeting
April 1, 2006
Little Rock, Arkansas

Chair George Bishop called the meeting to order. The following members were in attendance:

Scott Kaiser, Vice-chair IL
Carmen Cauthen, Recorder NC
Dowe Littleton AL
Norma Chastain AZ
Cheryl Laube AZ
Inga Emerson DE
Bonnie Trivette NC
Judy Hall OR
Annette Moore UT
Jeff Finch VA
Nathan Hatfield VA
Rob Marchant WI

On motion of Jeff Finch, seconded by Judy Hall, minutes from the fall meeting in Springfield, Illinois were adopted.

Meeting Evaluations
The evaluations of the 2005 Professional Development Seminar were passed out and reviewed. Judy Hall commented that while the evaluations are consistently a 4.5 on the scale, if only 63 attendees are returning evaluations, it is hard to know what people are really thinking. She stated that we need to get people to respond.

In the ensuing discussion, it was determined that it would be important to do daily evaluations. Rob Marchant sug-
Program Development continued

ggested that global questions be attached to a survey given out at the last concurrent session and turned in before people left the session. Further discussion was given to attaching the return of the survey to the receipt of a drink ticket for the President’s reception.

NCSL Meeting Schedule and Sessions
Natalie O’Donnell (NCSL Liaison) went over the NCSL meeting schedule. It will be held in Nashville, TN, from Monday, August 14 through Friday, August 18. Monday afternoon will be when standing committees for staff sections will meet. The staff section luncheons will be held on Tuesday, as will the Executive Committee meetings.

The staff section mega-sessions will occur on Wednesday. All staff sections participate in these sessions which will deal with Ethical decision making and diversity. On motion of Nathan Hatfield, seconded by Dow Littleton, ASLCS will co-sponsor two concurrent sessions. One will be co-sponsored with NALIT on E-legislature, and the other will be with Brenda Erickson on Prayer in the Legislature (in light of the recent U.S. District Court ruling in the Indiana House of Representatives case). Jeff Finch reminded the committee that ASLCS also sponsors the International program.

Professional Development Seminar (PDS) Schedule
The Chair reminded us that we should encourage people to arrive in Austin on Wednesday for the Wednesday night host event. The New Attendee Orientation will take place on that afternoon.

There is a $5,000 Speaker’s Fund in the standing orders for outside speakers for the PDS. It was requested after the 2005 meeting that Dr. Ben Bissell return for the 2006 meeting and speak on Dealing with Difficult Supervisors. President JoAnn Hedrick requested that Craig Zablocki, who has spoken at other NCSL and ASLCS sessions, speak at another plenary session on Humor in the Work Place. The combined cost of the two speakers after discounts is $12,000. According to Natalie, there was an attrition fee paid to the hotel in Scottsdale for not meeting the room allotment and there was a return based on the overrun of rooms in Springfield. Because both hotels are owned by the same company, there has been a return of funds, which would almost cover the remainder of the $12,000 cost for the speakers. On motion of Judy Hall, seconded by Nathan Hatfield, the committee voted to recommend to the Executive Committee that the Society contract both Dr. Bissell and Craig Zablocki for the 2006 PDS in Austin.

The only day that Craig Zablocki is available is Saturday, September 23rd. His booking will be for the entire day. Rob Marchant was concerned that we utilize him for the entire day since we will be paying for it. He felt that if concurrent sessions were developed that he could contribute to, then that would be appropriate. There was discussion on this point.

The concurrent sessions and plenary topics were discussed in detail. In addition to the concurrent sessions listed in the minutes of the fall meeting, topics such as surviving a party change, new member orientation, cross training session staff, parliamentary procedure, organizational goals and diversity in the workplace, and supervisor sessions were discussed. On motion of Rob Marchant, seconded by Norma Chastain, the plenary session at the Capitol will be an in-house session on parliamentary procedure. Mason’s Manual Commission will be asked to coordinate this plenary session.

Information from the Host State
Time on your own has been extended as suggested from the evaluations. The host state group will take the lead in procuring reservations for groups of 8-10 for dinner at several restaurants for Thursday and Saturday nights, when dinner is “on your own.” They will have the information at registration tables and people can sign up to eat at these places. Patsy Spaw will have a staff person to work with the Chair on this. They will e-mail the information to the Chair and he will incorporate those in list.

