# TABLE OF CONTENTS

President’s Message ........................................................................................................ 3  
Message from NCSL Staff Chair .................................................................................... 4  
Announcements ......................................................................................................... 5  
Executive Committee Meeting Minutes - April 20, 2013 ......................................... 10  

Standing Committee Meeting Minutes
  - Bylaws and Standing Orders ................................................................................. 13  
  - Canadian-American Relations ............................................................................. 15  
  - Inside the Legislative Process .......................................................................... 17  
  - International Communication and Development ......................................... 18  
  - Legislative Administrator ............................................................................... 20  
  - Membership and Communication ................................................................... 21  
  - Professional Journal ....................................................................................... 23  
  - Program Development ..................................................................................... 24  
  - Roster .............................................................................................................. 26  
  - Site Selection .................................................................................................. 27  
  - Support Staff .................................................................................................. 29  
  - Technology ...................................................................................................... 31  

E-Learning ................................................................................................................... 33  
Canadian-American Relations .................................................................................. 34  
Associate Exchange: Nebraska’s Unicameral Legislature ...................................... 38  
Ask Mr. Mason .......................................................................................................... 41  
What to do in Sacramento ......................................................................................... 42  
70th Anniversary Section ......................................................................................... 44  
Photos ...................................................................................................................... 58  
Capitols ..................................................................................................................... 70  
Domes ....................................................................................................................... 72  
Future Meeting Schedule ......................................................................................... 76
Dear Friends,

As we head closer and closer to the ASLCS 70th Anniversary celebration this October in Sacramento, I want to thank the committee members who are working hard to make it a most memorable event and to thank all who have made this year a successful one for the Society thus far.

Many, many thanks must go to Lenore Navarro and Steve Arias for hosting us in Santa Fe in April. We had a fantastic turn-out for the Spring Meeting and everyone had a wonderful time. Santa Fe, a city I had never been to, is beautiful, the weather was great, and the capitol itself is lovely. If you’ve never been there and have a chance to go, do so. We also got to meet Angela Andrews’ family – Letty celebrated her first birthday with us!

Your Executive Committee has been busy throughout the winter and spring. We are very much aware of the difficulty our members have with restricted travel in many states. Our friends at Thomson Reuters are funding a wonderful scholarship opportunity for Associate members of ASLCS. Two $750 scholarships will be awarded to Associate members to assist with the cost of attending the Annual Professional Development Seminar. This Edward A. Burdick Memorial Scholarship is named in recognition and honor of Ed Burdick’s long service as Chief Clerk and Parliamentarian of the Minnesota House of Representatives (1996-2005) and his service to ASLCS, where he served as President (1971-72), was the first winner of the Joseph A. Beek Distinguished Service Award (1983), and received the 2002 NCSL Legislative Staff Achievement Award. I remember Ed as the person who delighted in offering basic parliamentary procedure concurrent sessions for new members of the Society. Ed passed away in 2011.

The Canadian American Relations Committee recommended another new scholarship opportunity, and the Executive Committee unanimously agreed by establishing the Jane Richards Scholarship in the amount of $1000 to assist ASLCS members with the cost associated with participation in the Canadian-American Exchange Program. Jane Richards, former Chief Clerk of the Arizona House who retired in 1992 after 32 years of legislative service, has in her own words, “dedicated much time, effort and love into making sure the connection was strong and enduring” between ASLCS and CATTs. Since her retirement, Jane has attended every (except 9/11/01) ASLCS annual meeting (19), every CATTs annual meeting (20), as well as every Joint American/Canadian meeting (16) since 1980! In 1992, she was the first non-Canadian to be granted Honorary Membership in CATTs! Jane and her husband Flip (President in Perpetuity of the CATTs Spouses since 1985) occasionally find time to offer a Concurrent Session at our PDS on “How to Pack for Travel” – a subject they obviously know quite well.

I know that many states have suffered this spring/summer from horrific and challenging weather, and hope that all of you, your friends and families have weathered the storms of varying kinds and intensities. Many of you, I’m sure, will be in Atlanta for NCSL. For those who can’t make it, we hope to see you all in Sacramento!

Sincerely,

Karen Wadsworth
Clerk of the House, NH
President, ASLCS
As I grappled with selecting the appropriate words to convey how rewarding my year as NCSL Staff Chair has been and what a special privilege it has been to represent the nation's more than 20,000 legislative staff, it occurred to me that many of you may not be familiar with the office of NCSL Staff Chair or the Legislative Staff Coordinating Committee (LSCC) over which the staff chair presides and whose work the staff chair directs.

The LSCC was created in 1974 as the Special Committee on Legislative Staff Organization "to define the role and mission of staff in the National Conference of State Legislatures." In 1984, following several name changes, the name Legislative Staff Coordinating Committee was adopted and the well-known acronym LSCC was born.

The LSCC consists of current legislative staff from across the United States and includes three elected NCSL Executive Committee staff officers (staff chair, staff vice chair, and immediate past staff chair), 16 elected at-large members of the NCSL Executive Committee, two designated officers from each of the 10 NCSL staff sections (for ASLCS, the president and president-elect), six overall NCSL Standing Committee legislative staff officers appointed by the staff chair, and four discretionary members appointed by the staff chair.

Overall responsibilities of the LSCC include overseeing the legislative staff division of NCSL, coordinating the work of the 10 staff sections of NCSL, promoting the professional development of legislative staff, and reviewing and evaluating NCSL services provided to legislative staff.

I am pleased to report that you have been ably represented by a dedicated and hardworking LSCC that is committed to improving professional development and educational opportunities for legislative staff. This year the LSCC has both expanded and improved its webinar offerings and has increased staff participation in webinars; has produced a "how to" guide for producing webinars; has created committee transition handbooks; has produced a booklet on LSCC Working for You; has provided oversight for Summit programming for legislative staff; drafted LSCC bylaws; and has reviewed and evaluated the NCSL website redesign project at each stage of the project.

Those of you who know me well know that my passion is recognizing and promoting legislative staff and the invaluable and incalculable contribution they make to the preservation of the legislative institution. You are the framework, the backbone, of state legislatures. You provide institutional knowledge, historical context, specialized expertise, an ethical compass, and reverence for this experiment we call representative democracy. You are the keepers of the process and I salute you.

These are challenging times, but legislative staff are dedicated to finding innovative and creative solutions. Your NCSL staff officers and the members of the Executive Committee want to hear your ideas and concerns. Please feel free to contact me or any of the legislative staff officers with your questions or suggestions. I hope to see you in Atlanta and look forward to Sacramento and to celebrating ASLCS's 70th Anniversary!
The Georgia State Senate could not function properly without the resources provided by the Secretary of the Senate’s Office.

At the head of this cornerstone office is Bob Ewing, Secretary of the Senate, and Jeffrey Foley, Deputy Secretary of the Senate. They have both dedicated multiple decades as state employees, committing long hours and stressful nights to meet deadlines. All the while, they have together guided the course for numerous legislative sessions for many freshmen senators, interns and senior staffers alike.

They have been driving forces in the Georgia State Senate. From aides and interns to senators and lawmakers, when someone has a question on the parliamentary proceedings and legislative management of the Senate, everyone turns to this duo. While they are often knee-deep buried in paperwork and maintaining the Senate Rules, they still somehow find the time to help others.

Bob began his career with the State of Georgia in 1979 and worked in various positions until being named Secretary of the Senate in 2006. He gives advice and listens to staff concerns every day; putting their needs first. He leads with compassion, calmness and a professional manner despite the daunting task of being the Senate custodian of all bills, resolutions, substitutes, amendments, records, papers and official documents filed.

Bob is retiring after 34 years of service to the State of Georgia on June 1, and will leave behind a legacy of diligence and commendable performance.

Jeffrey started his career with the State of Georgia in 1985 and became the Deputy Secretary of Senate in 2006. Throughout his tenure, he has led others with a gregarious and infectious laughter. He has been Bob’s right-hand man for years and their friendship extends to an exemplary working relationship.

Jeffrey will be retiring from his post on October 1 after 28 years of service to the State of Georgia.

Every employee for the State of Georgia plays a unique and pivotal role to keep the state operations running. For those in the Senate, we will all greatly miss the presence of these two great men.

The State of Georgia thanks Bob Ewing and Jeffrey Foley for their service and for all state employees that help keep our state operations working 365 days a year.
Dear Friends,

I am retiring from the Florida House of Representatives and leaving the Office of the Clerk today where I began working in 1983 as a session employee. It has been an honor and a privilege to work thirty-one regular sessions and forty-nine special sessions for sixteen Speakers and four Clerks (yes, I counted), including my mentors, the legendary Allen Morris 1966-1986 and John Phelps 1986-2006 who truly validated, inspired and encouraged me to be all I could be.

I feel blessed beyond words to have had the good fortune of so many legislative friends here at home and friends and colleagues, both nationally and internationally through the American Society of Legislative Clerks and Secretaries, who have shared this incredible journey with me through the years. My heartfelt love and passion for the institution and my equal and genuine love of history has made my work here even more rewarding because I have been able to witness history being made in these hallowed halls.

Although I am leaving, it is not goodbye. I never say goodbye because goodbyes are too final and I will still be seeing many of you outside of the Capitol. So I leave here with a grateful attitude and a joyful heart because of the memories I will treasure always and the wonderful opportunities I have had working for the Florida House and a fantastic team of co-workers through all these years. I will miss you and will continue cheering you on from the sidelines.

If you wish to stay in touch, my personal e-mail address is sundance1031@aol.com and my cell phone is (850) 556-1545.

Best wishes to you all and I’ll see you around!

Diane Bell
Deputy Clerk of the House
Florida House of Representatives

It is in the effort of the journey that makes you truly appreciate and enjoy the reward of the destination.
Clerk’s Office Communication

Dear Members and Staff:

I am writing to inform you of the retirement of George W. Bishop, IV, who has been a dedicated member of the House Clerk's staff for more than 30 years.

Having been a Senate Page in 1978, George started his work with the House in the GAB mailroom in the 1980s and subsequently moved on to positions of increasing responsibility within Support Services. In 1991, George was appointed to his current position as a Deputy Clerk. During his long tenure of service with the House, George has worked closely with three Clerks, five Speakers and countless members and staff.

Throughout his career with us, George has made many valuable contributions. Not only did he help lead in strengthening and streamlining office financial policies but he also was creative in identifying cost-saving strategies that were implemented successfully. Moreover, George was instrumental in initiating a necessary human resources function within the Office as well as positioning the House and its business operations to reap the benefits of new and emerging technologies. Also, he has been a very active member of the American Society of Legislative Clerks and Secretaries (ASLCS), where he served in a myriad of leadership capacities that culminated with his being elected as Associate Vice-President in 2010-2011.

Perhaps no recognition, however, stands out more in George’s eyes than his countless hours of work over many years on the renovation, restoration and expansion of Virginia’s historic State Capitol. Working closely with so many other capable professionals who share his love of Mr. Jefferson’s Temple on the Hill, George’s efforts were instrumental on this very special project that is a lasting legacy.

Thanks,
G. Paul Nardo
Clerk of the House & Keeper of the Rolls of the Commonwealth

Message from George Bishop to ASLCS:
I honestly can't begin to express my gratitude to the Society for all they have done for me over the last 22 years. My association with this organization was one of the highlights of my career in the legislature. Will miss them all!

Best of luck to you-- you are invaluable! I hope our oaths will cross again in the future.
Clerk’s Office Communication

Dear Members and Staff:

I am writing to inform you of the retirement of Virginia A. Habansky, who has been a dedicated member of the House Clerk’s staff for more than 30 years.

Having been a secretary in the 8th Street Office Building during her first session in 1974, Virginia started working for the House Clerk’s Office in the last 1980s. In fact, former House Clerk Joe Holleman hired her and she has been ably assisting three Clerks now during her truly remarkable years of service to the House.

Like so many, I very much appreciate Virginia’s impressive commitment to the House of Delegates and most especially to the Clerk’s Office. From institutionalizing and strengthening the administration of the popular House Page Program to working closely with members on their Statements of Economic Interests and keeping us all straight and so very, very much more, Virginia always has made sure that members are well looked after, their aides helped efficiently and the public welcomed and served cheerfully. Personally, I admire so much her intuitive sense of high-quality customer service and exemplary grace under pressure, which we all know can be synonymous with this Capitol.

Each of us who works for this nearly 400-year old institution know we are stewards of something very special and our motivating goal is to leave this historic place better than we found it. On this score, Virginia has surpassed the mark. Without a doubt, I know that the Clerk’s Office operates better and more effectively today because she has devoted so much of her work life to making it so. With enthusiasm and a warm smile, she has worked well with all of us and the public, too. Virginia’s last day with us will be Friday, May 31.

