Dear Friends,

I would like to thank each one of you for your interest, support and work this past year on behalf of the Society. In particular, each of you participating on committees this year is to be commended for your efforts. Excellent ideas and discussions resulted in the achievement of many goals. I am extremely grateful to those who agreed to serve as committee chairs and vice chairs. Agreeing to serve in committee leadership is a big commitment. On behalf of the Society and myself, thanks to each one of you for making that commitment. I hope you found it rewarding.

In just a few weeks we will come together for our Annual Professional Development Seminar and Annual Meeting in Baltimore, Maryland. I am very excited about the upcoming conference and the opportunity to see all of you again. I hope to see you there! Before I begin looking ahead to the meeting in Baltimore I should try to recap the latest Society happenings.

The Society was well represented at NCSL in Salt Lake City with about 65 members in attendance. In cooperation with International Programs at NCSL and with assistance from the private sector (International Roll Call, Lexis Nexis and Public Systems Associates), the Society sponsored an international program at the beginning of the week. The International Program provided an informal setting where international delegates visited 7 different stations, each featuring information on a specific aspect of the legislative process or a relevant product or service available from the private sector. Under the leadership of Jeff Finch, Chair and Carmela Bills, Vice-Chair and the rest of the Special Committee on International Clerks & Secretaries, the program was a huge success. A special thanks to the Special Committee, to members who either participated or attended the program and our private sector sponsors for a job well done.

Additionally, there were a number of other highlights from the NCSL Annual Meeting. We jointly sponsored several interesting and informative concurrent sessions. Our committees met and made the most of their valuable meeting time. For many of the committees this was their last meeting of the year. As evidenced by the committee summaries printed in this issue, the committees had a productive year despite not having a Spring meeting. Carole Peterson and Annette Moore and their staffs were gracious hosts. There were many great events at NCSL including a tour of the Capitol, a performance by the Mormon Tabernacle Choir and an evening at the Olympic Oval. At our business luncheon, committee reports were presented and Patsy Spaw extended an offer to have Texas host our 2006 Professional Development Seminar and Annual Meeting in Austin, Texas. JoAnn Hedrick and Diane Bell were the ASLCS recipients of the Legislative Staff Achievement Award. My thanks to Denise Weeks and the members of her committee for their diligence in selecting these truly deserving individuals. JoAnn and Diane have made great contributions to the legislative process and to ASLCS. Congratulations to both of you! Susan Clarke Schaar was elected NCSL Staff Vice-Chair and Judy Hall and Ann Cornwell were elected to the NCSL Executive Committee. Congratulations to all of you! With JoAnn Hedrick and Pat Saville also serving on the NCSL Executive Committee, you can see that the Society is well represented and in good hands at the NCSL level. Needless to say, the week was eventful and productive.

Since NCSL in July, I had the honor to represent our Society at the Canadian Clerks-at-the-Table Meeting in Iqaluit, Nunavut along with Carmela Bills and Steve James. It was truly a memorable meeting in a unique and interesting location on Baffin Island. At the end of August, I will be representing the Society at the ANOMAC meeting in Puebla, Mexico along with Carmela Bills and Diane Bell. I’m sure the ANOMAC meeting will be as memorable as the meeting in Iqaluit. Representing the Society at these international meetings has been rewarding both professionally and personally. We are fortunate to have such good relationships with our international colleagues and friends.

The meeting site and program for our meeting in Baltimore is terrific! We can thank the Site Selection Committee a few years ago for choosing this venue. Although originally selected as a “No Host” site, this meeting is far from being a “No Host” site. The theme of the meeting “Chesapeake Voyage” features a spectacular day in historic Annapolis which includes a tour of the Capitol, staff breakouts, lunch and concurrent session at the Senate Office Building, and a fabulous evening event. A special thanks to Mary Monahan, Billy Addison, Brenda Ward, Lynne Hatch, Dee Orr and all the Maryland folks for their commitment, dedication and hard work on the meeting. Also, thanks to the
President's Message

“No Host” Special Committee under the leadership of Denise Weeks for their efforts in assisting Maryland. Judy Barrows and the Program Development Committee have assembled an excellent professional development program including special workshops conducted by the nationally recognized training firm BizFutures, a parliamentary procedure plenary session and a variety of excellent concurrent sessions. Thanks to Judy and the rest of the committee for your efforts in developing such a great program!

Bylaws and Standing Orders, chaired by Russell Humphrey, had a lot of discussion regarding potential amendments to the Bylaws and this year there are no proposed amendments to the Bylaws. The committee also has been working to clarify the Standing Orders and the Executive Committee did approve a change regarding the Associate Exchange Program. Penny Cabaniss and the Technology & Innovation Committee has been working on creating an ASLCS e-mail database and updating the ASLCS website. Additionally, the committee will be sponsoring two concurrent sessions at the Professional Development Seminar in Baltimore. Inside the Legislative Process Committee, chaired by Claire Clift had a productive year. The two topics for this biennium are: Regular and Special or Extraordinary Sessions and Committee Procedures. The survey on Regular and Special or Extraordinary Sessions was mailed out to Principals in June and a majority have already mailed in their responses. Also in June, the 2002-2003 survey was published, printed and distributed. The Professional Journal Committee under the leadership of Scott Maddrea produced the Fall 2003 edition and the Spring 2004 edition of the Journal. They were both outstanding publications. The committee is busy working on the Fall 2004 edition of the Professional Journal. The Professional Journal Committee remains committed to maintaining the publication as an outlet for recognizing the work and articles by Society members. I strongly encourage any Society member to submit an article for publication.

I am really looking forward to the new attendee orientation program that Suzi Lowell and Kirsten Waid and the Membership and Communication Committee have put together. The theme of the orientation program is entitled “Life’s Journey”. They have been at work throughout the year to make new members feel welcomed to the Society. I trust that everyone will join in the effort to welcome all new attendees to the ASLCS family.

The Site Selection Committee under the leadership of Annette Moore had a very successful year. The committee received a gracious offer from Linda Hawker that Illinois host the 2005 meeting in Springfield, Illinois. A recommendation that Springfield, Illinois be selected as the 2005 site for the Professional Development Seminar was forwarded to the Executive Committee and approved. Additionally, the Site Selection Committee has been working hard to update the “Guidelines for Hosting the ASLCS Annual Professional Development Seminar”. As previously mentioned Patsy Spaw has agreed to host the 2006 meeting in Austin, Texas pending approval by the Texas legislative leadership. Joe Blough and the Support Staff Committee had a busy year. The committee worked on evaluating the Associate Exchange Program, surveyed the membership regarding breakout sessions and will be sponsoring two concurrent sessions in Baltimore regarding Page/Intern Programs and Human Resources/Employment Law updates.

Diane Bell and the International Communications & Development Committee developed a scrapbook of photos taken over a period of several years by ASLCS members who have attended international conferences which will be presented to ANOMAC President Javier Domínguez Morales at the ANOMAC meeting in Puebla, Mexico at the end of the month. Additionally, the International Directory (an outstanding publication) was published, printed and posted to the web site and the committee is working to get participants for the ANOMAC Working Together Program. The Canadian-American Relations Committee under the leadership of Steve James is currently working on a project to construct an album (hard copies and electronic) of photographs and stories about past joint meetings of ASLCS and the Canadian Clerks-at-the-Table. The album is scheduled for completion by October of 2005 so that it can be presented at the next joint meeting scheduled for Edmonton/Jasper, Alberta, Canada in October of 2005. Additionally, the committee received a tentative commitment for a host site in 2007.

Jeannine Wood, Pamm Juker and Rusti Horton and the Roster Committee produced an outstanding Roster. Additionally, the committee has been focusing on publication date and format changes to the Roster. The consensus of the committee is that the Roster should be streamlined with information such as Bylaws and Standing Orders being best retained and accessed via the ASLCS web site and that the publication date should be changed until after the annual
meeting so that changes made during the annual meeting could be reflected in the Roster. A special thanks to Cheryl Laube and Norma Chastain and the Legislative Administrator Committee for a job well done. The past two editions of the Administrator have been outstanding and I have no doubt that this edition will be the same! Additionally, the committee received approval from the Executive Committee to purchase a digital camera for future use by the committee at future Society meetings. The camera was purchased and will be used for the first time at our meeting in Baltimore. The Mason's Manual Commission is extremely busy working on revisions to Mason's. John Phelps and the entire membership are to be commended for their dedication to this important project.

Several Special Committees have been busy and productive this year. The Budget and Revenue Committee chaired by Susan Clarke Schaar have begun developing a national database of contributors on behalf of the Society. Additionally, committee members and others were successful in raising revenue to sponsor the BizFutures workshops for Baltimore. George Bishop and the Publication Standards Committee have been diligently working to streamline the standards for all of the Society’s Publications. The Archives/Records Retention Committee chaired by Mary Jo Mongelli has been discussing the best way to preserve the Society’s records. Donna Doyle and the Logo Items Committee recommended that pin maps that were popular a number of years ago be made available for sale to members. Hopefully, the pin maps will be available in Baltimore. Additionally, the committee suggested that an ASLCS cookbook be published sometime in the near future.

Your Executive Committee deserves much praise for their work. It has been an exciting year and I have thoroughly enjoyed working with the committee on behalf of the best interests of the Society. Thank you Bruce, JoAnn, Carmela, Laura, Dowe, Jeannine, Patsy, Ann Marie, Tara, Ann and Donna.

The Society has been fortunate to have great NCSL staff liaisons this year. Special thanks to Joan Barilla, Brian Weberg and Natalie O’Donnell for all your efforts on behalf of the Society and for your patience in working with me. The countless hours, phone calls, emails and all your efforts on our behalf have been amazing and is appreciated more than you know. Brenda Erickson deserves accolades for her continued work with ASLCS on Inside the Legislative Process and Mason’s Manual.

Thank you for the opportunity to serve as your President this past year. Your commitment to the Society and the legislative process is an inspiration to me. It has been an incredible year and one that I will always cherish. I must express my gratitude to: my family; all the staff in the Chief Clerk’s Office in the Arizona House for your support and understanding; and to Speaker Flake and the members of the Arizona House.

Sincerely,

Norm
IN MEMORY OF

WILLIAM "BILL" LEAR

1918 - 2004

The American Society of Legislative Clerks and Secretaries lost a true friend and loyal member when William "Bill" Lear passed away on March 24, 2004, at his Trenton, New Jersey home at the age of 86.

"Bill" Lear was also affectionately known by his many ASLCS friends as "King" Lear.

"King" served as calendar clerk for the New Jersey General Assembly for many years until his retirement in 1990. He attended his first ASLCS activity in 1968 which was a regional meeting. One year later he attended the national seminar at Austin, Texas. His attendance record at Society meetings since has probably never been equaled.

Because of his many years of faithful service "King" was named a lifetime member of the Society at the time of his retirement in 1990 by President Mouryne Landing, Clerk of the Nevada Assembly, and President-elect Alfred W. Speer, Clerk of the Louisiana House. The presentation, the first such award, was made at the spring meeting of ASLCS in Santa Fe, New Mexico.

Only one other Society member has been honored with a lifetime membership. Marion Delaney, now deceased and former Permanent Assistant Clerk of the Connecticut House, was made a lifetime member in 1994.

"King" Lear's contributions to ASLCS were many. He is probably best known as perennial chair of the hospitality committee, an assignment he truly cherished. He was an early advocate for establishment of a new category of Society membership, that of associate member, which was finally created in the late 1970's. Today associate members outnumber principal members at most Society activities. "King" also was an early advocate for establishment of annual dues for members and for formally adopting written by-laws. He served on many ASLCS standing committees and special committees during his long career.

His wife, Jean, accompanied him to many Society events and was well known to our members.

The American Society of Legislative Clerks and Secretaries is a better organization because of "King" Lear's many contributions. He will be sorely missed and long remembered.
Judith Rodrigue
Chief Clerk of the Colorado House of Representatives

Judith Rodrigue, JR to all of us, has retired as Chief Clerk of the Colorado House of Representatives. Her official retirement date is June 30, 2004, but her last day at work was May 22. JR excelled in the position of Chief Clerk for the last ten years of her twenty-four years of dedicated service to the House of Representatives. On the last day of the 2004 session the members of the House publicly honored her for her invaluable leadership, guidance and friendship over the years. Her grateful staff honored her with the gift of a beautiful memory quilt depicting different views of her years at the State Capitol. The House recessed for a celebration luncheon held in the Capitol and attended by Representatives and Senators and staff from all five agencies of the legislature, as well as her family and closest friends.

The following tribute from Colorado Congressman Scott McInnis was read into the Congressional record of the 108th Congress:

Mr. Speaker, it is a privilege to rise today and pay tribute to Judith “JR” Rodrigue and thank her for her outstanding commitment to serving the people of Colorado as the Chief Clerk of the Colorado House of Representatives. After twenty-four years of tireless service, JR will be stepping down from her position as Chief Clerk. As she celebrates her retirement, let it be known that she leaves behind a wonderful and strong legacy of dedication to the Colorado General Assembly and the citizens of Colorado.

In 1979, JR began her career in the State House as an Assignable Clerk. She has since served as Messenger, Historian for the House of Representatives, and Chief Clerk’s assistant, before her appointment as Chief Clerk in 1994. Some of her many accomplishments as Chief Clerk include publishing an Office Manual for the Members of the House, creating the Chief Clerk’s book, creating the Book of Motions, and serving as a member of the American Society of Legislative Clerks and Secretaries.

Most importantly, JR has provided excellent leadership and guidance, while establishing a close camaraderie with her colleagues and members of the Colorado House. Indeed, one of the highlights of my service as a state legislator was the friendship and guidance I received from JR. I can guarantee that I speak for many past and current members when I say she will always be revered for the level of honesty, integrity, and impartiality that she brought to her position. She is everybody’s friend and always has a smile. She will be sorely missed by one and all.