Capitol Day Events
Capitol day will include tours of the capitol.
Committee Meeting Minutes

Concurrent Sessions
The Technology Committee and the Support Staff Committee have each agreed to handle 2 concurrent sessions at the capitol. They will include “Chamber/Legislative Security” and “Use of Technology in the Chambers/Technology at the Desk.” Support Staff will present one session on misfits, and another session on page programs and interns.

The chair will send out 10-12 topics to the committee members. The committee will sponsor the top 5 or 6 vote getters. The list will include such possible topics as cross training/institutional knowledge; how do you reward and recognize legislative staff to keep them longer than 5 years; succession planning; and how to host a meeting.

On motion of Scott Kaiser, seconded by Norma Chastain, the committee adjourns.

Roster

Jane Atkinson, VA  Co-Chair
Jeannine Wood (ID)  Virginia Habansky (VA)
Jane Atkinson (VA)  Rose Ramsey (VA)

ASLCS Spring Meeting
April 1, 2006
Little Rock, Arkansas

Call to Order
The spring meeting of the ASLCS Roster Committee was called to order at 11 a.m. on April 21, 2006, by Co-chair Rose Ramsey (VA).

The following committee members were present:

Jeannine Wood (ID)  Virginia Habansky (VA)
Jane Atkinson (VA)  Rose Ramsey (VA)

Approval of Minutes
The minutes of the September 25, 2005, meeting were read and approved.

Order of Business
Rose Ramsey gave a committee progress report, noting the following:

• The Committee Chair Manual and other materials were received in March from Idaho.

• A database has been created with email addresses for current members of the Society.

• A letter has been drafted to send to all members of the Society requesting updated Roster information. An information form for new members has also been drafted and will be sent with the letter. The letters and new member forms will be mailed sometime around April 15, which is the deadline for ASLCS dues.

Two copies of the letter requesting updated information will be sent to each chamber. One copy will go to the principal and another to an associate member. The letter and form will also be sent to each chamber by email.

Jeannine Wood, as a past co-chair, gave the committee some information on creating the Roster, which included tips on formatting, editing, and producing a printer-ready document using Quark.

Adjournment
There being no further business, the meeting was adjourned.
Committee Meeting Minutes

Site Selection

ASLCS Spring Meeting
April 1, 2006
Little Rock, Arkansas

The Site Selection Committee met on Saturday, April 1, 2006 in Little Rock, Arkansas. The meeting was called to order at 9:10 a.m., with Claire Clift, NV, Co-Chair, presiding. The following members were present:

Norma Chastain, Co-Chair
Dave Avant, AL
Ann Cornwell, AR
Bonnie Trivette, NC
Denise Weeks, NC
Cyndy Johnston, OR
Obie Rutledge, OR
Judy Hall, OR
Nathan Hatfield, VA
Hobie Lehman, VA
Rose Ramsey, VA

Others Present:
JoAnn Hedrick, DE, President
Natalie O'Donnell, NCSL

Minutes:
Judy Hall, OR, moved, seconded by Nathan Hatfield, VA, that the minutes of the September 25, 2005, ASLCS Annual Meeting held in Springfield, Illinois, be adopted. The motion carried.

Old Business:
The Committee discussed updating the Host State Guidelines that had been sent to all principals. Leadership letters will be further discussed at the NCSL Annual Meeting in Nashville.

Co-Chair Clift informed the committee that the states that have showed an interest in hosting the Annual Professional Development Seminar (PDS) were Nevada and Oklahoma.

New Business:
Co-Chair Clift handed out brochures and the committee discussed Reno, Nevada and the properties located there as a possible site for the 2008 Annual Professional Development Seminar. Co-Chair Clift also informed the committee that the Leadership in the Nevada Legislature has agreed to appropriate $60,000 for the Annual PDS, should the committee decide that Reno, Nevada would be the chosen location. The dates for the meeting would be early October.

Ann Cornwell, AR, moved, seconded by Judy Hall, OR, that the Site Selection committee accept the proposal from the Nevada Legislature to hold the 2008 Annual (PDS) in Reno and recommend to the ASLCS Executive Committee the approval of the proposal. Motion carried by unanimous vote of the committee. Co-Chair Clift thanked the committee and informed them that she would be presenting the proposal to the Executive Committee later in the day.