While we all value and are grateful for her many years of hard work, none of us can begrudge her wanting to spend more time with her family, traveling and doing whatever she wants for a change. Virginia has been a valued member of the Clerk’s Office and I know that each of you joins me in wishing her the very best in retirement.

Thanks,
G. Paul Nardo
Clerk of the House & Keeper of the Rolls of the Commonwealth
Call to Order
The meeting of the Executive Committee was called to order by The Honorable Karen Wadsworth (NH), Clerk of the New Hampshire House and ASLCS President.

Attendance
The following members of the committee were present: Karen Wadsworth (NH), Suzi Lowell (AK), Russell Humphrey* (TN), Scott Kaiser (IL), Susan Furlong (NV), Janice Gadd (UT), Cheryl Laube (AZ), Patrick O'Donnell* (NE), Terry Spieler (MO), and Nathan Hatfield (VA).

*Russell Humphrey (TN), and Patrick O'Donnell (NE), joined the meeting via conference call.

Others members/guests in attendance included: Angela Andrews, NCSL liaison to ASLCS; Steve Marshall (VT), Assistant Secretary, Senate; Maryann Horch (VA), Systems Analyst, Senate; David Byerman (NV), Senate Secretary; Judy Hall (OR), former Senate Secretary.

Approval of Minutes
Upon a motion by Terry Spieler, seconded by Janice Gadd, the minutes of the last meeting, conference call, held December 13, 2012, were approved.

Treasurer's Report
Russell Humphrey, Treasurer, reported that the income from dues payments received was $18,200 and disbursements totaled $18,050.63. The ending balance of the dues account as of April 20, 2013, was $31,676.29. Upon a motion by Scott Kaiser, seconded by Susan Furlong, the Treasurer's Report was approved.

Old Business
Angela Andrews reported the current balance in the L190 account was $259,211.14. Deposits include: $66,357.22 (2012 PDS fundraising); $2,900 (2013 spring meeting fundraising); $2,500.00 (2013 Thomson Reuters contribution); and $235.00 (2012 PDS reimbursement from VA for special committee lunch). Expenditures include: $1,500.00 (transfer to LLCS) and $2,257.38 (2013 PDS expenses). SOE Software offered a contribution of $1,000 to sponsor the reception at the Spring meeting and IRC offered a contribution of $1,500 to sponsor the business lunch at the Spring meeting.

Angela Andrews reported the current balance in the LLCS account was $20,259.79. Deposits were $8,776.00 from the profit of the PDS in Richmond, VA and a transfer from the L190 of $1,500 for the Ed Burdick scholarship. There were no new expenditures since the last report.
Angela Andrews reported on the budget close-out for the 2012 PDS. The meeting made a profit of $8,776.69.

**New Business**

Carol Newton (MO), Chair of the Roster Committee, reported on the roster preparation process. She stated that it took 10 people seven hours to finalize the Roster. That time does not reflect incorporating updates and communication with members. The program used to prepare the Roster is Adobe InDesign and Photoshop. Carol reported the cost to publish and mail the Roster was $2,571. Carol made the following suggestions: Change the program to Publisher, change to a spiral binding which should not be an additional cost and remove the fax number from the quick directory. Carol also noted there were some discrepancies in the Standing Orders and asked if the committee could make changes to the Standing Orders or Bylaws if errors are noticed in the proofing process.

Cheryl Laube moved that the Roster Committee be authorized to make any technical or typographical corrections to the Standing Orders, seconded by Janice Gadd, the motion passed unanimously.

Further discussion of the Roster Committee recommendations was postponed.

Maryann Horch (VA), Vice-Chair of *The Legislative Administrator*, reported the cost for the spring issue was $3,700. The anticipated cost for the next issue, which will be the anniversary issue, is anticipated to cost more due to additional information and more color photographs. Maryann indicated that the budget of $10,000 will not cover the costs of the three issues and requested an increase in the budget.

Scott Kaiser moved to increase the budget by no more than $5,000, seconded by Terry Spieler, the motion passed unanimously.

The agenda for the PDS was reviewed. Events sponsored by the host state are planned for every night and it was noted that members like to have one night free. All events are already under contract, so that is something to consider for the next PDS. The 70th Anniversary Committee has some special events and gifts planned for the PDS.

Angela Andrews reviewed the meeting budget for the 2013 PDS in Sacramento, California and the fundraising activities of the California host state. Angela advised the Executive Committee that approximately $7,000.00 of expenses have been incurred to date by the host state. At this time, no funds have been raised by the host state. California has arranged for an outside individual to manage the fundraising and he has assured the host state that monies will be raised. The estimated meeting budget for the 2013 PDS, as of April 8, 2013, shows a loss of $14,203.90. Patrick O’Donnell moved to eliminate Friday’s breakfast ($3,740.00) and to transfer $11,000.00 from the L190 account to the 2013 PDS meeting budget, seconded by Scott Kaiser, the motion passed unanimously.

Suzi Lowell moved retro-active approval of a memorial contribution for $100.00 to The Father Leo McAllister Scholarship Fund in memory of R. Brian Kidney, former Chief Clerk of the California Assembly, seconded by Susan Furlong, the motion passed unanimously.
President Wadsworth brought up the reference in the standing orders about memorial contributions (Section II(D)2h and Section VIII(C)2). She indicated there was a discrepancy in the charge given to the Secretary/Treasurer and requirements for expenditures from the dues account. The Bylaws Committee will be asked to take a look at those sections.

Scott Kaiser moved approval for Karen Wadsworth and Suzi Lowell, or designees, to attend the 2013 Spring LSCC meeting, May 30-June 1 in Boston, Massachusetts, seconded by Nathan Hatfield, the motion passed unanimously.

Pat O'Donnell moved approval for Karen Wadsworth and Angela Andrews to conduct a site visit in Sacramento, CA for the 2013 PDS, seconded by Terry Spieler, the motion passed unanimously.

Angela Andrews reported that, with the exception of Inside the Legislative Process, documents that are on the ASLCS website with less than 200 page views in a 9 month period and less or over three years old will be archived. Access to the archived information will still be available by request.

**Adjournment**

Upon a motion by Scott Kaiser, seconded by Cheryl Laube, the meeting was adjourned.

Respectfully submitted,

Suzi Lowell (AK)
President Elect
for
Russell Humphrey (TN)
Secretary/Treasurer
Call to Order
The meeting of the Bylaws and Standing Orders Committee was called to order by Sandy Tenney (UT), Chair.

Attendance
The following members of the committee were present: Sandy Tenney (UT), Chair, Jay Braxton (VA), Vice Chair, Janice Gadd (UT), Cheryl Laube (AZ), Suzi Lowell (AK), Susan Schaar (VA), Paul Smith (NH), Patsy Spaw (TX), Alfred Speer (LA), and Terry Spieler (MO).

Other member/guest in attendance included Susan Furlong (NV).

Approval of Minutes
Upon a motion by Terry Spieler (MO) and seconded by Susan Furlong (NV), the minutes of the last committee meeting held October, 6, 2012, during the ASLCS Professional Development Seminar (PDS) in Richmond, VA were approved.

Old Business
There was no old business.

New Business
Chair Tenney began the meeting with a discussion of the Jane Richards Scholarship to assist principle and associate members in participating in the Canadian-American Exchange Program. Chair Tenney prepared a draft document for the committee to review and edit.
The following changes were made to the draft document:

In item #2 add Jane’s retirement date from the Arizona House. Cheryl Laube (AZ) will research the exact date and report back to Chair Tenney. Also add language to item #2 stating that Jane is an honorary member of ASLCS and Clerks-at-the-Table in Canada.

Susan Schaar (VA) suggested that the scholarship amount be increased from $500 to $1000. The committee discussed this suggestion and agreed to recommend to the Executive Committee that the scholarship amount be increased from $500 to $1000.

Item #4 of the draft will read, ‘The scholarship will be funded by the Society’.

Item #5 of the draft will be changed to read:

‘A Principal or Associate member who is interested in applying for the scholarship shall submit a letter outlining why he or she desires to be selected and how participating in the Canadian-American Exchange Program will enrich his/her professional development.

Associate members making application shall include a letter of endorsement from their Principal Clerk/Secretary. Letters of interest shall be submitted to the NCSL liaison to ASLCS who will forward the letters of application to the chair of the ASLCS Canadian-American Relations Committee no later than July 1.

The Canadian-American Relations Committee shall review applications and submit the name of its recommendation for one scholarship recipient to the ASLCS Executive Committee no later than September 1. Upon approval by the Executive Committee, the President will notify the scholarship recipient at the annual Professional Development Seminar.

The committee recommended that the Canadian-American Relations Committee should write an article for the Legislative Administrator explaining the program and the scholarship.

Chair Tenney reminded the committee about the NCSL Annual Summit in Atlanta GA.

Terry Spieler shared with the committee that in proofing the Roster, the Roster Committee found certain errors in the Bylaws and Standing Orders. The committee determined that the errors are technical and that corrections can be made by the Roster Committee. Susan Schaar (VA) moved to allow the Roster Committee to make technical corrections to the standing orders and bylaws. The motion was seconded by Janice Gadd (UT).

**Adjournment**

Upon a motion by Cheryl Laube (AZ) and seconded by Susan Furlong (NV) the meeting was adjourned.
Call to Order
The meeting of the Canadian-American Relations Committee was called to order by Denise Weeks (NC), Committee Chair.

Attendance
The following members of the committee were present: Denise Weeks (NC), Chair, Steve Marshall (VT), Vice Chair, Liz Clark (AK), Suzi Lowell (AK), Dave Avant (AL), Scott Kaiser, (IL), Alfred Speer (LA), Yolanda Dixon (LA), Steve Arias (NM). Guests present at the meeting were Deborah Deller (Ontario, Canada) and Brenda Erickson (NCSL).

Approval of Minutes
Upon a motion by Dave Avant and seconded by Liz Clark, the minutes of the last committee meeting held October, 6, 2012, during the ASLCS Professional Development Seminar (PDS) in Richmond, VA, as printed in the Administrator, were approved.

Old Business
The Chair reviewed the status of the Canadian-American Staff Exchange program; Butch Speer presented the Bylaws’ Committee recommendations to be made to the Executive Committee regarding bylaws amendments relating to the Jane Richards Scholarship fund, with further recommendation that the funding be increased to $1,000 per recipient and that an article (or articles) be published in the Administrator to give members notice and opportunity to participate.

Scott Kaiser moved, and Steve Arias seconded, that the recommendation of the Bylaws Committee be approved and that such approval be forwarded on to the Executive Committee; motion carried.
**New Business**

- Deborah Deller reported on the “Parliamentary Officers’ Study Program” offered by the Canadian National Parliament

- Upcoming meetings of interest were announced:
  
  The annual meeting of CATTS is scheduled for July 29-August 2 in Saskatchewan;
  The Joint Canadian/American meeting is scheduled for August 4-8 in Quebec City, PQ;
  The NCSL Summit is scheduled for August 12-15 in Atlanta, GA; and
  The annual ANOMAC meeting is scheduled for August 18-20 in Mexico City

- Discussion was had regarding possible topics for seminars at the Joint Canadian/American meeting; Deborah Deller advised that she is program chair this year and is looking forward to assistance by members of the Committee.
  
  Topics raised included: Redistricting; Traditions & Decorum (lost due to politics and term limits); dealing with presiding officers – “to script or not to script”; Day in the Life of the Table Officers”, from the Quebec point of view; and the ever popular “Scenes from a Hat”. The chair assured Ms. Deller that in the coming months the Committee would work with her in help planning the program

- The final item of discussion turned on the actual process for the Canadian-American Exchange program, from applications [scholarship v. non-scholarship], notice to members on both sides, willingness of the Provinces of Alberta, Manitoba and Ontario to host US exchanges; the consensus was that interested applicants should contact the Chair of the Canadian-American Committee for information and contacts.

**Adjournment**

Upon a motion by Steve Arias, the meeting was adjourned.

Respectfully submitted,

Steve Marshall (VT), Recorder
Call to Order
The meeting of the Inside the Legislative Process Committee was called to order by Bernadette McNulty (CA), on behalf of Jean Burgin (KY), Chair.

Attendance
The following member of the committee was present: Bernadette McNulty (CA).
Other member/guest in attendance included Brenda Erickson (NCSL).

