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President’s Message

Dear ASLCS Friends,

As I write my last letter for The Administrator as your President, I look back on a very busy and rewarding year. Serving as President of ASLCS has been a highlight of my career as a Chief Clerk in the Legislature. I want to first express my sincere gratitude to Angela Andrews, our NCSL staff liaison, for her commitment to our Society. She is truly irreplaceable. If it weren’t for her assistance and guidance, I would still be spinning in circles.

I know many of you are wrapping up your duties as committee chairs, co-chairs and vice chairs and have been working diligently planning your contribution to the PDS in Baton Rouge, Louisiana. Thank you all! And it goes without saying that the folks in Baton Rouge -- Glenn, Butch and their staff deserve a very special thank you for volunteering to host the 2014 PDS and planning what will be a spectacular seminar.

As your President I had the honor of representing our Society at The Association of Clerks-at-the-Table in Canada (CATTS) PDS held in Halifax, Nova Scotia, July 28 - August 1. Our Society was well represented. In attendance were Janice Gadd (UT), Steve Marshall (VT), Butch Speer (LA), Steve Arias (NM), Pat Harris (AL) and honorary member, Jane Richards. I was unable to attend The Association of Chief Clerks of Mexico’s State Legislatures and Federal District of Mexico’s (ANOMAC) PDS held in Durango, Mexico, August 28-30. But I am happy to report that our Society was represented by Steve Arias (NM), Janice Gadd (UT) and Liz Clark (AK). I am thrilled that so many of our members were able to experience a professional development seminar with our international neighbors and counterparts.

The Legislative Summit this year was held in Minneapolis, Minnesota, August 19-22. It was great to see our Society members from Saint Paul who had previously been unable to travel due to budget restrictions. Thank you to Al Mathiowetz, JoAnne Zoff and their staff for recommending Vincent Restaurant for our business lunch. We had the place to ourselves and the lunch was excellent. I want to thank International Roll Call for their support of our lunch. Their generosity to our Society is greatly appreciated.

In this edition of The Administrator, you will find articles on our Society members who received special recognitions at the NCSL Summit. Karen Wadsworth and Nathan Hatfield received the Legislative Staff Achievement Award, David Byerma was honored with the Kevin B. Harrington Award for excellence in democracy education and Ginny Edwards and Maryann Horch received the Notable Documents Award from the Legislative Research Librarian Staff Section.

In closing, I encourage you to be active in our Society. You will have an opportunity to establish a network of friends and colleagues all over the country. I have been a member since 1991, and my participation has afforded me many opportunities for professional development and enhanced my respect for the legislative institution. I have also cemented many meaningful relationships. I hope the same for you and I hope to see many of you at the PDS in Baton Rouge, Louisiana.

Sincerely,

Suzi Lowell,
Chief Clerk
Alaska House of Representatives
ASLCS President
The American Society of Legislative Clerks and Secretaries recognizes Nathan Hatfield for his outstanding contributions to the Virginia Senate and his distinguished service to ASLCS and NCSL. Nathan started part-time in the Virginia Senate in 1995, working during his summer breaks in high school and college. In 2000, Nathan was hired as a fiscal accountant, eventually being appointed Assistant Clerk in 2011, in charge of Legislative Information and Constituent Services.

Nathan’s dedication to the institution is demonstrated by his work in managing the calendaring process for the Senate. He led the effort to computerize the calendar functions, improved the calendar process by collaborating with IT to create flexible and user-friendly programs, and streamlining workflow on the front desk.

Nathan’s service to ASLCS is unmatched. He’s been a valuable member of many of ASLCS’ standing committees and devoted his time and talents to the ASCLS Executive Committee. He’s served in the highest position possible for Associate members of the Society, Associate Vice-President.

Nathan is an outstanding member of the Virginia Clerk’s staff and has demonstrated a strong devotion to the legislative institution. He has the respect of Virginia’s Senators, his fellow staff and legislative colleagues from across the country. ASLCS is proud to honor him with the Legislative Staff Achievement Award.
The American Society of Legislative Clerks and Secretaries recognizes Karen Wadsworth for her outstanding contributions to the New Hampshire House of Representatives and her distinguished service to ASLCS and NCSL. Karen first served as a Representative in the New Hampshire House of Representatives for 10 years. In 1994, she was elected Clerk and made history as the first woman Clerk of the House. She is currently the longest serving Clerk in this chamber.

Karen served in every leadership role available to ASLCS Principal members, including president, president-elect, secretary-treasurer, executive committee member and ASLCS committee chair. As ASLCS president, Karen brought passion, devotion and extensive knowledge of the Society’s history to this position.

She is greatly respected by members of the New Hampshire House of Representatives, her staff and her legislative colleagues across the country. Karen manages a chamber with 400 members and is able to assist her members by advising them on the legislative process while vigilantly upholding the many traditions and customs of the chamber. She has demonstrated her commitment to the legislative institution by dedicating many hours to the Mason’s Manual Commission.

Her service to ASLCS is unparalleled. Karen is always willing to participate in ASLCS committees and has chaired several, including the Bylaws and Standing Orders Committee. Her allegiance to the ASLCS Bylaws and Standing Orders Committee is incredible. Because of her work, the ASLCS Bylaws and Standing Orders are correct down to the last comma!

Karen is being honored with this award for her professionalism, commitment to duty, love of the legislative process and dedication to the legislative institution. She has contributed greatly to the New Hampshire House of Representatives, NCSL and ASLCS.
Nevada Senate Secretary David Byerman Awarded National Trust for Representative Democracy's Kevin B. Harrington Award

Minneapolis—David Byerman, who serves as Secretary of the Nevada Senate, received the Kevin B. Harrington Award for Excellence in Democracy Education at the National Conference of State Legislatures’ (NCSL) 2014 Summit this month in Minneapolis. Sponsored by NCSL’s Trust for Representative Democracy, the award recognizes an individual or organization for advancing public understanding of state and local representative democracy.

Harrington, the founding president of NCSL, was dedicated to improving citizens’ understanding of American democracy. Byerman received the honor for exemplifying the same passionate commitment to excellence in democracy education.

“Clerks and secretaries across the country have an opportunity to be so much more than just administrative officers,” Byerman said. “We have the opportunity to be champions of the democratic process.”

Byerman has pioneered numerous democracy education programs including uLegislate, a lawmakersimulation that has brought more than 750 Nevadans into the Senate Chamber, and Channel 21, a network delivering information about the legislative process to constituents across the state. In addition, he serves as executive director of the Nevada Youth Legislature, a group of students appointed by their senators to represent the state’s young people.

“So many of these educational programs have broken new ground in Nevada and could not have happened without the trust of our Senators and the hard work of our Senate staff,” Byerman said. “While I am honored to accept this award individually, I share this honor with our hard-working Senate employees and with the public servants who have supported me to make this vision a reality.”

“David Byerman is a creative, out-of-the-box thinker who strives to keep our Senate relevant to the community through technology and communication tools,” said Nevada Assistant Majority Leader Debbie Smith (D), President-Elect of NCSL. “I can’t think of a more appropriate winner of the Harrington Award.”

Kevin B. Harrington was a native of Salem, Mass. An educator by profession, he served as president of the Massachusetts Senate from 1971 to 1978. He organized the Legislative Education Office, which is responsible for developing training for State House interns, the Citizens Legislative Seminar, and the NCSL Legislators Back to School program in Massachusetts. He was a leading advocate of civic education and believed government should play a significant role in promoting the civic education of its citizens.

Nominations were reviewed by a special committee of legislators and legislative staff appointed by the NCSL president and the NCSL staff chair.

NCSL is the bipartisan organization that serves the legislators and staff of the states, commonwealths and territories. It provides research, technical assistance and opportunities for policymakers to exchange ideas on the most pressing state issues and is an effective and respected advocate for the interests of the states in the American federal system.
Marion Carson Milne, 79, died peacefully at her home in Washington, Vermont on August 11, 2014.

The daughter of William and Augusta Carson, Marion was born the eleventh of twelve children in Brooklyn, New York on January 2, 1935. Only seven of the twelve children lived beyond childhood. She married Donald Milne on March 15, 1957. She is survived by her husband Don, the Clerk of the Vermont House of Representatives; her three children Scott Milne of Pomfret, Vermont; Chris Milne and his wife Marjorie of Dover, Massachusetts; and Cathy Frey and her husband Scott Frey of Barre, Vermont and daughter-in-law Deborah Milne of White River Junction, Vermont. A son Keith Milne predeceased her in 1971. She had eight grandchildren: Keith Milne, Elise Milne, Jane Milne, Claire Milne, Lee Milne, George Milne, Nicole Frey and Alex Frey.

She leaves a sister-in-law and brother-in-law, Mary Jean and Gus Mastro, brother-in-law John Milne, and sister-in-law Kay Milne. Her sisters Agnes, Irene, and Jean survive her, and she is predeceased by her brothers William, Harry, Charles, Billy, and John, and sisters Marion (she was named for), Julie, and Pauline. She also leaves many nieces and nephews.

She left school at 16 to go to work in a travel agency near Rockefeller Center and then earned her Graduate Equivalency Degree (GED) in her 30’s. Marion became a graduate of Goddard College, where she earned her B.A. in political science at the age of 40. In 1975, Marion founded Milne Travel as a one-person woman owned business and worked hard to see it become one of New England’s largest and most successful travel agencies.

Marion served in the Vermont House of Representatives from 1995 to 2000, representing the Town of Washington and other towns in her district. Her support for legislation authorizing civil unions was critical to the passage of the act in the House. She was co-chair of the Women's Caucus in the Vermont Legislature and recipient of their Legislator of the Year award in 2000. She was also an elected Justice of the Peace in her beloved Town of Washington, a Trustee and former Chair of the Caled Board of Library Trustees, and she was the first woman president of the Central Vermont Chamber of Commerce. She was also Secretary of Washington Electric Coop and a member of the Board.