Co-Chair Clift asked the Committee for input on recommending to the Executive Committee a site for the 2009 Annual PDS. Co-Chair Clift stated that in order to have adequate planning time, and early hotel bookings in many areas of the country, the earlier the decision, the better our chances are for the dates that are preferable to the Society.
Committee Meeting Minutes

Co-Chair Norma Chastain, AZ, moved that the Committee continue to work on making a recommendation to the Executive Committee for the 2009 Annual PDS. Ann Cornwell, AR, seconded the motion. The motion carried.

President, JoAnn Hedrick, DE, thanked the members for serving on the Site Selection Committee.

Next Meeting:
Co-Chair Clift stated the next meeting will be held at the NCSL Annual Meeting in Nashville, Tennessee, August 15-18, 2006.

There being no further business, Dave Avant, AL, moved, seconded by Denise Weeks, NC, that the meeting be adjourned. The motion carried. The meeting adjourned at 9:55 a.m.

Respectfully submitted,
Norma Chastain, AZ, Co-Chair

Support Staff

John Garrett, VA
Vice-Chair

Inga Emerson, DE
Chair

Ron Smith, LA
Vice-Chair

ASLCS Spring Meeting
April 1, 2006
Little Rock, Arkansas

Call to Order
Chair Inga Emerson (Delaware) called the meeting of the Support Staff Committee of the American Society of Legislative Clerks and Secretaries to order.

Attendance
Ten members attended the meeting. They were:

Inga Emerson DE
Bonnie Trivette NC
Jane Atkinson VA
Tara Perkinson VA
Rose Ramsey VA

John Garrett VA
Bo Hoover WV
Norma Chastain AZ
Cheryl Laube AZ
Virginia Habansky VA

Approval of Minutes
Chair Emerson asked for a motion to approve the minutes from the September 25, 2005 meeting in Springfield, Illinois. The motion was made and seconded. The minutes were approved.

Order of Business
Associates Exchange Program
Chair Emerson explained that ten chambers were willing to participate in the Associate Exchange program and five participant applications were received. Four participants were chosen and one alternate. Those participants and the chambers they visited were:

Diane Bell FL
Virginia Senate (February 13-17)

Carmen Cauthen NC
Delaware House of Representatives (March 20-23)

Liz Clark AK
Washington Senate (February 6-10)

Diane Keetch NV
Washington Senate (February 6-10)

Sean Kochaniewicz WA
Alternate
Committee Meeting Minutes

Support Staff continued

All participants are required to submit a report. Those reports have been received and will be sent by electronic mail to the members. Information from the four reports will be combined to submit an article to The Legislative Administrator.

Chair Emerson noted that Liz Clark felt the experience of having two participants at the same time in the same chamber had been a good one and recommended that this be done in the future. She felt it was beneficial to have someone to discuss new ideas and comparisons with during the down time. There was some discussion about whether or not hosting two participants at the same time would limit the number of chambers willing to participate. Tara Perkinson stated she felt it might be encouraged but not mandated.

State Organizational Charts
It was decided at the September meeting to ask each state that attends ASLCS to submit an organizational chart to be used in combination with job descriptions already available to better understand which positions, regardless of titles, are similar. Chair Emerson asked for volunteers from the Committee to help in obtaining the organizational charts from the states. All ten members present volunteered to help with five states each. The following members volunteered for the following states:

Virginia Habansky
  * Maine, Vermont, New Hampshire, Massachusetts, Rhode Island

Inga Emerson
  * New York, Connecticut, New Jersey, Pennsylvania, Delaware

Bonnie Trivette
  * Maryland, Virginia, West Virginia, North Carolina, South Carolina

John Garrett
  * Georgia, Florida, Ohio, Kentucky, Tennessee

Bo Hoover
  * Alabama, Mississippi, Louisiana, Texas, Oklahoma

Rose Ramsey
  * Michigan, Illinois, Missouri, Arkansas, Indiana

Jane Atkinson
  * Wisconsin, Iowa, Kansas, Minnesota, Nebraska

Tara Perkinson
  * North Dakota, South Dakota, Montana, Wyoming, Colorado

Cheryl Laube
  * New Mexico, Idaho, Utah, Arizona, Nevada

Norma Chastain
  * Washington, Oregon, California, Alaska, Hawaii

A letter used to solicit information for the job description database in 2003 was edited by the members of the Committee for use in obtaining the organizational charts. Norma Chastain volunteered to type and to send a copy of the finished letter to the Committee chair. Chair Emerson will email a sample organizational chart for Delaware to be used as an attachment.