Approval of Minutes
The Inside the Legislative Process committee meeting agenda items have been deferred.
It was noted that the #2 draft of the consent calendar survey has been made available. The finalized survey will be sent out in June with a due date of early August.

Respectfully submitted,
Bernadette McNulty (CA)
Call to Order

The meeting of the International Communications Committee was called to order by Steve Arias (NM), Committee Chair.

Attendance

The following members of the committee were present:

Steve Arias (NM), Chair, Dave Avant (AL), Liz Clark (AK), Susan Furlong (NV), Rob Hunt (ME), Joel Kintsel (OK), Steve Marshall (VT), Alfred Speer (LA), Susan Schaar (VA), Terry Spieler (MO), Sandy Tenney (UT).

Guests present at the meeting were Deborah Deller (Ontario, Canada) and Brenda Erickson (NCSL).

Approval of Minutes

Upon a motion by Terry Spieler (MO) and seconded by Dave Avant (AL), the minutes of the last committee meeting held October, 6, 2012, during the ASLCS Professional Development Seminar (PDS) in Richmond, VA were approved.

Old Business

Chair Steve Arias reported to the committee that he is working on compiling photos, video, and other materials from members who have attended the "Association of Chief Clerks of Mexico's State legislatures and the Federal District of Mexico" (ANOMAC) into a format that can be archived in ASLCS' records. Steve's goal is to complete this project before the PDS which will be held in Sacramento, CA this fall.
Additionally, Mr. Arias reported that the update to the 2013 International Roster has been completed. The document has been published and is in the process of being distributed to principals in each state.

**New Business**

Chair Arias reported that he is working on a project with Kathy Wiggins from NCSL to host a reception for international guests at the NCSL Summit in Atlanta this summer.

Steve also reported that he will be extending an invitation to Parliamentary staff from Scotland, Ireland and Wales who may be interested in attending the PDS this fall.

Susan Schaar (VA) agreed to assist in obtaining staff contact information from these countries and will submit this information to Steve Arias. Deborah Deller from Toronto, Canada, also said she would send contact information for these countries.

Steve Arias also requested input from committee members with regard to his desire to contact staff from legislative bodies in Argentina, Belize, Chile, Costa Rica, Ecuador, Nicaragua, Paraguay, Peru, and Spain to extend an invitation to them to attend the PDS in the fall of 2013. Staff from each of these countries participated in the ANOMAC conference in 2012.

Susan Schaar (VA) suggested that Steve's communication include an explanation of the background and purpose of ASLCS, along with information regarding the fall 2013 PDS slated to be held in Sacramento, CA. Susan also suggested that the President of ASLCS follow-up with an official invitation to staff from these Latin American countries and Spain to attend the PDS in Sacramento.

Steve reported that the 2013 meeting of ANOMAC is preliminarily planned for August 20th to 23rd and will most likely be held in Mexico City.

Steve Marshall (VT) reported to the committee that at the request of President Karen Wadsworth, he attended the "Australia and New Zealand Association of Clerks-at-the-Table" (ANZACATT) in January of 2013. Steven mentioned that per the ASLCS Standing Orders, ASLCS will extend an invitation to representatives of ANZACATT to attend the PDS in Sacramento this fall.

**Adjournment**

Upon a motion by Susan Schaar (VA) and seconded by Steve Marshall (VT), the meeting was adjourned.

Respectfully submitted,

Sandy Tenney (UT), Recorder
Call to Order
The meeting of the Legislative Administrator Committee was called to order by Maryann Horch, VA, Vice Chair.

Attendance
The following members of the committee were present: Maryann Horch (VA), Vice Chair, and Bernadette McNulty (CA). Other members/guests in attendance included Scott Kaiser (IL).

Approval of Minutes
Upon a motion by Scott Kaiser, seconded by Bernadette McNulty, the minutes of the last meeting held October 6, 2012, during the 2012 Fall Professional Development Seminar, in Richmond, VA, were approved.

Business
Upon the recommendation of the last committee meeting, the Legislative Administrator has more color—seems to be well received. Last issue printed with partial color pages cost $3,700. We would like to do the next issue (Anniversary Issue) in all color, which would increase the cost. Does the committee feel it is worth it to ask the Executive Committee for additional funds? All were in agreement.

With the anniversary issue, we would like to include a section on “What ASLCS means to me” (like the 50th anniversary issue). The committee will touch base with Karen Wadsworth, ASLCS President and Scott Kaiser, ASLCS Staff Chair to ask them to reach out to various members for their feedback/stories.

Adjournment
Upon a motion by Bernadette McNulty, seconded by Scott Kaiser, the meeting was adjourned.

Respectfully submitted,
Maryann Horch
Vice Chair
Call to Order
The meeting of the Membership and Communication Committee was called to order by Johnye Bennett (VA), Chair.

Attendance
The following members of the committee and guests were present: Johnye Bennett (VA), Chair, Catherine Hooe (VA), Vice Chair, Bonnie Alexander (ID), David Byerman (NV), Susan Kannarr (KS), Cheryl Laube (AZ), Suzi Lowell (AK), and Denise Weeks (NC).

Other members/guests in attendance included Norma Chastain (AZ); Yolanda Dixon (LA); Leslie Edwards (AZ).

Approval of Minutes
Upon a motion by Susan Kannarr, seconded by Denise Weeks, the minutes of the last meeting held on October 6, 2012, during the Professional Development Seminar, in Richmond, VA, were approved.

New Business
Johnye Bennett, Chair (VA) began the meeting by discussing the availability of sponsors for new attendees. Presently she is aware of eight new ASLCS members. She recommended that we begin to recruit sponsors now for the PDS to be held in October. Cheryl Laube (AZ) wondered if Membership and Communication committee members were expected to be sponsors. Susan Kannarr (KS) suggested that there be a line item on the PDS registration form to indicate an interest in being a sponsor. Bonnie Alexander (ID) reminded the committee that some staff might not have approval yet to travel in the fall. Denise Weeks (NC) suggested that the Legislative Administrator do a feature article on sponsors.
Johnye introduced a new idea for the icebreaker at the New Attendee Orientation. New attendees and sponsors will participate in "Minute To Win It", an adaptation of the popular NBC game show. This new icebreaker was demonstrated by Johnye and received enthusiastically by the committee members. New attendees who correctly answer a question related to ASLCS will have the opportunity to compete in a 60-second "challenge" and win a prize. The competition will promote collaboration and foster new relationships. The committee members will email game questions to Johnye, focusing on ASLCS/70th anniversary/state capitols/legislative processes. A practice session will be held in Atlanta. Johnye reported that the proposed budget, pending Executive Committee approval, for NAO is $150 for supplies and $300 for refreshments.

Continuing with tradition, the pin competition winner will be announced at the State Dinner on Saturday night, following the new attendee wrap-up on Saturday afternoon.

Adjournment

Upon a motion by Suzi Lowell, seconded by Norma Chastain, the meeting was adjourned.

Respectfully submitted,
Cathy Hooe, VA, Vice Chair
Call to Order
The meeting of the Professional Journal Committee was called to order by Bernadette McNulty (CA), Committee Chair.

Attendance
The following members were in attendance:
Bernadette McNulty (CA), Chair
Guests in attendance included Susan Furlong (NV).

Business
The Professional Journal committee meeting agenda items have been deferred.

It was noted that the committee has received one article to date. The deadline for article submission could be extended to the end of July but no later in order to meet publishing deadlines.

Submitted by,
Bernadette McNulty (CA)
Chair
Call to Order
The meeting of the Program Development Committee was called to order by Norma Chastain (AZ), Program Development Chair at 11:00 a.m.

Attendance
The following members of the committee were present:
Norma Chastain, (AZ), Chair; Paula Rosetto (CA), Vice Chair; Bonnie Alexander (ID); Johnye Bennett (VA); Janice Gadd (UT); Nathan Hatfield (VA); Cathy Hoee (VA); Susan Kannarr (KS); Cheryl Laube (AZ); Susan Schaar (VA)

Other members/guests in attendance included:
David Byerman (NV), Leslie Edwards (AZ), Maryann Horch (VA), Rob Hunt (ME), Lenore Naranjo (NM), Terry Spieler (MO)

Approval of Minutes
Upon a motion by Nathan Hatfield (VA), seconded by Janice Gadd (UT), the minutes of the last meeting held October 6, 2012, during the Professional Development Seminar in Richmond, VA were approved.

New Business
President Karen Wadsworth (NH), provided remarks on the upcoming NCSL Legislative Summit and cosponsoring a time slot.

Chair Norma Chastain (AZ) outlined several topics that ASLCS may be interested in cosponsoring. Angela Andrews (NCSL) will contact the liaison and various vendors to procure an additional cosponsor.

Discussion ensued and the following topics were determined:
Emerging Technology, Parliamentary Procedure, Public Access to Legislative Records, Committee Technology and Subpoenas

Chair Norma Chastain (AZ) discussed the 2013 Professional Development Seminar that will be held in Sacramento, CA. The plenary session speakers are Bill Kennedy (Social Cognition) who will present on Wednesday and Dave Logan (Tribal Leadership) on Saturday.
Vice-Chair Paula Rossetto (CA) elaborated on the strengths and styles of the plenary speakers.

Suggestions were taken on topics for the concurrent sessions and it was determined that 2 sessions would be led by the Technology Committee, 2 sessions by the Support Staff Committee, and 1 session by the Mason's Manual Committee. Angela Andrews (NCSL) added that it would be beneficial to include details of the session topics in the June marketing brochure. The deadline for submitting information for the brochure is mid-May.

David Byerman (NV) will determine the specific topics the Technology Committee will be presenting and provide them to Angela Andrews.

Topics selected were:
  - Legislative Web Design / ADA Accessibility Compliance Issues
  - Technology 101 (iCloud, emerging technology, etc.)
  - I Wish I Had Known
  - Professional Development Opportunities (Association Exchange Program, Scholarships, Member opportunities)
  - Masons
  - Art in Capitol Buildings (Possible Alternate)
  - International Comparative
  - CUPS - Custom Usage and Practices (Acronym Bingo, new member orientation, education, term limits)
  - Succession Planning

Rob Hunt (ME), the new Assistant Clerk in the Maine House introduced himself to the Committee. 70th Anniversary-themed events were discussed including the History of ASLCS and a 70th History room. Vice-Chair Paula Rossetto (CA) provided some highlights of the scheduled tours and activities that will occur at the Fall PDS.

**Adjournment**
Upon a motion by Susan Schaar (VA), seconded by Maryann Horch (VA), the meeting was adjourned.

Respectfully submitted,
Norma Chastain (AZ), Program Development Chair
Call to Order
The meeting of the Roster Committee was called to order by Carol Newton (MO), Chair.

Attendance
The following members of the committee were present:
Carol Newton (MO), and Sandy Tenney (UT)

Approval of Minutes
Upon a motion by Carol Newton, MO, seconded by Sandy Tenney, UT, the minutes of the last meeting held October 6, 2012, during the Professional Development Seminar, in Richmond, Va, were approved.

Old Business
No old business

New Business
The Executive and Bylaws committee gave approval to fix some technical errors in the Bylaw section of the 2013-2014 Roster.

Adjournment
Upon a motion by Sandy Tenney, UT seconded by Carol Newton, MO, the meeting was adjourned.

Respectfully submitted,
Carol Newton, MO, Roster Chairman
Call to Order
The meeting of the Site Selection Committee was called to order by Susan Kannarr, KS, Chair.

Attendance
The following members of the committee were present: Susan Kannarr (KS), Chair, Liz Clark (AK), Vice Chair, Dave Avant (AL), Johnye Bennett (VA), Norma Chastain (AZ), Yolanda Dixon (LA), Nathan Hatfield (VA), Catherine Hooe (VA), Steve Marshall (VT), Carol Newton (MO), Paula Rossetto (CA)
Other members/guests in attendance included Leslie Edwards, AZ; and Lenore Naranjo, NM.

Approval of Minutes
Upon a motion by Nathan Hatfield, VA, the minutes of the last meeting held October 6, 2012 during the Professional Development Seminar in Richmond, VA, were approved.

Old Business
Paula Rossetto, CA, provided the committee with an overview of the upcoming PDS to be held in Sacramento, California. She detailed many exciting activities that are planned including a visit to the nation's largest interactive railroad museum, a day at the Capitol and the host state event at a local winery. She noted state parks would be used as a venue for several events. Paula informed the average temperature is 70 - 100 degrees, with a norm of 80 during the day and cool nights. She advised dressing in layers.

Norma Chastain, AZ, added the program committee still had some decisions to make but they were well on their way to finalizing a terrific program agenda for Sacramento.

