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2014 NCSL Legislative Summit
Minneapolis, MN
August 19-22, 2014

2014 ASLCS Professional Development Seminar
Baton Rouge, LA
October 6-10, 2014
President’s Message

Dear ASLCS Friends,

Once again, it is a pleasure and honor, as your President, to address Society members with some tidbits of information since the last publication of The Administrator.

I enjoyed seeing many of you in Nashville for the Spring Meeting. There were 47 members in attendance. Great turnout! Upon arriving in Nashville, we were welcomed at a reception in the hotel and then swept off to an evening event at the Grand Ole Opry, a "must see" if you are in Nashville. The next day was busy with our standing committee business and business lunch followed by an Executive Committee meeting and a Mason’s Manual Commission meeting. In the evening, we were treated to a lovely reception at the State Capitol with tours available. The view of Nashville from the Capitol was spectacular. A big thank you to our Tennessee hosts, Russell Humphrey, Chief Clerk of the Senate, Joe McCord, Chief Clerk of the House of Representatives and their staff for all their hard work.

In June, Russell Humphrey, ASLCS President-elect, and I attended the Legislative Staff Coordinating Committee as part of the NCSL Executive Committee meeting in Anchorage, Alaska. LSCC members reported on the progress of planning their respective professional development seminars for fall. Some will be meeting jointly. Staff sections were encouraged to apply for the e-learning funds that are available and to participate in and prepare webinars. Topics on upcoming webinars and archived webinars are available on the NCSL website under "Meetings and Training."

I encourage ASLCS members to take full advantage of the educational opportunities available in the way of online education, networking, meeting participation and scholarship opportunities. ASLCS now has a Facebook page and members can access the site upon approval from the Society's administrator. A myriad of information will be available to members on this site. Scholarship opportunities for members include: the Associate Exchange Program Scholarship, Betty King Scholarship for LSMI, Edward A. Burdick Memorial Scholarship and the Jane Richards Scholarship to name a few. The details can be found in our Standing Orders.

In this edition of The Administrator, you will find a letter submitted by Ramona Kennedy Line, Oregon, notifying her friends and associates of ASLCS of her retirement. Ramona has given her all to the Society, and I know you join me in wishing her the best in the next chapter of her life. As you are planning for the remainder of the 2014, don't forget to mark your calendars for the Professional Development Seminar in Baton Rouge, Louisiana, October 5-10. I know it will be one you do not want to miss!

I hope to see many of you at the Summit in Minneapolis, Minnesota, August 19-22, 2014.

Sincerely,

Suzi Lowell, Chief Clerk
Alaska House of Representatives
ASLCS President
ASLCS Meeting Schedule

2014 NCSL Legislative Summit
Minneapolis, MN
August 19-22, 2014

2014 ASLCS Professional Development Seminar
Baton Rouge, LA
October 5-10, 2014
Dear Friends,

After forty-two years of service to the Oregon Legislative Assembly, I have departed the office of Chief Clerk and the Oregon House of Representatives.

I started working officially in 1972 as an eager, young person who was smitten with the inner workings of the legislative branch of government. Prior to that I would accompany my father to the Capitol, volunteering in his office, as he served as State Representative starting in 1957.

I cannot put into words how profoundly humbling it has been to be elected by the members of the House of Representatives on 15 occasions to serve as Chief Clerk. Whichever political party controlled throughout those years, I am extraordinarily proud that the elected representatives acknowledged the bipartisan/nonpartisan nature of the Office of the Chief Clerk.

Yet I am most proud of the countless staff I had the honor to meet and work with in the American Society of Legislative Clerks and Secretaries and NCSL. Without these organizations, I would not have been so successful at home. You all supported me, answered my questions, provided valuable professional development and are considered my true friends. Those of you who chose to make your careers within the Legislative Branch have served your states well and the public has no idea the dedication and sacrifices you, the truly professional, public servants, have made. Any small role I might have played in furthering the success of ASLCS and NCSL is amongst my proudest achievements. I will miss you all.

On a personal note, I look forward to spending time with my Mother who last fall turned 93. Only God knows how much time I have to enjoy her welcoming smile and love. I must adjust my priorities and put my family first after giving my entire life to the Oregon House of Representatives.

Respectfully submitted,

Ramona J. Line
Pat Saville was the longest serving Secretary of the Senate in Kansas before her retirement in December 2012. She was appointed in 1990 and served under four Senate Presidents -- Bud Burke, Dick Bond, Dave Kerr and Steve Morris. Pat began her legislative career in 1975 working part-time for members of the House of Representatives. She served in a variety of administrative positions in the House before moving to the Senate to work for the Senate President as an Executive Secretary/Administrative Assistant in 1989. Prior to her legislative career she worked for seven years for the Kansas Veterans Commission. Pat attended Emporia State University and Washburn University and is a proud graduate of the Legislative Staff Management Institute at the University of Minnesota in 1998.

On April 26, 2012 Pat was honored by the Senate for her longstanding service and dedication. The Chamber adopted Senate Resolution 1862 -- “A RESOLUTION offering official congratulations, gratitude and recognition to Pat Saville, Secretary of the Kansas Senate, on her impending retirement from service to the members of the Kansas Senate and the people of Kansas”. Pat was presented with a statue of Ad Astra Per Aspera (a much larger version sits atop the Statehouse) and a framed copy of the resolution by then Senate President Steve Morris. A reception was held in her honor outside the Senate Chamber.