Breakout Sessions
George Bishop (Virginia), Chair of the Program Development Committee, was recognized to speak about the fall meeting in Austin, Texas. According to the evaluations from the Springfield meeting, some participants were not happy with the breakout sessions. Many felt the breakouts needed to be more structured and the Program Development Committee might need to help the breakout leaders. It was suggested that a guide for facilitators prepared by Judy Barrows (Maine) be used as a resource and facilitators should be encouraged to use it in their preparation for the breakouts. Tara Perkinson suggested that it might be a good practice to have a member of the host state and one other participant on the agenda.

Concurrent Sessions
The Support Staff Committee will be responsible for sponsoring two concurrent sessions at the fall meeting in Austin. George Bishop stated that topics such as personnel and staffing issues, team building, organizational goals, etc. are all popular choices of the participants. He will send
some suggested topics by email to the chairs of the committees sponsoring the concurrent sessions. A final decision will be made at the meeting in Nashville, Tennessee in August as to which topics the Support Staff Committee will select.

Tara Perkinson suggested that Natalie O’Donnell send an email to members asking them what their interests would be for the concurrent sessions. George Bishop said that topics and groups could possibly be added to the registration form when the topics are decided.

Adjournment
Chair Emerson asked for a motion to adjourn the meeting. The motion was made and seconded. The motion carried and the meeting adjourned.

Respectfully submitted,
Bonnie B. Trivette
Recorder

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Technology

ASLCS Spring Meeting
April 1, 2006
Little Rock, Arkansas

In attendance:
Nancy Tribble, NV
Scott Kaiser, IL
Mick Bailey, WV
Brad Hendrickson, WA
Dowe Littleton, AL
Ann Marie Sweeney, PA
George Bishop, VA
Steve Arias, NM

Call to Order:
The meeting was called to order by the chair.
Committee members introduced themselves.

Minutes:
The minutes of the previous Technology Committee meeting were approved as written.

New Business:
Online Roster Submission. Jim Schratz was excused from attending the meeting and, as a result, no information was available to report to the committee.

Technology Survey. The committee discussed the status of the technology survey. Eric Fowler reported, through previous communications with the Chair, that a draft survey had been completed and shared with Steve Marshall. The Chair agreed to distribute a draft in advance of the Austin meeting, if a draft is ready for committee review. The committee discussed topics that they would like to see in the survey. Topics included:

- Use of in-house technology staff versus other options (out-house?)
- Use of wireless networks in legislative chambers
Technology continued

• Hardware solutions for paperless chambers (touch screen, laptops, etc.)
• Use of “gatekeeper” software to restrict the content members may access when on the floor of the chamber
• Existence and enforcement of rules regulating the use of personal technology devices in the chamber

Sponsoring Concurrent Sessions. The committee agreed to sponsor 2 concurrent sessions at the Austin meeting, as follows:

Brad Hendrickson volunteered to organize a session on the impact of technology on parliamentary procedure, to include a discussion of civility and technology, use of technology to improve debate and decorum, avoiding technology-enhanced scandals, and general best practices.

Scott Kaiser volunteered to organize a session on technological solutions for processing legislation, to focus on the use of technology by the clerk’s staff to track and move legislation through the legislative process (“Technology at the Front Desk and in the Back Office”).

Outreach through Technology. The Chair reminded the committee that Dr. Bissell’s plenary presentation in Springfield was recorded with permission using Mediasite technology. The Executive Committee is currently working with Dr. Bissell to determine the appropriate means by which to disseminate the recording. The committee agreed that the Chair should pursue a similar recording at the Austin meeting, but that the recording should be of one of the concurrent sessions so that we do not need to address copyright issues, etc. The Chair will seek Executive Committee approval at the Nashville meeting.

Adjournment:
The committee adjourned by unanimous consent.
As most states were gearing up for new legislative sessions in January, I was most grateful that North Carolina was not among them. I would have been unable to represent President JoAnn Hedrick at the 7th ANZACATT (Australia and New Zealand Association of Clerks at the Table) meeting held in Brisbane. The weather across much of the U.S. was awful… so it wasn’t difficult for me to adjust to summer in January while “down under”. I was fortunate that my husband, Henry, decided to accompany me and we made it… as the Aussies say… a “holiday”.