Mr. Speaker, I am honored to pay tribute to Judith Rodrigue before this body of Congress and this nation, and to congratulate her on an outstanding career of public service. Her selfless dedication to the Colorado General Assembly and the people of Colorado as the Chief Clerk of the Colorado House of Representatives is truly remarkable. I wish her all the best in her future endeavors.

JR Rodrigue, our esteemed colleague, our valued friend will truly be missed.
Retirements

But now for the best part. The week following her last day at work I attended her wedding. Forty-seven years ago, Jim Bujalski, a cadet at the Air Force Academy proposed to Judy. She turned him down saying, “I’ll marry you some day, just not now.” In the meantime they both married others, had families, and then became widowed. Well “some day” arrived May 31, 2004. Their wedding was attended by their families, mutual classmates from long ago and close friends. As I said we will miss JR immensely, but I doubt she will miss us much. We wish her all the best life has to offer.

As an added note: I did tell her that I hoped she would not use a hyphenated last name (Rodrigue-Bujalski is a bit much). I also made Jim give me his cell phone number, because she never answers hers.

Submitted by Marilyn Eddins,
Chief Clerk, Colorado House of Representatives

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Donna J. Doyle
Assistant Chief Clerk of the Wisconsin State Senate

Ms. Donna J. Doyle, Assistant Senate Chief Clerk, retired August 6, 2004 after 33 years of service to the State of Wisconsin.

Following her graduation from the University of Wisconsin-Superior in 1971, Donna worked for the state Department of Natural Resources until 1973 when she accepted a position with the Senate. Donna was appointed Assistant Chief Clerk in 1983. During her tenure, Donna served with four Chief Clerks: William P. Nugent (1965-1975), Glenn E. Bultman (1975-1977); Donald J. Schneider (1977-2003); and Robert J. Marchant (2003-present). Donna’s appointment contributed to a family tradition established by her father, Jerome Meyer, who, as part of his 27-year career with the state, served as the Assistant Chief Clerk in the Senate from 1963 to 1975.

Donna’s dedication to the Legislature, combined with her professional skills, institutional memory, and expertise in legislative rules and procedure, earned her the highest level of respect from the Chief Clerks, Senators and legislative staff with whom she served.
Donna is recognized nationally for her service to the American Society of Legislative Clerks and Secretaries. In 1997 she and Ken Stigler (Records Clerk, Wisconsin Assembly) were named Innovation Award Recipients for ComClerk, a computer program developed as a joint project to aid committee clerks in the Wisconsin Legislature in maintaining records and producing reports on legislative activity for their committees. The Innovation Award is presented annually by the ASLCS to designated individuals or offices that have demonstrated excellence in supporting the work of a state legislature and strengthening the institution. In addition, Donna’s accomplishments with the ASLCS include:

1999-2000 - Chair, ASLCS Roster Committee
2000-2001 - Appointed Associate Member, ASLCS Executive Committee
2001-2002 - Elected Associate Member, ASLCS Executive Committee
2002-2003 - ASLCS Associate Vice President
2003-2004 - ASLCS Immediate Past Associate Vice President

The second of three daughters born to Jerome and Muriel Meyer, Donna was raised in Waunakee, a rural community located approximately 15 miles northwest of Madison. Donna and her son Bryn Doyle currently reside in Waunakee, as do Donna’s sisters Marianne and Jerilyn.

Time travels on. Since 1973 numerous Senators and countless staff have moved through the Senate. Consistently Donna Doyle held her position at the massive walnut desk in the front of the historic Senate Chamber. Senators and staff expected to see her there, and they viewed her with confidence. The Wisconsin Senate and the State of Wisconsin are the grateful recipients of Donna’s many years of hard work. With gratitude we wish her continued success, good health, and joy in retirement, including endless innings with her beloved Milwaukee Brewers.

Submitted by the Wisconsin State Senate
American Society of Legislative Clerks and Secretaries
Legislative Staff Achievement Award Recipients
2004

JoAnn Hedrick, Chief Clerk of the Delaware House of Representatives, and Diane Bell, Assistant Clerk of the Florida House of Representatives, were selected as the ASLCS recipients of the 2004 Legislative Staff Achievement Award. The awards were presented to JoAnn and Diane at the annual meeting of NCSL in Salt Lake City, Utah.

JoAnn was elected Clerk in 1985 and is the longest serving House Clerk in Delaware’s history. She served two years as Staff Vice Chair and one year as Staff Chair of the NCSL Legislative Effectiveness Committee. She has served on the NCSL Executive Committee and currently serves on the ASLCS Executive Committee as Secretary – Treasurer. It was under her leadership that ASLCS developed an Exchange Program with the Canadian Clerks-at-the-Table, further promoting international relationships among the Clerks. Her dedication to the ASLCS and to the legislative institution is evident in her many contributions to the Society and to her State.

Diane has served in the Clerk’s Office of the Florida House for twenty-four years, serving as Assistant Clerk for the past fourteen. With her knowledge of all positions of the office and her mastery of the legislative process, she is invaluable to legislators, staff and the public. She has served on numerous standing and special ASLCS committees in any position required and as Associate Vice President in 2000-2001. During this time, she formed the Associate Exchange Program, enabling support staff to visit other states and observe and learn from their peers. She currently serves on Mason’s Manual Commission. On four separate occasions, Diane has been invited by Association of Chief Clerks of Mexico’s State Legislatures and the Federal Districts of Mexico (ANOMAC) to attend their annual meeting, working to strengthen the relationship between ASLCS and ANOMAC. It is with integrity, grace, and ease that Diane has served in all these capacities and she is indeed an asset to ASLCS and to the Florida House.

Congratulations to these women for their many achievements and for being selected as this year’s recipients of the prestigious Legislative Staff Achievement Award!
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 Jeannine 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.
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 funding 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.

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 funding 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:
**2003-2004 Executive Committee Meetings**

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**ASLCS SPECIAL COMMITTEES 2003 - 2004**

<table>
<thead>
<tr>
<th>Committee</th>
<th>Chair</th>
<th>Vice Chair</th>
<th>Members</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Internal Audit Committee - “A”</strong></td>
<td>JoAnn Hedrick</td>
<td></td>
<td>Laura Clemens, Donna Doyle, Robert Haney, John Phelps</td>
</tr>
<tr>
<td><strong>International Clerks &amp; Secretaries Meeting Committee - “A”</strong></td>
<td>Jeff Finch</td>
<td></td>
<td>Carmela Bills, Diane Bell, Robert Haney, John Phelps</td>
</tr>
<tr>
<td><strong>2004 Annual Meeting No Host Committee - “A”</strong></td>
<td>Denise Weeks</td>
<td></td>
<td>William Addison, Mary Monahan, Judy Barrows</td>
</tr>
<tr>
<td><strong>Archives/Records Retention Committee - “B”</strong></td>
<td>Mary Jo Mongelli</td>
<td></td>
<td>Dowe Littleton, Tara Perkinson</td>
</tr>
<tr>
<td><strong>Budget and Revenue Committee - “B”</strong></td>
<td>Susan Clarke Schaar</td>
<td></td>
<td>Pat Saville, Dave Avant, Ann Cornwell, Burney Durham</td>
</tr>
<tr>
<td><strong>Logo Items Committee - “B”</strong></td>
<td>Donna Doyle</td>
<td></td>
<td>Laura Clemens, Carmela Bills, Joe Blough</td>
</tr>
<tr>
<td><strong>Publication Standards Committee - “B”</strong></td>
<td>George Bishop</td>
<td></td>
<td>JoAnn Hedrick, Diane Bell, Penny Cabaniss</td>
</tr>
<tr>
<td><strong>Adjournment</strong></td>
<td>Laura Clemens</td>
<td></td>
<td>Carmela Bills, Joe Blough, Karl Lilly, Butch Speer</td>
</tr>
</tbody>
</table>

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

NCSL Staff present: Joan Barilla and Brenda Erickson

Approval of Minutes

Carmela Bills moved that the minutes of the September 12, 2003 Executive Committee meeting in Scottsdale, AZ be approved. The motion was seconded by Ann Cornwell and unanimously adopted by voice vote.

Treasurer’s Report

The Treasurer’s report was presented by Bruce Jamerson. He reported that as of December 6, 2003, the balance in the ASLCS Dues Account, after a deposit of $100.00 and disbursements of $13,115.95, is $38,361.89. Ann Cornwell moved and Laura Clemens seconded the motion to adopt the Treasurer’s report as reported. The motion was unanimously adopted by voice vote.

ASLCS Account Summaries

Joan Barilla, NCSL staff liaison to ASLCS, reported that the balance in the ASLCS Shared Profits account is $3,769.45 as of December 6, 2003 and that the balance in the Special Meetings fund as of the same date is $89,589.43. She noted that the final accounting for the Professional Development Seminar and for the Joint Canadian-American meeting has not yet been completed. However, both meetings appear to have raised more funding than was actually spent.
2003-2004 Executive Committee Meetings

Professional Development Seminar, Scottsdale, AZ

Joan Barilla then reviewed the final budget for the 2003 Professional Development Seminar in Scottsdale, AZ. Even after paying an attrition penalty to the hotel, the meeting made a profit of $2,685.25.

Committee Reports

Jeff Finch, Chair of the International Clerks & Secretaries Meeting Special Committee put forth his committee’s recommendation for a program at the NCSL 2004 Annual Meeting. It has been suggested that, in conjunction with LINKS and the NCSL International Programs Department, ASLCS sponsor a reception for international guests and ASLCS members. The format of the reception would be to set up function stations to provide a variety of networking opportunities. Not only did he seek approval to proceed in planning the event, but he was also looking for funding ideas as well. It was suggested that some of the ASLCS regular contributors might be willing to cosponsor such an event since we will not be asking them for as much support as we have in other years due to the fact that we will not be having a Spring Meeting. In any event, the Executive Committee made a commitment to cosponsor and co-fund the reception. Donna Doyle moved that Jeff continue the conversations with regard to planning the event, that ASLCS participate in the event and that ASLCS fund the event at the NCSL Annual Meeting; The motion was seconded by Ann Cornwell and adopted unanimously by voice vote.

Cheryl Laube, cochair of the Legislative Administrator Committee, requested that the Committee be approved to purchase a digital camera, case and external flash along with an extra lens sometime in the future for use by ASLCS. She estimated that they would need a budget of $2,000 maximum. Bruce Jamerson moved to authorize up to $2,000 toward the purchase of a digital camera and accessories, The motion was seconded by Dowe Littleton and adopted unanimously by voice vote.

Annette Moore, Chair of the Site Selection Committee, reported that her Committee recommends that Springfield, Illinois be approved for the 2005 Annual Professional Development Seminar contingent upon a letter of approval from the leadership in that State. JoAnn Hedrick moved and Tara Perkinson seconded the motion to approve Springfield, IL as the site for the 2005 Annual Professional Development Seminar. The motion was unanimously adopted by voice vote.

Joe Blough, Chair of the Support Staff Committee, presented three completed applications for participation in the Associate Exchange Program. He noted that all three applicants were eligible to participate and that his committee recommends that they be approved and that they each be reimbursed $333 toward their travel expenses. In order to approve all three applicants, a section of the standing order regarding the Associate Exchange Program would have to be suspended since two of the applicants are from the Virginia House. Tara Perkinson moved that we suspend the standing order, that we agree to approve Barbara Regen, Senior Committee Coordinator in the Virginia House of Delegates; Maryann Horch, Enrolling Clerk in the Virginia House of Delegates and Cyndy Johnston, Calendar Composer/Journal Editor in the Oregon Senate and that we reimburse each of them $333. The motion was seconded by Ann Cornwell and adopted unanimously by voice vote.
Denise Weeks, chair of the No-Host Special Committee, reported that the fundraising for the conference is proceeding very well with the State of Maryland supporting the meeting by appropriating $20,000 in the State budget. In addition, the Clerk and Secretary in Maryland have raised $10,000+ in support of the meeting.

**Logo Items**

Donna Doyle, chair of the Logo Items Special Committee, reported that she is looking at a large number of logo items and will have a report for the Executive Committee at its meeting in Salt Lake City during the NCSL Annual Meeting.

The Publications Standards Special Committee report was made by Bruce Jamerson in the absence of the chair, George Bishop. Bruce reported that the Committee intends to make as many publications as possible available on the ASLCS web site and will revise the standards accordingly.

**Certified Professional Legislative Parliamentarian Program Proposal**

President Norm Moore distributed copies of a memorandum from the Clerk of the New Hampshire Senate in which it was suggested that ASLCS Members might benefit from being certified as parliamentarians. After brief discussion during which it was pointed out that the proposal relies upon the use of Mason’s Manual for testing purposes and that not every Chamber uses Mason’s, Bruce Jamerson moved to table the proposal from the Clerk of the NH Senate. The motion was seconded by Ann Marie Sweeney and adopted unanimously by voice vote.

**Mason’s Manual Commission**

Laura Clemens, representing the Chair of the Mason’s Manual Commission, stated that a member of the commission would be missing a third consecutive meeting if he were not present at the meeting to be held on Sunday, December 7, 2003. The previous two meetings had been missed because his Chamber was in session and, on this occasion, he was unable to fly to OK City due to bad weather conditions in his home state. The chair of Mason’s was requesting that the member in question be granted a waiver of the requirements of the standing order requiring attendance at meetings in light of the fact that the absences were due to reasons beyond his control. The Mason’s chair further wanted latitude to develop a proposal to be presented to the Executive Committee with regard to excused absences if a Chamber is in session; Laura Clemens moved, Bruce Jamerson seconded the motion to suspend the attendance requirement for Sunday’s Mason’s Meeting to allow the chair of Mason’s to develop a policy for submission to the Executive Committee.

After much discussion, Butch Speer requested that the question be divided. Laura Clemens withdrew her motion. Laura then moved to waive the attendance requirement for Sunday, December 7 only. Bruce Jamerson seconded the motion. After much discussion, Bruce Jamerson requested that President Moore call for the question. Following some questions and more discussion, Bruce withdrew his motion to call for the question. After brief discussion, Bruce Jamerson moved that the question be called. The motion was unanimously adopted by voice vote.

