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ASLCS Professional Development Seminar
September 8-12, 2010
Milwaukee, Wisconsin
President’s Message

It’s been a very good year!

I can’t believe the year has passed so quickly. It really does seem that just a couple of months ago I was busily planning committee assignments, requesting members to serve as Chairs and Vice Chairs, and thinking about what may lie ahead as ASLCS moved through yet another phase in its growth.

Like all organic development, ASLCS has experienced changes on the national and home fronts, and has weathered the storms of budgetary cutbacks and uncertainty. While we are by no means completely through these situations, we have managed to remain intact, alive and well. In a nutshell, Clerks and Secretaries are a tough bunch. That’s why we do what we do so well. We encounter storms at different levels and intensities in our own lives, professional as well as private. We handle delicate situations and we somehow make it through sometimes dark and cloudy days. Service. It’s all about service. And it’s about believing in a parliamentary system that somehow works, warts and all.

And so, as we come together in ASLCS to share those moments, to learn as well as to teach, let us remember that service to our respective states and to our democracy takes place in the little things that we do—the guidance and assistance we provide to our members, to our legislative leaders and to each other, the preparedness with which we approach situations, the value with which we view even the most difficult moment. It’s those things that help us establish our own lifestory precedents and apply them with equality in our individual stations in life.

ASLCS is a great teacher, and it is a great repository of individual talent. The year has been quiet, but that does not mean it has not been productive. We have a new revision of Mason’s Manual emerging after many long and arduous hours of meetings spanning several years. We have ongoing committee projects and study, we have the ever-present listserv which provides almost instant guidance for so many of our legislative, procedural or administrative questions and concerns. We have the active involvement of Clerks, Secretaries and Associates which gives life and new direction to the Society. Service.

I have just received notice of the death of our good friend and valued member, Dave Gibson, Secretary of the Vermont Senate. For the record, Dave called me just last week to say he didn’t know if he would be able to attend our conference in Milwaukee. He was Vice Chair of Program Development for 2009-2010, and had actively assisted in putting together the program for Milwaukee. Dave died today, August 16, 2010. Service. May his memory remain with us.

Thanks to each of you for your support and cooperation during my year as your President. I look forward to continuing to work with all of you in the future.

Gregory M. Gray, Clerk of the West Virginia House & President of ASLCS, 2009 – 2010
The NCSL Legislative Staff Sections and the Education Staff Network annually present Legislative Staff Achievement Awards to recognize staff excellence in supporting the work of a state legislature and strengthening the legislative institution. Each of the staff sections may make two awards, and each decides the criteria for its awards. The staff chair of the NCSL Standing Committees also may name two award recipients. Examples of accomplishments recognized by the Legislative Staff Achievement Award include, but are not limited to:

- Helping to improve the effectiveness of the legislative institution.
- Supporting the legislative process and the mission of the legislature.
- Exhibiting a high degree of professionalism, competence and integrity in serving the legislature and the public.
- Contributing to the work of the National Conference of State Legislatures.
- Demonstrating expertise in a particular field.
- Contributing to existing knowledge.

**STANDING COMMITTEE STAFF CHAIR AWARD**

**Scott Kaiser, Assistant Secretary of the Senate**

**Illinois General Assembly**

This award recognizes Scott Kaiser for his dedicated service to the Illinois General Assembly and his participation in NCSL. Scott started working for the legislature in 1988 as an intern and progressively increased his experience and knowledge to rise to his current position. Scott was closely involved with the modernization of the Illinois Senate’s voting and records system, and participated in the extensive renovation of the Illinois Senate Chamber.

Scott was elected assistant secretary of the Senate in 2004 and became fully involved in the American Society of Legislative Secretaries. He has served in several leadership roles, including the ASLCS executive committee, vice-chair of the program development committee, and editor of the ASLCS newsletter. He currently serves as the chair of the program development committee.

He has served in the NCSL standing committees since 1990 and is currently vice-chair of the Legislative Effectiveness Committee. He has demonstrated that he possesses the talent to bring professionalism and integrity to the programs of NCSL and I am honored to present him with this award.
**Legislative Information and Communications Staff (LinCS)**

Gwen Bailey, Deputy Clerk of the Senate  
Virginia General Assembly

LINCS recognizes Gwen Bailey for providing LINCS and NCSL with the same level of outstanding service that she displays as a deputy clerk of the Virginia Senate. An active member of LINCS since 2001, Gwen served as a director; as secretary/editor of the newsletter; The Voice; and as vice chair before becoming the current chair (2009-2010). As chair, she has provided high-quality professional development opportunities for LINCS members while boosting participation in the staff section, most notably by reinstituting and reinvigorating a work group system that promotes greater collaboration and input from members. Gwen is the first staff member of the Virginia General Assembly to serve as LINCS chair.

In addition to her service in LINCS, Gwen has been active in the American Society of Legislative Clerks and Secretaries, where she has held leadership positions and been the recipient of the ASLCS Legislative Staff Achievement Award.

**American Society of Legislative Clerks and Secretaries (ASLCS)**

Patsy Spaw, Secretary  
Texas Senate

The American Society of Legislative Clerks and Secretaries recognizes Patsy Spaw for her outstanding contributions to the Texas Senate and her distinguished service to ASLCS and NCSL. Patsy has served on the Texas Senate staff since 1973, and was elected Secretary in 2001. She has served in every leadership role available to Principal ASLCS members, including president, secretary-treasurer, executive committee member and ASLCS committee chair, and is also a current member of the Mason’s Manual Commission. She is a member of the NCSL Executive Committee and the Legislative Staff Coordinating Committee. She is a respected parliamentarian, and is responsible for initiating many changes in her office that have improved the flow of information, encouraged better communication between departments and ensured that technology can enhance the legislative process. She has also published two volumes on the history of the Texas Senate: *The Texas Senate, Republic to Civil War, 1836-1861* and *The Texas Senate, Civil War to the Eve of Reform, 1861-1889*. Patsy has spent a lifetime of service supporting the legislative process and improving the effectiveness of the legislative institution.

She is recognized with this award for her hard work, dedication and enthusiasm for the Texas Senate, ASLCS and NCSL.
The American Society of Legislative Clerks and Secretaries recognizes McDowell Lee for his outstanding contributions to the Alabama Senate and his distinguished service to ASLCS and NCSL. McDowell is a former legislator who served in the Alabama House of Representatives from 1954 to 1962. In 1963 he was elected secretary of the Alabama Senate, and has since served in every leadership role available to Principal ASLCS members, including president, secretary-treasurer, executive committee member and ASLCS committee chair. He is the recipient of the ASLCS Joseph A. Beek Distinguished Service Award and in 2003 received the Special ASLCS Length of Service Honor. He was one of the first members on the Mason’s Manual Commission. He has also served as staff chair of NCSL.

Mac is receiving this award because of his professional and hardworking demeanor, his extensive knowledge of the legislative process, and his love for the legislative institution. He has served as a mentor to many ASLCS members and is one of the pillars of ASLCS. He has contributed greatly to the state of Alabama, NCSL and ASLCS.

see McDowell Lee’s letter to the ASLCS opposite
ALABAMA STATE SENATE
Alabama State House
11 S. Union Street
Montgomery, Alabama 36130-4600

McDowell Lee
Secretary of the Senate

July 13, 2010

Room 707
334-242-7803

American Society of Legislative Clerks & Secretaries
c/o The Honorable Gregory M. Gray
Clerk of the House
West Virginia House of Delegates
Charleston, West Virginia 25305

Dear fellow Clerks and Secretaries:

I am vastly honored to learn that you have named me as this year's recipient of the NCSL Legislative Staff Achievement Award. To be recognized by one's peers is, perhaps, the most profound honor one can receive, and I assure you that this Award ranks first in my heart.

Throughout the forty-seven years I have served as Secretary of the Alabama Senate, I have witnessed many events in the growth of the American Society of Legislative Clerks and Secretaries, as well as the National Conference of State Legislatures. It has been rewarding to see these professional societies evolve from their simpler mission, into the reservoirs of legislative information and staff development they have become today. Personally, my memories are most colored by the countless friendships I have enjoyed, as I have traveled through these decades to conferences and meetings across our country. However, with longevity comes age, and having significantly curtailed my travel in recent years, I regret that I cannot join you in Louisville.