Yolanda Dixon, LA, reported that the 2014 PDS site would be New Orleans, 60 miles from Baton Rouge, tentatively set for the first week in October. The temp at this time is generally 70 - 90 with high humidity.
Liz Clark, AK, mentioned that Juneau, Alaska would like to host the 2015 PDS. Karen Wadsworth, ASLCS President reminded committee members that Juneau had not been approved by the Executive Committee as a PDS site.

**New Business**
Chair Kannarr informed the committee that they had been charged with updating and revising the Host State Manual. The committee agreed that comments that had been provided by Angela Andrews, NCSL, and last year’s Site Selection Committee should be included as a first step toward the revision.

Yolanda Dixon, LA, offered to work on the introduction to the manual.

Nathan Hatfield, VA volunteered to lead the review of the Hosted Meetings section of the manual and bring it up to date. Angela Andrews, NCSL, suggested the committee contact Terry Spieler from Missouri for help with the No Host and Hybrid sections of the manual.

Chair Kannarr distributed a proposed new format for the manual (in Microsoft Word) and upon a motion from Yolanda Dixon, LA, the committee unanimously accepted the new format.

A version of the host state manual with previous comments incorporated and using the new format will be distributed to committee members by Chair Kannarr for their review.

**Adjournment**
Upon a motion by Liz Clark, AK, and without objection, the meeting was adjourned.

Respectfully submitted,
Liz Clark, AK, Vice Chair
Call to Order
In the absence of the Chair Jamie Kruse the meeting of the Support Staff Committee was called to order by committee member Janice Gadd (UT).

Attendance
The following members of the committee were present: Janice Gadd (UT), Nathan Hatfield (VA), Carol Newton (MO), Paula Rossetto (CA)

Other members/guests in attendance included Karen Wadsworth (President ASLCS), Lenore Naranjo (NM), and Angela Andrews (NCSL)

Approval of Minutes
Upon a motion by Nathan Hatfield, (VA), seconded by Paula Rossetto (CA), the minutes of the last meeting held October 6, 2012 during the Professional Development Seminar in Richmond Virginia.

Old Business
Janice Gadd (UT) presented a flyer explaining the Associate Exchange Program (AEP) along with testimonials from past participants. Nathan Hatfield (VA) reported that there was only one candidate for this year's AEP and they were asked to resubmit because of a technical error in a previous year. Discussed the possible cause/reasons for the lack of participation and what the Committee can do to increase participation. Angela Andrews (NCSL) explained the timing of the applications where the list of possible host states is first solicited then the request for AEP participants. Possible suggestions to increase participation were: Move up the timing of the application process to the spring/summer; possible increase in stipend (needs to be approved by the Executive Committee), advertising in the Legislative Administrator, possible concurrent session, and promoting the program at the Legislative Expo in Sacramento. Further discussion is needed.
**New Business**

Concurrent Sessions - Two possible session topics for the PDS in Sacramento were discussed. 1.) **What I Wish I had Known from the Associates Perspective.** This would be an opportunity for “seasoned” staff to share their perspective and experience coming from the outside to a legislative office and or to the Clerks or Secretaries office or moving with legislative service (i.e from a committee or staff office to the Clerks or Secretaries office). Also, through Q & A, panelists will share tips and hints to new members of the Society to guide them through their legislative career. 2.) **ASLCS Scholarship Opportunities** – To discuss all scholarship opportunities available to members and how each one came about. Possible items of discussion: AEP Program from both the Associate and Host State perspective; The Betty King Scholarship for the Legislative Staff Management Institute (LSMI); Edward A. Burdick Memorial Scholarship and any other scholarships available for members of the society. Finding moderators and panelists is ongoing.

Legislative Expo – The Expo this year is slated to take place on Thursday, October 10 from 9:30 to 11:30 a.m. All states will be encouraged to participate and bring whatever they would like to showcase. The Support Staff Committee will have a booth promoting the AEP Program. On motion of Carol Newton (MO), seconded by Paula Rossetto (CA), the AEP information flyer (supplied by Chair Jamie Kruse (NB) and presented by Janice Gadd (UT) earlier, was approved. The flyer will be available at the Expo.

Break Out Sessions – After much discussion regarding the size of the breakout sessions in Virginia, it was decided by the committee to change up the breakout sessions for the Sacramento PDS and have four breakout sessions. To ease confusion and give more clarity as to which breakout session members should attend, the following is recommendation of the Support Staff Committee:

1. **Principles Clerks and Secretaries**
2. **Assistant Clerks and Secretaries**
3. **Legislative Operations:**
   A. Journal
   B. Calendar/Agenda
   C. Engrossing & Enrolling
   D. Bill Index and Status
   E. Committee Operations
4. **Support Staff:**
   A. Fiscal Administration, Purchasing
   B. Information Technology
   C. Support services, Documents Handling, Mail Room Information & Public Relations

**Adjournment**

Upon a motion by Nathan Hatfield (VA), seconded by Carol Newton (MO), the meeting was adjourned.

Respectfully submitted,
Paula Rossetto (CA)
Call to Order
The meeting of the Technology Committee was called to order by David Byerman (NV), Chair.

Attendance
The following members of the committee were present: David Byerman (NV), Chair, Bonnie Alexander (ID), Vice Chair, Steve Arias (NM), Denise Weeks (NC)

Other members/guests in attendance included Maryann Horch (VA), Joel Kintsel (OK), Scott Kaiser (IL), Rob Hunt (ME)

Approval of Minutes
Upon a motion by Bonnie Alexander, ID, seconded by Denise Weeks, NC, the minutes of the last meeting held March 22, 2013 via CoverItLive (Virtual Meeting), were approved.

Old Business
David Byerman, Chair, NV reviewed ongoing Technology Committee projects including:

- Social Media Roster, how it works and options and advantages for signing up for the roster. The Social Media Roster, in an abbreviated form, was included in the most recent Legislative Administrator, and it is hoped that this exposure will encourage more participation. The committee discussed ways to involve more people in the Social Media Roster and encouraging them to register. Ideas included having a computer station in Atlanta at the NCSL Summit and in Sacramento during the Legislative Expo at the ASLCS Professional Development Seminar. Angela Andrews also agreed to disseminate word of the Social Media Roster via the ASLCS Listserv.

- ELearning Videos, including an introductory video geared toward ASLCS Committee Chairs on how to use CoverItLive, and the first of a series of videos to be produced by the 2020 Mason’s Manual Commission on the “Principles of Parliamentary Law.” The videos can be found at youtube.com/ASLCSElearning and were shown to committee members. These videos will also be posted to the ASLCS website.
**New Business**
David Byerman, Chair, NV discussed the potential referral of two items from the Technology Committee to the ASLCS Executive Committee for approval. The items include:

- formation of an ASLCS social media group which would be by invitation only;
- a referral service for cloud storage and other internet services, such as Dropbox.

Both items will be recommended for inclusion in the ASLCS Executive Committee agenda for its meeting at the NCSL Legislative Summit in Atlanta.

Bonnie Alexander (ID) raised the issue of making the ASLCS website more useful for ASLCS members. The committee agreed to pursue at least including a list of useful links on the ASLCS website.

Chair Byerman also discussed the need to coordinate at least one concurrent session for the Professional Development Seminar in Sacramento. Ideas suggested by committee members included:

- Tech Speak 101 – a discussion of the ever changing terminology for the world in which we live.
- The use of technology to communicate information to the public in legislative buildings.
- Legislative web design, and ADA compliance for online resources. Some states (notably CA) are being informed that their entire website needs to be redone to bring it into compliance with ADA requirements.

**Adjournment**
Upon a motion by Denise Weeks, seconded by Stephen Arias, the meeting was adjourned.

Respectfully submitted,
Scott Kaiser, IL
Sponsor a new attendee at the 2013 Fall Professional Development Seminar in Sacramento, CA.

Contact Johnye Bennett at jbennett@senate.virginia.gov or call 804-698-7460 on how YOU can get involved!

---

E-Learning

Have you ever had an idea, a new innovation, or program that you just can’t wait to share with your legislative colleagues? Here’s your chance to “Broadcast Yourself” via the ASLCS E-Learning Channel (http://www.youtube.com/user/ASLCSELearning) on YouTube! Possible topics include:

- Problems/Solutions – creative or innovative processes used to address issues unique to the legislative process
- Highlights from an ASLCS Associate Exchange experience
- Job Descriptions/Virtual Job Shadow – i.e. “Day in the life” of a front desk staffer
- Virtual Chamber Tour – provide a guided tour noting chamber highlights and/or chamber operation

The ASLCS currently has two flip cameras available for check-out through Angela Andrews. Operating instructions and production tips will be included with the camera. Alternatively, smart phones or tablets with .mp4 or comparable video capability may also be utilized.

For more information, contact Angela Andrews angela.andrews@ncsl.org or David Byerman, Chair of the Technology Committee at David.Byerman@sen.state.nv.us.
Canadian-American Relations  By Denise Weeks

The history of ASLCS, updated last by Ed Burdick in 2003, references a meeting the Council of State Governments held in Detroit, Michigan in 1937. All the states bordering the Great Lakes and governmental officials from Ontario, Canada, were in attendance. One could speculate this meeting could have been a precursor to Clerks and Secretaries on both sides of the border communicating and visiting each other.

In July 1978, Pat Flahaven, former Secretary of the Minnesota Senate and ASLCS President at that time, invited a colleague from the Alberta Provincial Assembly and President of the Canadian Clerks at the Table, Douglas J. Blain, to attend the NCSL meeting in Denver. He introduced Mr. Blain and explained how he came to invite him, “I was thinking about the strength of our Clerks and Secretaries as custodians of knowledge of parliamentary procedure, and the origins of that special expertise being modeled from rules and customs of the British parliament. I contacted the Canadian Consul in Minneapolis to inquire whether that was a similar organization to our Society existing in the Canadian provinces.” Flahaven said. As a result, he was put in touch with Mr. Blain.

ASLCS voted to make Mr. Blain an honorary member and to establish a continuing relationship between the two “sister” organizations. He was encouraged to participate to any extent he was permitted and an exchange program of mailing lists and publications was initiated between the two organizations. After attending the annual conference of Clerks-at-the-Table in Quebec in August 1978, Pat Flahaven posted a notice in the May 1979 Legislative Administrator asking for comments and thoughts of the possibility of a joint meeting with our Canadian counterparts.

Mr. Flahaven served as Chair of ASLCS’ Interparliamentary Relations committee in 1979 and continued to work towards a joint meeting. Principal Clerks and Secretaries of ASLCS were invited to attend the first conference of Canadian and American Clerks August 7-11, 1980, in Saskatchewan. Altogether 19 ASLCS members and a total of 32 Americans attended the conference. An article written in The Legislative Administrator, September 1980, states the conference was ‘such a huge success that it was hardly half over when plans began being discussed for a reciprocal event in the United States’.

In 1981 the Canadian-American Interparliamentary Seminar was held September 13-17, in Portland, OR, and nearly 50 legislative clerks and secretaries from the US and Canada attended. The first day sessions were topped off with a presentation by Paul Mason, author of Mason’s Manual of Legislative Procedure. Mason’s honorary membership in ASLCS was formalized at this meeting with a resolution presented at dinner.

The first Canadian-American Clerk’s volleyball challenge was held at the Portland meeting with Canada winning the best two out of three.

Quebec City was the site for the 1983 joint meeting. St. Paul, MN hosted the 1985 joint meeting and the Canadians took the trophy again for the volleyball challenge. St. John’s, Newfoundland was the location of the 1987 meeting. One of the highlights for the US was (finally) a win at volleyball!

In 1988 the Interparliamentary Relations Committee proposed a resolution regarding attendance at the joint meeting. The resolution was printed in the minutes for the committee, but the final disposition of the resolution was not clear from documentation.
In 1989, Alaska and the Yukon jointly hosted the meeting. Beginning in Whitehorse, participants gathered for two days of meetings then boarded buses to Skagway then onward via ferry to Juneau. In 1991 the seventh biennial conference was held at Mackinac Island, MI. Sadly for the US the volleyball trophy returned to the Canadians. The 1993 meeting was cancelled. Nashville, TN was the site of the 1995 meeting and it is believed the US won the coveted trophy for volleyball since a report from the Victoria, BC meeting in 1997 indicated the US retained possession of the trophy that year. From an article in The Legislative Administrator in 1999 it is believed the Canadians somehow obtained (or misplaced) the trophy at the 1997 meeting.