**Preliminary Budget – Professional Development Seminar in Baltimore/2004**

Joan Barilla reviewed the preliminary budget for the 2004 Annual Professional Development Seminar. By keeping the registration fee at a reasonable $325, the meeting will show a profit of $2,403.01.
Travel Reimbursement

The upcoming Legislative Staff Coordinating Committee meeting will necessitate travel to Denver, CO for Norm Moore and Ann Cornwell. Donna Doyle moved and Carmela Bills seconded a motion that ASLCS reimburse them for travel expenses in accordance with the standing orders.

Australian Chapter of the Society of Clerks-at-the-Table Annual Meeting

President Norman Moore reported that he had received an invitation for him or his designee to attend the ANZACATT Professional Development Seminar in Sydney, Australia at the end of January, 2004. Since the Arizona House will be in session at that time, President Moore is unable to travel to this meeting. However, he stated that any ASLCS principal who is interested in attending is eligible to go as his designee and they should contact him for further information.

Adjournment

In the interests of time, Bruce Jamerson moved to adjourn. The motion was seconded by Donna Doyle and adopted unanimously by voice vote.

Respectfully submitted,

JoAnn M. Hedrick
Secretary-Treasurer

EXECUTIVE COMMITTEE MEETING
via Conference Call -- April 26, 2004
In the USA

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
Donna Doyle, Immediate Past Associate Vice-President
Laura Clemens, Elected Principal
Patsy Spaw, Appointed Principal
Jeannine Wood, Appointed Principal
Tara Perkinson, Appointed Associate
Ann Marie Sweeney, Appointed Associate

NCSL Staff present: Brian Weberg, Brenda Erickson, Peggy Coniglio
Old Business:

ASLCS Shared Profits and Special Meetings Accounts

President Moore briefly reviewed the Shared Profits account and noted that the Standing Orders reflect the fact that $4,000 should be available in this account for a Speaker’s Fund. In addition, the ASLCS share of the costs for producing Inside the Legislative Process and the Betty King scholarships to LSMI are funded from the Shared Profits account. The Secretary-Treasurer noted that one of the speakers at the Professional Development Seminar held in Scottsdale last fall was paid from the Dues Account. The current balance in the Shared Profits account is $3,769.45.

President Moore reported that the balance in the Special Meetings account is a little over $54,000. This reflects approximately $25,000 that was raised to support the meeting in Scottsdale but was not needed. Brian Weberg announced that some additional deposits to the account had been made and that a deposit was paid for the boat trip from Annapolis to Baltimore during the 2004 Professional Development Seminar leaving a total of $51,000+.

President Moore announced that the Maryland General Assembly had appropriated $20,000 toward the meeting in FY’05. In addition, the Budget and Revenue Special Committee will be soliciting funds to support the meeting and the national contributors who support ASLCS and its activities have not been contacted yet. Even though the meeting is a no-host meeting, the Clerk of the House and the Secretary of the Senate in Maryland have raised about $12,000. In addition, transportation from Baltimore to Annapolis will be provided by the Maryland Department of Transportation at no cost.

ASLCS International Program and Funding

Jeff Finch, chair of the International Program Special Committee, reported that the International Program at the NCSL Annual Meeting in Salt Lake City in July is a work in progress. The original idea was that ASLCS would host a reception for international guests. However, the current plan is to host a one hour session on Monday, July 19, from 11:00 a.m. to 12:00 noon. The session is planned to allow for informal networking opportunities, various “stations” on the legislative process and an opportunity for vendors to meet and greet the participants. This session would immediately precede the luncheon held by NCSL for international guests.

The NCSL International Program has lost one of its major contributors and they have asked ASLCS to support the luncheon financially and to contact some of our vendors to solicit their support as well. ASLCS and the vendors who contribute would be included in and recognized at the luncheon.

Jeff also suggested that there might be some minor costs associated with hosting the session such as printing or audio-visual equipment rental. Laura Clemens graciously offered to make an in-kind contribution for printing and Bruce Jamerson offered to absorb some of the printing costs in his House budget.

Jeff’s original proposal was that President Moore write a letter to PSA, Lexis and the West Group asking them to support the luncheon in the amount of $750 and a letter to IRC asking for $1500 in support of the luncheon. After much discussion including the fact that IRC hosts our staff section luncheon at the annual meeting and the fact that we have one less meeting this year which makes it a little easier to ask our vendors to support the luncheon, Bruce Jamerson suggested that the President’s letter might point out the opportunity for future business. Ann Cornwell moved that President Moore write a letter to the four vendors mentioned above asking that they each support the luncheon in an amount up to $500 and that ASLCS contribute $1,000 toward the costs of the luncheon. The motion was seconded by Laura Clemens. Bruce Jamerson suggested that the motion be amended to specify that the $1,000 should come from the Dues Account. After a reminder that it may be necessary to expend funds for the rental of audio-visual equipment, there was no further discussion and the motion was unanimously adopted on voice vote.
2003-2004 Executive Committee Meetings

Update on NCSL Annual Meeting

Norm Moore reviewed the preliminary agenda for ASLCS sessions at the NCSL Annual Meeting in Salt Lake City July 19-23. It was noted that there are meetings to attend every day during the conference. Norm also pointed out that a session sponsored by the Legislative Effectiveness and State Government Committee on Tuesday afternoon entitled “Retaining the Best and Brightest” will be cosponsored by every staff section.

Update on 2004 Professional Development Seminar

Joan Barilla, Denise Weeks and Norm Moore participated in a site visit to Baltimore in February. They met with Wyndham Hotel staff and went to Annapolis to visit the building where our business sessions will be held. The hotel is approximately ½ mile from the Inner Harbor and there will be plenty to do during any free time. There will be two boats returning to Baltimore on Thursday evening.

A thumbnail sketch of the agenda for the meeting is that the breakfast buffet and business meeting will be held on Friday morning. The awards luncheon will be on Saturday at noon and the State dinner is Sunday night. As noted previously, we are in good financial shape for the meeting.

President Moore announced that the host state staff are working with a local travel agency in an effort to provide information regarding a trip to Washington, D.C. on Sunday when the meetings are concluded. He also said that they have arranged to have 100-150 tickets to see the Baltimore Orioles play in Camden Yards on Friday evening.

NEW BUSINESS:

Transfer of Funds

As noted previously, the Shared Profits account balance is low and there will be expenses drawn from this account this year not to mention the fact that the Standing Orders require $4,000 in the account for a Speakers Fund. Norm Moore suggested that $7,000 be transferred from the Dues Account to the Shared Profits account. It was pointed out that the Shared Profits account earns interest and the Dues Account does not. Bruce Jamerson moved that $7,000 be transferred from the Dues Account to the Shared Profits Account to fund the above-mentioned expenses. The motion was seconded by Laura Clemens and was unanimously adopted on voice vote.

Travel Reimbursement

Ann Cornwell and Norman Moore will be traveling to Washington, D.C. this weekend to attend the LSCC meeting. Ann’s airfare is $314.90 and Norm’s is $366. Standing Orders reflect a maximum travel reimbursement of $1,000 each per year. Laura Clemens moved that approval be granted in advance for travel and lodging expenses for Norm and Ann to attend the LSCC meeting. Carmela Bills seconded the motion and it was unanimously adopted on voice vote without discussion.

Associate Exchange Program Reimbursements

JoAnn Hedrick reported that she had received requests for reimbursement of expenses associated with two associate members from the Virginia House who participated in an exchange with the Colorado House. The invoices are for $333.33 and $333.34 respectively. It was noted that the Standing Order reflects a total of $1,000 be made available for reimbursements. There were three participants this year. Laura Clemens moved that the two requests already received be reimbursed the appropriate amount and that the third participant in the Exchange Program be approved for reimbursement in advance. The motion was seconded by Ann Marie Sweeney and unanimously adopted on voice vote.
Payment of Funds to NCSL

President Moore suggested that the Committee consider reimbursing NCSL for the approximately $8,000 expended on behalf of ASLCS due to attrition penalties from the hotel in Portland, OR during our 2002 Annual Professional Development Seminar. It was noted that the hotel in Bloomington, Minnesota, where the 2001 Seminar was held, waived the room attrition penalty due to the national tragedy that took place during the week of our meeting. There was a hotel penalty for food and beverage which was paid out of the Special Meetings account. The funds to cover the penalty had been raised by the staff in Minnesota. It was further noted that the recently concluded Seminar in Scottsdale, AZ ended up being $2,800 in the black after ASLCS paid the attrition penalty.

The discussion moved on to a recent proposal by NCSL that each staff section absorb a portion of the overhead costs on a percentage basis with regard to its annual professional development seminar. Some staff sections will have to increase their registration fees and others may seek additional outside funding to help cover these expenses. Without the assistance of the staff sections, NCSL is facing a projected budget deficit of $112,000. Brenda Erickson mentioned the fact that the request for payment of overhead costs by each staff section may be phased in over a two year period with 50% being requested this year.

For ASLCS, the amount for 50% overhead costs would be $4,228 which was arrived at using the figure of $11,175 which was net meeting overhead for the 2003 meeting and subtracting the net meeting revenues of $2,719 and then dividing by two.

There was lengthy discussion by members of the committee and the two issues, attrition and overhead costs, although separate issues, were discussed in the same conversation. Bruce Jamerson suggested that further discussion be postponed until our next meeting in Salt Lake City in July. That will give us the benefit of the discussions to be held this weekend at the LSCC meeting and we’ll have input from the other staff sections.

We briefly discussed an increase in the registration fee for our PDS to be held in Baltimore as well as an increase in annual dues which were just increased for 2004.

Ann Cornwell moved to reimburse NCSL approximately $8,000 for the attrition penalty associated with the 2002 meeting in Portland, OR from the Dues Account. Carmela Bills seconded the motion and it was unanimously adopted on voice vote.

President Moore will inform the Executive Committee members about the discussions held at the LSCC meeting this weekend in Washington, D.C. with the other staff sections regarding the overhead costs.

ASLCS Supplies

JoAnn Hedrick announced that to date there are nineteen new ASLCS members. She mentioned that membership pins and the color trifolds are in short supply due to this wonderful increase in membership. Brian Weberg will check the Denver NCSL office for the trifolds and it will most likely be necessary to order more membership pins.

NCSL Liaison to ASLCS

Brian Weberg announced that NCSL has narrowed the field of applicants for the vacancy created by Joan Barilla’s departure from the staff to five or six finalists. The interviews will be conducted in the near future and NCSL hopes to hire someone by May 15.

Internal Audit Committee Report

The report is contained below in its entirety.
2003 Internal Audit Committee
Report of Audit of ASLCS Dues Account

The ASLCS Internal Audit Special Committee, consisting of Laura Clemens, Cheryl Laube in place of Donna Doyle and JoAnn Hedrick, met on Saturday, December 6, 2003 at 7:30 A.M. in the Westin Hotel in Oklahoma City, Oklahoma during the Winter ASLCS meeting. All receipts and disbursements passing through the Dues Account for the previous year were examined. The Treasurer’s Report reflected a balance of $38,361.89 and this amount was confirmed by the committee review. This is the amount of the certified check that was forwarded to JoAnn Hedrick from Bruce Jamerson.

The Dues Account in Virginia was closed on October, 24, 2003 and the account in Delaware was opened on November 14, 2003 with an opening balance of $38,361.89.

Respectfully submitted,
JoAnn M. Hedrick, Internal Audit Committee, Chair
Laura Clemens
Cheryl Laube

Ann Cornwell moved to accept the report, Laura Clemens seconded and it was unanimously adopted on voice vote.

CATS/ANOMAC Meetings

Norm announced that the Canadian Clerks-at-the-Table meeting will be held in Iqaluit, Nunavut, August 2-6. Norm is planning to attend as is Steve James, chair of the Canadian-American Relations Committee. Carmela Bills, the Associate Vice-President, is also eligible to attend.

The ANOMAC meeting is scheduled for August 25-28. More information will be forthcoming soon.

Memorial Gift

JoAnn Hedrick asked the Committee what they would like to do to remember Bill “King” Lear who passed away in March. Brenda Erickson reported that the Standing Orders reflect a donation of $50 be made to the charity of the deceased’s choice. JoAnn will send a $50 check to the “Bill Lear Memorial Fund”.

Adjournment

There being no further business, the meeting was adjourned.
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
Bruce Jamerson, President-Elect
JoAnn Hedrick, Secretary-Treasurer
Ann Cornwell, Immediate Past President
Donna Doyle, Immediate Past Associate Vice-President
Carmela Bills, Associate Vice-President
Patsy Spaw, Appointed Principal
Jeannine Wood, Appointed Principal
Tara Perkinson, Appointed Associate
Ann Marie Sweeney, Appointed Associate

NCCL Staff present: Natalie O’Donnell and Brian Weberg

Introductions

President Norman Moore introduced Natalie O’Donnell, the new NCSL staff liaison to ASLCS and noted that she’s been working very hard since she began her new assignment with the Society. The brochure for our annual Professional Development Seminar has been prepared and is in the mail.

President Moore also acknowledged Brian Weberg’s presence at the meeting and thanked him for serving as our interim staff liaison.

Approval of Minutes

Bruce Jamerson moved that the minutes of the December 6, 2003 Executive Committee meeting in Oklahoma City, OK and the minutes of the April 24, 2004 Conference Call Executive Committee Meeting be approved. The motion was seconded by Carmela Bills and unanimously adopted by voice vote.