Nonetheless, this honor is the greatest I have received, and mere words cannot adequately express what this means to me. Accordingly, I simply wish you to know of my sincere gratitude, and of my best wishes to you all in your personal and professional lives in the coming years.

Respectfully,

McDowell Lee
Secretary of the Senate
2009 – 2010
Executive Committee

Greg Gray (WV)
President

Robert Marchant (WI)
President-Elect

Terry Spieler (MO)
Secretary-Treasurer

Norma Chastain (AZ)
Associate Vice President

George W. Bishop (VA)
Elected Associate

Albin A. Mathiowetz (MN)
Appointed Principal

Jeannine Wood (ID)
Appointed Principal

Nathan Hatfield (VA)
Appointed Associate

Margaret Alexander (TX)
Appointed Associate

Millicent MacFarland (ME)
Immediate Past President

Carmen Cauthen (NC)
Immediate Past Associate Vice President
Executive Committee
Meeting Minutes

NCSL Legislative Summit
July 26, 2010, Louisville KY

CALL TO ORDER: The ASLCS Executive Committee was called to order Monday, July 26, 2010 at 12:10 p.m. Honorable Greg Gray, Clerk of the West Virginia House of Delegates and President of ASLCS, presiding. The President noted that Terry Spieler was present for the meeting in her newly appointed position as Secretary-Treasurer. (This was due to the resignation of Claire Clift from her position as Secretary of the Nevada Senate on May 25, 2010, and Ms. Spieler’s appointment subsequently having been unanimously confirmed by the Executive Committee on June 30, 2010.)

ATTENDANCE: The following members of the committee were present: Greg Gray (wv); Al Mathiowetz (mn); Robert Marchant (wi); Terry Spieler (mo); Mardi Alexander (tx); Nathan Hatfield (va); George Bishop (va); Millie MacFarland (me); Carmen Cauthen (nc).

Other members/guests in attendance included: Angela Andrews, NCSL liaison to ASLCS; Judy Hall, Secretary of the Senate (or); Karen Wadsworth, Clerk of the House of Representatives (nh); David Gibson, Secretary of the Senate (vt); Laura Clemens, Deputy Clerk of the House of Representatives (oh); and Dave Avant, Administrative Assistant to the Secretary (al).

APPROVAL OF MINUTES: On motion of Millie MacFarland, seconded by Carmen Cauthen, the minutes of April 10, 2010 and June 30, 2010 were unanimously approved.

TREASURER’S REPORT: Terry Spieler, Secretary-Treasurer, submitted the following report, detailing deposits and disbursements from the ASLCS dues account:

Beginning balance on 4/2/10 ..... $ 55,051.10
Deposit: 6/9/10.......................... $ 3,250.00
Deposit: 6/9/10.......................... $ 195.00

Subtotal ...................................... $ 58,496.10

Disbursements

ASLCS President Greg Gray –
2010 PDS site visit...................... $ (782.14)

Treasurer of VA –
Spring Professional Journal ..... $ (1,501.48)

CA State Senate – Spring
Legislative Administrator....... $ (1,126.99)

(Subtotal)............................... $ (3,410.61)

TOTAL ........................................... $ 55,085.49

General discussion was held regarding the timing of transfer of funds from the Dues Account to the ASLCS Special Meetings Fund (1190) account. Explanation was given by the Secretary-Treasurer of two disbursement items yet to be paid, $2,615.70 to the Texas Senate for publication and mailing of the 2009-2010 ASLCS Roster and Reference Guide and $191.93 to the Nevada Legislative Counsel Bureau for expenses incurred on behalf of the Society.
On motion of Al Mathiowetz, seconded by Rob Marchant, the Treasurer’s Report, including payment of the above referenced disbursements, was unanimously approved.

OLD BUSINESS: Angela Andrews presented a review of the Special Meetings Fund (L190 Account), the Professional Development Revolving Account (LLCS), the 2010 Professional Development Seminar budget and a summary of fundraising for Milwaukee.

In reviewing the budget for the PDS in Milwaukee, Angela reported $56,049.00 had been raised to date, with host state expenses of approximately $4,000.00 paid. As of July 26, there are 60 full paying attendees registered. Angela will supply the Committee with a break even number of registrations needed. Food and beverage costs in Milwaukee were discussed and it was noted that the prices for the state dinner are less than the 2009 meeting in Seattle. Also, LexisNexis will be contributing $5,000.00 to the President’s Reception which will be held immediately prior to the State Dinner. During the fundraising discussion, it was brought to members’ attention of a contribution made by Norman Moore, former Chief Clerk of the Arizona House of Representatives. Executive Committee members expressed their gratitude to Norman for his generosity.

NEW BUSINESS: Karen Wadsworth, Chair of the Bylaws and Standing Orders Committee, reported the revision of the Index – ASLCS Standing Orders had been completed. She stated it had been an ongoing project for a couple of years and asked the Executive Committee to adopt the index. The change from “retired” member to “former” member was discussed and noted that in instances where a reference to a “former” member is used, it will be placed in the correct alphabetical sequence. With this correction, Rob Marchant moved and George Bishop seconded a motion to adopt the revised index. The motion was unanimously approved.

On behalf of the Site Selection Committee, Dave Avant reported that no state had stepped forward with an offer to host the 2012 PDS. Therefore, Site Selection was recommending a no-host site of Portland, Maine. Further discussion and a decision were deferred until Milwaukee in order to allow representatives of Maine to evaluate timing, logistics and staff participation. Concerns were expressed that the continuation of no-host sites could discourage bids by states for future Professional Development Seminars. It was agreed lack of money, not lack of interest, seemed to be the deterrent.

An update of the 2010 PDS in Milwaukee was given by Angela and Rob. Plans are going well. Rob explained that a change would be made regarding entertainment after the state dinner. Attendees will be treated to a performance by a comedy troupe, rather than the traditional dance.

Angela reported that each staff section is being asked to contribute $100.00 to the LSFC Fall Webinar “How to Give a Good Presentation” by John Turcotte. Committee members who have participated in previous webinars agreed that these sessions are an excellent learning tool for staff. On motion of Carmen Cauthen, seconded by Nathan Hatfield, an ASLCS contribution of $100.00 was unanimously approved.

Committee members were given a five year review of previous PDS meeting expenses. The costs of food, beverage and transportation, as well as the number of attendees were among the items listed. Following up on a previous
request, Angela provided a detailed accounting of the President's Leadership Appreciation Event Fund. No action was taken regarding this item.

President Gray expressed his concern that budgetary restrictions may be keeping members from seeking officer positions within the Society. He asked the Committee to consider ways moneys might be used when such situations arise. A discussion ensued of the pros and cons of the issue and of ways to keep members active and informed if they are unable to travel. After a lengthy discussion, members felt future discussions are warranted, but on a broader level. The possibility of a questionnaire being sent to Society members was broached, but no action taken.

**OTHER BUSINESS:** George Bishop mentioned the Standing Orders on the website are not current. Angela agreed to resolve the issue.

**ADJOURNMENT:** On motion of Millie MacFarland, seconded by Mardi Alexander, the meeting adjourned at 1:25 p.m.

Respectfully submitted,
Terry L. Spieler (MO), ASLCS Secretary-Treasurer
Bylaws & Standing Orders Committee Meeting Minutes

NCSL Legislative Summit
July 25, 2010, Louisville KY

CALL TO ORDER: The meeting of the Bylaws and Standing Orders Committee was called to order by Karen Wadsworth (NH), Chair.

ATTENDANCE: The following members of the committee were present: Karen Wadsworth (NH), Chair; David Gibson (VT); JoAnn Hedrick (DE); Judy Barrows (ME); Diane Bell (FL); George Bishop (VA); Alfred Speer (LA); Terry Spieler (MO).

Other members/guests in attendance included Greg Gray (WV), President, ASLCS.

APPROVAL OF MINUTES: Hearing no objections, the minutes of the last meeting held April 10, 2010, during the Spring Meeting in New York, NY, were approved.

OLD BUSINESS: JoAnn Hedrick brought a copy of the proposed Index to the Standing Orders that had been discussed at the Spring Meeting, and noted that the Committee needed to decide if it should be expanded to include additional cross-references. Upon a motion by Butch Speer, seconded by David Gibson, the Committee unanimously agreed to present the Index in its current form to the Executive Committee for approval.