She was a member of the Vermont Commission on Women and served on the Judicial Nominating Board, Professional Responsibility Board, Salvation Army Advisory Board, Green Mountain United Way, Vermont State Chamber of Commerce, Mother’s March of Dimes, Central Vermont Community Action, Green Mountain United Way, Commission on Healthy Living, the U.S. Civil Rights Commission, and the Community of Vermont Elders, holding the position of President or Chair for many of these organizations. In 2010, the Central Vermont Chamber of Commerce named “Citizen of the Year”. The town of Washington named her and her husband as its “Citizens of Year” in 2010.

On the day she died, Marion had an appointment to have her hair done, planned to work at her desk in the travel agency, and attend a board meeting for the U.S. Civil Rights Commission.

No one was more courageous, caring, or giving than Marion.
American Society of Legislative Clerks and Secretaries  
Business Meeting Minutes

NCSL Legislative Summit  
Minneapolis, MN - August 20, 2014

Call to Order
Suzi Lowell, Clerk of the Alaska House of Representatives and the ASLCS President, called the business meeting of the American Society of Legislative Clerks and Secretaries to order. A quorum was present.

Committee Report

Bylaws and Standing Orders
Chair Patsy Spaw (TX) reviewed President Lowell’s initial charge to the committee. She reported that the committee has completed its review of the Standing Orders, including committee descriptions, and identified inconsistencies. Proposed revisions of the Standing Orders will be submitted to the Executive Committee for consideration at its October meeting in Baton Rouge, Louisiana.

Inside the Legislative Process
Brenda Erickson (NCSL) reported the committee held a virtual meeting earlier in the month and discussed the draft compilation of responses to the consent calendar survey. The committee plans to finalize review of the draft and post the final survey results on the NCSL website by mid-September. She invited chambers that have not yet responded to submit their surveys.

Site Selection
Vice Chair Alan Whittington (TN) reported the committee is looking forward to the professional development seminar (PDS) in Baton Rouge, Louisiana, in October. The committee does not have a potential site for the 2016 PDS and welcomed suggestions.

Technology
Co-Chair Johnye Bennett (VA) reported that 85 Society members are now participating on the ASLCS Facebook page. The committee will have someone stationed at the legislative expo to show members how to sign up for the Facebook page. Jim Schratz (AZ), who chaired the committee, announced on Facebook his plans to retire from legislative service and join the priesthood.

The committee has an exciting panel planned for one of the PDS concurrent sessions.

International Communication and Development
Chair Jay Braxton (VA) reported the International Directory should be released next week. The committee will be hosting a concurrent session on customs and traditions at the 2014 PDS in Baton Rouge. Invitations to the Baton Rouge PDS have been sent to international guests.

Steve Arias (NM) and Liz Clark (AK) will be representing ASLCS at the ANOMAC meeting in Durango.
American Society of Legislative Clerks and Secretaries
Business Meeting Minutes

NCSL Legislative Summit
Minneapolis, MN - August 20, 2014

Legislative Administrator
Chair David Byerman (NV) reported production of the Legislative Administrator is a partnership effort between the Nevada Senate and Virginia and noted that this arrangement enables small states to take on the task of producing the newsletter. He announced that the deadline for new submissions is September 5. Minutes are due from committees within two weeks.

Membership and Communication
Reporting on behalf of Chair Ruby Johnson (LA), Yolanda Dixon (LA) said the committee had completed review of the description of its duties in the Standing Orders and has no suggested changes. She noted that the Membership and Communication Committee would be collaborating with the International Communication and Development Committee member icebreaker and sponsorship program at the Baton Rouge PDS in October.

Support Staff
Chair Lisa Davis (MS) reported the committee discussed the 2014 Associate Exchange Program and the upcoming PDS. The committee will be sponsoring a concurrent session on paperless chambers. In addition, the committee discussed commitment management versus time management as a potential topic for the PDS breakout session.

Canadian-American Relations
Chair Steve Marshall (VT) informed the membership that he and Steve Arias (NM), among others, attended the CATTs meeting in Nova Scotia, Canada. Next year’s CATTs meeting will be held in the Northwestern Territory. Committee discussion centered on finding a location for the next Canadian-American meeting, noting that Steve Arias made a tentative offer to host the meeting in Santa Fe, depending on the outcome of the November general election. Chair Marshall encouraged the members to submit program ideas for the meeting.

Continuing, Chair Marshall reported the committee reviewed the applications of two Society members for the Jane Richards Scholarship. He will present those to the Executive Committee for approval at its August 21 meeting.

Professional Journal
Chair Paul Smith (NH) reported to the President that articles for the Professional Journal are in the review process.

Program Development
Chair Liz Clark (AK) reported the committee has constructed an excellent program for the Baton Rouge PDS, including a plenary session featuring James Carville and Mary Matalin. The second plenary presenter specializes in helping people improve their public speaking skills. The committee is finalizing concurrent sessions, and Chair Clark will be contacting members to participate.
Roster
Co-Chair Crys Jones (AK) reported the committee discussed creating a master spreadsheet for the Roster, with the goal of automating the Roster update process. Members should receive an email soon with their photograph and roster information.

Presentation of Legislative Staff Achievement Awards
President Lowell presented Legislative Staff Achievement Awards to Karen Wadsworth (NH) and Nathan Hatfield (VA) in recognition of their service to ASLCS and NCSL.

New Member Welcome
At the request of Chair Lowell, new members along with those who were attending the meeting for the first time in several years were recognized.

Other Business
Strategic Planning Committee Update
Chair Susan Schaar (VA) reported the committee had discussed many issues over the past year and would be submitting the following recommendations to the Executive Committee for consideration:
1. Designate the Roster Committee as a special committee, with one state having responsibility for producing the annual Roster & Reference Guide.
2. Delegate responsibility for new member outreach to the President-Elect.
Members with suggestions for the committee’s consideration were encouraged to contact President Lowell and Chair Schaar.

2014 Baton Rouge PDS Update
Butch Speer (LA) thanked Louisiana staff of both houses for their work in planning the 2014 PDS.

Announcements
Chair Lowell recognized the following members who received special recognition:
David Byerman (NV) for receiving the 2014 Kevin B. Harrington Award for excellence in democracy education; and Maryann Horch (VA) and Ginny Edwards (VA) for receiving the Legislative Research Librarians’ 2014 Notable Documents Award for “Points of Personal Privilege: A Collection of Essays by Virginia Senators and Presiding Officers.”

Chair Lowell also thanked Al Mathiowetz (MN), JoAnne Zoff (MN), and their staffs for recommending the lunch venue for the Business Meeting and for hosting the NCSL Summit.

Adjournment
There being no objection, President Lowell adjourned the meeting.

Respectfully submitted,
Susan Furlong (NV)
Secretary-Treasurer
2013-2014 Executive Committee

Suzi Lowell (AK)  
President

Russell Humphrey (TN)  
President-Elect

Susan Furlong (NV)  
Secretary-Treasurer

Janice Gadd (UT)  
Associate Vice President

Susan Kannarr (KS)  
Elected Principal

Cheryl Laube (AZ)  
Appointed Principal

Sandy Tenney (UT)  
Appointed Principal

Bill MaGill (VT)  
Elected Associate

Scott Caffey (TX)  
Appointed Associate

Maryann Horch (VA)  
Appointed Associate

Karen Wadsworth (NH)  
Immediate Past President

Scott Kaiser (IL)  
Immediate Past Associate Vice President
American Society of Legislative Clerks and Secretaries  
Executive Committee Meeting Minutes  

Call to Order  
The meeting of the Executive Committee was called to order at 12:05 p.m. Pacific Daylight Time by Suzi Lowell (AK), ASLCS President.

Attendance  
The following members of the committee were present: Suzi Lowell (AK), Russell Humphrey (TN), Susan Furlong (NV), Susan Kannarr (KS), Cheryl Laube (AZ), Sandy Tenney (UT), William “Bill” MaGill (VT), Scott Caffey (TX), and Karen Wadsworth (NH).

Liz Clark (AK) and Angela Andrews, NCSL liaison to ASLCS, also joined the conference call.

New Business  
• Liz Clark (AK), Chair, Program Development Committee, sought approval for a one-time increase of $4,000 in the budget for keynote speakers for the 2014 PDS. The committee currently has a budget of $15,000 to secure speakers for two plenary sessions. Through a contact of Butch Speer (LA), James Carville and Mary Matalin have signed with ASLCS as keynote speakers of one plenary session for $15,000. The couple generally command over $40,000 for appearances. To secure the services of Karen Cortell Reisman as keynote speaker for the second plenary session, the budget would need to be increased to $19,000. The topic of Ms. Reisman’s keynote address is communicating with power and presence. Upon motion of Karen Wadsworth (NH), seconded by Sandy Tenney (UT), the committee approved a special, one-time increase of $4,000 in the budget for keynote speakers.

The committee discussed details of the two keynote presentations. Ms. Reisman will speak at the opening plenary on October 6. This plenary is designed as a motivational, skills building session. The Carville/Matalin plenary will be held on October 9. Upon advice of the Washington Speakers Bureau, the format for the Carville/Matalin plenary will be moderated questions and answers. A moderator has not been selected.

Scott Caffey (TX) asked whether the $15,000 and $4,000 honoraria included lodging and food for the keynote speakers. Responding, Ms. Andrews said these costs are included in the meeting budget. Ms. Clark (AK) suggested the Society could recoup some of the additional honoraria expense through a daily registration rate.

• Ms. Andrews presented a proposal to offer a special, one-time daily PDS registration rate of $65 on Thursday, October 9. The special registration would limit participation to the October 9 breakfast and attendance at the keynote plenary session. Karen Wadsworth (NH) questioned whether seating capacity at the keynote plenary session could accommodate additional registrants. Ms. Andrews said there is ample space to accommodate additional registrants. Responding to a question from Sandy Tenney (UT), Ms. Andrews said to her knowledge, ASLCS has never offered a daily rate.
Susan Kannarr (KS) expressed concern daily registrants could present questions to the keynote speakers that would not be of interest to Society members. President Lowell commented the moderator could guide the conversation and questions directed to Carville and Matalin. Liz Clark (AK) suggested questions from the audience not be allowed, noting that the moderator could lose control of the meeting. She suggested the committee solicit questions from Society members in advance of the plenary so Carville and Matalin address questions that are of interest to the members.