Treasurer’s Report

The Treasurer’s report was presented by JoAnn Hedrick. She reported that as of July 16, 2004, the balance in the ASLCS Dues Account is $41,772.77. This amount includes deposits of dues payments of $25,675.00 and disbursements of $22,264.12 since December 6, 2003. Ann Cornwell moved and Patsy Spaw seconded the motion to accept the Treasurer’s report as reported. The motion was unanimously adopted by voice vote.
Treasurer’s Report
ASLCS Dues Account
As of July 16, 2004
2004 NCSL Annual Meeting – Salt Lake City, Utah

Balance as of December 6, 2003 $38,361.89
Total Deposits 25,675.00
Subtotal 64,036.89
Less Disbursements 22,264.12
Balance as of July 16, 2004 $41,772.77

Total Deposits for 2004 Dues since December $25,675.00

Disbursements:

1/30/2004 L. Randolph Lowry 3,790.06
Presentation Fee and Expenses
Professional Development Seminar
Phoenix, AZ

2/4/2004 Norman Moore 278.00
LSCC Meeting (Airfare only)
Denver, CO

4/6/2004 Treasurer of Virginia 65.00
Refund of Dues paid for Virginia Harvey

4/27/2004 Treasurer of Virginia 333.33
Expenses for Barbara Regan
Associate Exchange Program

4/27/2004 Treasurer of Virginia 333.34
Expenses for Maryann Horch
Associate Exchange Program

4/27/2004 Bill Lear Memorial Fund 50.00

5/4/2004 NCSL 8,000.00
Hotel attrition penalty for 2002 Professional
Development Seminar in Portland, OR

5/4/2004 NCSL 7,000.00
Transfer to Shared Profits Account

5/10/2004 Ann Cornwell 966.65
Travel to LSCC Meeting
Washington, DC
2003-2004 Executive Committee Meetings

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Total disbursements since December 6, 2003 $22,264.12

OLD BUSINESS

Publications Standards Committee

George Bishop presented a proposal with regard to the third and final 2004 issue of the Legislative Administrator which is the issue that is to be published in hard copy. The proposal is that this “yearbook” edition contain an annual report and membership roster of each standing committee as well as the minutes of all of the Executive Committee meetings. In addition, it was suggested that States at a Glance be omitted from this edition.

Since the Publications Standards Committee had not had an opportunity to prepare language to reflect this change, George asked that the Legislative Administrator Committee be authorized to publish the final 2004 issue as suggested and the Committee will present formal language to be incorporated into the Publications Standards to the Executive Committee at the Annual Professional Development Seminar in September. Ann Cornwell moved that this request be granted, Carmela Bills seconded the motion and it was unanimously adopted by voice vote.

International Program

Jeff Finch reported that the International Program which had been planned and executed by the International Clerks & Secretaries Meeting Special Committee at the NCSL Annual Meeting earlier this week had been a huge success. President Moore reported that he had heard many positive comments about the session. Jeff pointed out that it is essential to the success of future sessions that they be dovetailed with the NCSL overall program for international attendees. He also suggested that promotion of the planned session should be more aggressive so that potential international registrants know about it before they arrive for the conference.
Jeff further suggested that the Special Committee did not need to be continued but that the charge to the ASLCS Committee on International Communication and Development should be amended to reflect an ongoing effort to remain involved by sponsoring a session annually at the NCSL Annual Meeting. It was also noted that the committee description in the brochure that is distributed to new attendees at the ASLCS Professional Development Seminar needs to be amended to reflect this new responsibility for the International Communication and Development Committee. Ann Cornwell moved that the Executive Committee incorporate language to include an international program at the NCSL Annual Meeting in the description of the International Communication and Development Committee in the new attendee brochure and in the Roster and Reference Guide. Jeannine Wood seconded the motion. Bruce Jamerson moved to amend the motion to require that the NCSL staff liaison write text for the committee descriptions to be included in the new attendee brochure to be distributed at the New Attendee Orientation at the Professional Development Seminar in Baltimore, MD in September. Patsy Spaw seconded the amendment to the motion. The amendment was adopted unanimously by voice vote. The motion as amended was adopted unanimously by voice vote.

ASLCS Account Summaries

Natalie O'Donnell, NCSL staff liaison to ASLCS, reported that the balance in the ASLCS Shared Profits account is $11,869.45 after a transfer of $7,000 from the Dues Account and an interest payment of $126.00 as of July 15, 2004 and that the balance in the Special Meetings fund as of the same date is $66,233.19. This balance includes $28,400 which has been raised by Maryland staff in support of the Professional Development Seminar in Baltimore. In addition, $31,000 will be forthcoming from the Maryland Legislature. LexisNexis is a new ASLCS corporate sponsor and they have pledged to contribute $6,000. Members of the Budget and Revenue Special Committee have also been raising funds to support the meeting and it is believed that money will not be an issue.

Program Development Committee

Judy Barrows reported that the program for the Professional Development Seminar in Baltimore has been completed and they’re working on recruiting moderators and presenters for the concurrent sessions. A plenary session and workshop presented by Larry Ransom will be funded by money raised by the State of Virginia. The plenary session on Parliamentary Procedure will include a mock session format.

Budget and Revenue Special Committee

In the absence of the chair of the Budget and Revenue Special Committee, President Norman Moore reported that the Committee has been working on developing a database of potential contributors, both corporations and lobbyists.

2004 Annual Meeting No Host Special Committee

The chair of this Special Committee had to return home before the Executive Committee meeting so President Moore also made this committee report. He said that the State of Maryland is donating buses to take the participants to Annapolis from Baltimore and that the food and drink for the hospitality suite is also being donated. Bruce Jamerson mentioned that members of the Society need to be aware of the fact that there is a $25 per day parking fee at the hotel.

Overhead Costs

In May, 2004, ASLCS reimbursed NCSL $8,000 which had been paid on our behalf for hotel attrition fees as a result of the Portland, OR Professional Development Seminar in 2002. That amount will be applied to our share of the overhead costs for 2004 which means we will have a balance due of $6,447. This amount has been incorporated into the meeting budget. Two hundred registrants is the break even point. Indications are that this meeting will be very well attended and
NEW BUSINESS

Logo Items

Donna Doyle reported that the Logo Items Special Committee had met and considered approximately 80 suggestions. NCSL is now selling tee shirts and sweatshirts and it would be redundant if ASLCS re-ordered these items. The Committee is checking into costs of pin maps which were very popular in earlier years. She also suggested that an ASLCS cookbook be published sometime in the future. She further suggested that the clocks and pins that we have in stock should be made available for sale at the registration desk at the Professional Development Seminar. Bruce Jamerson moved that the committee be authorized to spend $2,250 to order a quantity of white mylar pin maps. Bruce Jamerson withdrew his motion. Donna Doyle will continue to attempt to get a firm price on 250, 500 or 750 pin maps and will make them available for sale at the Professional Development Seminar in Baltimore in September.

Roster Committee

Jeannine Wood reported that the Roster Committee had voted to cut down the size of the roster and make it a true roster by removing much of the reference guide information. This idea was later discussed in the meeting of the Publications Standards Special Committee along with a suggestion to change the date of publishing the Roster so that more current information can be included. If it were published a month or so after the annual Professional Development Seminar, the current officers, executive committee members and committee rosters would be included. As it is now, the Roster is outdated shortly after it’s published. Bruce Jamerson moved that the Roster Committee recommendation be accepted and be forwarded to the Publications Standards Special Committee for consideration. Donna Doyle seconded the motion and it was unanimously adopted by voice vote.

It was also suggested that a supplement be published after the 2004 Professional Development Seminar to include the new officers, executive committee members and committee rosters and that the Roster published in 2005 include this information for both 2004-2005 and 2005-2006.

Associate Exchange Program

President Moore reported that the Standing Orders require that the Associate Exchange Program be evaluated after two years of implementation. The Executive Committee will have to address this issue at the Professional Development Seminar in Baltimore. The Support Staff Committee is working on a recommendation regarding the Associate Exchange Program and will present it to the Executive Committee in September.

Legislative Staff Management Institute

Norm reported that Gwen Bailey had verbally requested that she be considered for a Betty King scholarship to the 2004 LSMI. However, no letter requesting a scholarship had been received from the Principal in Gwen’s Chamber.
Travel Reimbursements

President Moore announced that the Standing Orders are not very specific with regard to travel reimbursement for the Associate Vice-President. $750 per year for attendance at the Canadian Clerks-at-the-Table is mentioned but there is no amount listed for attendance at ANOMAC. Donna Doyle moved that the Bylaws and Standing Orders Committee be requested to look at the provisions regarding travel for the Associate Vice-President and make the wording consistent. The motion was seconded by Ann Cornwell and unanimously adopted by voice vote.

OTHER BUSINESS

Pre-approval of Travel Expenses

President Moore reported that all authorized ASLCS members will be attending both the Canadian Clerks-at-the-Table and ANOMAC meetings this year. The CATS meeting is being held in Iqaluit, Nunavut which does not allow a lot of flexibility in air travel. Norm’s ticket will be about $1260 and it is possible that airfare for all three ASLCS attendees would be $5,000. In addition, airfare for Carmela Bills and Diane Bell to travel to the ANOMAC meeting will be about $590 each and for President Moore $350. The ANOMAC airfare costs are the only expenses that need to be reimbursed by ASLCS as ANOMAC takes care of the registration fees and hotel. Bruce Jamerson moved that Norman Moore, Carmela Bills and Steve James be authorized to travel to the CATS Annual Meeting and that President Moore, Carmela Bills and Diane Bell be authorized to travel to the ANOMAC Annual Meeting and can expect to be reimbursed for their expenses. The motion was seconded by Donna Doyle and unanimously adopted by voice vote.

Honorary Members

JoAnn Hedrick reported that Jeannine Wood had requested that, pursuant to the Standing Orders, the secretary-treasurer contact the Clerk of the United States House of Representatives and the Secretary of the United States Senate to notify them of their honorary ASLCS membership. The Clerk of the House has responded and will be in the 2004-2005 Roster.

Membership Pins

JoAnn Hedrick reported that, due to the large number of new dues-paying members this year, the supply of membership pins has been just about depleted. Carmela Bills moved that JoAnn be authorized to order a new supply of pins. The motion was seconded by Tara Perkinson and was unanimously adopted by voice vote.

Adjournment

There being no further business to come before the Committee, Carmela Bills moved to adjourn. The motion was seconded by Ann Marie Sweeney. The meeting was adjourned without objection.
COMMITTEE MEMBERS

Diane Bell, FL                          
Carmela Bills, VA                       
George Bishop, VA                        
Joe Blough, OK                           
Norma Chastain, AZ

Susan Clarke Schaar, VA
Jeff Finch, VA
Janet Jones, KS
Cheryl Laube, AZ
Pat O'Donnell, NE

Pat Saville, KS                          
Patsy Spaw, TX                           
Butch Speer, LA                          
Karen Wadsworth, NH                      
Jeannine Wood, ID

Bylaws and Standing Orders Committee
2003 – 2004 Annual Report

The Bylaws and Standing Orders Committee considered a number of issues this past year. The issues included reimbursement of expenses for participants in the Associate Exchange Program, voting at the annual meeting by non-dues paying Principal Clerks and Secretaries, mailing of Society publications to non-dues paying Principal Clerks and Secretaries and internal inconsistencies and clarification to the Standing Orders.

The committee recommended an amendment to the Standing Orders involving reimbursement of expenses for participants in the Associate Exchange Program. The amendment to the Standing Orders, which was approved by the Executive Committee, now allows each selectee to receive a minimum of $250 towards their expenses instead of a maximum of $250. (The annual maximum amount from the Dues Account to be budgeted is $1000 for all selectees in the program.)

After thorough discussion of the issues, the committee did not recommend any proposed amendments to the Bylaws.
Canadian-American Relations Committee

COMMITTEE MEMBERS

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

American Society of Legislative Clerks and Secretaries
Committee on Canadian-American Relations

Annual Report

Considering that the goal of the Canadian American Relations Committee is to maintain cordial and friendly relations with the Clerks-At-The-Table Association consisting of the Chief Clerks and associates of our wonderful neighbors to the north, one can only conclude that this has been a very good year.

The highlight of the past 12 months unquestionably being the Joint ASLCS-CATS meeting held in Delaware between October 9 and 13, 2003. The approximately 35 attendees (including Jane and Flip Richards) were honored when greeted by Delaware Governor Ruth Ann Minner in the House Chamber of Delaware’s charming State House in Dover. The working sessions were very informative, but we also had some fun; and the spectacularly entertaining social events provided us with some very memorable adventures. Many thanks are extended to JoAnn Hedrick and her fabulous crew for all their wonderful work that made the joint meeting such a success. Incidentally, Team U.S.A. was able to recapture the coveted trophy, soundly defeating Canada in the traditional volleyball game.

The committee is currently working on a project to construct an album (hard copies and electronic) of photographs and stories about past joint meetings of ASLCS and CATS. Many thanks are extended to Mary Jo Mongelli of the Nevada Senate for her efforts in supplying photos and stories from past copies of The Administrator covering joint meetings since the early 1980’s. The committee plans on completing work on this project and presenting the album to the Clerks-At-
The Table at the next joint meeting, which is planned for Alberta, Canada in October of 2005. In the meantime, if you have personal photographs of previous joint meetings that you can spare, please forward them to our Chairman, Steven T. James, House Clerk, Room 145 – State House, Boston, MA 02133.

As for the 2005 meeting, our sources in Canada tell us that “October 11 [2005] will be the arrival date in Edmonton. Wednesday is set aside for meetings/tours, stay overnight again in Edmonton, then depart for Jasper on October 13. Most of the delegates will be departing on October 16, with probably a few departing on October 17. Hopefully many will stay on to travel to Lake Louise and Banff which are well-worth the visit.” We all look very much forward to this meeting.

At our last committee meeting, in Salt Lake City during NCSL, we were pleased to receive, from a very loyal and active member and former President of ASLCS, a tentative commitment for a location to hold the joint meeting in 2007. We will communicate more information to you regarding the 2007 meeting when it becomes available. Suffice to say, however, that the tentative location is a spectacular city that will definitely draw a big crowd from both the U.S. and Canada.