Ottawa was the site of the 2001 meeting. Winner of volleyball not found reported. Wilmington, DE hosted in 2003 and TEAM USA won the trophy. In 2005 the conference was in Edmonton and Jasper, Alberta. With only 6 players for TEAM USA (and one of those a Canadian) the game was played with 5 per side and one to spare for rotation. TEAM USA was victorious! The Alberta meeting celebrated 25 years of the working relationship between the two organizations.

Richmond, VA was the site for 2007 and TEAM USA took the trophy.

TEAM USA was victorious once again in Toronto, Ontario in 2009.

The Canadians took home the trophy (Canadian goose) in Montgomery, AL in 2011. Quebec City is the location for 2013.

**CANADIAN-AMERICAN EXCHANGE**

In 1997 the Canadian Clerks at the Table and the American Society of Legislative Clerks and Secretaries drew an informal agreement establishing the Canadian American Exchange program.

**EXCHANGE PROGRAM CANADIAN-AMERICAN CLERKS AND SECRETARIES** (Informal Agreement, 1997)

**WHEREAS,** IT IS IN THE BEST INTERESTS OF THE American Society of Legislative Clerks and Secretaries and the Clerks-at-the-Table to enter into an exchange program, thereby enhancing the participants’ experience in the legislative process,

**NOW, THEREFORE, BE IT RESOLVED** that:

- The program shall be open to participation by both principals and associates; and
- The visit should be no more than a week to ten days in length; and
- The visiting clerk or secretary shall pay all travel expenses; and
- The host clerk or secretary shall provide local transportation as well as room and board - preferably in a private home - or, if not feasible, free accommodations elsewhere; and
- The visit should definitely be made while the host state (province) is in session, thereby giving the visiting clerk or secretary the best picture of the legislative process; and
- The visiting clerk or secretary should plan to “walk in the host’s shoes” for the visit; and
- The host shall prepare and submit in advance a work plan to cover the period of the exchange. The work plan may be modified by mutual agreement between the host and the exchange participant; and
- The participant shall maintain a journal to be filed with ASLCS & Clerks-at-the-Table for the use of future participants; and
- The Canadian-American Relations Committee of the ASLCS shall be the clearing house, maintaining a list of American clerks and associates who are interested in participating in the program; and
Upon the finalization of arrangements for an exchange to take place, the presidents of the respective organizations shall be asked to designate the participants to represent his/her respective society; and

The host or visiting clerk or secretary should not be made to feel obligated in any way to reciprocate, some states, and/or provinces may be willing to host but not willing to allow their clerk or secretary to visit and vice versa; and

A report from American participants in the program to *The Legislative Administrator* should be strongly encouraged; and

All states and provinces should be surveyed annually to determine willingness to either host or participate in an exchange.

(ASLCS Executive Committee approved the proposal July 31, 1996, St. Louis, MO, and it was delivered to the Canadian Clerks by JoAnn Hedrick, Chair Canadian-American Relations Committee, and Carole Peterson, President-elect, ASLCS.)

Four Clerks have participated in the exchange since the agreement was drawn. Denise Weeks and Debbie Deller in 1998 & 1999 and Bruce Jamerson and Todd Decker in 2000 & 2001.

In 2012 the Canadian American Relations committee began discussing ideas to revitalize the Canadian/American Exchange. The committee proposed the establishment of a $500 per year scholarship to be named “The Jane Richards Scholarship” to assist with costs associated with participation in the Exchange Program. The Executive Committee asked The Bylaws and Standing Orders Committee to prepare language to be consistent with other scholarships within ASLCS (note the amount when approved was increased to $1,000.00). The following was approved by the Executive Committee on June 11, 2013.

**JANE RICHARDS SCHOLARSHIP**

1. The Jane Richards Scholarship is established to assist American Society of Legislative Clerks and Secretaries (ASLCS) Principal and Associate members with costs associated with participation in the Canadian-American Exchange Program.

2. Jane Richards is a former 30-year employee of the Arizona House of Representatives. She was elected as Chief Clerk of the AZ House on November 12, 1979 and retired on October 30, 1992. Jane served as President of ASLCS from 1985-1986; she is an honorary member of ASLCS and Clerks-at-the-Table (Canada). This scholarship is in recognition of Ms. Richards’ many years of public service and her long-standing dedication to ASLCS.

3. The Jane Richards Scholarship will be awarded biennially to one (1) Principal or Associate member of the Society and funded in the amount of $1,000.00. Scholarship recipients agree to pay all remaining costs of travel/lodging/personal expenses to participate in the Canadian-American Exchange Program. In order to afford as many an opportunity to receive the scholarship as possible, those selected for the scholarship will not be eligible in future years.

4. The scholarship will be funded by ASLCS.
5. A Principal or Associate member who is interested in applying for the scholarship shall submit a letter outlining why he or she desires to be selected and how participating in the Canadian-American Exchange Program will enrich his/her professional development.

Associate members making application shall include a letter of endorsement from their Principal Clerk/Secretary. Letters of interest shall be submitted to the NCSL liaison to ASLCS who will forward the letters of application to the ASLCS Executive Committee no later than July 1.

The Executive Committee shall review applications and choose one scholarship recipient no later than September 1. The President will notify the scholarship recipient at the annual Professional Development Seminar.

6. Recipients of the Jane Richards Scholarship will be required to abide by guidelines for the Canadian-American Exchange Program. (June 11, 2013, Conference Call.)

**Why the Jane Richards Scholarship?**

Jane’s response when she heard of the scholarship can provide the answer.

“From the beginning of ASLCS’ association with our Canadian counterparts, I’ve been determined to keep the connection strong and enduring, even when many of our travels prior to retirement required us to personally fund our trips.

“So, beginning in 1982 at Waterton Lakes, Flip and I attended 8 CCATT meetings and since retirement in 1992, we have not missed any of the 20 meetings. And beginning in 1980 – we have attended all 16 Joint conferences. And, of course, we have attended all ASLCS meetings since retirement – 19 (except for 9/11/01) and also 19 meetings from 1973-1992.

“In 1985, the spouses gathered in Victoria to begin their own group and elected/selected Flip to be the President in Perpetuity of the ‘Society of Spouses (added significant others later) of Canadian Clerks’ at the Table, SOSOCATTS.

“The treasured friendships and relationships of these two entities prove that all of our dedicated efforts became an enduring and fruitful reality.”

In 1992, Jane Richards was named as the first non-Canadian to be granted honorary membership of CCATT. A scholarship named in her honor is well deserved for a lady and her husband who have shared so much of themselves and their lives with so many across North America.

Denise Weeks
July 2013
Nebraska’s Unicameral Legislature

By Jennifer Jones Welch, VA Senate

“Why Nebraska?”

I was asked this question a number of times. “Why Nebraska?” Nebraska was my top choice because of its individuality and uniqueness. It’s unique because it is the nation’s only unicameral and nonpartisan legislature. A unicameral legislature is one where there is only one legislative chamber that examines, deliberates and votes on bills. I was interested to see the functionality of a single chamber legislature and how it differed and compared to Virginia’s and others within the United States.

Jamie Kruse, Division Executive Assistant for the Nebraska Legislature, contacted me as soon as they learned of my selection. She was extremely helpful while making travel arrangements such as hotel suggestions, airport selection and even the best time to visit for good weather and exciting floor sessions. Once I received a fascinating three page agenda and had several more conversations with Jamie, I couldn’t wait to embark on my journey. Additionally, the idea of learning from one of the “Picassos” of Clerks and Secretaries, Patrick O’Donnell and his staff, was absolutely awe-inspiring. As he’s considered an expert in his field by members of the Society, I felt some nervousness in addition to the eagerness and excitement.

My first day began with introductions to the Legislative Staff and a tour of the Legislative Offices. The first thing I noticed before I entered was the size of the Nebraska State Capitol. It was enormous and absolutely breathtaking! All three branches of government, executive, judicial and legislative, are housed within the halls. That was the first difference because in Virginia, our Capitol only houses our legislative branch. Another difference that I noticed is that all of the members’ offices are in the Nebraska Capitol as well and they occupy these offices throughout the year. In Virginia, our members use their legislative office primarily during session. Next, Jamie explained the structure and set up of Nebraska’s legislature. I also met with Carol Koranda, Index Clerk, who gave an overview of the legislative process. Their list of bills to be discussed on the legislative floor is called an “agenda”, as ours is the “Calendar”. Their agenda may only be one sheet whereas ours could easily be a twenty page booklet. She explained that there are days that they may not even finish that one sheet. Unlike in Virginia where we must complete our entire “calendar” each day.

I had the great opportunity to sit at the Dias with the Clerk’s staff, which was quite exciting. Being able to witness the unicameral process as it happened was exhilarating. Again, I immediately noticed several differences. First, as in Virginia, the Lt. Governor presides over the Legislature. In Nebraska, the Speaker presides in the Lt. Governor’s absence. However, other members can be appointed. Coming from a chamber where the Lt. Governor remains at the Dias throughout a session, it was quite odd seeing a different member presiding every
couple of hours. Another major difference that I noted was that their pages are college students, unlike in Virginia, and they work in four hour shifts. The pages are located on the left side of the Dias only. In Virginia, our pages are 13 and 14 year olds and they are located throughout our Chamber. Kitty Kearns, Page Supervisor, was stunned when I explained their ages. I also noticed that committee staff and members’ staff are allowed in the Chamber in designated areas on each side of the Chamber. This enables members’ access to staff quickly should they require assistance. There are also telephones on the members’ desks. They do not ring but have a light to alert a member of a phone call. Two old-fashioned telephone booths located in the back of the Chamber caught my eye because they appeared so archaic. Members use these when making calls from their cell phones since they aren’t allowed on the legislative floor as in Virginia.

After spending time in the Chamber, I was given a personal tour of the Capitol Building by the Tourism Supervisor, Roxanne Smith. Not only did she show me where the Governor’s Office rests and where the judicial branch hears cases, but she shared her knowledge of the history of the Capitol as well as the meaning and symbolization of the many paintings and architectural styles that adorned the hallways. She explained that the Nebraska State Capitol was designed and decorated to tell the history of life in Nebraska as it progressed.

Day two began in the Support Services area of the Clerk of the Legislature with Jamie again. She shared more of her duties including updating the policy manual which consists of updating all job descriptions and job procedures, organizing the minister of the day and press passes and coordinating keys and identification badges to name a few. While Jamie and I share many of the same responsibilities, I quickly learned that she also holds duties that exist within other areas of the Virginia Clerk’s Office. I next met with the Human Resources Coordinator. She and I discussed hiring of their session staff and management of staff. They usually go from about 60 staff members to about 90 during session and they utilize temporary agencies quite often. She was intrigued to learn that in Virginia we hire and supervise our session administrative assistants but their daily work assignments come from our members and his/her legislative assistants. Again, in Nebraska, each member hires his or her own administrative assistant that work for them throughout the year.

In Virginia, facilities management, telecommunications, recycling and office furnishings falls within my department, Support Services. In Nebraska, it is the responsibility of the Coordinator of Legislative Services, which is not a part of the Clerk of the Legislature but the Executive Board. One of the most memorable moments of my visit occurred when I met with Chuck Hubka. Since he must maintain good working relationships with the maintenance crew of the Capitol, as we do in Virginia, he was able to take me into one of the towers, even though it was off limits due to construction. When he explained that the stairs were narrow and there’s plenty of dust, I explained that I was accustomed to situations of this nature.

On my third day, I met with the Legislative Accounting Office. This office is responsible for supplies, billing, payroll, procurement, per diem, fixed assets and tuition reimbursements. In Virginia, these duties are divided between my office and our Fiscal Office. One thing that I felt was rather interesting was the threshold that they use as a basis for their fixed assets. Our threshold is $5,000 and Nebraska’s is $1,500. That was intriguing because it would require most purchases be recorded in the asset system. I did notice many similarities regarding other duties such as with their telephone and postage billing to members. They
also send out invoices to their members and division heads for approval and are responsible for collecting reimbursements.

One of the most important details (besides being unicameral) that makes Nebraska unique is the fact that a hearing is held on every piece of legislation that is introduced. This truly gives the citizens of Nebraska an opportunity to testify and voice their opinions. The comments of each citizen are recorded and made a part of the official committee record. Anyone can testify. After the public hearings, the committee members consider whether the bill would make a good law. If so, it’s advanced to the next step.

Nebraska’s uniqueness stems from its single chamber, its hearing process and how it allows for more citizen input in the democratic process. While there are many differences from other Chambers including Virginia, there is no difference in the ultimate goal – to serve our citizens to the very best of our abilities. The Nebraska Legislature proved to be undoubtedly as fascinating as I thought it would be. Patrick, Jamie and the Clerk’s staff did a remarkable job hosting and making me feel welcome. I’m glad that I chose Nebraska because I was afforded an experience that I will cherish forever.
Dear Mr. Mason:

My chamber rules state that a floor session cannot run past 9:00 p.m. What happens if it does?