President Lowell observed promotion of the Carville/Matalin keynote address would be limited. Ms. Andrews said promotion would be limited to emails about the meeting, the NCSL website, and the meeting brochure. NCSL has agreed the keynote address will not be promoted through the media, and the event will be closed to the media. She suggested the Executive Committee could also consider closing the special one-day registration in advance of the PDS.

Sandy Tenney (UT) asked if it would be possible to limit the special registration to Louisiana legislative staff. This option was discussed among President Lowell, Ms. Clark, and Ms. Andrews prior to the Executive Committee meeting, and it was their consensus that registration should remain open.

Russell Humphrey (TN) asked for assurance that the Society would not be in violation of its agreement with the Washington Speakers Bureau by offering one-day registration. He also questioned whether Butch Speer (LA) and Glenn Koepp (LA) had shared their thoughts on this issue. Ms. Andrews reported when the contract was negotiated, daily registration was discussed as a potential option. Messrs. Speer and Koepp are supportive of one-day registration.

President Lowell suggested a firm registration deadline be imposed for one-day registrants so the Society has a list of people who will be attending the October 9 breakfast and plenary session. She also questioned whether the Executive Committee should limit the number of outside registrants. Sandy Tenney (UT) reminded the committee seating is limited to 400 people and suggested parameters be established to ensure we do not exceed that number. The issue of open or closed registration was deferred to the Minneapolis Executive Committee meeting.

Karen Wadsworth (NH) asked if the daily registration fee would be refundable. Ms. Andrews explained per NCSL policy, registration fees would be fully refundable up to October 3. Thereafter, the registrant would pay a $50 cancellation fee. Sandy Tenney (UT) suggested the proposed one-day special registration fee not be refundable. Ms. Andrews said she would inquire with NCSL to determine whether a separate refund policy is possible. She will also closely track registration and notify the Executive Committee if it appears daily registration should be limited.

On motion of Scott Caffey (TX), seconded by Bill MaGill (VT), the committee approved a special, one-time daily registration rate of $65 for Thursday, October 9, to include only breakfast and attendance at the keynote session. [Susan Furlong (NV) was absent for the vote.]

- On motion of Karen Wadsworth (NH), seconded by Cheryl Laube (AZ), the committee approved reimbursement of coach class travel and lodging at the CATT’s annual conference to be held in Halifax, Nova Scotia, Canada, from July 28 through August 2, 2014, for President Lowell, Janice Gadd (UT), and Steve Marshall (VT). [Susan Furlong (NV) was absent for the vote.]
• Ms. Andrews reported the application deadline for the Ed Burdick Scholarship is July 1 and asked the committee to extend the deadline to August 1 to allow additional time to promote the opportunity. Karen Wadsworth (NH) suggested Ms. Andrews solicit quotes from previous scholarship recipients and include those in the email that is sent to Society members. Bill MaGill (VT) suggested the information also be posted to the ASLCS closed Facebook page. Ms. Andrews will incorporate both suggestions into the promotional material. Whenever she sends an email, she also posts to the Facebook page. On motion of Scott Caffey (TX), seconded by Cheryl Laube (AZ), the committee extended the deadline for the Ed Burdick Scholarship to August 1, 2014. [Susan Furlong (NV) was absent for the vote.]

Announcements
President Lowell announced the minutes of the Nashville meeting would be approved at the Minneapolis meeting.

Adjournment
Upon a motion by Karen Wadsworth (NH), seconded by Bill MaGill (VT), the meeting was adjourned.

Respectfully submitted,
Susan Furlong (NV)
Secretary-Treasurer
Call to Order  
Suzi Lowell (AK), ASLCS President, called the meeting of the Executive Committee to order.

Attendance  
The following members of the committee were present:

Also present were Susan Schaar (VA), Nathan Hatfield (VA), Steve Marshall (VT), David Byerman (NV), and Angela Andrews, NCSL liaison to ASLCS.

New Business  
Susan Schaar (VA), Chair, Strategic Planning Committee, presented two recommendations for the Executive Committee’s consideration:

Designate the Roster Committee as a special committee appointed by the Society’s President, with one state responsible for annual production of the Roster & Reference Guide.

This proposal would require a change to the Society’s Standing Orders. Because the Roster is compiled and edited by staff of the chamber that produces it, other members of the Roster Committee have little input. On motion of Karen Wadsworth (NH), seconded by Susan Kannarr (KS), the Executive Committee approved the Strategic Planning Committee’s recommendation, effective following completion of Russell Humphreys’ term as President of the Society in September 2015. The Roster Committee’s two-year term of service will not change.

Give the President-Elect responsibility for leading the Society’s outreach efforts to new principals and their associates and to principals and associates who have been active in the past but no longer participate in the Society.

It is the consensus of the Strategic Planning Committee that a one-on-one approach would be effective to increasing membership and participation in the Society. Approval of this recommendation would require revision of the Bylaws and the Standing Orders. On motion of Scott Caffey (TX), seconded by Susan Kannarr (KS), the Executive Committee approved the Strategic Planning Committee’s recommendation. President Lowell will direct the Bylaws and Standing Orders Committee to draft appropriate revisions to the Bylaws and Standing Orders for the two approved recommendations from the Strategic Planning Committee and submit them to the Executive Committee for approval.

Approval of Minutes  
Upon a motion by Karen Wadsworth (NH), seconded by Maryann Horch (VA), the minutes of the May 3, 2014, Nashville meeting were approved.

Approval of minutes of the Executive Committee’s June 9, 2014, teleconference was held over to the next meeting.
**Treasurer’s Report**
Susan Furlong (NV) reviewed the Treasurer’s Report of August 21, 2014, which reflected an ending balance of $40,463.35. She noted deposits to the account made by NCSL staff after the Treasurer’s Report had been finalized are not reflected in the report. Upon a motion by Scott Kaiser (IL), seconded by Sandy Tenney (UT), the Treasurer’s Report was approved.

**Old Business**
Angela Andrews, NCSL, reviewed the status of the following ASLCS financial accounts:

*Special Meetings Fund (L190 Account).* The balance of the account was $263,705.39. Revenue included $16,500 raised by Russell Humphrey (TN) and Joe McCord (TN) for the spring meeting in Nashville, a contribution of $3,000 from IRC to sponsor the business lunch at the Legislative Summit in Minneapolis, $5,250 raised by Susan Schaar (VA) for the Baton Rouge PDS, and interest income of $262. Ms. Andrews pointed out Louisiana is raising money for the Baton Rouge PDS and maintaining the funds. All contracts have been signed by Louisiana instead of NCSL.

Executive Committee members held a lengthy discussion of the differences between the fund raising efforts and responsibilities of Louisiana for the 2014 PDS from other host states in the past. Some points and concerns raised were financial reports from ASLCS to NCSL, precedent setting for future host states, disposition of excess funds raised by the host state, utilization of funds raised by ASLCS members for the PDS, liability and responsibility of ASLCS and host state. The committee determined the Strategic Planning Special Committee should review these issues and make some policy recommendations. President Lowell will contact Butch Speer (LA) and notify him of the availability of the funds raised for the 2014 PDS.

Continuing her report on the Special Meetings Fund (L190 Account), Ms. Andrews reported expenditures of $7,858.37 to the Nashville Doubletree for the breakfasts, meeting rooms, and other hotel-related costs of the spring meeting; a $40 tip for transportation to the Opry; $15.19 for Fed Ex shipments; and for the reception at the Capital, $203.52 for supplies, $3,180.28 for catering, and a $650 gratuity. Other expenditures included $254.56 related to Ms. Andrews’ site visit to Baton Rouge, $7.84 for Fed Ex shipments related to the 2014 PDS, and $43.37 in credit card usage fees, some of which is attributable to dues payments made by credit card. Credit card usage fees for dues and donations made by credit card are charged to the Special Meetings Fund (L190 Account). Ms. Andrews noted two deposits under pending expenditures: $750 to the Vincent A Restaurant for the business meeting lunch in Minneapolis and $1,000 to the Marriott Raleigh for the 2015 PDS. Additional expenses from the Legislative Summit will be posted later. Ms. Andrews also highlighted details of the Virginia’s fund raising in support of the 2014 PDS totaling $5,250.

*Professional Development Revolving Account (LLCS).* Ms. Andrews explained that the Professional Development Revolving Account is used for all professional development of the Society. The current balance is $28,643.71. There have been no new deposits to the account since the Executive Committee’s last meeting. An expenditure of $500 was made to Meggan Foesch (WI) for her participation in the 2014 Associate Exchange Program.
Ms. Andrews reminded the committee the Standing Orders allow $15,000 to be spent for honoraria for keynote speakers for the PDS. The Executive Committee approved an exception to pay a total of $15,000 to James Carville and Mary Matalin along with an additional $4,000 to Karen Cortell Reisman. She highlighted three deposits to these keynote speakers under pending expenditures: $3,750 to James Carville, $3,750 to Mary Matalin, and $2,000 to Karen Cortell Reisman. The remaining balances will be paid over the course of the next month. Responding to a question from Russell Humphrey (TN), Ms. Andrews recommended the committee wait until profit from the PDS is determined before considering the transfer of additional funds to the Professional Development Revolving Account.

**Baton Rouge Meeting Budget.** Ms. Andrews reviewed the meeting budget for the 2014 PDS approved by the Executive Committee in Nashville. The budget is based on 150 fully paid registrations, 25 guest registrations, and 20 complimentary registrations. Most meeting (non-host state) expenses are paid out of the Meeting Budget, including travel for staff and PDS speakers, brochure design, marketing costs, postage, audiovisual expenses, and food and beverage charges. The budget shows a profit of $352.83. The Executive Committee has approved the transfer of $5,000 from the Special Meetings Fund (L190 Account) to pay for any shortages. Alternatively, the money raised by Susan Schaar (VA) could be used if there is a shortage in the Meeting Budget or the Society needs to pay attrition.