During the first week of August 2004, I was honored to represent the committee at the annual Clerks-at-the-Table meeting in Nunavut, Canada. Also attending the meeting and representing ASLCS in Iqaluit were President Norman Moore, Denise Weeks and Carmela Bills. It was a truly fabulous week that was intellectually stimulating and filled with a full schedule of enjoyable activities that kept us well entertained. Our gracious hosts from the Legislative Assembly of Nunavut kept us well fed with native foods such as caribou, arctic char and musk ox. The meeting, which was attended by Clerks and assistants from all of the Canadian Provinces and Territories, the National Parliament, and also Clerks from the United Kingdom, Scotland and Australia, provided another marvelous opportunity to enhance American-Canadian relations.

Respectfully submitted,
For the committee
Steven T. James, Chairman
The Inside the Legislative Process Committee (ILPC) had a productive year in 2004. Committee members discussed, proposed and chose to change the number of topics and the total number of pages the biennial survey would contain. The ILPC overwhelmingly decided to limit the content of the survey to two topics with no more than 10 – 15 pages. The two topics for this biennium are: Regular and Special or Extraordinary Sessions, and Committee Procedures.

In May 2004, Brenda Erickson, NCSL, developed and compiled the 04-05 Survey for the committee’s review. All edits and suggestions made by committee members were incorporated into the final document. Brenda sent the survey to all principals in June. Currently, 58 chambers have mailed their responses to NCSL. Also in June, the 02-03 Survey was published, printed and sent to all principals and legislative librarians.

While in Salt Lake City, the ILPC assigned committee members present to contact legislative chambers who have yet to respond to the survey questionnaire. Because of the changes made to the length of the survey, the committee expects to have an excellent rate of response this year.

Respectfully submitted,
Claire J. Clift, ILPC Chair
The International Communications and Development Committee developed a scrapbook of photos taken over a period of several years by ASLCS members who have attended international conferences, a framed collage of photos for presentation by President Norm Moore to ANOMAC President Javier Dominguez Morales at the ANOMAC 2004 Annual Meeting in Puebla, Mexico, August 2004. The International Directory was published, printed and posted to the NCSL/ASLCS web site and committee members also assisted with the ASLCS/NCSL International Program in Salt Lake City UT, July, 2004.

The committee worked with ANOMAC President Javier Dominguez Morales to furnish participant(s) from ANOMAC to a couple of states in the ASLCS/ANOMAC Working Together Program created under 2002-2003 International Communications & Development Committee Chair, Patsy Spaw, TX. Because of scheduling conflicts with the intended participant and both states, we were unable to carry out the intent of the program for the year. We have several states interested in participating in this program for the 2005 Regular Session and are desirous of being able to carry this program forward.

Respectfully submitted,
Diane Bell, Chair
The Legislative Administrator committee has had a very productive year.

In September at the Annual meeting the committee met and discussed ideas about purchasing a digital camera. The Executive Committee gave approval for the purchase of a camera up to an amount of $2,000.00. Thanks to the efforts of George Bishop, VA, the committee was able to purchase the camera for less than $500.00.

In December at the Winter meeting the committee discussed publication standards and recommendations that should be taken to the Special Committee on Publication Standards. The following recommendations were made:

1. Web editions of the Administrator would not need to contain the minutes or the membership rosters of the committees.

2. The final issue of the Administrator, which is published, should contain an annual report and membership roster of each committee.

3. The final issue of the Administrator, which is published, would not contain "states at a glance" from prior issues.
4. All editions of the Administrator will contain the minutes of the Executive Committee, as well as business meeting minutes.

In July at the NCSL Annual meeting, the Committee again discussed the recommendations that were taken before the Publications Standards Committee and asked that the Chairman of the Publications Standards Committee take the recommendations to the Executive Committee for approval. The Executive Committee approved those recommendations.

The Committee also discussed the following:

1. Encouraging all members of the Society to send in photos for publication in the Administrator.
2. Encouraging all members of the Society to help with "states at glance" articles.

Respectfully submitted,

Norma Chastain, Co-Chair
Cheryl Laube, Co-Chair
Membership and Communication Committee

COMMITTEE MEMBERS
Karen Brown, UT                                      Pamm Juker, ID                                      Rose Ramsey, VA
Liz Clark, AK                                          Evelyn Martinez, AZ                                 Jacqueline Scott, VA
Polly Emerson, TX                                      Annette Moore, UT                                   Julianna Singh, AK
Nathan Hatfield, VA                                     Jeanette Moore, VA                                 Linda Tubbs, TX
Elizabeth Hawthorne, MS                                Trish O’Brion, VA                                   Denise Weeks, NC
Janet Jones, KS                                         Lois Pulliam, KY                                   Maureen Wilson, UT

ASLCS Membership and Communication Committee
2003-2004 Annual Report
Co-Chairs Suzi Lowell and Kirsten Waid, Alaska
Vice-Chair J.R. Rodrigue, Colorado
Associate Vice Chair Gwen Bailey, Virginia

The Membership and Communication Committee has been working throughout the year welcoming new members to the Association and developing a plan for the Fall New Attendees’ Orientation at the Professional Development Seminar in Baltimore. All new members have received a letter welcoming them to the Association. The ASLCS orientation pamphlet is being updated and it will be passed out to new attendees at the Fall Professional Development Seminar.

At our Winter Meeting in Oklahoma City, the Committee agreed on the following:

- There will be one sponsor for each two new attendees. It was also decided to continue with the tradition of the sponsors bringing a gift from their State with an approximate value of $10 for their new attendees. The Co-Chairs will contact ASLCS members regarding sponsorship upon receipt of the New Attendees List.
Membership and Communication Committee

- The theme will be “Life’s Journey” using shoes as a symbol. Committee members have been asked to contribute interesting shoes as part of the decorations.
- There will be a door prize for new attendees. In order to give them incentive to visit the Hospitality Suite, each new attendee will be given three opportunities to win a door prize. There will be three cards included in their Bus Ride Invitation when they register. These cards can be dropped into a “Boot” in the Hospitality Suite on three different visits. The drawing will be at the Wrap-Up and the new attendee must be present to win. Logo items were suggested as prizes.
- There will be a separate New Attendees Registration Table. This will be where the new attendees get their name tags and meeting schedules and have traditions like pin trading explained. Members of the Committee will be manning the table.
- The Executive Committee extended an invitation to the new attendees and their sponsors to ride with them on the 45 minute Annapolis bus trip. There will be one or two buses depending on the number of new attendees. The Bus Ride Invitation will be passed out at the New Attendee Registration Table.
- The Find a Member contest will be continued but it will be reversed so that old members have to find a new member. Old members will be given a card and five stickers. When they find a new member they will give them a sticker and have them sign their card. The completed card will be dropped into another boot for a drawing at the Awards Luncheon.
- There will be a New Attendee Wrap-up. The agenda will include turning in the New Attendee survey, an informal discussion of Seminar experiences, and a Door Prize drawing.
- The Pin Contest will be continued.

During our Summer Meeting in Salt Lake City, the Committee accomplished the following:

- Letters will be requested from the President, the President Elect and the ASLCS Liaison for inclusion in the Orientation booklet.
- The Hospitality Suite will be requested for the New Attendees Orientation.
- There will be an Ice-Breaker Game. New attendees will be arranged in several groups, depending on the number of attendees and will be assigned a particular topic derived from the shoes that are decorations and then the groups will reorganize. (example: baby shoes = where were you born; tennis shoes = what is your favorite sporting activity) The Alaska members will fine-tune the game prior to Baltimore.
- The Executive Committee will be asked to serve refreshments at the Orientation.
- Sign Up Sheets were filled out for the New Attendee Registration Table.

The Budget for the New Attendees Orientation in Scottsdale last year was $600. The Food and beverage total was $544.10 including tax and gratuity. Supplies and decorations totaled about $50. The President said the new member orientation budget was included as a line item in the meetings budget. We expect to spend approximately the same amount this year.

Respectfully Submitted,

Kirsten Waid, Co-Chair
Suzi Lowell, Co-Chair
Thanks to the hard work of a number of people the 2003-2004 Professional Journal Committee has enjoyed another terrific year.

In November, the Committee produced the Fall 2003 edition, which contained four articles written by student interns from Virginia and Arizona. This was the culmination of a project launched in 2001 by the previous committee. The intern coordinator in each state was asked to submit an article or articles written by student interns during or after the 2003 session about their experiences. Although approximately a dozen states expressed interest in the project, the Committee received submissions from just four states – Arizona, Ohio, Utah, and Virginia. From these four were jointly selected for publication by the outgoing and incoming editors of the Journal – Annette Moore, Utah Senate (2001-2003) and Scott Maddrea, Virginia House of Delegates (2003-2005). The Professional Journal Committee wishes to thank the interns who wrote and submitted the papers, the intern coordinators who supported and encouraged them, the staff of the National Conference of State Legislatures for facilitating the notification of intern coordinators about the project, and the members of the 2001-2003 and 2003-2004 editorial board for their assistance in reviewing the papers submitted. We hope all the members of the Society appreciated this slightly different look at the legislative process.
In May of this year, the Committee published the Spring 2004 edition of the Journal containing articles from John Phelps (FL) on the early history of the legislative clerks, Steve James (MA) on the power of the executive vs. the legislature, and George MacMinn on the Westminster system in Canada. In addition, Millie MacFarlane (ME) provided an article on the impact of term limits written by one of her members, Representative Matthew Dunlap. Each of these articles has received praise from the Society since the Journal’s publication and the committee would like to thank John, Steve, George, Millie and Matthew for sharing their work with us.

The Fall 2004 edition of the Journal will be published later this year and the Committee would encourage any member of the Society to submit an article for publication. The Committee feels strongly that this is the Society’s Professional Journal and, first and foremost, should be a vehicle for Society members to publish articles on the legislative process for the benefit and enjoyment of all the Society. Although we welcome articles on parliamentary procedure, staff management, legislative technology and interesting case studies from the various states and our international colleagues from professionals outside the Society, the Journal Committee remains committed to maintaining the Journal as outlet for recognizing the work and writing of the Society’s members.

The chair would like to extend his personal appreciation to ASLCS President Norm Moore and President-elect Bruce Jamerson for their continuing faith, encouragement and support. In addition, I would like to thank the members of the Editorial Board – Linda Hawker, IL (Vice Chair); Linda Tubbs, TX (Associate Vice Chair); David Gibson, VT; Annette Moore, UT; Pat Saville, KS; and Barbara Regen, VA – without their hard work and efforts the Fall and Spring Journals would never have been produced. Their contributions have been enormous and their efforts most certainly appreciated – a heartfelt thanks to all!
The Program Development Committee met three times: September 11, 2003, in Scottsdale, Arizona; December 6, 2003, in Oklahoma City, Oklahoma; and July 21, 2004, in Salt Lake City, Utah.

The Committee's work for the year focused on preparing the program for the Professional Development Seminar to be held September 22-27, 2004, in Baltimore, Maryland, a project that will be continuing until the meeting takes place.

The Committee decided to have three plenary sessions, as that seemed to work well in Scottsdale, with one of the plenaries focusing on parliamentary procedure and using primarily in-house talent. That session is taking shape, and we are hoping to have one or two guest parliamentarians from Congress contribute to the plenary. For the other two plenaries, the Committee chose a new approach – having one speaker do both sessions. Larry Ransom from the Washington State group BizFutures will do a 3-hour session on "Loving What You Do/Doing What You Love" and a 1½-hour session on "Creative Listening."
The Committee initially considered having three concurrent sessions in each of the 5 time slots allotted, but ultimately decided that two larger sessions would be preferable. This gave us 10 slots to fill, and other committees stepped forward to take care of half of those. The Support Staff Committee will be sponsoring two sessions, "Human Resources Personnel Law Update" and "Page Programs/Legislative Internships;" the Technology and Innovation Committee is presenting two sessions, "Pros & Cons of Automation of the Legislative Process" and "The Reality of Real-Time Posting of Information;" and the International Communication and Development Committee is sponsoring a session, "An International Experience."

After a lively discussion at the meetings and via e-mail, the Program Development Committee chose the following topics for the remaining five concurrent sessions: "How a Bill Becomes a Law," "Follow-Up to Term Limits," "What's New in Legislative Technology," "Ways to Improve Cross-Training," and "Hiring, Retaining and Rewarding Staff."

Committee leadership also worked with the Maryland delegation to integrate the staff group breakouts and a pair of concurrent sessions into our very full day at the Capitol in Annapolis. The breakouts will be combined with tours of the Legislative Campus, so each group can decide how much time to spend on each stop of the tour. The day at Annapolis will end with the host state event, a dinner cruise back to Baltimore. The openness and flexibility of the Maryland delegation has made the Committee's work on that part of the program wonderfully easy.

The Program Development Committee is having a very busy year, and we've received a marvelous amount of help and support from President Norm Moore; NCSL staff members Joan Barilla, Brian Weberg and Natalie O'Donnell; the 2004 No Host Committee; and a lot of other Society members who've offered advice or made suggestions or agreed to serve on a panel or take on some other task.

We invite you to come to Baltimore to see in more detail what we've done.

Respectfully submitted,
Judy Barrows, ME, Chair
The Roster Committee met September 11, 2003, in Scottsdale, AZ; December 6, 2003, in Oklahoma City, OK; and July 21, 2004, in Salt Lake City, UT. At these three meetings the members focused primarily on format changes to future editions of the *Roster*. It was the consensus of those in attendance that the Roster should be streamlined and the contents reflect that of just a “roster.” The committee concluded that information such as Bylaws and Standing Orders would best be retained on and accessed via the ASLCS web site. The *Roster* would then include the “links” needed to access information via the ASLCS web site.

Currently, the Roster is published and distributed just prior to the annual meeting. Much information now in the Roster -- ASLCS officers, executive committee, committee chairs and membership -- is out of date as soon as it is published.
Roster Committee

because this information changes at the annual meeting. Thus it was the consensus that the publication date be changed until after the annual meeting so that changes made during the annual meeting could be reflected in the Roster.