George Bishop reported on his progress in developing a style manual to be used to increase consistency in the Standing Orders as changes are made over the years. There was general agreement that we should primarily follow current practice, while making consistent those things that vary from section to section, such as when numbers are written as numerals and when they are spelled out. The Committee provided some additional items for George to review, and agreed that once he had incorporated those changes, the draft style manual would be sent to all members of the Committee. The Chair will then poll the members, and if the Committee
is in favor of the draft style manual, it will be presented to the Executive Committee at the Professional Development Seminar in Milwaukee, to be passed on to the President-Elect and the next Chair of the Bylaws and Standing Orders Committee.

**NEW BUSINESS:** ASLCS President Greg Gray thanked the Committee for its work, and said that he was considering proposing a change to the Standing Orders to allow the Society to reimburse the President for some of the expenses involved in attending meetings of the Society. There was agreement that it was premature to discuss this in detail until it had been considered by the Executive Committee, but if approved, it might provide the incoming Bylaws Committee with an opportunity to use the new style manual.

**ADJOURNMENT:** Upon a motion by JoAnn Hedrick, seconded by George Bishop, the meeting was adjourned.

Respectfully submitted,
Karen Wadsworth (NH), Chair
Judy Barrows (ME), Recorder
Site Selection Committee
Meeting Minutes

NCSL Legislative Summit
July 25, 2010, Louisville KY

CALL TO ORDER: The meeting of the Site Selection Committee was called to order by Dave Avant (AL), Vice-Chair.

ATTENDANCE: The following members of the committee were present: Dave Avant (AL), Vice-Chair; Mardi Alexander (TX); Annette Moore (UT); Jay Braxton (VA); Scott Caffey (TX); Ann Cornwell (AR); Janice Gadd (UT); Pat Harris (AL); Bonnie Trivette (NC); Nathan Hatfield (VA); Linda Tubbs (TX); Emily Howard (VA); Kirsten Waid (AK); Denise Weeks (NC); Crystalline Jones (AK); Patience Worrel (TX); Joyce Wright (AL); Ann Krekelberg (AK).

Other members/guests in attendance included: Mick Bailey (WV); Ann Carmichael (AL); Jill Crocker (TX); Greg Gray (WV); Lourdes Guerra (TX); Linda Hopkins (TX); Hobie Lehman (VA); Nanci Longoria (TX); Joy Murphy (AL); Austin Osborn (TX); Tara Perkinson (VA); and Gina Shaffer (AL).

APPROVAL OF MINUTES: Upon a motion by Ann Cornwell (AR), seconded by Nathan Hatfield (VA) the minutes of the last meeting held April 10, 2010, during the Spring Meeting in New York, NY were approved.

OLD BUSINESS: Vice-Chair Avant reminded the members this was the last meeting of the committee and the charge was to select a site for the 2012 Annual Professional Development Seminar. He stated a survey was sent to the Principals of ASLCS and not one state responded with interest to host a meeting in 2012. The committee discussed what constituted a No-Host meeting and the responsibilities of the members of ASLCS for a No-Host meeting. Denise Weeks stated that several members had expressed an interest in having a No-Host meeting in Portland, ME, since the last meeting there in 1983 had been such a memorable and successful meeting.
Ms. Weeks also stated that Millie MacFarland was aware of the Society’s interest in a possible No-Host meeting in her home state. Ann Cornwell moved, seconded by Denise Weeks, that the Site Selection report to the Executive Committee recommends a No-Host meeting for 2012 with Portland, ME as the selected site. Vice-Chair Avant asked for volunteers to serve on a No-Host committee if the Executive Committee approved the report. Denise Weeks, Ann Cornwell and Jay Braxton volunteered.

ADJOURNMENT: Upon a motion by Denise Weeks (NC), seconded by Ann Cornwell (AR), the meeting was adjourned.

RESPECTFULLY SUBMITTED,
Denise Weeks (NC), Acting Recorder
Technology Committee
Meeting Minutes

NCSL Legislative Summit
July 25, 2010, Louisville KY

CALL TO ORDER: The meeting of the Technology Committee was called to order by Burney Durham (TN), Co-Chair.

ATTENDANCE: The following members of the committee were present: Russell Humphrey (TN), Co-Chair; Burney Durham (TN), Co-Chair; Maryann Horch (VA), Vice-Chair; Melanie Reekes (VA); Stephen Arias (NM); Alan Whittington (TN).

Other members/guests in attendance included: Scott Kaiser (IL); Pat Harris (AL); Dowe Littleton (AL); Robert Haney (TX); and Polly Emerson (TX).

APPROVAL OF MINUTES: Upon a motion by Scott Kaiser (IL) seconded by Polly Emerson (TX), the minutes of the last meeting held April 10, 2010, during the Spring Meeting in New York, NY, were approved.

OLD BUSINESS: Scott Kaiser (IL), Chair of Program Development, started the discussion with updates on the Technology session for the Fall Professional Development Session in Milwaukee. Half of the Technology concurrent will be Tennessee presenting their new technologies. Scott also mentioned that George Bishop (VA) will moderate.

Scott continued with the second part of the Technology concurrent, consisting of Wisconsin and their technologies. They will present an overview of the Committee Clerk area and how they have automated their processes.

NEW BUSINESS: There was discussion on the “Greening of Technology” session and the idea of having another perspective (Protecting the Legislative Record). There was a brief discussion on what each of the Chambers see as the official record with several responding the hard copy (versus any electronic copy).
Scott was going to check out the session *Protecting the Legislative Record in the Digital Age* (Robert Horton, Minnesota Historical Society, Minnesota) to see about the possibility of having him come speak to the group.

**ADJOURNMENT:** Upon a motion by Robert Haney, seconded by Steve Arias, the meeting was adjourned.

**RESPECTFULLY SUBMITTED,**
Maryann Horch (VA), Vice-Chair
NCSL Legislative Summit  
July 25, 2010, Louisville KY  

CALL TO ORDER: The meeting of the International Communication and Development Committee was called to order by Steve Arias (NM), Chair.

ATTENDANCE: The following members of the committee were present: Stephen Arias (NM), Chair; Ann Krekelberg (AK); Dave Avant (AL); Diane Bell (FL); George Bishop (VA); Ann Cornwell (AR); Susan Clarke Schaar (VA); Pat Harris (AL); Alfred Speer (LA); Russell Humphrey (TN); Crystaline Jones (AK); Denise Weeks (NC).

Other members/guests in attendance included: Robert Haney (TX); Scott Kaiser (IL); Dowe Littleton (AL); and Chad Mariage (Ottawa, Canada).

APPROVAL OF MINUTES: Upon a motion by Dave Avant (AL), seconded by Ann Cornwell (AR), the minutes of the last meeting held April 10, 2010, during the Spring Meeting, in New York, NY, were approved.

OLD BUSINESS: Chair Arias stated that the International Directory had been sent to society members. He thanked the Washington State staff that helped him with the publication.

Chair Arias and Program Chair Scott Kaiser have been in communication in regards to the upcoming PDS concurrent session, “How Do They Do It? Comparative Legislative Practices”.

Letter and invitations for the 2010 PDS in Milwaukee have been sent to members of SALSA, CATTS, ANZACATT, ANOMAC and Costa Rica.

NEW BUSINESS: The ANOMAC meeting will be held in Morelia, Michoacan, Mexico from August 26th – 28th.

ADJOURNMENT: Upon a motion by Denise Weeks (NC), seconded by Ann Cornwell (AR), the meeting was adjourned.

RESPECTFULLY SUBMITTED,
Melanie Reekes (VA), Recorder
**Legislative Administrator Committee Meeting Minutes**

**NCSL Legislative Summit**  
**July 25, 2010, Louisville KY**

**CALL TO ORDER:** In the absence of Chair Bernadette McNulty (CA), and Vice Chairs Neva Marie Parker (CA) and Paula Rossetto (CA), the meeting of the Legislative Administrator Committee was called to order by Carmen Cauthen (NC).

**ATTENDANCE:** The following members of the committee were present: Donna Robinson Holiday (KY); Mitchell “Mick” Bailey (WV); Carmen Cauthen (NC); Polly Emerson (TX); Terry Spieler (MO).

Other members/guests in attendance included: Hobie Lehman (VA); Angela Murphy (VA); Susan Furlong Reil (NV); and Brenda Erickson (NCSL).

**APPROVAL OF MINUTES:** Without objection, the minutes of the last meeting held April 10, 2010, during the Spring Meeting, in New York, NY, were approved.