-Sleep Deprived in the Senate

Dear Sleep Deprived in the Senate:

This is one of our favorite tenets of Mason’s Manual, because it is both elegant and simple. It allows great control over the rules a body sets for itself. Section 15 states that if a body breaks its own rules, it is assumed the rules are temporarily suspended. In no way does this ‘virtual suspension’ invalidate other legitimate acts taken by the body nor does it make the actions subject to court review. We encourage you to consult Section 15 for more information.

-Mr. Mason

Dear Mr. Mason:

We always take roll call attendance at the beginning of a session. After we go “at ease,” we do not take roll call. Historically, after every recess, we have taken a roll call. This year, the speaker decided not to do a roll call after recess because we were going to recess quite often, and it was clear that we had a quorum with only one or two members absent. My question: Is a roll call necessary after recess?

-Confused

Dear Confused:

We encourage you to review Mason’s Section 504. Mason’s Section 504-1 addresses just this issue, stating “When a body has convened with a quorum present, it can continue to transact business as long as quorum is present and it is presumed that quorum continues to be present until the question of no quorum is raised or the lack of a quorum is disclosed by a vote as recorded in the journal.” Your speaker should be congratulated for being not only correct but also expedient.

-Mr. Mason

Send your parliamentary inquiries to AskMrMason@ncsl.org. The inquiries that are chosen for response will be featured in an “Ask Mr. Mason” column in a future edition of the Legislative Administrator. This advice column can only be successful with your help. We would appreciate your inquiries and will do our best to answer them in a manner that would make Mr. Mason proud.
Sacramento in October 2013 What to do?

Sacramento is centrally located and in a few hours’ drive North you could be in Lake Tahoe enjoying the beautiful sites of the Emerald Bay, or two hours South you could be in San Francisco enjoying one of the greatest metropolis’ that offers an array of activities: Golden Gate Park, The de Young Museum, and the Pacific Ocean and its beach. The activities are endless and you will be saying to yourself, “I wish I had more time.”

If you do not get the opportunity to travel and explore a bit of California, Sacramento is an impressive city with many things to do.

You can travel back in time and return to the old West by visiting Old Town Sacramento. It has cobblestone streets, horse drawn carriages and volunteers dressed in period costume showcasing the Gold Rush days and the hustle and bustle of a growing town. You should allow several hours when touring Old Town because the shopping and dining opportunities are numerous. The tours that are available are splendid and worth the time. The “underground tour” is for adults only, and is literally underground, showing what miners did during the gold rush which went beyond panning for gold. A guided walking tour will have you meander through the buildings displaying the architecture of Old Town as it withstood devastating floods and fires. The ghost tour will have you eerily captured by the people and their tales of the past as they lived and died during the Gold Rush era.

If walking tours or shopping isn’t on your list, you can relax and float along on one of the many boat cruises that are available on the Sacramento and American rivers or the Delta. The “river city” offers one hour or day long excursions with dining available or just simply sightseeing.

Midtown Sacramento has a vibrant nightlife and many restaurants of all calibers. It’s also host to a dynamic art scene with the “second Saturday art walk.” Local artists show off their wares with an assortment of genre, and, at the same time you’ll enjoy the live music and wine tasting.

The outdoor activities are endless: You can take a bike ride along the American river; kayak in Lake Natoma or power boat in Folsom Lake; or hike the trails and explore the Nimbus fish hatchery. If you enjoy the links, there are several golf courses in the local area that will challenge your driver or test your short game. If you want to take in a show, a ball game or a horse race, Sacramento has a variety of venues from the live stage to the 3D theater. The renowned “B” street theatre has great plays. The Crest theatre opened in 1913 with a vaudeville show. It has endured the test of time and is a fabulous place to see an independent film. The IMAX theatre makes things come to life with amazing technology. Sleep Train Arena offers basketball with the hometown team, the Sacramento Kings. Cal Expo will harness you as you watch the ponies take to the track.

Whatever you choose to do in Sacramento, we hope you enjoy your stay and have an opportunity to explore our city. For links and more information on events available, be sure to check out the blog, “ride the wave to the Golden State” on the ASLCS website.
Photo by Emily Bloom, Senate photography student intern (CA)

★ Hidden Answer: _______________

**Across**

3. Active volcano
5. Sutter’s Mill locale
7. HOT!!
10. Entertainment capital
11. Engineering marvel
12. Jack London home
15. Donner Party mountain range
16. Wild west mail
18. Featured on state quarter
20. Number of National Parks in state
22. Island look up
23. Shake, rattle, and roll

**Down**

1. Abraham Lincoln and John Muir saved it
3. Ancient city
4. Chip locale
5. Highest peak in contiguous states
6. Wine county
8. One hurry
13. Gold diggers
14. Tasting destination
17. Environmental photographer
18. State animal
19. State flower
21. First capital
22. Largest alpine lake in North America
24. State bird
Mason’s Manual Commission Meeting on Completion of First Revision—Chicago, Illinois

Front: Jan Carpenter (NCSL staff), Betty King, Patrick O’Donnell, Jane Richards, Mouryne Landing
Back: Joe Brown, Clyde McCullough, Patrick Flahaven, Mark Corrigan (Chair), Kenneth Wright, Ed Burdick, William Kandler, Bob Picher, Gregory Gray, Donald Schneider, Rich Jones (NCSL staff), and John Phelps
The American Society of Legislative Clerks and Secretaries has an illustrious history and an eventful past that should be reviewed with enthusiasm and pride. If we spend a little time occasionally talking about our past, it will help us in planning Society activities for the future.

ASLCS is fifty years old this year, but our profession dates back to colonial times. The profession of Clerks and Secretaries in the "New World" goes back to 1619 when John Twine was Clerk of the House of Burgesses in the Colony of Virginia.

Are you aware that Clerks and Secretaries played an important role in the early years of the Council of State Governments? In 1933, the Council of State Governments was formed at the University of Chicago. Since its founding, the Council has successfully fulfilled its mission of helping to strengthen the role of state governments in the complex American federal system.

At that time the state legislatures were loosely organized with short sessions and low salaries for members and staff. State lawmaking bodies were dominated by lobbyists and special interest groups. They were staffed by a Clerk or Secretary and very few administrative assistants. This typical legislative staff was supplemented by people on loan from the executive branch plus numerous part-time patronage people. Clerks and Secretaries were in a strong position of leadership, were held in high regard by all government officials, and had little competition from other legislative staff. As a result, much of the contact between the Council of State Governments and the legislatures in the 1930s was through the Clerks and Secretaries.

The ineffectiveness of state governments and the emergence of nationalism during the depression years pointed out the necessity for cooperation among the states if state government was to regain its status. Consequently, the Council of State Governments filled a void and grew in importance. The Clerks and Secretaries were in a position to assist in this cooperative movement from the beginning.

Glenn W. Ellard, former Clerk of the Georgia House of Representatives, reported that the Council had been designated the official repository of all state and territorial research reports. The Council's initial undertaking was the preparation of a legislative research checklist to improve the exchange of information.

Meetings with agencies from the states began to emerge first on a regional basis and then on a national basis, and the Council of State Governments had become the vehicle for solving problems shared by all the states.

Subsequently, Clerks and Secretaries started communicating with each other and visiting each other. They arranged annual get-togethers which were poorly attended because of the difficulty in getting approval for travel. Other legislative staff directors were later invited to the meetings. We believe this loosely organized group was called the American Association of Legislative Officers and was in existence only for a short period of time in the late 1930s and early 1940s.

In 1943, Joseph A. Beek, Secretary of the California Senate, and a few colleagues promoted the idea that Clerks and Secretaries should organize separately on a national basis. The group did organize and called itself the American Society of Legislative Clerks and Secretaries. 1943 was the beginning of a new era for professional legislative administrators and parliamentarians because they were finally united in one strong organization. Mr. Beek was elected its first president and held that position for 25 years.

During the years that our organization has functioned, we as members have witnessed a revolution in the state lawmaking process. Allen Morris, former Clerk of the Florida House, has written that today’s legislature is better equipped, better informed, and more able to be
independent of the executive branch. Clerks and Secretaries as individuals have made significant contributions to this movement and our Society has educated each one of our members to grow, to adjust, and to appreciate these dramatic changes.

We also have evidence of another organization called the Legislative Service Conference which was formed in 1947 in Chicago. Mark Gruell, Jr., former Secretary of the Pennsylvania Senate and a former officer of the Society, reported that a few Clerks and Secretaries attended the meetings of the Legislative Service Conference, but that Clerks and Secretaries continued to meet separately because the new group was dominated by bill drafters, reference agency heads, and fiscal officers. Another new staff position called director of the legislative council was beginning to show up on the tables of organization in legislative bodies. Legislative council directors took over the leadership of the Legislative Service Conference, much to the displeasure of many Clerks and Secretaries.

By the time the Legislative Service Conference met in 1950, many legislative members were attending. The truth is that Clerks and Secretaries were not formally invited to attend the meetings until 1953. At the 1955 meeting of the Legislative Service Conference, legislative members outnumbered legislative staff and a reorganization took place. The name was changed from the Legislative Service Conference to the National Legislative Conference.

Clerks and Secretaries were involved in organizing the new conference, making certain that staff people would retain a voice. Albert J. Abrams, former Secretary of the New York Senate, was elected President of the National Legislative Conference in 1965. For a number of years, legislators and staff alternated as president. Please keep in mind that during this time our group, the American Society of Clerks and Secretaries, was still functioning and was still providing inspiration and service for its members. C.A. Blankenship, former Clerk of the West Virginia House of Delegates, wrote that Clerks and Secretaries might be called the grandparents of the National Legislative Conference because of their involvement in the formation of the Conference and because our Society is older than the Conference.

Birth was given in the 1960s to two more legislative organizations, the National Conference of State Legislative Leaders and the National Society of State Legislatures. Due to competition for the same funds and difficulty in speaking with one voice to federal agencies, they merged with the National Legislative Conference to form the National Conference of State Legislatures in 1974. Again, Clerks and Secretaries were involved in forming the new organization, assuring that staff people would be active participants. Our Society has retained strong ties with the National Conference of State Legislatures on a national basis and with the Council of State Governments on a regional basis.

You have probably heard that ASLCS was mainly a social organization in the early part of its history, but please don’t conclude that fun-loving was its only interest. For one thing, the Society provided its president, Mr. Beek, with a podium for 25 consecutive years to remind Clerks and Secretaries of the importance of their contribution to state government. He challenged them to justify their positions of trust. He warned them as far back as 1943 that their profession would have competition from other staff people filling newly-created positions. He probably had in mind service bureau directors, legislative council directors, and leadership staff. He inspired Clerks and Secretaries to become proficient in their work. He told them to modernize their procedures or someone would replace them who would modernize. You might say that because of these inspirational meetings, our organization for many years was an evangelistic society. The gospel message was for Clerks and Secretaries to continually do a better job.

But it was more than a social society and an evangelical society. It was also a protective society. I mentioned earlier that our group protected the rights and privileges of Clerks and Secretaries and all legislative staff in the other organizations with which we had an affiliation. ASLCS was involved in the successful fight to preserve a place for staff in the formation of the National Legislative Conference in 1955. ASLCS was involved to a greater extent in the fight to protect all staff when the merger took place in 1975 with the formation of the new National Conference of State Legislatures. Today, staff has a prominent role in NCSL. This recognition for staff would not have been possible without the efforts of our Society in past years.
In all fairness, I must report that ASLCS was having some difficulties in the mid-1960s. We had lost our effectiveness with the Council of State Governments and with the National Legislative Conference. The dominant staff section was Service Bureau Directors and not Clerks and Secretaries. Attendance at Society activities was down and interest was fading although efforts were being made to bring new life to the group. To help revitalize our group, a national seminar for Clerks and Secretaries, the first professional development seminar for legislative staff, was held in 1967. Al Abrams, former Secretary of the New York Senate, sponsored the seminar. Despite the skeptics, 16 people attended. The annual meeting of Clerks and Secretaries in San Antonio the same year, however, attracted only 11 people. The 1968 meeting in Miami Beach attracted only 13 people.