Scott Caffey (TX) recalled the committee’s previous discussion of a special daily rate for nonmembers who wish to attend the Carville/Matalin keynote address and asked if those registration fees would be credited to the Meeting Budget account. Ms. Andrews confirmed the daily registration fees would be credited to the meeting budget. Continuing, she noted the Executive Committee approved the daily rate with a cutoff date of October 3; daily registration would include both breakfast and the keynote address. The Louisiana host state expressed concern about turning away people who might learn of the opportunity after the cutoff date. As a result, President Lowell agreed that anyone who registers onsite could attend the keynote address but not the breakfast. Louisiana does not anticipate a large nonmember contingent to register.

Responding to a question from Karen Wadsworth (NH), Ms. Andrews reported the seating capacity of the meeting room for the Carville/Matalin address is 400. With the addition of risers and a stage, capacity could drop to 300. Ms. Wadsworth asked if Society members would receive preferential seating. Ms. Andrews said they would. In addition, the Louisiana host state would like to provide special seating to some of the contributors.

**New Business**

Steve Marshall (VT), Chair, Canadian-American Relations Committee, reviewed the applications of Joyce Wright, Chief Clerk, Alabama Senate, and Terry Rumley, Administrative Clerk, North Carolina House of Representatives, for the Jane Richards Scholarship. The Standing Orders provide one $1,000 Jane Richards Scholarship to support the participation of a Society member in the Canadian-American Exchange Program. Through the generous contribution of Jane Richards, an additional $1,000 scholarship will be awarded this year. The Canadian-American Relations Committee recommended approval of both applicants. On motion of Scott Kaiser (IL), seconded by Karen Wadsworth (NH), the committee approved the award of two $1,000 Jane Richards Scholarships, one to Joyce Wright (AL) and the other to Terry Rumley (NC). President Lowell will notify the scholarship recipients, and the awards will be announced at the PDS in Baton Rouge.
President Lowell reported British Columbia, Ontario, and Prince Edward Island have volunteered to host an exchange participant. Russell Humphrey (TN) indicated three or four states had expressed an interest in hosting a Canadian clerk and asked if the Canadians had expressed any interest in participating in an exchange program in the United States. President Lowell said it was her understanding the Canadians planned to discuss the exchange program at their business meeting. Once the American Society reaches out to the Canadians, she is certain they will reciprocate.

President Lowell reported travel difficulties prevented her from joining Ms. Andrews for the Baton Rouge site visit. Ms. Andrews toured the hotel and the capital venues where hosted events will take place. The host state is organizing three events, all centered on learning more about Louisiana:

1. A tailgating party will be held at the hotel pool to highlight support for Louisiana State University on Sunday, October 5.

2. On Monday, October 6, participants will board a bus for Louisiana’s Rural Life Museum to learn about past and present life in rural Louisiana. Cajun artist Wayne Toups will perform.

3. Members will visit Louisiana’s State Museum on Tuesday. Stations throughout the two-level structure will showcase regional cuisine.

Attendees will spend half a day at the state capitol, with self-guided tours and two breakout sessions. The host state will provide a food truck roundup lunch. Mason’s Commission will meet following lunch. Optional swamp and plantation tours will be available to participants. At this time, fees for the tours are the responsibility of the attendees: $18 for the swamp tour and $35 for the plantation tour. The fees will be collected on site. Both tours will be followed by a Dutch treat dinner. Ms. Andrews noted, however, that members may not be required to pay entrance fees if Louisiana raises sufficient funds to host the tours.

Keynote presenters will be Karen Cortell Reisman and James Carville and Mary Matalin. Lieutenant Governor Jay Dardenne will give a cultural presentation about why Louisiana is not Mississippi.

Ms. Andrews reported the Hilton Baton Rouge Capitol Center is an historic hotel with modern finishes. The rooms are small and some only have a standing shower. The Society has blocked 140 rooms on peak nights. A little over 80 rooms have been booked, with 53 registrations. She encouraged members to make their room reservations. The hotel is within walking distance of the capitol, but it is up a slight incline.

President Lowell announced the resignation of Sherry Rodriguez from the Nevada Senate. Ms. Rodriguez had received a scholarship to participate in the 2014 Associate Exchange Program. The committee discussed whether to award the scholarship to the applicant who was selected as an alternate or to award an additional scholarship in 2015. Karen Wadsworth (NH) noted it might be difficult for the alternate to find a chamber that can accommodate an exchange this late in the year. President Lowell will contact Bernadette McNulty, California Senate, and determine whether she can accommodate an associate exchange.

On motion of Russell Humphrey, seconded by Scott Kaiser, the committee awarded an Edward A. Burdick Memorial Scholarship to Jacquelyn Delight of the California State Assembly.
On motion of Scott Kaiser (IL), seconded by Sandy Tenney (UT), the committee awarded an Edward A. Burdick Memorial Scholarship to Erin Gillitzer of the Wisconsin State Senate.

On motion of Scott Kaiser (IL), seconded by Susan Kannarr (KS), the committee approved reimbursement of travel expenses for Suzi Lowell and Russell Humphrey, or designees, to attend the 2014 Fall LSCC Meeting September 27 through 29 in Reno, Nevada.

On motion of Karen Wadsworth (NH), seconded by Bill MaGill (VT), the committee approved reimbursement of travel and lodging for Steve Arias (NM), Liz Clark (AK), and Janice Gadd (UT) to attend the annual conference of ANOMAC.

President Lowell, Janice Gadd (UT), and Steve Marshall (VT) represented the Society at the annual CATT meeting in Halifax, Nova Scotia. Also attending were Butch Speer (LA), Pat Harris (AL), Steve Arias (NM), and Jane Richards. Five business meetings were conducted the first day, with a lunch sponsored by the Lt. Governor. Topics of discussion at the business meetings included security and responsibility for finances. On the second day, the group traveled by bus to Annapolis Valley. Four more business meetings were held the third day, where unicameral and bicameral legislatures were compared to a marriage. The conference concluded with a lobster dinner.

The Associate Exchange Program reports of Ginny Edwards and Meggan Foesch will be published in the *Legislative Administrator*.

Ms. Andrews reported there are currently 87 members in the ASLCS Facebook Group. Member postings have been positive, and some former members have inquired about joining the group. The administrative group has worked through this and other issues and created a short response encouraging former members to pay dues. Susan Kannarr (KS) asked whether the administrative group would unfriend a person who is no longer a member of the Society. Ms. Andrews noted if the pilot were approved on a permanent basis, the President would appoint a small group to review the Roster. President Lowell announced someone would be available at the legislative expo in Baton Rouge to help guide members through security settings to join the Facebook Group.

Scott Kaiser (IL) announced this was his last meeting as a member of the Executive Committee as he is unable to attend the Baton Rouge meeting. He said it has been an honor to serve the Society, and he looks forward to rejoining the ranks as a regular member.

Ms. Andrews announced the Nominating Committee would meet from 2 p.m. to 4 p.m. on Sunday, October 5. The 2013-2014 Executive Committee will meet the same day from 4 p.m. to 6 p.m. On Friday, October 10, the 2014-2015 Executive Committee will meet from 9:30 a.m. until noon.

**Adjournment**
Upon a motion by Scott Caffey (TX), seconded by Sandy Tenney (UT), the meeting was adjourned.

Respectfully submitted,
Susan Furlong (NV)
Secretary-Treasurer
Dear Mr. Mason:

I have observed the presiding officer sometimes “puts words in the mouth” of a member when the member incorrectly states a motion. Is this acceptable?

Sincerely,

Inquiring Mind

Dear Inquiring Mind,

*Mason’s Manual of Legislative Procedure* sections 156-4 and 575-2 address your inquiry. According to both sections, the presiding officer may “suggest the proper form” of proposals, propositions or motions.

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. The Mason’s Manual Commission would appreciate your inquiries and will do our best to answer them in a manner that would make Mr. Mason proud.
Call to Order
The meeting of the Bylaws and Standing Orders Committee was called to order at 3:05 p.m. by Patsy Spaw (TX), Chair.

Attendance
The following members of the committee were present: Patsy Spaw (TX), Chair, Terry Spieler (MO), Vice-Chair, Jay Braxton (VA), Susan Furlong (NV), Russell Humphrey (TN), Michael Linn (MN), Bill MaGill (VT), Brad Metcalf (KY), Susan Clarke Schaar (VA), Ron Smith (LA), Butch Speer (LA), Sandy Tenney (UT), Linda Tubbs (TX), and Karen Wadsworth (NH).

Other members/guests in attendance included: Paul Campos (WA), Glen Koepp (LA), and Suzi Lowell (AK), President of ASLCS.

Approval of Minutes
Upon a motion by Terry Spieler (MO), seconded by Jay Braxton (VA), the minutes of the last meeting held May 3, 2014, during the Spring Meeting, in Nashville, TN, were approved.

Old Business
Patsy Spaw (TX), Chair asked the committee members if they had each received and reviewed the documents --Analysis of Committee Descriptions, ASLCS Technical Amendment, and Key to Proposed Amendments to Standing Orders--emailed on May 14, following the Nashville meeting. Everyone had received the documents.

The initial committee charge from ASLCS President Lowell was to review the committee descriptions in the Standing Orders and as printed in the individual committee listings in the ASLCS Roster for consistency and accuracy and to look for other inconsistencies throughout the Standing Orders. Several issues were raised as a result of the committee review:
1. Should the description in the Roster be more than a "summary of the purpose of each committee" and contain the "listing of the committee, its purpose, duties and responsibilities of the Chair, and additional information as needed" as required in the Standing Orders. Conclusion was that some are probably sufficient, but others need some addition information to comply with the Standing Orders.

2. Should the responsibilities listed in the Standing Orders that are not included in the committee descriptions in the Roster be added? Yes.