**OLD BUSINESS:** Feedback on the spring issue of the *Legislative Administrator* was favorable. Discussion ensued on the article regarding furloughs for the next issue. It was suggested that the following states be contacted for further information: Oklahoma, Minnesota, Virginia (Legislative Services), Florida Senate and Hawaii.

**NEW BUSINESS:** The call for articles went out for the Fall issue and deadlines were announced. Committee meeting minutes are due on August 13, 2010 and the final date for articles is August 16, 2010.

**ADJOURNMENT:** There being no further business, the meeting was adjourned.

**RESPECTFULLY SUBMITTED,**  
Carmen Cauthen (NC)
Membership & Communication Committee Meeting Minutes

Jean Burgin (KY)  
Chair

Lenore Naranjo (NM)  
Vice-Chair

Ruby Johnson (LA)  
Vice-Chair

NCSL Legislative Summit  
July 25, 2010, Louisville KY

CALL TO ORDER: The meeting of the Membership and Communication Committee was called to order by Jean Burgin (KY), Chair.

ATTENDANCE: The following members of the committee were present: Jean Burgin (KY), Chair; Millie MacFarland (ME); Mardi Alexander (TX); Annette Moore (UT); Judy Barrows (ME); Scott Caffey (TX); Bonnie Trivette (NC); Karen Wadsworth (NH); Janice Gadd (UT); Kirsten Waid (AK); David Gibson (VT); JoAnn Hedrick (DE); Adanna Hydes (KY); Patience Worrel (TX).

Other members/guests in attendance included: Jill Crocker (TX); Lourdes Guerra (TX); Linda Hopkins (TX); Nanci Longoria (TX); Austin Osborn (TX); and Angela Andrews, NCSL Liaison to ASLCS. Greg Gray (WV), President, ASLCS, was also briefly in attendance.

APPROVAL OF MINUTES: Upon a motion by JoAnn Hedrick, seconded by Bonnie Trivette, the minutes of the last meeting held September 19, 2009, during the Professional Development Seminar, in Seattle, Washington, were approved. (The Committee did not meet during the Spring Meeting in New York, NY, due to the absence of a quorum.)

OLD BUSINESS: Jean Burgin reported that so far only two new attendees had registered for the meeting in Milwaukee. Several committee members who had chaired the committee in previous years said that many people don’t register until the last minute, so that the number is likely to go up significantly over the next few weeks. Angela Andrews said that she cross-checks registrations to try to identify all new attendees, whether or not they check the “this is my first conference” box.

Plans for New Attendee Orientation were discussed. Because the orientation session was just before the opening event fish fry, it was
agreed that we would give new attendees gift bags with water and possibly some local food items they can consume later rather than serve snacks. There was general support for using the “go fish” game again as an icebreaker, and there was general agreement that having a Harley Davidson motorcycle as part of the decorations was probably not practical. The Chair will be asking for volunteers to help assemble the gift bags and decorate the room for the orientation session.

It was agreed to do the pin contest again. There was a discussion of the best time to count the pins and announce the winner, and we agreed to count the pins during the New Attendee Wrap-Up session Saturday afternoon, and announce the winner at the Business Meeting Sunday morning, and also submit a brief article and picture of the winner to the Administrator.

Following up on the Committee’s previous agreement to open up the sponsorship of new members to all ASLCS members, not just those on the Membership & Communication Committee, the Chair asked Angela Andrews to send an email to all Society members, asking for volunteers and explaining that, depending on the response rate, we may not have enough new members to accept everyone’s offer to be a sponsor.

**NEW BUSINESS:** There was no new business to come before the committee.

**ADJOURNMENT:** Upon a motion by Janice Gadd, seconded by Bonnie Trivette, the meeting was adjourned.

**RESPECTFULLY SUBMITTED,**
Jean Burgin (KY), Chair
Judy Barrows (ME), Acting Recorder
Support Staff Committee Meeting Minutes

NCSL Legislative Summit
July 25, 2010, Louisville KY

CALL TO ORDER: The meeting of the Support Staff Committee was called to order by Jay Braxton (VA), Committee Chair.

ATTENDANCE: The following members of the committee were present: Jay Braxton (VA), Chair; Alan Whittington (TN), Vice-Chair; Emily Howard (VA), Vice-Chair; Burney Durham (TN); Jeff Finch (VA); Linda Tubbs (TX); Nathan Hatfield (VA); Joyce Wright (AL).

Other members/guests in attendance included: Gina Shaffer (AL); Ann Carmichael (AL); Joy Murphy (AL); Tara Perkinson (VA); and Maryann Horch (VA).

APPROVAL OF MINUTES: Upon a motion by Tara Perkinson (VA), seconded by Linda Tubbs (TX), the minutes of the last meeting held April 10, 2010, at the ASLCS Spring Meeting in New York City, NY were approved.

OLD BUSINESS: Jay Braxton briefly reviewed previous decisions and plans made by the committee for the ASLCS Professional Development Seminar to be held September 8 – 12 in Milwaukee, Wisconsin. This included a review of the changes in Breakout Sessions and plans for the Legislative Expo.

NEW BUSINESS: After discussion, a decision was made to combine the Assistants Breakout with both the Legislative Operations Staff and the Administrative and Support Services Breakouts, allowing the Assistants to choose which to attend based on job functions. Jay Braxton announced that moderators for the Breakout Sessions had been finalized. Greg Gray (WV) and Rob Marchant (WI) will moderate the breakout session for Principals. Legislative Operations Staff will be moderated by Jeff Finch (VA) and Norma Chastain (AZ) and Administrative and Support Services by Melanie Reekes (VA).

The flyer advertising the Legislative Expo
was exhibited and will be at each place at the business luncheon. There are seventeen exhibit slots available at the Expo.

**ADJOURNMENT:** Upon a motion by Jeff Finch (VA), seconded by Burney Durham (TN), the meeting was adjourned.

RESPECTFULLY SUBMITTED,
Linda Tubbs (TX), Recorder
Canadian-American Relations Committee Meeting Minutes

NCSL Legislative Summit
July 25, 2010, Louisville KY

CALL TO ORDER: The meeting of the Canadian-American Relations Committee was called to order by Diane Bell (FL), Vice-Chair.

ATTENDANCE: The following members of the committee were present: Ann Krekelberg (AK); Diane Bell (FL), Vice-Chair; Stephen Arias (NM); Dave Avant (AL); Al Mathiowetz (MN); Annette Moore (UT); Laura Clemens (OH); Ann Cornwell (AR); Pat Harris (AL); JoAnn Hedrick (DE); Kirsten Waid (AK); Crystaline Jones (AK); Denise Weeks (NC); Joyce Wright (AL).

Other members/guests in attendance included: Mick Bailey (WV); Gina Shaffer (AL); Ann Carmichael (AL); Dowe Littleton (AL); Burney Durham (TN); & Chad Mariage (Ottawa, Canada).

APPROVAL OF MINUTES: Upon a motion by Denise Weeks, seconded by Dowe Littleton, the minutes of the last meeting held April 10, 2010, during the Spring Meeting in New York, NY were approved.

OLD BUSINESS: Denise Weeks reported the details for the concurrent session involving international guests to be held during the annual Professional Development Seminar in Milwaukee are still in discussion. Pat Harris reported the 2011 Joint Canadian-American Clerks Conference will be held either the second or third weekend of October in Montgomery, AL. The Renaissance Hotel will be the venue and the rate quoted is $119 per night. Chair Spaw will be working on topics and programs for the meeting. JoAnn Hedrick stated a popular topic for the past joint meetings has been Compare and Contrast.

NEW BUSINESS: Laura Clemens stated that she was aware that a contingency from Nigeria may attend the annual PDS and perhaps would participate in the concurrent session for international guests.
The committee welcomed the attendance of Chad Mariage of Ottawa, Canada.

**ADJOURNMENT**: Upon a motion by Pat Harris (AL), seconded by Steve Arias (NM), the meeting was adjourned.

**RESPECTFULLY SUBMITTED,**
Denise Weeks (NC), Acting Recorder
NCSL Legislative Summit  
July 25, 2010, Louisville KY

CALL TO ORDER: The meeting of the Program Development Committee was called to order by Scott Kaiser (IL), Chair.