The actual re-birth of the Society probably took place at that Miami beach meeting in 1968 when these 13 Clerks and Secretaries vowed to expand activities, promote attendance, and increase liaison between members. Mr. Beek, who then was in poor health, declined to run for re-election. He was named president emeritus and a resolution was adopted thanking him for his 25 years of outstanding leadership. He passed away the following year at the age of 88. History will show that his early contributions to this organization were never equaled.

An unfortunate happening took place that year. Ward Bowden, the new president of the Society, passed away in the middle of his term while working as Secretary on the floor of the Washington Senate. T. Thomas Thatcher assumed the duties of President. In 1969 he was named to a full one-year term as president. The following year he declined reelection, thereby establishing the custom and usage that presidents of this organization serve only one term. Continuity and experience are two assets made available by a section in the by-laws providing that past presidents who are still active members of the Society remain on the Executive Committee as ex-officio members.

“...The purpose of this Society is to improve the administrative effectiveness of State Legislatures and to develop better procedures in enhancing the lawmaking function.”

Today ASLCS is the envy of the other staff sections of NCSL. We are more progressive and innovative. We lead in attendance. We do more for our members. The first annual seminar was held in 1967. Annual attendance at Clerks and Secretaries Seminars has increased ten-fold since then. In 1976 a new tradition was established when the annual Society business meeting and election of officers, previously held at the Conference, was rescheduled for the Seminar. Another activity that increased the interest in the seminars was the addition of a state dinner to the seminar program. NCSL takes our seminars seriously and each year we receive more cooperation and more assistance from them.

Some of the most informative meetings for Clerks and Secretaries have been held in state capitol buildings where tours of the legislative facilities were conducted, the law making process was demonstrated on the spot, and samples of legislative printing were made available.

ASLCS is better organized than the other staff sections of NCSL. We have our own by-laws which were established in 1972 after a long and constructive fight. The purpose of our organization was properly defined in the by-laws and reads: “The purpose of this Society is to improve the administrative effectiveness of State Legislatures and to develop better procedures in enhancing the lawmaking function.” The by-laws provide for a strong Executive Committee, giving new responsibilities and adequate authority to the officers and the Executive Committee. The committee now meets quarterly to transact Society business and plan future activities. We have our own separate dues and our treasury shows a healthy balance. We aren’t hesitant to spend our own money for worthwhile projects. Dues were first established in 1972.

The first roster of Society members was published in 1956. Our Society has its own logo, adopted through a national contest sponsored in 1975. The logo appears on our business letterhead and all publications. We first adopted a Code of Ethics in 1973 and modernized it in 1977. The framed Code of Ethics now hangs in the offices of most Clerks and Secretaries. In 1980 the first U.S./Canadian Exchange was held, fostering
communication and friendship on an international level. In 1984 Mason’s Manual was turned over to ASLCS. Communication among members of the Society is excellent. The Legislative Administrator, first published in 1969, keeps members informed of what their colleagues around the country are doing.

And with all this increased activity we haven’t forgotten how to socialize. Our state dinners, our early bird receptions, our hospitality rooms, and other informal gatherings have helped us to become working partners. We learn from each other and share problems with each other as friends, not strangers. Our acquaintanceship knows no state or territorial borders.

Our history should give us a new respect for our organization, for all its members, and for the trust placed in us by our peers. Our history gives us a better appreciation of the contributions made by others during the past 50 years. It teaches us that it is advantageous to fight our competitors and not each other. It proves that by being united we can accomplish worthwhile things.

We have gained a new admiration for each other as professional administrators and parliamentarians. Although we live in a political atmosphere, we have learned to work together in this organization in a non-partisan way. We have one goal in mind: to improve the system that employs us and at the same time improve our own status as professionals.

The history of the American Society of Legislative Clerks and Secretaries is truly a success story. It is with pride that we can say that we have accomplished what our founders set out to accomplish way back in 1943.

**Work Session of Original Mason’s Manual Commission:**

Left to Right: Bill Kandler, Mouryne Landing, John Phelps, Betty King, Patrick Flahaven, Jan Carpenter, Al Mathowitz, Grace Collins, Ken Wright (standing), Ed Burdick, Mark Corrigan, Patrick O’Donnell, Gregory Gray, Janine Mattson, Jane Richards, and Don Schneider
Joseph A. Beek
Distinguished Service Award Recipients

1983
Edward A. Burdick
Chief Clerk of the House
Minnesota

1987
Patrick E. Flahaven
Secretary of the Senate
Minnesota

1989
McDowell Lee
Secretary of the Senate
Alabama

1991
Joe Brown
Secretary of the Senate
Florida

1993
Betty King
Secretary of the Senate
Texas

1995
Patrick J. O’Donnell
Chief Clerk of the Legislature
Nebraska

1998
Donald J. Schneider
Chief Clerk of the Senate
Wisconsin

2002
Alfred W. “Butch” Speer
Clerk of the House
Louisiana

2005
John B. Phelps
Clerk of the House
Florida

2009
Ramona J. Kenady Line
Chief Clerk of the House
Oregon

2012
Susan Clarke Schaar
Clerk of the Senate
Virginia

1972 — ASLCS Bylaws and Dues were established
<table>
<thead>
<tr>
<th>Year</th>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1943 - 1968</td>
<td>Joseph A. Beek</td>
<td>Secretary of the Senate, California</td>
</tr>
<tr>
<td>1968 - 1969</td>
<td>Ward Bowden</td>
<td>Secretary of the Senate, Washington</td>
</tr>
<tr>
<td>1970 - 1971</td>
<td>Charles A. Schnabel</td>
<td>Secretary of the Senate, Texas</td>
</tr>
<tr>
<td>1971 - 1972</td>
<td>Edward A. Burdick</td>
<td>Chief Clerk of the House, Minnesota</td>
</tr>
<tr>
<td>1972 - 1973</td>
<td>Henry H. Patterson</td>
<td>Secretary of the Senate, New Jersey</td>
</tr>
<tr>
<td>1974 - 1975</td>
<td>McDowell Lee</td>
<td>Secretary of the Senate, Alabama</td>
</tr>
<tr>
<td>1975 - 1976</td>
<td>Sophia C. Buckmiller</td>
<td>Secretary of the Senate, Utah</td>
</tr>
<tr>
<td>1976 - Resigned</td>
<td>James C. Free</td>
<td>Chief Clerk of the House, Tennessee</td>
</tr>
<tr>
<td>1976 - 1977</td>
<td>Sylvia Orange Risher</td>
<td>Clerk of the House, South Carolina</td>
</tr>
<tr>
<td>1977 - 1978</td>
<td>Patrick E. Flahaven</td>
<td>Secretary of the Senate, Minnesota</td>
</tr>
<tr>
<td>1978 - 1979</td>
<td>Edwin H. Pert</td>
<td>Clerk of the House, Maine</td>
</tr>
<tr>
<td>1979 - 1980</td>
<td>Joe Brown</td>
<td>Secretary of the Senate, Florida</td>
</tr>
<tr>
<td>1980 - 1981</td>
<td>Maribel Cadmus</td>
<td>Secretary of the Senate, Oregon</td>
</tr>
<tr>
<td>1981 - 1982</td>
<td>Grace Collins</td>
<td>Principal Clerk of the House, North Carolina</td>
</tr>
<tr>
<td>1982 - 1983</td>
<td>Lee Slater</td>
<td>Secretary of the Senate, Oklahoma</td>
</tr>
<tr>
<td>1983 - 1984</td>
<td>Donald J. Schneider</td>
<td>Chief Clerk of the Senate, Wisconsin</td>
</tr>
<tr>
<td>1984 - 1985</td>
<td>Betty King</td>
<td>Secretary of the Senate, Texas</td>
</tr>
<tr>
<td>1985 - 1986</td>
<td>Jane Richards</td>
<td>Chief Clerk of the House, Arizona</td>
</tr>
<tr>
<td>1986 - 1987</td>
<td>Patrick J. O'Donnell</td>
<td>Clerk of the Legislature, Nebraska</td>
</tr>
<tr>
<td>1987 - 1988</td>
<td>Bryant Millsaps</td>
<td>Clerk of the House, Tennessee</td>
</tr>
<tr>
<td>1988 - 1989</td>
<td>Bob Picher</td>
<td>Clerk of the House, Vermont</td>
</tr>
<tr>
<td>1989 - 1990</td>
<td>Mouryane Landing</td>
<td>Chief Clerk of the Assembly, Nevada</td>
</tr>
</tbody>
</table>
### Past Presidents

**ASLCS 1943 - 2013**

<table>
<thead>
<tr>
<th>Year</th>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1991 - 1992</td>
<td>Carolyn J. Tinkle</td>
<td>Principal Secretary of the Senate, Indiana</td>
</tr>
<tr>
<td>1993 - 1994</td>
<td>Willis “Bill” Snow</td>
<td>Secretary of the Senate, Michigan</td>
</tr>
<tr>
<td>1994 - 1995</td>
<td>Ramona J. Kenady Line</td>
<td>Chief Clerk of the House, Oregon</td>
</tr>
<tr>
<td>1995 - 1996</td>
<td>Larry Warden</td>
<td>Chief Clerk of the House, Oklahoma</td>
</tr>
<tr>
<td>1996 - 1997</td>
<td>Carol E. Peterson</td>
<td>Chief Clerk of the House, Utah</td>
</tr>
<tr>
<td>1997 - 1998</td>
<td>Susan Clarke Schaar</td>
<td>Clerk of the Senate, Virginia</td>
</tr>
<tr>
<td>1998 - 1999</td>
<td>Denise G. Weeks</td>
<td>Principal Clerk of the House, North Carolina</td>
</tr>
<tr>
<td>1999 - 2000</td>
<td>Jim Harry</td>
<td>Secretary of the Senate, Illinois</td>
</tr>
<tr>
<td>2000 - 2001</td>
<td>Pat Saville</td>
<td>Secretary of the Senate, Kansas</td>
</tr>
<tr>
<td>2001 - 2002</td>
<td>Judy Hall</td>
<td>Secretary of the Senate, Oregon</td>
</tr>
<tr>
<td>2002 - 2003</td>
<td>Ann Cornwell</td>
<td>Secretary of the Senate, Arkansas</td>
</tr>
<tr>
<td>2003 - 2004</td>
<td>Norman L. Moore</td>
<td>Chief Clerk of the House, Arizona</td>
</tr>
<tr>
<td>2004 - 2005</td>
<td>Bruce Jamerson</td>
<td>Clerk of the House, Virginia</td>
</tr>
<tr>
<td>2005 - 2006</td>
<td>JoAnn Hedrick</td>
<td>Chief Clerk of the House, Delaware</td>
</tr>
<tr>
<td>2006 - 2007</td>
<td>Laura P. Clemens</td>
<td>Clerk of the House, Ohio</td>
</tr>
<tr>
<td>2007 - 2008</td>
<td>Patsy Spaw</td>
<td>Secretary of the Senate, Texas</td>
</tr>
<tr>
<td>2008 - 2009</td>
<td>Millicent M. MacFarland</td>
<td>Clerk of the House, Maine</td>
</tr>
<tr>
<td>2009 - 2010</td>
<td>Gregory M. Gray</td>
<td>Clerk of the House, West Virginia</td>
</tr>
<tr>
<td>2010 - 2011</td>
<td>Robert J. Marchant</td>
<td>Chief Clerk/Director of Operations of the Senate, Wisconsin</td>
</tr>
<tr>
<td>2011 - 2012</td>
<td>Terry L. Spieler</td>
<td>Secretary of the Senate, Missouri</td>
</tr>
<tr>
<td>2012 - 2013</td>
<td>Karen Wadsworth</td>
<td>Clerk of the House, New Hampshire</td>
</tr>
</tbody>
</table>
Celebrating 70 Years

California Senate 1940
Joe Beek at the rostrum and Paul Mason to the right

1975 — Sophia C. Buckmiller, first woman President of ASLCS, was elected
What does ASLCS mean to me?

Few of us are so complete that when first holding our jobs we brim with confidence and know all we need to perform our best – I certainly wasn’t! Over the years, A.S.L.C.S. has given me development opportunities to hone my knowledge and skills to in office management, in self-improvement, in dealing with difficult people, in computer technologies have all benefited me in my job at home and have benefited my House.

A.S.L.C.S. has given me opportunities to pass on my knowledge and my sparse wisdom to others who share my passion for the legislative branch. I’ve been on panels on legal issues, on ethics, on redistricting, on session management, on parliamentary procedure, and several others the fog of advancing years has erased.

A.S.L.C.S. has allowed me to plagiarize the excellent ideas and processes other Members practice in their states. Whenever I bring home one of these brilliances I’ve bettered my House and myself – I swear I’ve always given credit where due!