3. Should committee descriptions/responsibilities be added for committees that are only listed by committee name in the Standing Orders? Yes.

4. Should the noted inconsistencies be corrected for consistency? Yes.

There was discussion regarding the issues that had been raised by the review and the Chair stated she would incorporate all of the suggested inserts and edits regarding committee descriptions and inconsistencies and email to committee members prior to the Professional Development Seminar in Baton Rouge, October 5th-10th, 2014, for their review.

Karen Wadsworth (NH), verified that the committee now has the correct language for the Jane Richards Scholarship, which was adopted during an Executive Committee conference call on December 18, 2013.

Karen Wadsworth (NH) moved that the Chair incorporate all proposed edits into the Standing Orders for review by committee members. Brad Metcalf (KY) seconded the motion, and the motion was unanimously approved.

New Business
There was discussion regarding the production of the President's and Executive Committee's Reference Guide (Guide). Karen Wadsworth (NH) reported that she has the updates for the Guide, which she is responsible for producing for the incoming Executive Committee at the PDS in Baton Rouge, but was questioning whether to wait until the suggested changes to the Standing Orders had been approved or to proceed and produce the Guide prior to the PDS. Terry Spieler (MO), stated that it was important for the new Executive Committee to receive it at their first meeting. It was decided that the Guide should be available for the incoming Executive Committee at the PDS, but, if the Standing Orders changes are approved by the Executive Committee, inserts of the new Standing Orders will be provided for the Guide.

Adjournment
There being no further business, the meeting was adjourned at 3:30 p.m. by the Chair.

Respectfully submitted,
Patsy Spaw (TX)
Chair
Call to Order
The meeting of the Canadian-American Relations Committee was called to order by Steve Marshall (VT), Chair.

Attendance
The following members of the committee were present: Steve Marshall (VT), Chair, Ann Corwell (AR), Vice Chair, Steve Arias (NM), Paul Campos (WA), Ginny Edwards (VA), Polly Emerson (TX), Russell Humphrey (TN), Sandy Tenney, and Patience Worrel (TX).

Approval of Minutes
Upon a motion by Steve Arias (MN), seconded by Ginny Edwards (VA), the minutes of the last meeting held May 4, 2014 in Nashville, TN, were approved.

New Business
Steve Marshall (VT), Chair and Steve Arias (NM) reported on the CATTS meeting held July 28th-August 1st in Halifax, Nova Scotia.

Chair Marshall (VT) then presented the two submissions received for the Jane Richards Exchange scholarships and after discussion, the Committee recommended their approval to the Executive Committee. A motion was made by Paul Campos (WA) and was seconded by Polly Emerson (TX).

Old Business
In 2015 the United States will host the Joint Canadian-American Conference and a site has not yet been determined. Steve Arias (NM) tentatively offered Santa Fe, NM, but won't be able to commit until after November's elections. Nonetheless, the committee, on motion of Paul Campos (WA) and seconded by Ann Cornwell (AR), conditionally accepted the offer and recommended that Executive Committee approval be obtained and that the committee proceed to pursue planning, assuming the site can be finalized.
The Committee also discussed planning a program for the meeting. The general consensus was that the Chair would send all members of the Committee copies of past meeting schedules and programs, with the goal that all will come to the PDS in Baton Rouge, LA with ideas to share with the Canadians who attend and to start fleshing out the program and schedule.

**Adjournment**
Upon a motion by Steve Arias (NM), seconded by Sandy Tenny (UT), the meeting was adjourned.

Respectfully submitted,
Steve Marshall (VT)
Chair
Inside the Legislative Process Committee
Meeting Minutes

Whitney Johnson (TN)
Vice Chair

Norma Chastain (AZ)
Chair

Chris Griesel (TX)
Vice Chair

NCSL Legislative Summit
Minneapolis, MN - August 19, 2014

The committee did not meet.
Call to Order
The meeting of the International Communication and Development Committee was called to order by Jay Braxton (VA), Chair.

Attendance
The following members of the committee were present: Jay Braxton (VA), Chair, Steve Arias (NM), Liz Clark (AK), Susan Furlong (NV), Russell Humphrey (TN), Crys Jones (AK), Susan Kannarr (KS), Bill MaGill (VT), Steve Marshall (VT), Brad Metcalf (KY), Donna Robinson Holiday (KY), Susan Clarke Schaar (VA), Butch Speer (LA), Sandy Tenney (UT), and Linda Tubbs (TX).

Other members/guests in attendance included: Paul Campos (WA), Polly Emerson (TX), and Patience Worrel (TX).

Approval of Minutes
Upon a motion by Steve Arias (NM), seconded by Steve Marshall (VT), the minutes of the last meeting held May 3, 2014, during the Spring Meeting in Nashville, TN were approved.

Old Business
Chair Braxton (VA) reported to the committee that the 2014 International Directory has been completed and will be distributed at the end of August.

New Business
Chair Braxton (VA) reported to the committee that he is finalizing panelists for the concurrent session in Baton Rouge. He asked Steve Arias to assist in finding a representative from ANOMAC to participate on the panel.

Chair Braxton also reported that he has been working with the Membership and Communication Committee to assist them in our New Member Orientation. He asked the committee to please sponsor one of our international guests, if asked.

Adjournment
Upon a motion by Susan Kannarr (KS), seconded by Susan Furlong (NV), the meeting was adjourned.

Respectfully submitted,
Linda Tubbs, (TX)
Call to Order
The meeting of the Legislative Administrator Committee was called to order by David Byerman (NV), Chair.

Attendance
The following members of the committee were present:

David Byerman (NV), Chair, Rose Ramsey (VA), Vice Chair, Scott Caffey (TX), Maryann Horch (VA).

Other members/guests in attendance included: Suzi Lowell (AK), 2013-2014 ASLCS President.

Approval of Minutes
Upon a motion by Scott Caffey (TX), seconded by Rose Ramsey (VA), the minutes of the ASLCS Legislative Administrator Committee meeting of May 3, 2014, and the minutes of the virtual meeting of June 25, 2014 were approved.

New Business
Chair David Byerman (NV) initiated a review of the summer issue. Committee members discussed what they liked about the issue and what could be improved.

Rose Ramsey (VA) led a discussion about the quick turnaround needed for the Fall 2014 issue of the Legislative Administrator. There is also advance work needed to ensure that the appreciation gifts customarily given at the Professional Development Seminar can be produced in a timely manner. The committee agreed to the following timeline:
Early September: Final reminders to committees to submit agendas for inclusion.
September 5: Cover complete.
September 8-10: Nevada staff to finalize editorial content and edit documents.
September 11-12: Virginia staff to finalize layout.
September 15: Final draft to be circulated and final version to be sent to printer.

The committee brainstormed content for the next issue. Planned articles include agenda and speaker profiles for the Professional Development Seminar; States-at-a-Glance; profiles of award winners from the NCSL Legislative Summit; an advertisement for the new Mason’s Manual quiz website; a memorial page for Marion Milne (former state representative and wife of Vermont House Clerk Donald G. Milne); an article from David Byerman (NV) on the use of remote invocations and remote “virtual visits” from K-12 students; and an “Ask Mr. Mason” column that is already in-hand.

David Byerman (NV) indicated that the Legislative Administrator is on-budget and that the partnership between Virginia and Nevada continues to work well. He thanked Virginia for being such excellent partners. Rose Ramsey (VA) indicated the partnership had worked well for Virginia as well.

**Adjournment**
There being no objection the meeting was adjourned.

Respectfully submitted,
David A. Byerman (NV)
Chair
Call to Order
The meeting of the Membership and Communication Committee was called to order by Yolanda Dixon (LA) on behalf of Ruby Johnson, (LA) Chair.

Attendance
The following members of the committee were present: Bonnie Alexander (ID), Johnye Bennett (VA), Megan Consedine (PA), Yolanda Dixon (LA), Ginny Edwards (VA), and Terry Spieler (MO).

Other members/guests in attendance included: Suzi Lowell (AK), President of ASLCS.

Approval of Minutes
A motion by Bonnie Alexander (ID) was made to approve the minutes from the May 3, 2014, meeting held in Nashville, TN; Megan Consedine (PA) seconded the motion.

Old Business
The question was posed to the members of the committee if there were any changes for the Standing Orders and there were no changes submitted. The question was also posed if there were any changes or suggestions for the new attendee handbook and no suggestions or changes were submitted.

Yolanda Dixon (LA), announced that the committee will host a friendship breakfast table on October 7th (8-9am) and Oct 9th (8:30-9:30am). Members of the committee will be asked to participate based on job duties and will receive an email with more information. Yolanda also reported that Ruby Johnson, (LA) Chair, Mary Andrus, (UT) Vice-Chair, and Sarah Armistead, (VA), Vice-Chair, completed the ASLCS bingo game as the icebreaker and the game was ready to go. A group photo will be taken at the end of new member orientation. Yolanda mentioned that we will partner with the International Communication and Development Committee in the new attendee orientation activities.
**New Business**
The group discussed the preliminary agenda for the new attendee orientation and made no changes to the agenda.

**Adjournment**
Upon a motion by Terry Spieler (MO) and seconded by Bonnie Alexander (ID), the meeting was adjourned.

Respectfully submitted,
Ruby Johnson (LA)
Chair

Yolanda Dixon (LA)
Minute Recorder
The committee did not meet.
NCSL Legislative Summit
Minneapolis, MN - August 19, 2014

Call to Order
The meeting of the Program Development Committee was called to order by Liz Clark (AK), Chair.

Attendance
The following members of the committee were present: Liz Clark (AK), Chair, Yolanda Dixon (LA), Vice Chair, Bonnie Alexander (ID), Jay Braxton (VA), David Byerman (NV), Scott Caffey (TX), Megan Consendine (PA), Susan Furlong (NV), Maryann Horch (VA), Kathy Jackson (UT), Susan Kannarr (KS), Michael Linn (MN), Bill MaGill (VT), Susan Clarke Schaar (VA), Terry Spieler (MO), and Linda Tubbs (TX).