ATTENDANCE: The following members of the committee were present: Scott Kaiser (IL), Chair; Donna Robinson Holiday (KY); David Gibson (VT), Vice-Chair; Emily Howard (VA); Janice Gadd (UT), Vice-Chair; Adanna Hydes (KY); Mardi Alexander (TX); Judy Barrows (ME); George Bishop (VA); Jay Braxton (VA); Patrick O’Donnell (NE); Scott Caffey (TX); Carmen Cauthen (NC); Jeff Finch (VA); Bonnie Trivette (NC); Linda Tubbs (TX); Judy Hall (OR); Patience Worrel (TX); Nathan Hatfield (VA).

Other members/guests in attendance included: Lourdes Guerra (TX); Linda Hopkins (TX); Maryann Horch (VA); Susan Furlong Reil (NV); Terry Spieler (MO); and Angela Andrews, NCSL Liaison to ASLCS. Greg Gray (WV), ASLCS President, was also briefly in attendance.

APPROVAL OF MINUTES: Upon a motion by Janice Gadd, seconded by Jeff Finch, the minutes of the last meeting held April 10, 2010, during the Spring Meeting in New York, NY, were approved.

OLD BUSINESS: Angela Andrews reported on the two sessions ASLCS was cosponsoring at the NCSL Legislative Summit, “Greening the Legislature” and “Protecting Legislative Records in the Digital Age.” Scott Kaiser noted that both of those issues will be discussed in the concurrent session on the pros and cons of going “green” at our Professional Development Seminar (PDS) in Milwaukee.

An updated draft schedule for the PDS was distributed, and some of the changes from previous years were discussed, including having the plenary in two parts with the luncheon and business meeting in between.
There will be two concurrent sessions on the recently-completed 2010 edition of Mason’s Manual, and Butch Speer, Chair of the Mason’s Manual Commission, provided an overview of what will be covered in the introductory and advanced sessions.

Jay Braxton, Chair of the Support Staff Committee, reported that they will be trying something new for the Staff Group Breakouts this year. Rather than having a number of small, job-specific groups, the plan to have three groups – Principal Clerks and Secretaries, Legislative Operations Staff, and Administrative and Support Services Staff.

Another innovation this year is an optional Community Service Project. Sponsor LexisNexis will provide the materials, and attendees are invited to help stuff backpacks with the basic school supplies children need to be successful. The completed packs will be given to the Boys and Girls Clubs of Greater Milwaukee for distribution. Angela Andrews noted that this would be fun way to network with your colleagues, and that refreshments would be provided.

There was some concern that the time set aside for the meeting of special committees conflicted with the Community Service Project, and it was suggested that perhaps the special committees could meet during one of the open lunch periods.

Jay Braxton noted that everyone is encouraged to bring an item from their Chamber to display at the Legislative Expo, with copies to pass out if the item lends itself to that. Vendors will also be invited to take part in the Expo, so there should be lots of information for everyone.

The final change announced by Scott Kaiser is that there will be a show by a comedy troupe rather than dancing after the State Dinner.

NEW BUSINESS: There was no new business to come before the committee.

ADJOURNMENT: Upon a motion by Pat O’Donnell, seconded by Jay Braxton, the meeting was adjourned.

RESPECTFULLY SUBMITTED,
Scott Kaiser (IL), Chair
Judy Barrows (ME), Acting Recorder
Roster Committee
Meeting Minutes

Marguerite Duda (WV)
Chair

Lora Thompson (WV)
Vice-Chair

Lee Cassis (WV)
Vice-Chair

The 2010-2011 ASLCS Roster and Reference Guide is now in production. This publication includes all principals, all dues-paying associate members and dues-paying former members of ASLCS.

Please take time to review your roster information as shown in the 2009-2010 edition and submit corrections, revisions, etc. by Friday, September 17, 2010. Electronic photo files for all entries are needed to make the publication complete; please send them to aslcsroster@wvsenate.gov.
Professional Journal Committee Meeting Minutes

NCSL Legislative Summit
July 25, 2010, Louisville KY

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

ATTENDANCE: The following members of the committee were present: Melanie Reekes (VA), Co-Chair; Tara Perkinson (VA); Angi Murphy (VA), Co-Chair; Hobie Lehman (VA), Vice-Chair.

Other members/guests in attendance included Polly Emerson (TX).

APPROVAL OF MINUTES: Upon a motion by Tara Perkinson (VA), seconded by Hobie Lehman (VA), the minutes of the last meeting held April 10, 2010, during the Spring Meeting, in New York, NY, were approved.

NEW BUSINESS: The committee discussed potential articles for the upcoming Fall 2010 and Spring 2011 Journals.

ADJOURNMENT: Upon a motion by Angi Murphy (VA), seconded by Polly Emerson (TX), the meeting was adjourned.

RESPECTFULLY SUBMITTED,
Melanie Reekes (VA), Co-Chair
Members of the American Society of Legislative Clerks and Secretaries met at the Bristol Bar and Grille in Louisville, Kentucky, on Wednesday, July 28, 2010 at 12:30 pm. Honorable Greg Gray, Clerk of the West Virginia House of Delegates and President of ASLCS called the meeting to order.

President Gray thanked International Roll Call for their continued support and generosity in sponsoring the luncheon. He welcomed members of the Society as well as international guests. In attendance from Kenya were Mr. Lawrence Amollo, Clerk Assistant, National Assembly; Mr. Martin Masinde, Fiscal Analyst, National Assembly; Ms. Anastasia Muia, Hansard Reporter, National Assembly; and Ms. Anita A. Thuranira, Principal Clerk, National Assembly. Mr. Russell Grove, Clerk, Legislative Assembly, Parliament of New South Wales; Mr. Peter Alcock, Clerk, Legislative Assembly, Parliament of Tasmania; and Mr. Peter McHugh, Clerk, Legislative Assembly, Parliament of Western Australia were present representing Australia.

On motion of Millie MacFarland, Clerk of the House of Representatives (ME), seconded by Steve Arias, Chief Clerk of the House of Representatives (NM), the minutes of April 10, 2010, were unanimously approved.

President Gray announced the following had been chosen to receive Legislative Staff Achievement Awards:

McDowell “Mac” Lee (AL), Secretary of the Senate
Patsy Spaw (TX), Secretary of the Senate

For the benefit of the body, President Gray read a letter of acceptance on behalf of Mr. Lee (see page 9). Ms. Spaw proceeded to the podium where she received her award, expressing her appreciation and gratitude to members of the Society and to the staff of the Texas Senate.

President Gray congratulated Scott Kaiser (IL), Assistant Secretary of the Senate, on receiving the Legislative Staff Achievement Award from Standing Committee Chair, Judy Hall (OR), Secretary of the Senate. Presentation of the award had occurred prior to the luncheon during the Salute to Legislative Staff session.

Reports of Standing Committees

The following reports were received by the President:

“A” COMMITTEES:
Bylaws and Standing Orders –
Karen Wadsworth (NH)
Inside the Legislative Process –
Adanna Hydes (KY)
Site Selection – Dave Avant (AL)
Technology – Burney Durham (TN)

“B” COMMITTEES:
International Communication and Development –
Steve Arias (NM)
Legislative Administrator –
Carmen Cauthen (NC)
Membership and Communication –
Jean Burgin (KY)
Support Staff – Jay Braxton (VA)

“C” COMMITTEES:
Canadian-American Relations – Diane Bell (FL)
Professional Journal – Melanie Reekes (VA)
Program Development – Scott Kaiser (IL)
Roster – Greg Gray (WV)

Reports of Committees having concluded, President Gray introduced NCSL Staff Officers
Nancy Cyr, Immediate Past Staff Chair; Tim Rice, Staff Chair; and Michael Adams, newly elected
Staff Vice-Chair, Karl Kurtz, Director of NCSL Trust for Representative Democracy was also in attendance. Ms. Cyr spoke of the Legislative Staff Coordinating Committee (LSCC) and its accomplishments during the past year, expressing her personal gratitude to members of ASLCS for their support and involvement. Mr. Rice and Mr. Adams addressed Society members, pledging their continued support of ASLCS.

On behalf of Bernadette McNulty, Greg Gray and Carmen Cauthen announced that August 13th is the deadline for submitting committee minutes and ASLCS photos for inclusion in the upcoming issue of The Legislative Administrator.

On motion of Susan Schaar (VA), Clerk of the Senate, seconded by Karen Wadsworth (NH), Clerk of the House of Representatives, the meeting was adjourned.