It was a great opportunity to renew friendships with our Australian counterparts. We spent a few days in Sydney prior to the meeting and had the opportunity to visit with John Evans, Clerk of the Legislative Council of New South Wales, and his wife Ann, and Russell Grove, Clerk of the Legislative Assembly of New South Wales, and his wife Frances.

Next we went to Brisbane for the meeting. Henry took in the sights and visited Steve Irwin’s Australia Zoo while I attended the sessions. This year’s ANZACATT meeting focused on Parliamentary Management and Administration. Many of the session topics were much the same as we might have at our annual professional development seminar. Of particular interest to me was discussion of strategies for sharing information between parliaments and dialogue of their professional development training program, which is similar to our Legislative Staff Management Institute. Rob Hunter, Human Resources Manager of Western Australia, gave an excellent presentation regarding employee retention and succession planning.

There were seventy-two attendees, five of which were international. Jurisdiction reports were presented from each state, New Zealand and each country represented. As part of my report from the U.S., I extended greetings on behalf of our President JoAnn Hedrick and extended an invitation to the new President of ANZACATT, Mark Swinson, Deputy Clerk of the Legislative Assembly of New South Wales, to attend our annual meeting in Austin, Texas.

One of the highlights of the meeting was the “Off the Record” lunch on the final day of the meeting. Throughout the week, participants place questions - ANY QUESTIONS - in a pith helmet. Two folks act as Masters of Ceremony drawing the questions out of the helmet and offering answers or involving others in the audience in soliciting answers. One question that seems to come up every year is “how do I cope till the Clerk” retires – obviously submitted by an Assistant Clerk waiting for the opportunity to be considered for Clerk. It really was an enjoyable way to wrap up the meeting.

On Australia Day, January 26, we took an optional tour for a walkabout looking for koala bears, followed by lunch at Moreton Bay and a winery tour and tasting in the afternoon.

Henry and I continued our “holiday” with a trip to Tasmania and a visit with Scott McKenzie, Clerk of the Legislative Council, and his wife Linda. This portion of our trip was indeed worth the many hours we had spent on flights from North Carolina to Australia. It was great to see our friends again and to enjoy the beauty of their state.

The final stop on our trip was Auckland, New Zealand. We enjoyed each destination and would highly recommend making the trip “down under”, but it certainly was nice to return home.
New Clerks in ASLCS

Jean Burgin

After having a sixteen year career of being at home with her three daughters, Jean C. Burgin returned to the work force as a part-time employee for the Kentucky General Assembly. Jean has a background in business administration and it has been an exciting time for her to be back with all of the new technology that had been introduced since the mid-eighties. Jean went on to work three legislative sessions; then, in 1992 she accepted a full time position with the Legislative Research Commission as an administrative assistant in Legislative Support Services.

In 1995 Jean took a new position as a secretary for the Committee Associate Program. Jean’s duties were to set up training sessions, coordinate staff, and organize scheduling and materials.

Jean then went on to serve as Journal Clerk Assistant for the 1998 Legislative Session; she later accepted a position in the House Speaker’s Office at the end of that year where she has been Administrative Assistant to House Speaker Jody Richards for eight years. Jean assisted the Chief House Clerk during the 2005 Legislative Session, and when the former Clerk retired in August 2005, Jean was appointed Chief House Clerk and was sworn in on Tuesday, January 3, 2006.

This past legislative session was a wonderful learning experience for Jean and she looks forward to many more sessions.

Sandy Tenney

Sandy grew up in Hartsville, South Carolina and later moved to Utah where she earned a Bachelors of Arts degree in English from Brigham Young University. Magic happened when she met her husband, Dennis. Thirty-four years later, they are the proud parents of four children and seven grandchildren. Three of the four children live in Salt Lake and one resides in Arizona. Dennis is in International Marketing and travels quite extensively. Sandy enjoys reading and book clubs, movies, needlework and watching grandkids play soccer in her leisure time. However, downtime is limited since Sandy was appointed Chief Clerk of the Utah House of Representatives last December.