Other members/guests in attendance included: Joanna Bolstad (VA), Scott Kaiser (IL), Millie MacFarland, (ME), Tara Perkinson (VA), Rose Ramsey (VA), and Michelle Wright (VA).

Approval of Minutes
The minutes of the Spring meeting held on May 3, 2014 in Nashville, TN were not approved by the committee, mainly due to the failure of the Chair to solicit a motion. These minutes are available in the Summer 2014 edition of the Legislative Administrator and may be adopted by the committee in the future.

Old Business
Chair Clark (AK) distributed copies of the preliminary schedule for the Professional Development Seminar to be held in Baton Rouge, LA in October 2014. There was discussion about the plenary speakers secured for the conference and Chair Clark (AK) asked members to consider questions they might like asked of James Carville and Mary Matalin. David Byerman (NV) suggested the new ASLCS Facebook page as a spot for people to post questions, Chair Clark (AK) agreed there will be an opportunity for members of the Society's Facebook page to post questions in that forum.

There was a brief description of the additional plenary session by Karen Cortell Reismann on public speaking and a bonus special concurrent entitled "Why Louisiana Ain't Mississippi" by Louisiana's Lt. Governor, Jay Dardanne.
Chair Clark (AK) described concurrent sessions that will be sponsored by the Support Staff, International Communication and Development and Technology committees. She explained the other concurrents are still taking shape and that she will be soliciting help from committee members.

David Byerman (NV) suggested moderators of the concurrent sessions could also use the ASLCS Facebook page as a way to publicize their sessions.

**New Business**
All members of ASLCS were encouraged to attend the meeting in Baton Rouge and to consider bringing guests.

**Adjournment**
Upon a motion by Yolanda Dixon (LA), and without objection, the meeting was adjourned at 4:30 p.m.

Respectfully submitted,
Liz Clark (AK)
Chair

Yolanda Dixon (LA)
Vice Chair
Call to Order
The meeting of the Roster Committee was called to order by Crys Jones (AK), Co-Chair.

Attendance
The following members of the committee were present: Crys Jones (AK), Co-Chair and Johnye Bennett (VA).

Other members/guests in attendance included: Suzi Lowell (AK), President of ASLCS.

Approval of Minutes
Upon a motion by Johnye Bennett (VA), seconded by Crys Jones (AK), Co-Chair, the minutes of the last meeting held May 3, 2014, during the Spring Meeting, in Nashville, Tennessee, were approved.

Old Business
There was no old business.

New Business
Crys Jones (AK), Co-Chair, explained that Londi Ensor (AK), Co-Chair, is consolidating the various spreadsheets used for the Roster into one master spreadsheet in order to create efficiency in updates to information. Co-Chair Jones (AK) announced that the intent is to email ASLCS members regarding updating Roster information within the next couple of weeks and to offer to man a table at the Legislative Expo in order for people to update information during the Professional Development Seminar.

Co-Chair Jones (AK) recognized Suzi Lowell (AK), President of ASLCS, who thanked members for their work.

Adjournment
Upon a motion by Co-Chair Jones (AK), seconded by Johnye Bennett (VA), the meeting was adjourned.

Respectfully submitted,
Crys Jones (AK)
Chair
The meeting of the Site Selection Committee was called to order by Alan Whittington (TN), Vice Chair.

**Attendance**
The following members of the committee were present: Alan Whittington (TN), Vice Chair, Scott Caffey (TX), Liz Clark (AK), Yolanda Dixon (LA), Nathan Hatfield (VA), Susan Kannarr (KS), Steve Marshall (VT), and Michelle Wright (VA).

Other members/guests in attendance included: Joanna Bolstad (VA), Polly Emerson (TX), Tara Perkinson (VA), Rose Ramsey (VA), and Patience Worrel (TX).

**Approval of Minutes**
Upon a motion by Alan Whittington (TN), Vice Chair, seconded by Steve Marshall (VT), the minutes of the last meeting held Nashville, TN, on May 3, 2014, during the Spring Meeting, in Nashville, TN, were approved.

**Old Business**
Vice Chair Whittington (TN) reminded the committee the 2014 Professional Development Seminar (PDS) will be in Baton Rouge, LA, October 5th-9th and 2015 will be in Raleigh, North Carolina.

**New Business**
The committee discussed possible locations for the 2016 PDS.

**Adjournment**
Upon a motion by Nathan Hatfield (VA), seconded by Steve Marshall (VT), the meeting was adjourned.

Respectfully submitted,
Alan Whittington (TN)
Vice Chair
Support Staff Committee  
Meeting Minutes

Call to Order  
The meeting of the Support Staff Committee was called to order by Lisa Davis (MS), Chair.

Attendance  
The following members of the committee were present: Lisa Davis (MS), Chair, Ron Smith, Vice Chair (LA), Joanna Bolstad (VA), Maryann Horch (VA), Kathy Jackson (UT), Mike Linn (MN), Tara Perkinson (VA), Alan Whittington (TN), and Michelle Wright (VA).

Other members/guests in attendance included: Suzi Lowell (AK), President of ASLCS.

Approval of Minutes  
Upon a motion by Tara Perkinson (VA), seconded by Mike Linn (MN), the minutes of the last meeting held May 3, 2014, during the ASLCS Spring Meeting in Nashville, TN, were approved.

Old Business  
Chair Davis (MS) mentioned there were numerous applicants for the Associate Exchange Program this year (the first Associate Exchange was held in 2003.) Those selected this year were:

- Ginny Edwards (VA) to Alaska
- Alysia Peters (NV) to Arizona
- Megan Foesch (WI) to Virginia
- Sherry Rodriguez (NV) to California

New Business  
Concurrent session – Paperless Chambers  
Chair Davis (MS) talked about the concurrent session topic “Paperless Chambers” for the Fall Professional Development Seminar. She also mentioned that Mississippi is moving in this direction by using iPads and
printing less. She would like five states represented on the panel to talk about how it is working or not working.

Tara Perkinson (VA) offered someone from the Virginia Senate to discuss the electronic bill process. It is not officially “paperless” but has greatly reduced the amount of paper. Ms. Perkinson also recommended reaching out to Hawaii, as they have a big “paperless” initiative there. Chair Davis (MS) stated that Mississippi could discuss their paperless efforts. Alan Whittington (TN) discussed Tennessee’s “Dashboard” in their effort to go paperless. They went from a 300-paper packet to an electronic tablet with the calendar and bill information on it.

Chair Davis (MS) asked for other recommendations. Tara Perkinson (VA) recommended sending out an email and Maryann Horch (VA) suggested the ASLCS Facebook group.

*Breakout session idea*
A breakout session idea suggested via email by Steve Tilly (LA) was Commitment Management vs. Time Management. The group agreed this sounded like a good topic idea.

*Legislative Expo*
Chair Davis (MS) handed out the Legislative Expo flyer. Tara Perkinson (VA) suggested she have Angela email it out on the Listserv and post it to the Facebook group and the blog.

*Professional Development Seminar – Baton Rouge, LA*
Ron Smith (LA), Vice Chair spoke briefly about the upcoming Professional Development Seminar in Baton Rouge. Louisiana has talked to prior hosts and has received numerous ideas. They have great speakers lined up as well as lots of food and fun. The conference will start on a Sunday (which is new) and there will be an International reception, everyone is welcome. Louisiana is looking forward to hosting and hope all can attend.

*Adjournment*
With no further business to discuss, the meeting was adjourned.

Respectfully submitted,
Maryann Horch (VA)
Technology Committee
Meeting Minutes

Call to Order
The meeting of the Technology Committee was called to order by Johnye Bennett (VA), Co-Chair.

Attendance
The following members of the committee were present: Johnye Bennett (VA), Co-Chair, Bonnie Alexander (ID), David Byerman (NV), John Hollman (IL), Maryann Horch (VA), and Crys Jones (AK).

Other members/guests in attendance included: Liz Clark (AK), Yolanda Dixon (LA), and Ginny Edwards (VA), and Suzi Lowell (AK), President of ASLCS.

Approval of Minutes
Upon a motion by David Byerman (NV), seconded by Bonnie Alexander (ID), the minutes of the last meeting held May 3, 2014, during the Spring Meeting, in Nashville, Tennessee, were approved.

Old Business
David Byerman (NV) reviewed the progress of the ASLCS Facebook page, which is a pilot project that will be reviewed during the Professional Development Seminar in Baton Rouge, Louisiana. The ASLCS Facebook page already has 85 members. He also reviewed various offerings on the ASLCS Facebook page, including the educational videos and upcoming interactive quizzes. He then mentioned the need to develop a process to purge those ASLCS members who leave the organization from the ASLCS Facebook page, which may require coordination with the Roster Committee.

Maryann Horch (VA) reviewed ASLCS Facebook postings that have provided valuable information, including those announcements pertaining to the upcoming Professional Development Seminar.
New Business
Johnye Bennett (VA), Co-Chair, recognized Suzi Lowell (AK), President, who thanked the committee for its work and offered a special thanks to Johnye Bennett (VA) and Dana Rademan-Miller (MO) for taking over the leadership of the committee due to the retirement of Jim Schratz (AR).

Johnye Bennett (VA), Co-Chair, then reviewed the "Innovative Technology" concurrent session planned for the upcoming Professional Development Seminar in Baton Rouge. The topic/panelist are as follows: Leave Accounting System, Scott Kaiser (IL); Mobile App, Bob Ward (FL); Page Blackboard, Nathan Hatfield (VA); and Co-sponsor "Like" Feature, Joy Engelby (MO). The following ideas: cloud computing, kiosks, and roll call votes online were also discussed. Maryann Horch (VA) suggested the topic of bill automation. David Byerman (NV) offered to find a panelist to speak about cloud computing. Crys Jones (AK) suggested that perhaps someone from Texas could speak about kiosks. Johnye Bennett (VA), Co-Chair, noted that she and Dana Rademan Miller (MO), Co-Chair, plan to have a conference call to finalize the panel. Upon a question by David Byerman (NV), Liz Clark (AK), Chair of the Program Development Committee, said that the voting on sessions would be better to occur during next year's Professional Development Seminar. Suzi Lowell (AK), President, suggested that the Facebook page could be showcased to folks during the Legislative Expo and help could be provided to those interested in signing up.