Most of all, A.S.L.C.S. has given me friends. Friends who teach, who mentor, who share, who laugh, who shake their heads in collective angst, who support, and who care are the greatest gift I’ve received from my membership in the Society. As a Cajun might say in explaining us to us: Plus ça change, plus ce meme chose!

Alfred “Butch” Speer
Clerk, Louisiana House of Representatives

Over the past twenty-five years my knowledge of legislative procedures, customs, and rules has broaden through my participation in the American Society of Legislative Clerks and Secretaries. My active involvement helped enable me to become a more effective Clerk of the House. I am indebted to many members who have shared their knowledge and expertise with me. I value our shared learning experiences at our annual seminars and am always excited to be among so many dedicated public servants. I deeply appreciate my many ASLCS friends and thank everyone who works to keep our society strong and focused on our purpose.

Millie MacFarland
Clerk of the House, Maine

From the time of my first meeting in 2007, ASLCS has been a tremendous source of support, education and friendship. Every year I look forward to the times when I get to see my friends from around the country to catch up on their lives and learn something new. It’s good to know that if I need an answer to a question or some sage advice, I just have reach out to my ASLCS colleagues who truly understand the demands of the job and are always eager to help.

Susan Kannarr
Chief Clerk of the House, Kansas
In 1977 I attended my first annual meeting of the American Society of Legislative Clerks and Secretaries (ASLCS) in New Orleans and was totally convinced that ASLCS was a group I wanted to be part of. I've only missed two annual meetings in the last 36 years and every meeting I've attended has been wonderful.

Professional development/education, mentors, networking, friendship—all personal treasures I've found in ASLCS. Only in ASLCS do you find people who understand and appreciate your job. Who else knows what an Engrossing Clerk does, much less appreciates the importance of the work?

ASLCS is a strong and proud society. Lifelong friendships, trusted confidants and advisors, increased respect for institutional knowledge and the legislative process, enhanced knowledge of parliamentary procedure, I've gained all of these and much, much more from ASLCS.

ASLCS is a strong and proud society and may it ever be. Happy 70th Anniversary!!

Patsy Spaw
Secretary of the Senate

To me ASLCS is similar to the former TV show “Cheers” and its theme song “Where Everyone Knows Your Name” and what you actually do! It is like an extended family and has been a source of information and support to me during the course of my legislative career and especially my last 23 years as Clerk. I have made some wonderful friends, have visited some wonderful locations and many beautiful state capitols. I feel that the more I have given to ASLCS the more I have received in return. It is exciting to be a part of the 70th celebration!

Susan Clarke Schaar
Clerk of the Virginia Senate

I remember I was on my way to my first PDS (Milwaukee, 2010) and I was on the phone with my wife. “I’m one week on the job, and I’m going to be exposed as a total fraud,” I said. “I mean, I’ve never even worked for a state legislature before, and here I am as a newly-appointed Secretary of the Senate? These people are going to run circles around me!”

And they did. But the circles they ran around me were encouraging, respectful, understanding circles. With ASLCS, I found a society that was both welcoming and highly educational. I found an organization that eagerly welcomed my new ideas, while also offering me a tremendous breadth of information, networking, and fresh perspectives on common problems.

Through ASLCS, I have made friendships and professional connections that will last a lifetime. I have plugged into a network of principals, support staff, vendors, and consultants I can turn to for reliable advice. I look forward to “paying it forward” in the years to come and running those same encouraging, respectful, and understanding circles around the newbies of the future!

David A. Byerman
Secretary of the Senate, State of Nevada
After 18 years of membership in ASLCS, all I can say is: Thank you! I am so appreciative of the opportunity to rub shoulders with some of this nation’s brightest, most articulate, and dedicated citizens - the membership of ASLCS, past and present. It has been a tremendous learning experience to attend the annual PDS and learn from my colleagues and guest speakers. Most importantly, membership in ASLCS has provided me with friendships with seasoned professionals who truly care about each other and who also care deeply about the preservation of the legislative institution. I have personally benefitted from the professional connections which allow us to quickly contact each other to find direction or solutions to pressing issues. It has been said by many that relatively few people around this nation understand the complexities or even the “language” that is part of our everyday working lives. It is profoundly comforting to know that the members and professional staff of ASLCS/NCSL are a phone call or email away. I am so grateful for this association and appreciate the role that each of you have played in helping me grow professionally.

Sandy D. Tenney, Chief Clerk
UT House of Representatives

When I was elected Clerk of the New Hampshire House in 1994, I had not come up through the ranks of legislative staff – I had been a member of the House. My predecessor in office had recently passed away, and I figured I'd be flying by the seat of my pants. Our Sergeant-at-Arms at the time had introduced me to several ASLCS members the previous summer at NCSL, and had told me that the Society was an organization that I simply must join. And so it began…

The first PDS I attended was in Oklahoma City. I was nervous, but I needn’t have been – everyone I met was kind, friendly and helpful. I sat in on a Mason’s Manual meeting and immediately felt I had found a home. I loved it!

Over the years, I was involved in committee work, Mason’s, and the Executive Committee. I’ve honed parliamentary, leadership and management skills, all of which are the result of seminars, meetings and general discussions with colleagues. I developed a group I called my “Go to Guys” – Clerks and Secretaries I could always call regarding strange and/or unusual issues of legislative procedure. They were always helpful. Many are now retired.

Membership in the Society has given me the opportunity to see many parts of the United States, as well as travel to Canada and Australia. I’ve pushed my own envelope to its limits at times, and done things I never believed I could do. (My kids have never quite forgiven me for, as they put it, “risking my life” white-water rafting on the Ottawa River!)

But if I had to describe what ASLCS means to me in just one word, it would be “friends” – friends with whom I could commiserate, chat, be still, be noisy, cry and laugh – friends who understand how I spend my days. You, my friends, are family.

Karen Wadsworth
Clerk of the House, New Hampshire
What ASLCS Means to Me

The American Society of Legislative Clerks and Secretaries has afforded me the opportunity to meet a new group of colleagues and friends who truly understand the unique challenges and nuances of the legislative environment from the perspective of legislative clerical officers and staff. The Professional Development Seminars have been a particularly great resource in providing insight into the best practices from other states. Every time I go to a PDS, I learn something new that I can incorporate into my job. But the best part of being in the society is being a part of a very welcoming and fun group of people!

Yolanda Dixon
First Assistant Secretary
Louisiana Senate

My membership and participation in ASLCS began in 1991. Over those 22 years, I have had the privilege of serving in various leadership capacities on committees, working as a member of host and no-host committees, and ultimately serving on the Executive Committee through appointments and elections culminating as an Associate Vice President. Each position, meeting, and project brought the opportunity to network with my peers and to learn the diverse perspectives each of us bring as we serve our respective legislatures. We, as staff in the legislative arena, all possess unique skills, knowledge, and loyalties that can’t be found in other professional venues. Each legislature is special and working with the members of this organization brings home the realization that we are a group of staff that are truly dedicated to honoring and preserving the legislative institution. We are the preservationists of processes that go back to the origins of representative democracy. My membership in ASLCS is marked with many highlights to numerous to mention but the two that stand at the top of the list is the privilege of serving alongside Denise Weeks during her Presidency of ASLCS and my 10 years of membership on the Mason’s Manual Revision Commission (2010 edition). I have been privileged to serve with many of the most talented and dedicated members of respective clerks staff from around the country. As my good friend from Alabama, Mr. Dave Avant, said of his membership in ASLCS, “I have received much more than I can ever give,” and to those words I associate myself and concur.

Jeff Finch
Deputy Clerk
Virginia House of Delegates

Although I briefly attended a Clerks & Secretaries spring meeting held in Seattle in 1996, it was the 1999 Professional Development Seminar in Coeur d’ Alene that really began my ASLCS journey. I arrived at the meeting knowing little about the organization or its members and left as an enthusiastic and motivated member of the ASLCS family. Over the years I learned much from my peers in other states and was blessed with the opportunity to serve the society as a member of the Executive Committee and Associate Vice President. The ASLCS has been, and continues to be, of tremendous benefit to me both personally and professionally.

Brad Hendrickson
Deputy Secretary
Washington State Senate

I have to tell you, I wasn’t real sure what I was getting into when I attended my first ASLCS meeting in 2005. I did know that my predecessors had been very involved in the Society and saw major benefits from interaction with colleagues. Literally within minutes of arriving at my first meeting, I was greeted warmly and made to feel like I belonged. On that first day, I made connections and friendships that I truly believe will last a lifetime. I’ve said it many times, in twenty-five years working around the legislature; I still haven’t been able to explain to my family what it is I do for a living. How special it is to meet someone new and have an instant connection with them. Not only with regard to our unique profession, but on a personal level as we get to know one another and work together to make the Society stronger for the benefit of all of our legislatures. I never take for granted the privilege it is to work for the Illinois Senate and I will always cherish my service and friendships in ASLCS.

Scott Kaiser
Assistant Secretary, Illinois Senate

1991 — First Distinguished Service Award for Associates goes to Marion Delaney
What ASLCS Means to Me

When Scott Kaiser recently asked me if I would write a few words for the Legislative Administrator about what the Society has meant to me professionally and personally over the past twenty-four years, I was and I am at a loss for words that can truly describe my feelings, but I will give it a try. As many of you already know, I am retiring after thirty years with the Clerk’s Office later this year.

I became a member of ASLCS in 1989 when John Phelps appointed me Assistant Clerk. We were a team until he retired as Clerk of the House in 2006 and became the Curator of the Historic Capitol and later became the Staff Director of the Rules Committee for the Florida Senate where he still serves today.

With the encouragement, mentoring and tutoring of John and the members of the Society along the way, this gifted me with the tools to successfully work in the legislative environment. I will always be grateful for every opportunity that I have experienced and the “wings” that were kindly offered for me to “soar” beyond my wildest dreams. It has been an awesome experience to be a part of each of you and of the Society. I will forever treasure the friendships made with the finest principals and associates in the world and the wonderful memories of our work and fun times that I will carry with me.

My heartfelt wish for you all is to truly engage yourselves in your chosen profession and the Society where you will learn more about yourself as a person and a professional than you can believe is possible. You will only get from your life, your work and the Society what you are willing to put into it.....so give it all you’ve got and the rewards will come back to you tenfold!

Though I will be retiring, you will see me along the way, for my plan as a retiree of the Legislature is to still attend meetings and participate with you. You have been and will always be such a big part of my extended family and I never say goodbye because goodbyes are too final.....so I’ll be watching and cheering you all on from the sidelines even when I’m not able to be with you!

I’ll be looking forward to seeing you soon in Atlanta and again in Sacramento where I come down to the finish line as Chair of our 70th Anniversary.

Diane Bell, Deputy Clerk
Florida House of Representatives,
Tallahassee, FL

Dedicated. Passionate. Professional. Members of the American Society of Legislative Clerks and Secretaries embody these characteristics. They are the institutional knowledge and future of state legislatures. They are friends, colleagues, and mentors. To be part of the legislative process is an honor beyond compare; as is the opportunity to be a part of such an incredible group of people.

-Julie A. Bochat
Assistant Secretary of the Senate

I became a member of the society in 2004. I have attended two American Society of Legislative Clerks and Secretaries Professional Development Seminars. The first seminar was in Milwaukee, Wisconsin, and the second was in Branson, Missouri. We look forward to hosting the event this year in Sacramento, California.

Since joining the society, I have gained a great deal professionally, and personally. Professionally I’ve had the opportunity to network and have conversations with more seasoned society members who have worked for state legislatures much longer than I. During breakout sessions and concurrent sessions, I’ve found it beneficial to ask questions and learn differences and similarities in processes. The speakers, during the plenary sessions also add a solid element to the seminars. They share perspectives on communication techniques, management and leadership styles, and teamwork, which can promote a healthy and productive office setting.

Personally, it has been a rewarding feeling to communicate with people who have experienced firsthand what it is that I do. Though they might be surprised by the traditional ways we continue to operate, they can definitely relate.

Because of these positive circumstances, I find it very worthwhile to be a member of such a remarkable society.

Zach Twilla
Reading Clerk
CA, State Senate
Celebrating 70 years!
Celebrating 70 years!
State Capitals


Photo by Mick Bailey
State Capitols

Capitol Domes


Photo by Rupert Juarez
Please Mark Your Calendar
ASLCS Meeting Schedule

---

**2013 NCSL Legislative Summit**
Atlanta, Georgia
August 12-15, 2013

---

**2013 ASLCS Professional Development Seminar**
70th Anniversary Celebration of ASLCS
Sacramento, California
October 9-13, 2013