After many years as the office manager in the Legislative Printing Office, Sandy moved to the Senate and served as the Senate Services Manager. While working for the Senate she was Senate Reading and Amending Clerk. One of her most memorable experiences was during a rare joint session of the Utah Legislature as Bill Cosby visited to receive a citation, when the Senate adopted SR 5 – Proclaiming Jell-O® gelatin the official snack of Utah.

Although she will miss working in the Senate, she is excited about her new
job as Chief Clerk of the House. Her appointment was in her words, “Huge!” She was excited and a little apprehensive at the immense responsibilities that this title represents. She has a very professional staff of seven fulltime House employees and up to 55 additional for session. “We must have done it right” she says, as all of the legislation passed into law with flying colors this past session. “I just kept reading the rules” over and over again.

Asked what she will be doing ten years from now, she said, “RETIREMENT.” I would like to volunteer in a hospital to hold newborn babies, participate in a reading program, watch my grandkids play their sports, and enjoy this wonderful life.
Monday August 14, 2006

8:00 am-5:00 pm
Registration
Gaylord Opryland Resort and Convention Center

8:00 am-9:30 am
ASLCS at the International Program
Gaylord Opryland Resort and Convention Center
This exhibit will feature several interactive work stations designed to educate international delegates on state legislative efforts in civic education and citizen participation.

8:00 am-12 noon
Mason’s Manual Commission
Gaylord Opryland Resort and Convention Center
Presiding: John Phelps, Clerk of the House, Florida House of Representatives

1:00 pm-3:30 pm
LSCC Meeting
Gaylord Opryland Resort and Convention Center

1:00 pm-5:00 pm
ASLCS Standing and Special Committees
Gaylord Opryland Resort and Convention Center
“A” Committees 1:00 pm-2:00 pm
“B” Committees 2:00 pm-3:00 pm
“C” Committees 3:00 pm-4:00 pm
Special Committees 4:00 pm-5:00 pm

5:00 pm-5:30 pm
ASLCS Committee Chairs Meeting
Gaylord Opryland Resort and Convention Center

Evening
On your own

Tuesday August 15, 2006

7:30 am-5:00 pm
Registration
Gaylord Opryland Resort and Convention Center

7:30 am-8:30 am
Continental Breakfast
Gaylord Opryland Resort and Convention Center

8:30 am-10:00 am
Opening Plenary
Gaylord Opryland Resort and Convention Center

10:15 am-12:15 pm
NCSL Executive Committee
Gaylord Opryland Resort and Convention Center

12:15 am-2:15 pm
ASLCS Luncheon and Business Meeting
TBA
Presiding: JoAnn Hedrick, Chief Clerk, Delaware House and ASLCS President

2:30 pm-4:30 pm
ASLCS Executive Committee Meeting
Gaylord Opryland Resort and Convention Center

3:00 pm-5:00 pm
Picking Up the Pieces After Katrina and Rita
Gaylord Opryland Resort and Convention Center
Co-sponsored by the ASLCS and NALIT
This session will touch on technical issues, but will focus on non-technical issues dealing with a disaster of this size.

Evening
Welcome Reception

Wednesday August 16, 2006

7:30 am-5:00 pm
Registration
Gaylord Opryland Resort and Convention Center

7:30 am-8:30 am
Continental Breakfast
Gaylord Opryland Resort and Convention Center

10:00 am-5:00 pm
Exhibit Hall Open
Preliminary Agenda for Nashville
August 14-18, 2006
Nashville, Tennessee

8:30 am-10:00 am
Plenary Session
Gaylord Opryland Resort and Convention Center

11:30 am-12:45 pm
Lunch in the Exhibit Hall
Gaylord Opryland Resort and Convention Center

11:30 am-12:45 pm
New Staff Section Officer Orientation
Gaylord Opryland Resort and Convention Center

1:00 pm-4:15 pm
Mega Session for Staff Sections
Gaylord Opryland Resort and Convention Center
All NCSL staff sections will meet to hear sessions on legislative staff ethics and diversity.

Evening
Boston Kick-Off and States’ Night

Thursday August 17, 2006

7:30 am-5:00 pm
Registration
Gaylord Opryland Resort and Convention Center

7:30 am-8:30 am
Continental Breakfast
Gaylord Opryland Resort and Convention Center

8:15 am-9:45 am
Mega Session for Staff Sections (cont.)
Gaylord Opryland Resort and Convention Center
Diversity issues will be discussed in the continuation of the Mega Session.