In addition to the “roster only” format, discussion was held as to printing the Roster in a smaller, more “user-friendly” size. A smaller, condensed version of the Roster would result in a significant cost savings. It would still include the information that members find most beneficial -- the general feeling being that the Roster is most used for members’ names, phone numbers, office and e-mail addresses, and photos. Further flexibility and changes in design, such as a “pocket size” type of format, would be much easier to accomplish with the reference information accessible elsewhere.

The Committee directed the Co-Chairmen to take the above recommendations to the Executive Committee for their consideration. No decision has been made as of this time.

Respectfully submitted,

/s/ Jeannine Wood  
Co-Chairman

/s/ Pamm Juker  
Co-Chairman

/s/ Rusti Horton  
Associate Vice Chairman
COMMITTEE MEMBERS

Dianne Arrington, TX  
Dave Avant, AL  
Liz Clark, AK  
Ann Cornwell, AR  
Inga Emerson, DE  
Betty Kay Francis, TN  
Nathan Hatfield, VA  
Elizabeth Hawthorne, MI  
Pamm Juker, ID  
Tim Kohoe, CN  
Charlotte Mary, VA  
Mary Monahan, MY  
Samm Moody, OR  
Jeanette Moore, VA  
Trish O’Brion, VA  
Connie Peltier, MN  
Lois Pulliam, KY  
Julianna Singh, AK  
Sharon Soliere, AZ  
Sandy Tenney, UT  
Margaret Watts, KY  
Denise Weeks, NC

ANNUAL REPORT OF THE SITE SELECTION COMMITTEE  
2003-2004

Submitted by Annette Moore (UT), Committee Chair  
Vice Chair: Mark Corrigan - Pennsylvania  
Associate Vice Chair: Harle Glover - Nevada

The following people served as members of the 2003-2004 Site Selection Committee: 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 Worrell, 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; Betty Kay Francis, TN; Charlotte Mary, VA; Dave Avant, AL; Nathan Hatfield, VA; Sam Moody, OR; Tim Kehoe, CT; Trish Obrion, VA.

The two-fold charge given to the 2003-2004 Site Selection Committee was (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.”
The state of Illinois graciously offered to host the 2005 Annual Professional Development Seminar in Springfield. This recommendation was made to the Executive Committee and unanimously approved in December 2003. Formal approval from the President of the Illinois Senate, Emil Jones, Jr., came in the form of a letter to President Norm Moore in February 2004.

At the September 11 meeting in Scottsdale several copies of the manual, "Guidelines for Hosting the ASLCS Annual Professional Development Seminar," were distributed to committee members with the request that they look through it and forward any suggestions to the chair. Recommended changes were incorporated into a final draft which was presented to the committee members at the July 22, 2004, meeting in Salt Lake City. They included (1) expanding the checklists for traditional host state, no-host, and hybrid-host sites; (2) adding language that emphasizes the need to develop and strictly adhere to a budget, as well as prioritize and remain flexible in the event anticipated revenues aren’t realized; and (3) adding an example of a traditional host-state budget. A final request was made of committee members to review the revisions so the manual can be printed in time for the annual meeting in Baltimore.

At the July 22, 2004, meeting in Salt Lake City the chair reported that plans are moving ahead for the 2005 meeting in Springfield, Illinois. Illinois is looking forward to hosting the meeting, and events are planned at the new Abraham Lincoln Presidential Library and Museum as well as at a historic home near the Capitol restored by Tony Leone.

Patsy Spaw has agreed to host the 2006 meeting in Austin, Texas, pending approval by the Texas legislative leadership. Additionally, the committee discussed several locations of interest for future meetings beyond 2006 that will be recommended to the 2004-05 Site Selection Committee for follow up.
COMMITTEE MEMBERS

Dianne Arrington, TX
Jane Atkinson, VA
Matthew Baker, NV
Judy Barrows, ME
Jay Braxton, VA
Donna Doyle, WI
Inga Emerson, DE
Betty Kay Francis, TN

Jane Gill, NV
Harle Glover, NV
Brad Hendrickson, WA
Maryann Horch, VA
Patty Lung, VA
Scott Maddrea, VA
Charlotte Mary, VA
Al Mathiowetz, MN

Patrick Merkel, TN
Tara Perkinson, VA
Hallie Rice, LA
Jim Schratz, AR
Margaret Watts, KY
Dianne Whitaker, VA
Susan Whitford, NV

Annual Report of Support Staff Committee for 2003 - 2004

Associate Exchange Program

The most notable work of the Support Staff Committee this year involved the Associate Exchange Program. In Scottsdale, the Bylaws and Standing Orders Committee approved a recommendation to change the Standing Orders dealing with the amount of reimbursement available to participants in the program. Under the old order, each participant would receive $250 towards expenses. With the change, the amount a participant receive a minimum of $250 for expenses if there were the maximum four participants selected for the program. If the number of applicant were less, the amount of expense reimbursement could be adjusted, i.e., this year there were three participants and each received $333.33.

The committee recommended to the Executive Committee that three applicants be apporved to take part in this year's Associate Exchange Program. The three were, Barbara Regen, Maryann Horch, of Virginia; and Cyndy Johnston from Oregon. Barbara and Maryann went to the Colorado House while Cyndy visited the Virginia Senate. Their reports can be found in the Spring issue of the Administrator. In should be noted, that the Standing Order prohibiting more than one participapnt from the same state was suspended for the year.
Additionally, the Associate Exchange Program is scheduled to be reviewed by the Executive Committee to gauge the worth of the program. It will be the recommendation of the current Support Staff Committee that this valuable educational program be continued.

Staff Breakout Sessions

The Committee surveyed the membership of the Society to get their opinion regarding the Breakout Sessions and what changes, if any, could be made to make the sessions better. Results of the survey produced no clear outcomes and the Committee decided to make no substantive changes for the Baltimore sessions.

Concurrent Sessions

The Committee will sponsor two Concurrent Sessions in Baltimore. Topics to be covered in Page\Intern Programs and HR\Employment Law Update.
Annual Report of the 2003-2004 Technology and Innovation Committee

The Technology and Innovation Committee is sponsoring two concurrent sessions for the 2004 Annual Professional Development Seminar in Baltimore, Maryland: "Automation + the legislative process = change. Can you handle it?" and "The reality of real-time posting of information." Both sessions focus on the pros and cons of automation and technology in the legislative atmosphere.

The Committee also worked on other projects throughout the year, which will be continued to the 2004-2005 Technology Committee, including creating an ASLCS e-mail database and updating the ASLCS website.
ASLCS Hosts NCSL International Program Delegates in Salt Lake City, Utah

During the 2004 Annual NCSL meeting, the ASLCS Special Committee on International Clerks and Secretaries cosponsored with the NCSL International Programs Section a program for visiting international delegates. This program featured workstations staffed by ASLCS members and certain vendors of legislative technological services.

The program was a huge success as the ASLCS members setup workstations that focused on the following topics:

- civic education and conveying the legislative product via the Internet
- member service functions of the Clerk’s offices
- journal and calendar compilation
- developing and using the constitution and rules

This program was held in conjunction with other international delegate activities. The format guaranteed a large number of participants from many different countries, both members and staff. The ASLCS staffed workstations and the participating vendors (International Roll-Call, LexisNexis, and Public Systems Associates, Inc.) were stationed throughout the Grand America Hotel ballroom. This provided us the opportunity to present information on our various procedures, services, and products, and to network with our visiting international participants.

During the one-hour program, certain ASLCS “Ambassadors” were available to direct the visitors to meet and greet, direct, and distribute the “Legislative Passport.” The “Legislative Passport” contained a brief narrative of each workstation, and international delegates were supposed to have their passport stamped at each ASLCS workstation visited. However, Federal Express lost the box with the stamps so we had to improvise—but they never knew the difference. In addition, at each ASLCS station a state pin or other trinket was provided to each participant. Then, during the international delegate luncheon, which was sponsored by ASLCS and the participating vendors, each delegate was eligible for a drawing for one of five ASLCS clocks—but the clocks were in the same Federal Express box as the stamps, so we had to improvise. Carmela Bills had five Virginia Jefferson Cups immediately shipped to Salt Lake City and then the winners were tracked down at their hotel and received their gift—they never knew the difference.

This was a very successful program thanks to the collective efforts of the special committee members Jeff Finch (VA-House), Carmela Bills (VA-House), Diane Bell (FL-House), Robert Haney (TX-House), Steven James (MA-House), John Phelps (FL-House), Patsy Spaw (TX-Senate), Ann-Marie Sweeney (PA-Senate), Karen Wadsworth (NH-House), and Brian Webber, Natalie O’Donnell, and Kathy Brennan Wiggins of NCSL. Also, the program’s success is directly attributed to the financial support received from ASLCS and our private company vendors along with the leadership of ASLCS President Norm Moore (AZ-House). ASLCS’ abilities to continue sponsoring programs of this caliber are only possible through the hard work and diverse talents of its members. Thank you for your efforts and support.

Last, at the last meeting of the ASLCS Executive Committee, the charge of this special committee has now been incorporated into the annual objectives of the ASLCS standing committee for International Communication and Development.
THE “ROLL CALL” OF THE NORTH
C.A.T.S. MEETING IN NUNAVUT A HUGE SUCCESS

This year the annual Professional Development Seminar of the Clerks-At-The-Table of Canada was held (August 2 through August 5) in a very different, but very interesting location . . . Iqaluit, Nunavut. “What!” you say, you’ve never heard of Nunavut, no less Iqaluit! And . . . how can there be a word containing a “q” that’s not followed by a “u”? Well, you are not alone in those questions. Nunavut is the youngest territory of Canada. It was carved from the Northwest Territories, having been granted sovereignty in April of 1999. Nunavut is located to the west and north of Hudson Bay, and Iqaluit is located on Baffin Island, which is to the northeast of Hudson Bay. For me, it was more than a four hour jet flight from Montreal (there was one brief stop in small village called Kuujjuaq in northern Quebec). If you’ve ever experienced the thrill of climbing or driving to the top of a mountain, and made note of the altitude at which trees begin to get considerably smaller, and then disappear completely, then you have been above “tree line” of that mountain. In Iqaluit you are above “tree line” of the world. The only plants that will grow in Iqaluit are fragile arctic plants that, like an infant clinging to its mother, hug the ground for what little warmth can be captured from the Earth. There are no lawns, no gardens and all fruits and vegetables are shipped in from the south. Three ears of corn cost $5.40 Canadian. The 6,000 residents who live there love it (at least the ones that I spoke with told me that they’d rather live there than any place else).

Attending this year's conference were clerks from the Federal Parliament in Ottawa (both the Senate and the House of Commons), and also clerks from every province and every territory of Canada. Additionally, two clerks from England, one from Scotland, two from Australia and six lucky attendees from the U.S., including President Norm Moore of Arizona, Carmela Bills of Virginia, Denise Weeks of North Carolina, Steven James of Massachusetts and Jane and Flip Richards of Arizona. Jane and Flip are honorary members of the Clerks-At-The-Table.

On Tuesday, with temperatures outside hovering in the 30’s, we warmed ourselves in the Assembly Chamber for the beginning of the working sessions, which were concluded on Thursday. The sessions, which were interesting and spirited, covered the following topics: “The Challenges Posed by Independent Members”, “Member Liability Insurance: Indulgence or Necessity?”, “Modernizing the Procedure of the National Assembly of Quebec: Two Visions of the Future”, “Committee Systems as Engines of Constitutional Reform: Revolutionary Change or Organic Development? The Westminster Experience”, “Members’ Codes of Conduct: an Update and the Way Forward”, “Protecting and Preserving...
the Integrity of the Parliamentary Precinct During a Labour [sic] Dispute”, “Bring Committees to Canadians: Renewal of Websites”, and “Is the Clerk an Officer of Parliament or Just Another Public Servant?”.

Our evenings, for the most part, were spent at the local Legion Hall. Unfortunately, this led to an outbreak of what was euphemistically coined “Legionnaire’s disease” among some of the participants.

This is the third meeting that I have been privileged to attend in Canada, and I feel very honored to have had the opportunity to be so blessed. An interesting sidebar of these meetings is that there are translators who translate the English for the French speaking attendees or French into English for the English speaking participants. At this meeting, additionally, the translators were equipped to interpret Inuktitut into English or French and English or French into Inuktitut. Carmela Bills, making an enthusiastic comment about her work in Virginia, began in Spanish, which brought a light moment to a serious session on the subject of involving and educating young people and the public about the legislative process.

Mealtime was an adventure for many of us, as we were provided with an array of foods that you don’t see on menus outside of the North Country, including caribou, arctic char and musk ox. I personally found the food to be very tasty. It was my observation that most plates were picked up empty.

On Wednesday we were treated with a very special trip to Pangnirtung, which is even farther north than Iqaluit. There are no roads connecting any of the 26 communities of Nunavut, so, the only two ways to get from Iqaluit to Pangnirtung are by sea or by air; and we flew. Pangnirtung, which is less than 25 miles from the Arctic Circle, is at the mouth of the beautiful Pangnirtung Fiord. While some of the attendees fished for arctic char, others shopped for Inuit art; and still others were educated and entertained at the visitor’s center. Pangnirtung’s airstrip cuts right through the middle of the small village. The approach takes passengers over the mouth of the fiord, splitting the surrounding mountains. The pilots for First Air should be commended for their extraordinary skills.

On Friday, it was regrettfully time to say our sad goodbyes to all the wonderful friends we made, both old and new, and return to the realities of life south of the arctic. Life at home, although certainly much less harsh than life in the North Country, may not be as serene as lifestyles in Nunavut.

Steven James
Massachusetts
Chair: Canadian-American Relations Committee
ARIZONA
(Cactus Wren) A voter initiative seeking to prohibit the use of public money to fund state political campaigns has been ordered off the ballot. Arizona Chief Justice Charles E. Jones issued an order the afternoon of August 12, 2004 stating that the Supreme Court affirmed a lower court ruling that the initiative violates the "single subject" rule of the state constitution. The measure, if it had been allowed to appear on the ballot and had passed, would have taken the sources of revenue used to pay for political campaigns and given that money to the state's general fund.