RESPECTFULLY SUBMITTED,
Terry L. Spieler (MO), Secretary-Treasurer
### Tuesday, September 7, 2010

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<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
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<tbody>
<tr>
<td>1 - 7 pm</td>
<td>REGISTRATION / INFORMATION DESK</td>
<td>room TBD, Hilton</td>
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<tr>
<td>2 - 4 pm</td>
<td>NOMINATING COMMITTEE</td>
<td>room TBD, Hilton</td>
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<td>presiding: Millie MacFarland, Clerk, Maine House of Representatives</td>
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<tr>
<td>4 - 6 pm</td>
<td>2009 - 2010 EXECUTIVE COMMITTEE</td>
<td>room TBD, Hilton</td>
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<td>presiding: Gregory M. Gray, Clerk, West Virginia House of Delegates and ASLCS President</td>
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<tr>
<td>6 - 7 pm</td>
<td>MASON’S MANUAL COMMISSION</td>
<td>room TBD, Hilton</td>
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<td>presiding: Alfred Speer, Clerk, Louisiana House of Representatives and Chair of Mason’s Manual Commission</td>
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### Wednesday, September 8, 2010

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<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
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<tbody>
<tr>
<td>8 am - 4 pm</td>
<td>REGISTRATION / INFORMATION DESK</td>
<td>room TBD, Hilton</td>
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<tr>
<td>8 - 9 am</td>
<td>BREAKFAST</td>
<td>room TBD, Hilton</td>
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<tr>
<td>9 - 11:30 am</td>
<td>PLENARY SESSION - Changing Times Demand Innovation</td>
<td>room TBD, Hilton</td>
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<td>The only constant in organizations these days is change. Human creativity and humor is the essence of all change and re-invention that leads to progress. The victories in organizations will go to the highly imaginative and creative person. You will get more reward for your creative effort, turn mistakes into opportunities, master change through innovation, enhance productivity and decrease burn-out. Be ready for a hands-on opportunity to experience the power of creativity and humor to create a world class organization.</td>
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<td></td>
<td>speaker: Craig Zablocki, Speaker and Consultant, Positively Humor, Denver, Colorado</td>
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<tr>
<td>Noon - 2 pm</td>
<td>ANNUAL LUNCHEON AND BUSINESS MEETING</td>
<td>room TBD, Hilton</td>
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<td>presiding: Gregory M. Gray, Clerk, West Virginia House of Delegates and ASLCS President</td>
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<td>Thank you to our sponsor, International Roll-Call Corporation!</td>
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<tr>
<td>2 - 3:30 pm</td>
<td>PLENARY SESSION - Changing Times Demand Innovation (continued)</td>
<td>room TBD, Hilton</td>
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<td></td>
<td>speaker: Craig Zablocki, Speaker and Consultant, Positively Humor, Denver, Colorado</td>
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<tr>
<td>3:30 - 5 pm</td>
<td>NEW ATTENDEE ORIENTATION</td>
<td>room TBD, Hilton</td>
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<tr>
<td>5:30 pm</td>
<td>board buses to Lakefront Palm Garden</td>
<td>6th Street entrance, Hilton</td>
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<tr>
<td>6 - 10 pm</td>
<td>WISCONSIN OPENING EVENT</td>
<td>Lakefront Palm Garden, inside the Lakefront Brewery, 1872 North Commerce, Milwaukee</td>
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<td>Enjoy a traditional Wisconsin fish fry – complete with fried cheese curds – while being entertained by the Brewhaus Polka Kings. Tours of the Lakefront Brewery are available between 6 - 7:30 pm.</td>
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<tr>
<td>10 pm</td>
<td>board buses to Hilton Milwaukee City Center</td>
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<tr>
<td>8 am - 3 pm</td>
<td>Registration / Information Desk</td>
<td>room TBD, Hilton</td>
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<tr>
<td>8 - 9 am</td>
<td>Breakfast</td>
<td>room TBD, Hilton</td>
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<tr>
<td>9 - 10:30 am</td>
<td>Concurrent Session – Mason’s Manual for Dummies (level 101)</td>
<td>room TBD, Hilton</td>
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<td>The Mason’s Manual Commission recently has completed work on the 2010 edition of Mason’s Manual of Legislative Procedure. This session will give a history of the Manual, how it is used today, and an overview of the changes made in the recent edition. moderator: Alfred “Butch” Speer, Clerk, Louisiana House of Representatives and Chair of Mason’s Manual Commission</td>
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<tr>
<td>9 - 10:30 am</td>
<td>Concurrent Session – You’re Fired! At-will Employment &amp; other Human Resource issues in the Public Sector</td>
<td>room TBD, Hilton</td>
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<td>Legislative staff are employed at the will of their legislative leadership. This session will discuss what both supervisors and employees should know about their rights and responsibilities under this system. Attendees will also have an opportunity to discuss other human resource questions and concerns with a leading attorney in the field of employment law. Bring your questions and share your experiences with colleagues. speaker: Kerry Saltzman, Attorney, Williams, Bax, and Saltzman, P.C., Chicago, Illinois</td>
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<td>10:30 am - noon</td>
<td>Concurrent Session – You’re Elected, So Now What?</td>
<td>room TBD, Hilton</td>
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<td>Due to term limits, 380 legislators are ineligible to run for re-election this year. That’s the largest number of legislators ever termed out in a single year. With a high turnover of legislators, it has become even more important for new members to receive a thorough introduction to the legislative process and the services available to them. This session will feature a discussion of new member orientation programs from a few chambers that have been proven effective. moderator: Janice A. Gadd, Legislative Printing Supervisor/Journal Clerk, Utah House of Representatives panelists: Sandra D. Tenney, Chief Clerk, Utah House of Representatives; E. Dotson Wilson, Chief Clerk, California Assembly; Diane Bell, Deputy Clerk, Florida House</td>
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<td>10:30 am - noon</td>
<td>Concurrent Session – The Cutting Edge Clearinghouse: New Ideas in Legislative I.T.</td>
<td>room TBD, Hilton</td>
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<td>Want to know what exciting new technological advances are being made to improve legislative access and productivity? This session examines technologies used by a few states that have made significant improvements towards increasing the effectiveness of state legislatures. moderator: George W. Bishop, IV, Deputy Clerk, Virginia House of Delegates panelists: Russell Humphrey, Chief Clerk, Tennessee Senate; Burney Durham, Chief Clerk, Tennessee House of Representatives; Steve Kriegish, Director, Tennessee Legislative Information System; Steve Miller, Chief, Wisconsin Legislative Reference Bureau; Carlos Conti, Software Developer, Wisconsin Legislative Technology Service Bureau</td>
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<tr>
<td>10:30 am - noon</td>
<td>How Good Is Your Legislature</td>
<td>room TBD, Hilton</td>
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<td>How do we determine if a legislature is good? Forty years ago in an influential book, The Sometime Governments, the Citizens Conference on State Legislatures ranked the 50 state legislatures against criteria they established for “functional, accountable, informed, independent and representative” (FAIR) legislatures. This book set off a wave of reform in the U.S. This session asks if those reform ideas remain useful, and attempts to identify important, new standards legislatures should use as benchmarks to measure their effectiveness. moderator: Brian Weberg, Group Director, NCSL, Denver, Colorado panelists: Karl Kurtz, Division Director, NCSL, Denver, Colorado; Alfred “Butch” Speer, Clerk, Louisiana House of Representatives</td>
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<tr>
<td>noon - 1:30 pm</td>
<td>Lunch on Your Own</td>
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<td>1:30 - 3 pm</td>
<td>Concurrent Session - Mason’s Manual for Fanatics (level 201)</td>
<td>room TBD, Hilton</td>
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<td>The Mason’s Manual Commission recently has completed work on the 2010 revised edition of Mason’s Manual of Legislative Procedure. This session will give an in-depth look at the changes made to the Manual and how they will affect legislative procedures and interpretations. moderator: Alfred “Butch” Speer, Clerk, Louisiana House of Representatives and Chair of Mason’s Manual Commission</td>
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### Thursday, September 9, 2010 continued