10:00 am-5:00 pm
Exhibit Hall Open

10:00 am-11:45 am
NCSL Business Meeting
Gaylord Opryland Resort and Convention Center

12 noon-2:00 pm
Legislative Staff Luncheon
Gaylord Opryland Resort and Convention Center

2:15pm-4:00 pm
The Courts and State Legislatures: Walking the Line on Separation of Powers
Gaylord Opryland Resort and Convention Center
This session examines several recent court cases that have affected the operational prerogatives of state legislatures and raised critical questions on the separation of powers.

Evening
Tennessee Social Event

Friday August 18, 2006

7:30 am-8:30 am
Continental Breakfast
Gaylord Opryland Resort and Convention Center

8:00 am-10:00 am
Registration
Gaylord Opryland Resort and Convention Center

8:30 am-10:00 am
Plenary Session
Gaylord Opryland Resort and Convention Center

9:00 am-12 noon
Exhibit Hall Open
Gaylord Opryland Resort and Convention Center
ASLCS Fall Professional Development Seminar
August 20-25, 2006
Austin, Texas

Wednesday, September 20
12:00 pm-6:00 pm .......... Registration/Info Desk
1:00 pm-3:00 pm .......... Nominating Committee Meeting
3:00 pm-5:00 pm .......... 2005-2006 Executive Committee Meeting
5:00 pm-6:00 pm .......... New Attendee Orientation
7:00 pm ..................... Welcome Reception/
                          Esther’s Follies

Thursday, September 21
7:30 am-4:00 pm .......... Registration/Info Desk
8:00 am-9:30 am .......... Breakfast
9:30 am-12:00 pm .......... Plenary Session
12:00 pm-1:30 pm .......... Lunch on your own
1:30 pm-2:00 pm .......... Committee Chair Transition Meeting
2:00 pm-3:30 pm .......... Concurrent Sessions
3:30 pm-5:00 pm .......... Concurrent Sessions
Evening ..................... On Your Own

Friday, September 22
7:00 am- 8:00 am .......... Registration/Info Desk
8:00 am- 8:30 am .......... Transportation to Capitol/
                          Bagels and Coffee to go
8:30 am- 12 noon.......... Capitol Day Events
12 noon- 1:30 pm .......... Host State Lunch
1:30 pm- 5:00 pm .......... Capitol Day Events
5:00 pm-5:30 pm .......... Transportation to Omni
7:00 pm ..................... Texas Night

Saturday, September 23
8:30 am-4:00 pm .......... Registration/Info Desk
9:00 am-12:00 pm .......... Plenary Session
12 noon-2:00 pm .......... Lunch and Business Meeting
2:00 pm-3:45 pm .......... Concurrent Sessions
3:45 pm-5:00 pm .......... Concurrent Sessions
5:00 pm-5:30 pm .......... New Attendee Wrap-up
Evening ..................... On Your Own

Sunday, September 24
8:00 am-4:00 pm .......... Info Desk
8:00 am-1:00 pm .......... Mason’s Manual Commission Meeting
9:00 am-10:30 am .......... Breakfast
9:00 am-10:30 am .......... Plenary Session
10:30 am-12:00 noon ...... Concurrent Sessions
12:00 noon-1:30 pm ...... Lunch On Your Own
1:30 pm-4:30 pm .......... Standing Committee Meetings
4:30 pm-5:30 pm .......... Special Committee Meetings
7:00 pm-10:30 pm .......... State Dinner

Monday, September 25
8:00 am-12:00 noon .......... Info Desk
8:30 am-10:00 am .......... Breakfast and Business Meeting
10:00 am-12:00 pm .......... 2006-2007 Executive Committee
12:00 pm
Upcoming Meeting Information

NCSL Annual Meeting
August 15-18, 2006
Nashville, Tennessee

ASLCS Annual
Professional Development Seminar
September 20-25, 2006
Austin, Texas
Conference Hotel: Omni Austin Hotel Downtown
512.476.3700 or 1.800.843.6664
www.omnihotels.com/FindAHotel/AustinDowntown.aspx

A block of rooms has been reserved. Each attendee is responsible for making his or her own hotel and travel arrangements. When arranging hotel accommodations, please indicate that you are attending the ASLCS conference to receive the rate of $134 per night (excluding tax). Deadline for receiving the negotiated seminar rate is August 22, 2006.
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