Setting aside decades of rivalry, the state's two largest universities, Arizona State University and the University of Arizona on August 9 signed a memorandum of understanding with the Board of Regents to create the Phoenix biomedical Campus of the Arizona University System at the old Phoenix Union High School site. The two universities will jointly run the medical school. The agreement will accomplish three things: a superior delivery system for health care, a "pipeline" to add doctors and nurses to Arizona and an intensified medical research effort in Phoenix, says the regents president. The school, Governor Napolitano said, is only possible because of "an unprecedented partnership" between the two universities.

Last call--tack another hour onto Arizona's party time. Effective August 25, 2004, Arizona will join much of the rest of the nation with liquor sales that end at 2 a.m. instead of 1 a.m. Nightclub owners, bartenders, bands, nighthawk partiers and even tourism interests favor the change, saying it will improve Arizona's night life without any major downside. Some fear the extra hour will unleash more problems when the bars let out.

CALIFORNIA
(California Valley Quail)
Technology--The California Legislature has completed development of its new “Legal Services System,” which revamps the bill drafting process. This new system, developed by the Legislative Data Center, is scheduled for release in Fall 2004. The new bill drafting system is just one component of a complete overhaul of the legislature’s information systems that has been underway for years. The Senate and Assembly publications and bill data systems are scheduled for major upgrades after the bill drafting system is in place.

Additionally, as part of its “Enterprise Strategic Initiative” project, the Data Center has also scheduled the replacement of the Capitol’s long-standing bill tracking computer network, the “Inquiry System.” The Assembly’s first statewide computer network, which linked Capitol offices to district offices throughout the state, was first installed in the early 1980’s, and has been substantially modified several times over the years. The replacement system will be known as the IS Web, with Phase One to be released by the end of 2004. This new system will be an internal web-based browser system. A new bill referral system will be implemented by year’s end as well.

Connecting with The People --The Legislature continues expanding its commitment to bring live legislative coverage to California households via the California Channel and the internet. The Assembly’s statewide cable television broadcast system recently instituted a “running ticker” at the bottom of the screen, showing viewers a scrolling summary of the bill currently being debated. Also, when a rollcall vote is taken, all Members’ names are displayed on-screen, showing their vote on the measure. Over 5 million cable subscribers may view floor sessions and committee hearings from their homes and offices. Additionally, online streaming audio of the legislature is currently available to computer users via www.assembly.ca.gov; streaming video is scheduled to be added in Fall 2004.

The Legislative Data Center has also unveiled the Legislature’s official new web portal (www.legislature.ca.gov). This web site includes a user-friendly searchable database for access to bills, analyses, statutes, codes, rules, legislative actions, legislative publications, and district information.
States at a Glance

Automation -- The California Assembly continues to enhance and upgrade its automation of the legislative process. After years of testing and modifications, in 2004 the Assembly installed an automated vote change kiosk system in the Assembly Chambers. The California Assembly allows its Members to change their votes or add-on to rollov calls prior to the adjournment of each floor session, as long as the outcome of the vote isn’t affected by the changing of their vote. During busy floor sessions, hundreds of vote changes might occur in the 80-Member body. The new system allows Members to simply print a list of rollov votes at a kiosk in the Chamber, sign-in to the system using a personal identification number, and change their vote to “aye,” “no,” or “not voting.” Electronic signature verification is utilized as part of the new system. Previously, a thick binder of paperwork and a tedious, manual signature verification process was used, often requiring hours of staff work on busy floor session days.

Other enhancements made in recent years include improved functionality of the Members’ touch screen laptops, which display bill text, agenda information and pending floor amendments. Amendments are entered into the system via a barcode scanner, which allows the text and analyses to be instantly displayed on all Members’ laptops. The floor agenda information, bill analyses, amendments, and the voting system are now all linked, providing valuable information at the Members’ desks. Additionally, the Chief Clerk’s web site (www.assembly.ca.gov/clerk) added a searchable database that includes all Journals from 1849 to present. Journals have been digitally scanned and are viewable in pdf format, making it much easier to research precedent and legislative actions taken decades ago.

Internship Program -- The Assembly Chief Clerk’s paid legislative internship program, instituted in 1989, continues to be a success. Each year, five college juniors and seniors from University of California, Davis and California State University, Sacramento are selected to serve in full-time legislative clerk positions for a period of five to seven months. Utilizing interns allows the Chief Clerk’s office to augment its 30-member full-time staff during the busiest times of legislative sessions. Interns serve in the Engrossing and Enrolling Office, the Chamber, the Floor Analysis Unit, and the amending office. They perform non-partisan duties, such as processing bills, amending legislation, proofreading, enrolling legislation with the Secretary of State and the Governor, editing bill analyses, and completing research projects. A Guest Speaker Program and parliamentary roundtable discussion groups are also incorporated into the activities, providing students with an inside view of Capitol politics from various journalists, legislators, lobbyists, and key staff. Students are from all majors, and receive 10-12 units of upper division college credit and a $1,575 monthly salary. Since the positions require the interns to work 40 hours a week (and more), the universities have been very flexible in working with students to ensure they can fulfill their campus requirements. Upon completion of their duties, many internship graduates procure full-time positions in the legislative and executive branches, as well as in the lobbying corps. The program has been beneficial to students as well as the Office of the Chief Clerk.

IDAHO
(Mountain Bluebird) Idaho’s Capitol building holds the unique distinction of being the only capitol in the United States heated by geothermal water. In fact, all of the buildings within Idaho’s Capitol Mall Complex are heated with geothermal water.

The state of Idaho pioneered the use of geothermal energy in its Capitol Mall Geothermal Energy Project. Completed in October 1982, the system taps the area’s natural hot water resource and provides low-cost hot water heating for the Capitol and seven adjacent state office buildings. Over 95% of the $1,850,000 project was funded directly by the State of Idaho, and it is estimated that it now saves the state approximately $300,000 per year in heating costs.

A 3,000 foot well in the geothermal heating system can produce about 1,000 gallons per minute of water at 165 degrees Fahrenheit under natural artesian pressure. A natural gas heating system is retained as a backup to the geothermal system and for supplying additional heat requirements on extremely cold days. This natural hot water source has heated homes and businesses in east Boise for nearly a century.

One of the most interesting aspects of the geothermal heating system, in addition to the cost savings, is the fact that the
water is recycled. The geothermal water gives up its heat to heat exchangers located in the mechanical rooms. The exchangers, in turn, provide heat to the air handling equipment, which warms the building air supply. In the process, the geothermal water is cooled to approximately 120°Fahrenheit and then pumped to the injection well, where it is put back into the underground reservoir.

MASSACHUSETTS
(Chickadee) As some of our readers may be aware, Massachusetts hasn’t ended its session since 1988. The Constitution of the Commonwealth, which is the oldest active constitution in existence, requires that the House and Senate may not adjourn themselves for more than two days, except if the session had ended because the General Court (what they call their Legislature) had prorogued [adjourned sine die].

Massachusetts has, however, under Joint Rules adopted in 1995, ended its “formal sessions” for this year. When meeting in formal sessions the House and Senate may conduct any and all business, they may have debate, and they may conduct roll call votes on bills and other measures presented to their chambers. Under the 1995 adopted rules, however, the General Court may not conduct any formal business after the third Wednesday of November of the first annual session or the last day of July of the second annual session. So from the first of August until January the Legislature, not having prorogued, is forced by the Constitution to meet and conduct business at least two days a week in “informal sessions”. During these informal sessions business may still be conducted, including the passage or rejection of legislation. The House rules specify that no roll call votes may be taken, and no formal debate is allowed during such informal sessions. In reality, all business is conducted by unanimous consent. A quorum is always assumed, unless doubted, so members are not required to attend the informal sessions. Attendance by the members, therefore, is minimal. During an informal session any one rank and file member may unilaterally stop the passage of a bill by simply objecting to its advancement. This creates many interesting scenarios, especially when important legislation crucial to the operation of the state (frequently advocated by leadership) is held hostage by the lone objection of a rank and file member. Frequently the rank and file members who use this tactic are not actually opposed to the legislation to which they have registered the objection, but instead use the empowerment provided to them under this unique situation to leverage free and advance legislation that they support.

Believe it or not, a large number of bills, some of which are major pieces of legislation have made it through the legislative process during these blocks on the calendar that prohibit “formal sessions”. As a matter of fact, in the year 2000 forty-one percent of the bills that became law that year were passed by the General Court and put on the Governor’s desk subsequent to the July 31 deadline for formal sessions. This supposed “down-time”, therefore, can be a very busy time for members of the legislative staff.

NORTH CAROLINA
(Cardinal) The 145th Session of the General Assembly adjourned sine die July 18, 2004, at 6:14 a.m. The historic session began with the House electing two Speakers for the 2003 – 2004 session. As a result of the coalition that had formed to elect Speakers Black and Morgan, some House seats were targeted in the primary election, which was held July 20, 2004. As a result of targeted seats and new districts being drawn, eight incumbents lost their seats in the primary. One more incumbent’s seat will be decided in the August 17th runoff election. The November ballot will have 86 Democrats, 86 Republicans and 24 Libertarian candidates for the 120 seats in the House.

OHIO
(Cardinal) Ohio’s First Lady Hope Taft announced the creation of a Code Adam program at the Statehouse. Code Adam is named for Adam Walsh, the six-year old boy who was abducted from a Florida shopping mall and murdered in 1981. Wal-Mart pioneered the Code Adam program for children lost or missing in a Wal-Mart facility. Since then the procedure for establishing such a program has been implemented in thousands of public buildings throughout the nation.
In April 2003 the Code Adam Act became law requiring federal facilities to establish procedures for a child missing in a federal facility.

The Ohio Statehouse is believed to be the first state government facility in Ohio to implement a Code Adam Alert program and has adapted the Wal-Mart program to meet the unique security needs of a building with many floors, passages, chambers and exits.

The Program was organized and implemented by the Capitol Square Review and Advisory Board in cooperation with the Statehouse Command Post of the Ohio State Highway Patrol, Senate and House staff, Statehouse volunteer tour guides and Statehouse employees who have been trained to do special tasks if a child is reported lost or missing in the Statehouse.

More than 75,000 children visit the Statehouse every year, and while no one has been reported lost or missing, drills are held every few months to ensure that the staff is prepared for such an event. The following outlines the procedures used:

- When a child is reported missing to any employee in the Statehouse, the employee is trained to take specific information from the individual making the report and then notify the Ohio Highway Patrol Command Post immediately.
- An alert is issued on the public address system.
- Trained staff and volunteers are to stop normal work. Some move to exits and remain there to help prevent the child from leaving or being taken from the building. Others move to designated areas to search for the child.
- If a child is not found within 10 minutes, or is seen leaving the building, the Ohio Highway Patrol contacts the Columbus Police Department for assistance.
- A found child is reported immediately to the Ohio Highway Patrol so a search may be ended and where he/she is taken to be reunited with a parent or teachers.

OKLAHOMA
(Scissor-tailed Flycatcher) The House will have at least 37 new members when the Legislature convenes in January. 28 of the new faces will be the result of a 12 year term limit passed by Oklahoma voters in 1990.

With the large number of open seats and the close split between Democrats and Republicans in the Chamber, Oklahoma’s battle for the House was listed as one of ten by Governing Magazine to watch this election year.

The Legislature remains adjourned to a Call of the Chair in Special Session. The session was called so a House Special Committee could continue to investigate Insurance Commissioner Carroll Fisher for possible impeachable offenses. Fisher has been indicted a multi-county grand jury on several criminal complaints earlier this year. This Special Committee expects to present a report to the House sometime in September.

TENNESSEE
(Mockingbird) The Tennessee General Assembly adjourned sine die on May 21. Unlike the past several sessions, the budget was not the most controversial topic. Worker’s compensation reform dominated debate and after almost four months of hearings, the General Assembly passed legislation to reform the state’s worker’s compensation system in the last days of session. The changes to the worker’s compensation law address permanent partial disability awards, benefit review conferences, medical fee schedules and late payment of benefits.
States at a Glance

With revenues coming in higher than projected, this year’s budget included new funding to improve teacher pay, hire additional district attorneys and public defenders, provide raises to state employees, and partially restore dedicated fund balances that were used to balance previous budgets.

Other noteworthy legislation enacted this session included: reforms to TennCare (the state Medicare program); increasing the penalties for methamphetamine; reforms to the state’s driver’s license laws; requiring all nursing homes to have sprinklers; allowing for primary enforcement of seatbelt violations; enacting charitable gaming legislation and establishing a tax on illegal drugs.

**UTAH**

*(California Seagull)* On Saturday, August 7, the Utah State Capitol closed its doors until 2008. The Capitol renovation will likely be the most important preservation project ever undertaken in the state of Utah. The main purpose of the project is to upgrade the building to survive a major earthquake. This will protect the building and its historic materials and finishes but will interfere minimally with the historic appearance. Some interior seismic strengthening will need to be done, but "base isolation" will minimize the amount of this work. The legislature, governor, and other elected officials will be housed temporarily in two newly built "extension" buildings located directly behind the Capitol.

Prior to closing the Capitol, citizens were invited to Capitol Discovery Day to celebrate the restoration kick-off. Expert guides were on hand to share the history, architecture, and art of the Capitol; and architects working on the restoration project gave a behind-the-scenes preview of how the restoration will preserve the building. Children enjoyed trying architectural crafts reflecting the skills used to build the Capitol nearly 90 years ago such as gold leafing, creating murals, constructing a dome.