Adjournment
Upon a motion by Maryann Horch (VA), seconded by Crys Jones (AK), the meeting was adjourned.

Respectfully submitted,
Crys Jones (AK)
NEVADA EMBRACES “VIRTUAL” VISITS FOR CLERGY, STUDENTS

By David Byerman, Secretary, Nevada Senate

When it comes to engaging with the public, the Nevada Legislature has a very unique challenge. With over 70% of Nevada’s population located in Clark County, 500 miles from the state capital, there is a profound disconnection between the populace and its state government. Most Las Vegas residents have never been to Carson City, and very few have ever attended a meeting of the Nevada Legislature. The closest analogs may be Florida (with Tallahassee so far removed from the major population centers of Tampa and Miami) and California (with Los Angeles and other major Southern California cities so far removed from Sacramento).

As the first Southern Nevada resident to be appointed Secretary of the Senate, addressing this challenge has been a priority for me. Through social media, presentations before local community organizations, and imaginative educational programs, we are slowly but surely making the legislative process more relevant, interesting, and engaging for Southern Nevada residents. But there are few Senate programs that have more directly addressed this challenge than our recent embrace of “virtual” visits for students and clergy alike.

Northern Nevada K-12 students regularly visit the Senate during legislative sessions. They tour the building, meet their representatives, and often observe part of a Senate session from the upstairs gallery. They then get introduced by their Senator during our final order of business of the day, and the names of students, teachers, and chaperones are included in the Senate Journal.

The Senate’s new “Virtual Visit” program seeks to bring this experience to students in Southern Nevada. We recently inaugurated this program with Charles Freeman’s class at Rancho High School. Approximately thirty students from Mr. Freeman’s history class were introduced via video-conference from Las Vegas, were introduced by not one but two Senators (both Rancho High School alumni) and received “Certificates of Virtual Visitation” that were modeled after the “Certificate of Visitation” routinely given to students who visit in person. Senator Ruben Kihuen referred to the “Virtual Visit” as the Senate’s “Mega-Skype,” which in retrospect may be even better branding!
The inaugural “Virtual Visit” was so popular with Mr. Freeman’s third period class that word spread among the students and his sixth and seventh period classes clamored to participate as well. In an impromptu move, the video feed was maintained for two hours and approximately fifty more students participated as the day progressed.

Feedback via Social Media was overwhelming, with dozens of tweets sent by students at Rancho High School. Imagine it: high school students, tweeting about how cool it is to be watching a legislature in action.

The timing of the day could not have been better, as the day of the inaugural “Virtual Visit” coincided with debate and ultimate approval on SB374, landmark legislation approving the establishment of a network of medical marijuana dispensaries. The final vote on the bill was 17-4. You can imagine how much the students’ ears perked up when SB374 was introduced. Mr. Freeman was very enthusiastic once the day was through, saying, “It was an extraordinary opportunity for them and me... and I cannot wait for the chance to do it again!”

The Senate’s use of video conferencing technology wasn’t just limited to K-12 students and the “Virtual Visit” program. The technology was also utilized to diversify and strengthen the Senate’s invocations. In order to understand why, you have to consider the demographics of Northern Nevada and Southern Nevada. Northern Nevada is far more homogeneous and, therefore, far more challenging territory to secure clergy representing a variety of faith practices. A vibrant community of over two million residents, Las Vegas offers a rich tapestry of religious diversity.
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By David Byerman, Secretary, Nevada Senate

The Senate inaugurated the use of opening prayers via video conference to address this challenge, and the results were spectacular. Many of the most memorable invocations delivered during the session came from 500 miles away. Identifying a Southern Nevada Clergy Coordinator, who was already highly involved in the Southern Nevada Interfaith Council, was very important and that individual was instrumental to the success of the program.

Because of the new-found ability to videoconference prayers and messages from Southern Nevada, several faiths that had previously been completely unrepresented had full participation in the legislative session. The Hindu and Soka Gakkai (Buddhist) traditions found voice, as did Southern Nevada Native American tribes. Even the faiths that had previously been represented in Carson City benefited, as representatives of the Catholic Church and the Church of Jesus Christ of Latter-Day Saints were able to participate, representing the larger districts of Southern Nevada.

The “Virtual Visit” program is primed for a major expansion in 2015 to multiple schools in the Clark County School District, as we also work on addressing whether we can expand the program to the rural parts of the state. Senate Leadership has also agreed to a proposed expansion of the Southern Nevada clergy program. In 2015, fully half of the Nevada Senate’s invocations will be delivered from Las Vegas. These enhancements help the Senate to fulfill its continuing mission to make the Senate more accessible and relevant to those who live so far away from the state’s capital. The citizenry of Southern Nevada is far more engaged with its legislature than before, as a direct result of the smart adoption of modern technology.
**State Capitol Week in Review**  September 5, 2014

LITTLE ROCK – The Secretary of State’s Office has certified two more ballot issues for voters to decide at the November 4 election - a proposed constitutional amendment to allow sales of alcohol and an initiated act to raise the state minimum wage.

The alcohol and minimum wage issues will be on the ballot along with three proposed amendments referred by the Legislature.

Sponsors of both measures were short of the required number of signatures at the July 7 deadline, but were allowed additional time to continue circulating petitions.

The Secretary of State certified that at least 87,000 signatures for the alcohol sales amendment were valid, which was enough to certify the measure for the ballot because 78,133 were needed. That is 10 percent of the number of votes cast in the most recent gubernatorial election.

The minimum wage measure is an initiated act, which means that if voters approve it in November, it would become state law but not a constitutional amendment. Its supporters needed 62,507 signatures, or 8 percent of the total number of votes cast in the most recent race for governor. The Secretary of State’s Office certified the minimum wage initiative after validating at least 70,000 signatures.

Opponents of statewide alcohol sales have said that they intended to file legal objections to prevent the measure from being placed on the ballot, or if it is too late to remove it from the ballot, to disallow counting votes for it.

Arkansas has 38 “wet” counties and 37 “dry” counties, although there are cities in the dry counties that allow private clubs to sell alcoholic beverages.

The Legislature referred three proposed constitutional amendments during last year’s regular session.

One would tighten requirements for placing initiated acts and proposed amendments on future general election ballots. If supporters turned in an insufficient number of signatures before the July deadline, they would not get an extra 30 days to continue gathering signatures unless they had initially turned in 75 percent of the required number of signatures.

Voter approval of the amendment would prevent a repeat of what happened in 2012, when groups backing casinos and tax increases submitted petitions on which only a third of the signatures were valid. However, they were still allowed more time to gather more signatures.

Another proposed amendment would require approval from the Legislature before any new rule enacted by an executive branch agency could take effect.

Now, during the interim between sessions it is the practice of the Legislature to review new rules proposed by executive branch agencies.
However, legislative committees do not have power under the Constitution to block a new rule if the agency insists on implementing it. Generally, state agencies do not go against the wishes of legislators but on rare occasions they have gone ahead with rules changes in spite of negative reviews by legislative committees. If voters approve the proposed amendment in November, the Legislature would be granted constitutional power to prevent a rule from taking effect.

The third amendment referred by the Legislature would restrict gifts that elected officials could accept from lobbyists. It also would prohibit legislators from becoming lobbyists until at least two years after they leave office. It would limit an individual’s service in the Legislature to 16 years total.

The Colorado Senate and House chambers are currently undergoing a renovation project that will restore both chambers to their original design. In the 1960’s, with the installation of microphones and speaker equipment, the walls and ceilings of both chambers were covered with acoustic tiling.

Early 20th century photographs of the Senate chamber indicated that the walls were originally adorned with a rich burgundy paint and delicate hand-drawn gold stenciling. In 2013, a portion of the acoustic tiles were removed, revealing the original, ornately painted walls for the first time in over 50 years.
You can see in the last two pictures the almost complete restoration process, revealing the original colors in the Senate.

Along with the restoration of the Senate's walls, five of the Senate's eleven beautiful and ornate stained glass windows have been removed and will be cleaned, restored, and remounted, as will the refurbished window sashes that hold them in place. Etched glass will also be set in place on the exterior side of the windows to allow a more even distribution of natural light as it passes through the stained glass.

The project will continue after next year's legislative session to remove the ceiling tiles in both the Senate and House chambers to expose the skylight that has been blocked all this time, which is something we're all excited to see.

In one interesting recent development, as some of the acoustic tiles were being removed, one of the contractors noticed some textural differences in the paint. Upon closer inspection, the contractor discovered the outline of images that were later painted over and did not appear in the historic photograph of the chamber taken in 1905. No records have been located to offer any insight as to the original concepts of these images. At present, ten hidden images have been found in the Senate; these images are stencils and two are paintings that predate the layer of paint seen on the walls currently. One portrait appears to be a likeness of Abraham Lincoln, while the other unidentified portrait has very distinct Greek or Roman characteristics. The paint analysis performed last year did not detect these earlier images because the samples were taken from the corner of each wall panel, and these images appear in the very center of the panels. While the current project does not include the complete restoration of these images, steps have been taken to preserve these hidden images for future generations or restoration projects.

The public is invited to view the progress of the work from the Senate lobby on the main floor. Stay tuned for further Senate restoration updates from Colorful Colorado!
The Mississippi State Capitol building in downtown Jackson is undergoing its second major renovation in its 111 year history. The process is expected to take two more years to complete. Scaffolding has been erected around the south side of the building. The Capitol architect said the entire building is made of limestone and can't be sandblasted, therefore the building needs to be pressure washed.

The second phase in the renovation will cover everything from the eagle down to the ground. Reports have surfaced during the renovation about secret tunnels in the building through which money from a black-market tax on illegal liquor was moved to a huge safe. There is a safe, but former governor and tax collector William Winter said the stories about the tunnels are just not true.