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<th>Time</th>
<th>Event</th>
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| 1:30 - 3 pm | **CONCURRENT SESSION** — It’s Not Easy Being Green: the Benefits and Pitfalls of “Greening” your Legislature room TBD, Hilton  
Some state legislatures have made a concerted effort to be more environmentally friendly in their legislative processes. There are many stories about the amount of paper consumed during legislative sessions. The Hawaii Senate recently made major system improvements that will reduce its use of paper and makes its legislative process more efficient. What steps can we take that will make our institutions more environmentally friendly without jeopardizing our duties to protect and preserve our legislative documents?  
moderator: Susan W. Kannarr, Chief Clerk, Kansas House of Representatives  
panelists: Laurel A. Johnston, Assistant Clerk, Hawaii Senate; Robert Horton, Director, MN Historical Society |
| 3 - 5 pm | **COMMUNITY SERVICE PROJECT** sponsored by LexisNexis *(optional)*  
location TBD, Hilton  
Don’t miss out on a fun, interactive and meaningful experience benefiting the Boys & Girls Club of Greater Milwaukee. LexisNexis and ASLCS will work together on a community outreach project to benefit the Boys & Girls Club of Greater Milwaukee. It’s back to school time and many children don’t have the basic supplies to be successful during the upcoming school year. Please join us as we pack supply kits to donate to the Boys & Girls Club. |
| 3 - 5 pm | **SPECIAL COMMITTEE MEETINGS**  
rooms TBD, Hilton |
| 5:15 pm | board buses to the Harley-Davidson Museum®  
6th Street entrance, Hilton |
| 5:30 - 8 pm | **reception at the Harley-Davidson Museum®**  
Rumble at the Harley-Davidson Museum®, at the crossroads of 6th and Canal Streets, Milwaukee  
The next best thing to feeling the wind in your hair and freedom of the road is experiencing the Harley-Davidson Museum®. Network with your colleagues while learning about the evolution of this American company. |
| 8 pm | board buses to Hilton Milwaukee City Center |
| evening | **DINNER ON YOUR OWN** |

### Friday, September 10, 2010

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<th>Time</th>
<th>Event</th>
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| 7:30 - 8 am | **BREAKFAST-TO-GO** and board buses to Madison  
6th street entrance, Hilton  
A breakfast-to-go will be provided; grab one before boarding a bus. Buses will pick-up and drop-off at the 6th street entrance. |
| 8 - 10 am | travel to Madison  
Walking tours of the Wisconsin State Capitol, Camp Randall and the University of Wisconsin – Madison campus will be offered. Please dress comfortably, including comfortable shoes. |
| 10 - 11 am | **STATE CAPITOL TOURS**  
2 East Main Street, Madison  
Tours will commence at the Martin Luther King, Jr. entrance. Public parking is available on South Fairchild Street at the Dane County Parking Garage. |
| 11 - 11:30 am | welcome to Madison  
Assembly Chamber |
| 11:30 am - 1 pm | **STAFF GROUP BREAKOUTS & LUNCH** — boxed lunches will be provided in the Assembly’s Reception Room  
*the following groups will meet:*  
**PRINCIPAL CLERKS AND SECRETARIES** – Room 411 South, Wisconsin State Capitol  
This session is designed for the chief clerk or secretary of the chamber  
facilitator: Gregory M. Gray, Clerk, West Virginia House of Delegates and ASLCS President  
speakers: Robert J. Marchant, Chief Clerk, Wisconsin Senate and ASLCS President-elect; Patrick E. Fuller, Chief Clerk, Wisconsin Assembly  
*see above for time*  
**LEGISLATIVE OPERATIONS STAFF** – Senate Parlor, Wisconsin State Capitol  
This session is designed for the assistant chief clerk and/or secretary of the chamber and staff whose work directly relates to the legislative process via the journal, calendars and agendas, engrossing and enrolling, bill index and status, and committee operations.  
facilitators: Jeffrey A. Finch, Deputy Clerk, Virginia House of Delegates; Norma Chastain, Assistant Chief Clerk, Arizona House of Representatives |
This session is designed for the assistant chief clerk and/or secretary of the chamber and staff whose work supports the legislative process via fiscal administration, information technology, information and public relations, and support services, including: facilities management, purchasing, document handling, mail rooms, safety, and security.

facilitator: Melanie Reekes, Assistant Purchasing Officer, Virginia Senate

1 pm board buses to Camp Randall

1:30 - 3 pm welcome to Camp Randall, tour and group photo
Camp Randall – Kellner Hall, 1440 Monroe Street, Madison

3 - 3:15 pm board buses to Memorial Union
Gate 1, Camp Randall

3:15 - 5 pm UNIVERSITY OF WISCONSIN PRESENTATION
Main Lounge, Memorial Union, 800 Langdon Street, Madison
A brief overview of the University of Wisconsin – Madison’s external relations mission will be provided along with a presentation of UW – Madison's legislative activities. A discussion will follow about the University's cross-disciplinary research enterprise, including current work related to stem cell research.

welcome: Barry Alvarez, Director of Athletics, University of Wisconsin
speakers: Carolyn “Biddy” Martin, Chancellor, University of Wisconsin; Vince Sweeney, Vice-Chancellor for University Relations, University of Wisconsin; Don Nelson, Director of State Relations, University of Wisconsin; John D. Wiley, Director, Wisconsin Institute for Discovery

5 - 9:30 pm free night in Madison
Relax at the Memorial Union and enjoy a cold drink at Der Rathskeller or a scoop of Babcock’s ice cream while overlooking Lake Mendota.
Attendees also can visit unique stores and restaurants, along State Street, in downtown Madison.

6 pm first bus boards to Milwaukee
Memorial Union, 800 Langdon Street, Madison
First bus will begin boarding at 6 pm, but will not depart until it is full.

7:30 pm second bus boards to Milwaukee
Memorial Union, 800 Langdon Street, Madison
Second bus will begin boarding at 7:30 pm, but will not depart until it is full.

9:30 pm final bus boards and departs to Milwaukee
Memorial Union, 800 Langdon Street, Madison
The final bus will depart promptly at 9:30 pm. Please be on board prior to this time.

Saturday, September 11, 2010

8 am - 3 pm INFORMATION DESK
room TBD, Hilton

8 - 9 am BREAKFAST
room TBD, Hilton

9 - 10:30 am LEGISLATIVE EXPO
room TBD, Hilton
Show – and share – the way you do your job with your ASLCS colleagues! Bring journals, calendars, publications, programs, tips, tricks, helpful hints, anything and everything related to your legislative duties to share with your peers from chambers across the country.

10:30 am - noon CONCURRENT SESSION – Legislative “Off-the-Record”
room TBD, Hilton
Bring your issues, concerns, questions and frustrations from your own legislative work environment and discuss them with your colleagues from around the country. This session will enable attendees to get advice and find new ways to tackle tough problems – all in a confidential environment. Bring your stories, but leave them in Wisconsin.
moderators: Patrick O’Donnell, Clerk, Nebraska Legislature; Susan Clarke Schaar, Clerk, Virginia Senate
### Saturday, September 11, 2010 continued

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<tr>
<td>10:30 am - noon</td>
<td><strong>CONCURRENT SESSION – How Do They Do It? Comparative Legislative Practices</strong>&lt;br&gt;room TBD, Hilton&lt;br&gt;Have you ever wondered about what goes on in other legislative bodies around the world? Did you know that some Native American tribes have their own legislative bodies? Here’s your opportunity to come and hear about their legislative processes and procedures, and to ask questions of our colleagues representing those assemblies.&lt;br&gt;moderator: Stephen R. Arias, Chief Clerk, New Mexico House of Representatives&lt;br&gt;speakers: Marian Johnston, Clerk Assistant and Clerk of Committees, Legislative Assembly of Prince Edward Island (Canada); Kirsten Waid, Secretary, Alaska Senate</td>
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<tr>
<td>noon - 1:30 pm</td>
<td><strong>LUNCH ON YOUR OWN</strong></td>
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<td>1:30 - 2:15 pm</td>
<td><strong>COMMITTEE CHAIR TRANSITION</strong></td>
<td>room TBD, Hilton</td>
<td>presiding: Robert J. Marchant, Chief Clerk, Wisconsin Senate and ASLCS President-Elect</td>
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<tr>
<td>1:30 - 2:15 pm</td>
<td><strong>NEW ATTENDEE WRAP-UP</strong></td>
<td>room TBD, Hilton</td>
<td>presiding: Jean Burgin, Chief Clerk, Kentucky House of Representatives</td>
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<td>2:15 - 3 pm</td>
<td><strong>“A” COMMITTEE MEETINGS</strong></td>
<td>room TBD, Hilton</td>
<td>Bylaws and Standing Orders - room TBD, Hilton&lt;br&gt;Inside the Legislative Process - room TBD, Hilton&lt;br&gt;Site Selection - room TBD, Hilton&lt;br&gt;Technology - room TBD, Hilton</td>
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<td>3:05 - 3:50 pm</td>
<td><strong>“B” COMMITTEE MEETINGS</strong></td>
<td>room TBD, Hilton</td>
<td>international communication and development - room TBD, Hilton&lt;br&gt;legislative administrator - room TBD, Hilton&lt;br&gt;membership and communication - room TBD, Hilton&lt;br&gt;support staff - room TBD, Hilton</td>
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<tr>
<td>3:55 - 4:45 pm</td>
<td><strong>“C” COMMITTEE MEETINGS</strong></td>
<td>room TBD, Hilton</td>
<td>Canadian-American Relations - room TBD, Hilton&lt;br&gt;Professional Journal - room TBD, Hilton&lt;br&gt;Program Development - room TBD, Hilton&lt;br&gt;Roster - room TBD, Hilton</td>
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<tr>
<td>6 - 7 pm</td>
<td><strong>PRESIDENT’S RECEPTION</strong></td>
<td>room TBD, Hilton</td>
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<td>7 - 10 pm</td>
<td><strong>STATE DINNER &amp; ENTERTAINMENT</strong></td>
<td>room TBD, Hilton</td>
<td>presiding: Gregory M. Gray, Clerk, West Virginia House of Delegates and ASLCS President</td>
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### Sunday, September 12, 2010