**VIRGINIA**

*(Cardinal)* Special Session II --On July 13, 2004, the Virginia General Assembly convened in what was undoubtedly one of the shortest legislative sessions in the body’s illustrious history. Meeting for a little over three hours, the legislators quickly acted to fix an embarrassing mistake. Earlier this year, the Assembly considered and approved legislation to remove the state’s long-dormant “blue laws” from the Code. The “blue laws,” which date back to colonial Virginia, prohibited most commercial activities on Sunday. Although the Supreme Court had ruled the laws unconstitutional in 1988, they remained on Virginia’ books until earlier this year. Unfortunately, it was not until the legislation had been approved by both chambers and signed into law by the Governor that business groups spotted an error in the bill, which accidentally created a loophole that could have allowed workers to demand a day off on weekends.

Business groups, such as the Virginia Chamber of Commerce, feared that some businesses, including manufacturers and utilities, would be forced to give workers Saturdays or Sundays off if requested or pay them triple time if the request was denied, potentially leaving department stores short-staffed or closing small businesses on busy weekends. The groups quickly filed a lawsuit preventing workers from taking advantage of the briefly opened loophole, but a Richmond circuit judge who imposed a 90-day injunction halting enactment of the law did so reluctantly and only long enough for the legislature to go into the year’s second special session.

One hundred and sixteen of the state’s 140 lawmakers returned to Richmond for the special session at noon and quickly approved legislation to correct the error. At 3:30 that afternoon, the measure was presented to the Governor by the Keeper of the Rolls of the Commonwealth (a.k.a. Bruce) and promptly signed into law.
Teen Nudist Camp Legislation Survives Court Challenge  A federal judge has ruled that Virginia’s recently enacted legislation prohibiting teens from attending a summer nudist camp without their parents or legal guardians does not unconstitutionally interfere with a parent’s rights. The judge agreed with the chief patron of the measure and the state Attorney General’s office who argued that the law is not unlike restrictions placed by the state on youth driving or admittance to R/NC-17 rated movies. Supporters of the legislation argued the law was necessary to protect adolescents from pedophiles. The judge agreed, saying the law’s requirement for parental supervision places only a “minimal restriction” on parents who want to send their children to a nudist camp and does not violate parents' constitutional rights to raise their children as they see fit.

The case was filed by the ACLU on behalf of a Virginia-based nudist camp that last year began operating a teen summer camp for adolescents age 11-18. The suit maintained the law was unfair and discriminated against the teens and parents who want to live a "naturalist" lifestyle. Camp organizers estimated that without the new law, 34 juveniles were prepared to attend this year’s camp in Virginia; that the number was reduced to 11 as a result of the state's new restrictions. Because the number of juveniles planning to attend greatly diminished, this year's camp was moved to an undisclosed nearby state.

WASHINGTON (Willow Goldfinch) Washington State used to have a “blanket primary” that was enacted through an initiative to the legislature back in 1935. A blanket primary is one in which the voter’s ballot lists every candidate regardless of party affiliation, and the voter may choose freely among them.

In the last decade, California adopted a similar system, and in June 2000, the U.S. Supreme Court invalidated California’s system, holding that blanket primaries violates the parties’ first amendment right to freedom of association. Faced with legal challenges of our own, Washington’s legislature (eventually) replaced our blanket primary with a system like that used in Montana, where candidates appear on separate primary ballots, but voters choose which ballot to cast.

This September, Washington will hold its first closed primary in nearly seventy years. Notorious in partisan circles for our large block of self-identifying independent voters, Washingtonians are trying to figure out if they pick up the red, green, or blue ballot and if they are an elephant, a donkey, or Lady Liberty (Libertarians are a major party at the moment). Of course, this also depends on which county one resides. Counties administer elections in Washington and they are not all using the same process. Washington expects its savvy electorate will be able to figure it all out and our Secretary of State’s public service announcements are helping, but our fall elections have a whole new twist this year.

The Washington Legislature is also preparing for the move back to our Legislative Building. Closed since 2002 following the 2001 Nisqually Earthquake, it is set for re-occupancy in November of 2004. After two years and repairs and renovations of $118 million, the building is now more earthquake secure and boasts of more than 300 miles of new heating, cooling, electrical and plumbing behind the historic walls, ceilings and floors. More than 60 tons of tailor-made steel rebar were carried by hand up 266 spiral steps through the dome’s interior to secure columns 187 feet in the air. Said to be the largest on a state capitol, a new, privately-funded solar array will grace the roof (unseen from below) and generate enough energy to light our capitol’s dome throughout the year. For many, while still an honor, it’s not quite the same to legislate without the stateliness of the marble and columns and we are all eagerly anticipating getting back “home.” More information about the renovation project at: http://www.ga.wa.gov/capitol/index.html.
Baltimore, Maryland
"CHESAPEAKE VOYAGE"
AGENDA

Preliminary Agenda

**Wednesday, September 22**
- 1:00 pm-3:00 pm  Nominating Committee Meeting
- 3:00 pm-5:00 pm  Executive Committee Meeting
- 3:00 pm-8:00 pm  Registration
- 5:15 pm-6:30 pm  New Attendee Orientation

**Thursday, September 23**
- 7:00 am-9:00 am  Registration
- 7:00 am-8:30 am  Breakfast on Your Own
- 8:45 am-9:15 am  Load Buses to Capitol
- 10:00 am-10:15 am  Greetings from Maryland
- 10:30 am-12:30 pm  Staff Group Breakouts, Tours of Legislative Campus with Staff Group
- 12:30 pm-1:30 pm  Buffet Lunch in Senate Office Building
- 1:45 pm-3:15 pm  Concurrent Sessions
- 3:30 pm-8:30 pm  Host State Event

**Friday, September 24**
- 8:00 am-4:00 pm  Registration
- 7:30 am-9:00 pm  Buffet Breakfast, Business Meeting
- 9:00 am-12:00 pm  Plenary Session
- 12:00 pm-1:30 pm  Lunch on Your Own
- 1:30 pm-3:00 pm  Plenary Session
- 3:15 pm-4:45 pm  Concurrent Sessions
- Evening  Dinner on Your Own

**Saturday, September 25**
- 8:00 am-4:00 pm  Info desk
- 8:00 am-9:00 am  Continental Breakfast
- 9:00 am-12:00 pm  Plenary Session
- 12:30 pm-2:00 pm  Awards Lunch
- 2:15 pm-3:45 pm  Concurrent Sessions
- 4:00 pm-4:30 pm  New Attendee Wrap-up Session
- Evening  Dinner on Your Own

**Sunday, September 26**
- 8:00 am-4:00 pm  Info Desk
- 8:00 am-9:00 am  Continental Breakfast
- 8:00 am-1:00 pm  Mason’s Manual Commission Meeting
- 9:00 am-10:30 am  Concurrent Sessions
- 10:45 am-12:15 pm  Concurrent Sessions
- 12:15 pm-1:30 pm  Lunch on Your Own
- 1:30 pm-2:00 pm  Committee Chair Transition Meeting
- 2:15 pm-5:00 pm  Committee Meetings
- 6:30 pm-11:00 pm  State Dinner

**Monday, September 27**
- 8:00 am-12:00 pm  Info Desk
- 8:30 am-10:00 am  Continental Breakfast, Business Meeting
- 10:00 am-12:00 pm  Executive Committee 12:00 pm Meeting
# 2005 Legislative Session Calendar

## 2005 LEGISLATIVE SESSION CALENDAR
(as of June 30, 2004)

<table>
<thead>
<tr>
<th>State</th>
<th>Regular Session</th>
<th>Special Session</th>
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<tbody>
<tr>
<td>Alabama</td>
<td>Feb 1</td>
<td>May 16</td>
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<tr>
<td>Alaska</td>
<td>Jan 10</td>
<td>May 9</td>
</tr>
<tr>
<td>Arizona</td>
<td>Jan 10</td>
<td>April 23</td>
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<tr>
<td>Arkansas</td>
<td>Jan 10</td>
<td>Mar 10</td>
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<tr>
<td></td>
<td></td>
<td>Session usually extended</td>
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<tr>
<td>California</td>
<td>Dec 6, 2004</td>
<td>Sept 9</td>
</tr>
<tr>
<td>Colorado</td>
<td>Jan 12</td>
<td>May 11</td>
</tr>
<tr>
<td>Connecticut</td>
<td>Jan 5</td>
<td>June 8</td>
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<tr>
<td>Delaware</td>
<td>Jan 11</td>
<td>June 30</td>
</tr>
<tr>
<td>Florida</td>
<td>Mar 8</td>
<td>May 6</td>
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<tr>
<td></td>
<td></td>
<td>Organization session Nov 16, 2004</td>
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<tr>
<td>Georgia</td>
<td>Jan 10</td>
<td>late March</td>
</tr>
<tr>
<td>Hawaii</td>
<td>Jan 19</td>
<td>early May</td>
</tr>
<tr>
<td>Idaho</td>
<td>Jan 10</td>
<td>late March</td>
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<tr>
<td></td>
<td></td>
<td>Organizational session Dec 2-3, 2004</td>
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<tr>
<td>Illinois</td>
<td>Jan 12</td>
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<tr>
<td>Indiana</td>
<td>Jan 10**</td>
<td>April 29</td>
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<tr>
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<td>Organizational session Nov 16, 2004</td>
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<tr>
<td>Iowa</td>
<td>Jan 10</td>
<td>late April</td>
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<tr>
<td>Kansas</td>
<td>Jan 10</td>
<td>late April</td>
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<tr>
<td>Kentucky</td>
<td>Jan 4</td>
<td>Mar 29</td>
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<tr>
<td>Louisiana</td>
<td>April 25</td>
<td>June 23</td>
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<tr>
<td>Maine</td>
<td>Dec 1, 2004</td>
<td>June 15</td>
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<tr>
<td>Maryland</td>
<td>Jan 12</td>
<td>April 11</td>
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<tr>
<td>Massachusetts</td>
<td>Jan 5</td>
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<tr>
<td>Michigan</td>
<td>Jan 12</td>
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<tr>
<td>Minnesota</td>
<td>Jan 4</td>
<td>May 23</td>
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<tr>
<td>Mississippi</td>
<td>Jan 4</td>
<td>April 3</td>
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<tr>
<td>Missouri</td>
<td>Jan 5</td>
<td>May 30</td>
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<tr>
<td>Montana</td>
<td>Jan 3</td>
<td>late April</td>
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<tr>
<td>Nebraska</td>
<td>Jan 5</td>
<td>early June</td>
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<tr>
<td>Nevada</td>
<td>Feb 7</td>
<td>June 6</td>
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<tr>
<td>New Hampshire</td>
<td>Jan 5</td>
<td>July 1</td>
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<tr>
<td></td>
<td></td>
<td>Organizational session Dec 1, 2004</td>
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<tr>
<td>New Jersey</td>
<td>Jan 11</td>
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<tr>
<td>New Mexico</td>
<td>Jan 18</td>
<td>Mar 19</td>
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</tbody>
</table>
## 2005 Legislative Session Calendar

<table>
<thead>
<tr>
<th>State</th>
<th>Start Date</th>
<th>End Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>New York</td>
<td>Jan 5</td>
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<tr>
<td>North Carolina</td>
<td>Jan 26</td>
<td>early July</td>
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<tr>
<td>North Dakota</td>
<td>Jan 4</td>
<td>late April</td>
<td>Organizational session Dec 6-8, 2004</td>
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<tr>
<td>Ohio</td>
<td>Jan 3</td>
<td>*</td>
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<tr>
<td>Oklahoma</td>
<td>Feb 7</td>
<td>May 27</td>
<td>Organizational session January 4, 2005</td>
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<tr>
<td>Oregon</td>
<td>Jan 10</td>
<td>early July</td>
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<tr>
<td>Pennsylvania</td>
<td>Jan 4</td>
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<tr>
<td>Rhode Island</td>
<td>Jan 4</td>
<td>late June</td>
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<tr>
<td>South Carolina</td>
<td>Jan 11</td>
<td>June 2</td>
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<tr>
<td>South Dakota</td>
<td>Jan 11</td>
<td>late Mar</td>
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<tr>
<td>Tennessee</td>
<td>Jan 11</td>
<td>late May</td>
<td></td>
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<tr>
<td>Texas</td>
<td>Jan 11</td>
<td>May 30</td>
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<tr>
<td>Utah</td>
<td>Jan 17</td>
<td>Mar 2</td>
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<tr>
<td>Vermont</td>
<td>Jan 5</td>
<td>mid May</td>
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<tr>
<td>Virginia</td>
<td>Jan 12</td>
<td>Feb 26</td>
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<tr>
<td>Washington</td>
<td>Jan 10</td>
<td>April 24</td>
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<tr>
<td>West Virginia</td>
<td>Feb 9</td>
<td>April 9</td>
<td>Organizational session Jan 12, 2005</td>
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<tr>
<td>Wisconsin</td>
<td>Jan 11**</td>
<td>*</td>
<td>Organizational session Jan 3, 2005</td>
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<tr>
<td>Wyoming</td>
<td>Jan 11</td>
<td>Mar 4</td>
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<tr>
<td>American Samoa</td>
<td>Jan 10</td>
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<td>2nd part of session begins July 11</td>
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<td>District of Columbia</td>
<td>Jan 2</td>
<td>*</td>
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<td>Guam</td>
<td>Jan 10</td>
<td>*</td>
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<tr>
<td>Puerto Rico</td>
<td>Jan 10</td>
<td>June 30</td>
<td>2nd part runs Sept-Oct</td>
</tr>
<tr>
<td>Virgin Islands</td>
<td>Jan 10</td>
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</tbody>
</table>

**Key:**

*=Legislature meets throughout the year

**=Constitutional opening date, which may be changed. The opening date for Indiana’s legislative session typically is set during the organizational session. The Wisconsin Joint Committee on Legislative Organization establishes the session work schedule by resolution.

**Contact for More Information**
Legislative Management Program
NCSL—Denver
(303) 364-7700
**ASLCS – 2004 Winter Meeting**

**ASLCS Spring Meeting – Boston, Massachusetts – March 18 – 20, 2005**

**NCSL Annual Meeting – Seattle, Washington - August 16 - 20, 2005**

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