The gold eagle, measuring eight feet tall with a wingspan of fifteen feet, sits on the top of the dome. It had to be taken down after Hurricane Camille twisted it in 1969. New gold leaf was applied at that time before it

In early 2014 the Tennessee General Assembly began work on the “Dashboard” application with a goal of providing an organized, accurate, and secure tool for delivering information to legislators.

The custom-designed “Dashboard” displays all of a given day’s meetings, and also lets legislators drill-down to specific information, such as proposed amendments, fiscal notes, and actions taken for each bill on any given agenda. Information is updated in real-time as it moves through the legislative process, ensuring that legislators have access to the most current information only seconds after the gavel drops. The “Dashboard” is equipped with a responsive framework and touch screen technology that is ideal for mobile devices of all kinds in order to specifically target the needs of legislators on the move.

The team responsible for creation of the “Dashboard” application was recognized by the National Association of Legislative Information Technology (NALIT) and awarded the 2014 Legislative Staff Achievement Award for their work on the project.
Nevada’s Sesquicentennial, the 150th Anniversary of Nevada’s admission to the Union, is currently being celebrated statewide. According to popular myth, Nevada became a state because of its silver and gold production, which was needed to help finance the Civil War for the Union. In reality, however, President Lincoln needed Nevada’s popular and electoral votes for reelection because, at the time, he was in a heated three-way race with John C. Fremont and George B. McClellan. Also, if Nevada were a state, it could ratify Lincoln’s signature achievement, the 13th Amendment abolishing slavery—not as romantic as Nevada’s fictitious role in the Civil War, but certainly more substantial!

The yearlong 150th Anniversary celebration has included official community-based and signature “Nevada 150” events and activities taking place in every corner of the state—whether it be in the scenic Reno/Sparks area, exciting Las Vegas or rustic, rural areas such as Elko and Ely.

To keep track of all these great events, check out www.nevada150.org or search for Nevada 150 on Facebook and Twitter. The Nevada 150 social media sites contain event calendars, news articles and updates, unique merchandise to purchase, information on how citizens and business entities can get involved with the celebration and relevant educational opportunities for Nevada’s students, as well as their teachers. There is even a commemorative blue and silver Harley Davidson motorcycle!

Governor Brian Sandoval appointed a special committee to help plan and coordinate the Sesquicentennial events with official activities having commenced in October of 2013 and ending in October of 2014.

To help the state celebrate in style, specialty license plates were approved by the Nevada Legislature in 2013 in recognition of its 150th anniversary. Purchased through the Department of Motor Vehicles, the proceeds from the license plates support the many projects and events that have been scheduled throughout the year.

There are also commemorative medallions available, either silver or copper, stamped with Nevada symbols. These and other Nevada 150 merchandise can be purchased via the Legislature’s gift.
In September and October of 2014, there are even more great events scheduled for Nevada’s citizens and its visitors to enjoy. For instance, the International Camel Races have occurred for over 53 years in historic Virginia City. Little do people know that camels were once used as service animals for the gold and silver mines of the Comstock in the 1800s. Today, this event is known all over the world and riders are part of a real organization called the International Order of the Camel Jockeys.

Also occurring are the Great Reno Balloon Races, the Elko Classic Car Show, and the National Championship Air Races. The National Championship Air Races, held in Reno, are an exciting celebration of speed and aviation featuring six distinct classes of aircraft, all racing at speeds up to 500 miles per hour. This is all done in pursuit of nearly $1 million in prize money!

In Las Vegas, the Fiesta Las Vegas Latino Parade and Festival is gearing up, celebrating the commencement of Hispanic Heritage Month. Taking place in downtown Las Vegas, the festival celebrates cultural diversity and emphasizes unique customs that make Latino culture special. Also in Las Vegas, a special Nevada Sesquicentennial All-Star Concert will be performed at the Smith Center for the Performing Arts. This concert is a not-to-be-missed event and will feature some of the best entertainers from Nevada, all coming together for one night of celebration and song to commemorate Nevada’s cultural heritage! All the proceeds will benefit the Smith Center’s education outreach program.

All of these activities are an opportunity for Nevadans to share their history and culture and to demonstrate what great things are in store for the people of Nevada—and for people from around the country and the world!

Please come and join us! A Nevada Day Parade is taking place in several locations across the state. In Las Vegas, on Nevada Day itself, Friday, Oct. 31, 2014, there will be a parade starting at 10 a.m., held downtown along 4th Street. Also, to be held on Nevada Day, Friday, Oct. 31, 2014, at 11 a.m., Elko hosts its 27th Annual Nevada Day Parade. Virginia City will hold a parade at 5 p.m. on Friday, Oct. 31, 2014. The Virginia City parade route will travel down historic C Street starting at the Fourth Ward School. In the state capital, Carson City, the parade will take place on Saturday, November 1, 2014. All will be a grand celebration commemorating Nevada’s admission to the statehood. Nevada has the distinction of holding the largest statehood celebration in the nation, especially this year! Come and visit us and enjoy the fun!
### Sunday, October 5, 2014 | Pre-Conference Meetings and Opening Reception

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>1:00 p.m.-6:00 p.m.</td>
<td>Registration and Information Desk</td>
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</tbody>
</table>
| 2:00 p.m.-4:00 p.m. | Nominating Committee  
                     Presiding: Karen O. Wadsworth, Clerk, New Hampshire House of Representatives |
| 4:00 p.m.-6:00 p.m. | 2013–2014 Executive Committee  
                     Presiding: Suzi Lowell, President and Chief Clerk of the Alaska House of Representatives |
| 6:00 p.m.-9:00 p.m. | Louisiana Opening Reception                                         |

### Monday, October 6, 2014

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>8:00 a.m.-5:00 p.m.</td>
<td>Registration and Information Desk</td>
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</table>
| 8:00 a.m.-9:00 a.m. | Breakfast  
                     Thank you to our sponsor, Thomson Reuters!                     |
| 9:00 a.m.-11:30 a.m. | Speak for Yourself—How to Really Get Your Message Across  
                     Speaker: Karen Cortell Reisman, Speak for Yourself, Texas     |
| Noon-1:30 p.m. | Lunch and Annual Business Meeting  
                     Thank you to our sponsor, International Roll-Call Corporation! |
| 1:45 p.m.-3:30 p.m. | "Why Louisiana Ain't Mississippi"  
                     Speaker: Lt. Gov. Jay Dardenne, Louisiana                      |
| 3:30 p.m.-5:00 p.m. | New Attendee Orientation                                            |
| Evening       | Louisiana’s Rural Life Museum                                       |

### Tuesday, October 7, 2014

<table>
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<tr>
<th>Time</th>
<th>Event</th>
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<tr>
<td>8:00 a.m.-5:00 p.m.</td>
<td>Registration and Information Desk</td>
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</table>
| 8:00 a.m.-9:00 a.m. | Breakfast  
                     Thank you to our sponsor, Ross Video!                           |
| 9:30 a.m.-11:30 a.m. | Legislative Expo                                                      |
| Noon-2:00 p.m. | Lunch on your own                                                     |
| 2:00 p.m.-3:30 p.m. | Customs and Traditions in U.S. and International Legislative Bodies  
                     Living Well at Work  
                     Paperless Chambers                                                  |
| 3:35 p.m.-5:00 p.m. | Professionalism 101  
                     Working Smarter, Not Harder (While Using Technology)  
                     How to Maintain Your Cool in the Heat (and Height) of Political Partisanship |
| Evening       | Taste of Louisiana                                                   |
### Wednesday, October 8, 2014

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>Morning</td>
<td>Breakfast on your own</td>
</tr>
<tr>
<td>8:30 a.m.</td>
<td>Board Trolley to Louisiana State Capitol</td>
</tr>
<tr>
<td>9:00 a.m.-10:00 a.m.</td>
<td>Capitol Tour</td>
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<tr>
<td>10:00 a.m.-11:30 a.m.</td>
<td>Staff Breakouts</td>
</tr>
<tr>
<td>11:30 a.m.-1 p.m.</td>
<td>Lunch at Louisiana State Capitol</td>
</tr>
<tr>
<td>1:00 p.m.-8:00 p.m.</td>
<td>Optional Tours: Plantation Tour or Swamp Tour</td>
</tr>
<tr>
<td>2:00 p.m.-6:00 p.m.</td>
<td>2020 Mason's Manual Commission</td>
</tr>
<tr>
<td>Evening</td>
<td>On your own</td>
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### Thursday, October 9, 2014

<table>
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<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>8:00 a.m.-4:00 p.m.</td>
<td>Information Desk</td>
</tr>
</tbody>
</table>
| 8:30 a.m.-9:30 a.m. | Breakfast  
*Thank you for our sponsor, Propylon!*                           |
| 9:45 a.m.-11:00 a.m. | All's Fair: Love, War and Politics  
A Conversation with James Carville and Mary Matalin                |
| 11:00 a.m.-11:30 a.m. | Book signing with James Carville and Mary Matalin                        |
| Noon-2:00 p.m. | Lunch on your own                                                         |
| Noon-12:30 p.m. | New Attendee Wrap-Up                                                     |
| 1:30 p.m.-2:30 p.m. | Committee Chair Transition                                               |
| 2:30 p.m.-3:10 p.m. | “A” Committees (4)                                                      |
| 3:10 p.m.-3:50 p.m. | “B” Committees (4)                                                      |
| 3:50 p.m.-4:30 p.m. | “C” Committees (4)                                                      |
| 6:00 p.m.-7:00 p.m. | President’s Reception  
*Thank you to our sponsor, LexisNexis!*                              |
| 7:00 p.m.-11:00 p.m. | State Dinner and Dancing                                                 |

### Friday, October 10, 2014

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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</table>
| 8:00 a.m.-9:30 a.m. | Breakfast and Business Meeting  
*Thank you to our sponsor, Sliq Media Technologies!*          |
| 9:30 a.m.-Noon | 2014–2015 Executive Committee                                             |
| Noon         | Meeting Adjourned                                                        |