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 - 9:30 am</td>
<td><strong>BUSINESS MEETING AND BREAKFAST</strong></td>
<td>room TBD, Hilton</td>
<td>presiding: Robert J. Marchant, Chief Clerk, Wisconsin Senate and ASLCS President</td>
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<tr>
<td>9:30 am - noon</td>
<td><strong>2010 - 2011 EXECUTIVE COMMITTEE MEETING</strong></td>
<td>room TBD, Hilton</td>
<td>presiding: Robert J. Marchant, Chief Clerk, Wisconsin Senate and ASLCS President</td>
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<td><strong>MEETING ADJOURNED</strong></td>
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by Scott Kaiser (IL)

Like many other states, Illinois continues to struggle with deficit budgets and the difficult decisions that go along with making state government run under poor economic conditions. Facing what some estimate to be a $13 Billion deficit and lacking the votes to pass an income tax increase requested by Illinois’ elevated governor, legislative leaders are struggling to put a budget together that can pass both houses and meet the state’s obligations to schools, pension funds, health care providers and other vendors.

While the state budget has dominated the session, some other items of importance have passed the General Assembly. Reforms in the state’s pension system make it a less lucrative plan for newly hired workers including public school teachers. While there is some savings to this change in the near term, in the long run the state will save billions on reduced benefits and older retirement ages. Reforms also passed the General Assembly to improve the operation of Chicago’s biggest convention venue, McCormick Place. These changes were passed in reaction to Chicago’s loss of several large conventions and trade shows in recent years due to cost of operations.

States-at-a-Glance: Illinois
by Angelo Aponte (ny), Secretary of the Senate

Legislative government can be confusing and complex. And New York State government, in its vastness, has been particularly difficult for the public to understand, utilize and hold accountable. But a sea change occurred in January 2009; on the heels of President Barack Obama’s unprecedented use of new technologies as a means of campaign outreach, a new Majority was also elected to the State Senate.

For too long there was a dark veil covering the New York State Senate. Dysfunction is a term often used to describe Albany; however, there was never any transparency to allow the public to really understand how and why Albany was dysfunctional. But my team has, at low or no net cost, established comprehensive mechanisms to open up government proceedings, thus allowing the public to truly hold their elected officials accountable for their actions.

In early 2009, I charged the newly hired Office of the cio team, led by Andrew Hoppin, with the enormous task of using the internet and other related technologies to open up our branch of State government like never before. A basic website completely lacking in interactivity and devoid of government data was about to be transformed into a comprehensive clearinghouse for information that was never before available.

UNCHARTED TERRITORY

The software and published data that existed was extraordinarily expensive; case law did not exist.

The Senate website contained no information about when and where public events were to be held, let alone transcripts of proceedings, or administrative data about Senate spending.

Concerned constituents had to purchase a $2,500 annual data subscription to see how their legislators voted on bills in Committee.

In response, we unveiled “Open Senate”: an online “Gov 2.0” program intended to make the Senate one of the most transparent, efficient, and participatory legislative bodies in the nation. Participatory websites were developed for all 62 Senators and more than 40 Senate Committees, and integrated with social networking tools; data portals for publishing and receiving public comment on all administrative and legislative data were deployed; use of open-source software, open data standards, and cloud-based-hosting services minimized the cost of these innovations.

At NYSenate.gov/open, the Senate now provides the public with easy to use search interfaces to find out information on nearly all activities and reports of the Senate. This includes legislation, calendars, committee agendas, voting records, and even payroll and expenditure reports.

Our “Open Legislation” web interface makes simple intuitive keyword searching of legislative information available to the public, and solicits public comment on all bills. In addition to the web interface, all data is available in industry standard open formats as “feeds,” complete with a publicly accessible application programming interface (API) that allows the data to be integrated directly into web applications by third-parties.

The Senate has also committed to making digital video of Senate legislative events available to the public. Live and archived video of legislative proceedings including legislative session, committee meetings, and public hearings are all made available on NYSenate.gov. Archived video is also available directly from third party sites such as the official NY Senate YouTube channel and on BLIP.TV.
In addition to making video and data available, the Senate has also gone to great lengths to ensure that the information is easily shared with others. Examples of approaches that facilitate sharing and reuse include "permalink" URLs for bills, embeddable streaming video, and the integration of Facebook, Twitter, and other social networking platforms into nysenate.gov.

Citizens have responded to the Senate’s efforts; more than 1.6 million unique visitors have used nysenate.gov since its launch in May of 2009. More than 220,000 people have watched live streaming video on nysenate.gov, and over 600,000 have viewed archived Senate videos on YouTube. More than 10,000 Senate archived videos have been shared, rated, or commented on. “Crowdsourcing” initiatives on nysenate.gov have elicited nearly 7,000 “votes” on legislative ideas, and more than 1,000 comments on specific pieces of legislation.

Local media and non-profit interest groups have benefitted as well; a recent collaboration between NYPiRG and the Albany Times-Union newspaper leveraged the programmatic accessibility of data through Open Legislation to analyze Senate Session transcripts, yielding a brand new data set, which the Times-Union then published, ranking Senators by the number of words that they have spoken in debate on the Senate Floor. This was facilitated by the open, standards-compliant manner in which Open Legislation is designed and its data presented.

One of the Senate’s most notable online events occurred when a Marriage Equality bill came to the floor in December 2009. As many as 15,000 concurrent viewers watched the proceedings live online from around the world and discussed the floor debate virtually in an online chat as the debate unfolded. Video uploaded to YouTube was disseminated far and wide, further amplifying the debate, and yielding a massive spike in online visibility of some Senators. For example, one Senator’s five minute speech during the debate was viewed more than 300,000 times on YouTube in the two weeks following the debate.

Our Open Senate program has been nationally recognized by peers inside and outside of government. “The Open Legislation site changes the relationship citizens have with their government and demonstrates the New York State Senate’s commitment to a transparent and accessible government,” said Dave McClure, the U.S. General Services Administration’s Associate Administrator of the Office of Citizen Services and Communications. “Now, more than ever before, state and local governments, the federal government, and other nations can use this innovative technology to reach out and engage more citizens in the legislative process.” Our staff have been invited to keynote conferences alongside the directors of whitehouse.gov (which uses the same open-source software as nysenate.gov), and have delivered invited seminars to Federal web managers about how to implement new Open Government policies online. We frequently field inquiries from our peers in other States about the policies and software that enabled us to accomplish this work in such a short timeframe at such low cost, and we actively seek to share the results of our work, including open-source software code, with these peers, so that more governments and more citizens can benefit from the effort we have invested.

Open data and transparency is often thought of as fundamental to holding government accountable. However, we have also found that transparency is fundamental for making government more efficient.

If a government institution curates and publishes its own data well – in a form that is empowering and easy to use for the public – it has also inherently improved internal information awareness within its own walls, and improved its ability to share information and collaborate with its peers.

Simply put: open government is good government, and affordable government.
We would like to extend our appreciation to all those who contributed to this edition of the *Legislative Administrator*.

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