Pat was a very active member of the American Society of Clerks and Secretaries. She served as the President in 2000-2001 after holding other positions on the Executive Committee including Appointed and Elected Principal, Secretary and President-Elect. She later served twice as a Past President. In addition to her ASLCS leadership positions, Pat served as the Chairperson for several committees (Membership & Communication, Site Selection and Program Development). Pat was a member of the NCSL Executive Committee for three years. In 2007, she received the NCSL and ASLCS Legislative Staff Achievement Award.

Pat is now enjoying spending time with her husband Gary, two daughters (Kelley Smith and Nicole Oliver) and six grandchildren. In addition to attending a variety of programs and sporting events with the family, Pat is enjoying traveling and playing cards. She is continuing her tradition of service by participating in church related and civic organizations.

On a personal note, I thank Pat for all of her support when I started my job as Chief Clerk 6 ½ years ago. She was always there to offer advice and wisdom as I took on my new role and it helped me tremendously. Pat also encouraged me to become actively involved in ASLCS -- one of the best decisions I ever made!
Call to Order
The business meeting of the American Society of Legislative Clerks and Secretaries was called to order by Suzi Lowell, Clerk of the Alaska House of Representatives and the ASLCS President. A quorum was present.

Committee Reports

Bylaws and Standing Orders
Chair Patsy Spaw (TX) reported the committee discussed the process for updating the Standing Orders and posting the most current version to the ASLCS webpage. The committee will create a flow chart documenting each step of the process, from proposed revision through approval, posting, and archiving. At the direction of President Lowell, the committee plans to review its responsibilities as outlined in the Standing Orders and compare those to the committee’s current charge. In addition, the committee plans to propose certain revisions to the Standing Orders to ensure consistency in style throughout the document. The committee anticipates the document will be ready for review by the Executive Committee at the NCSL Summit in August.

Inside the Legislative Process
Chair Norma Chastain (AZ) reported the committee discussed the current survey regarding consent calendars. The deadline for submitting survey responses to Brenda Erickson (NCSL) is May 23. Committee members will be contacting Chambers that have not yet responded to the survey.

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 is open to ideas and suggestions for a site for the 2016 PDS.

Technology
Chair Jim Schratz (AZ) reported the committee worked last year to create a closed Facebook page for ASLCS members. Pending Executive Committee approval, this page will be rolled out to members as a gathering place to share information.

The committee also discussed potential topics for a concurrent session at the Baton Rouge PDS along with ideas for the legislative expo if one is held this year.
International Communication and Development
Chair Jay Braxton reported the International Directory should be released in August. The committee will be hosting a concurrent session on customs and traditions at the 2014 PDS in Baton Rouge.

Legislative Administrator
Chair David Byerman (NV) reported production of the Legislative Administrator is a partnership effort between the Nevada Senate and Virginia. New this year is the distribution of copies of the Legislative Administrator to all attendees at the spring meeting.

Membership and Communication
Chair Ruby Johnson (LA) reported the committee reviewed the survey results from the Sacramento PDS. Survey respondents expressed a desire for more information. The chair also noted the importance of distributing the new attendee survey earlier in the PDS.

The committee discussed an icebreaker for the 2014 PDS and asked ASLCS President Lowell to pin the new members at this year’s seminar. The committee also explored ways to improve participation in the new member sponsorship program.

Support Staff
Chair Lisa Davis (MS) reported that 11 states participated in the Associate Exchange Program. Four of the five applicants who applied for the program were accepted.

The committee also discussed potential topics for a concurrent session at the 2014 PDS. Chair Davis created a flyer highlighting members’ experiences with the legislative expo. Distribution of the flyer before the PDS could generate interest in the expo among the members.

Canadian-American Relations
Vice Chair Ann Cornwell (AR) noted the committee’s primary charge is to identify a location for the 2015 Canadian-American meeting. Chair Marshall has mentioned New Mexico and Illinois as possible meeting sites, but if neither of these locations is viable, the committee will consider a no-host state.

Information regarding the Canadian-American Exchange Program is outlined on pages 8 and 9 of the Spring 2014 edition of the Legislative Administrator. Two scholarships are available this year, and July 1 is the deadline for submission of applications. The committee welcomes suggestions to promote the program.

Professional Journal
Committee member Rose Ramsey (VA) noted that the deadline for submission of articles for the Professional Journal is July 1, 2014.
Program Development
Chair Liz Clark (AK) reported the committee is considering potential plenary speakers for the 2014 PDS and anticipates a final decision will be made by the end of May. Committee discussion focused on concurrent sessions and included a suggestion to use the proposed ASLCS closed Facebook page to crowd source member input regarding potential topics for a Technology Committee concurrent session. She encouraged the members to share their ideas for concurrent sessions with the committee.

Roster
Co-Chair Crys Jones (AK) reported that Alaska is reviewing the InDesign software used to create the Roster & Reference Guide. Roster update forms will be sent to the members soon. The 2014-2015 Roster & Reference Guide will be spiral bound this year.

Adjournment
On motion of Karen Wadsworth (NH), seconded by Crys Jones (AK), 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
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: Suzi Lowell (AK), Susan Furlong (NV), Janice Gadd (UT), Maryann Horch (VA), Russell Humphrey (TN), William “Bill” MaGill (VT), Cheryl Laube (AZ), Sandy Tenney (UT), Scott Caffey (TX), Karen Wadsworth (NH), and Scott Kaiser (IL).

Other members/guests in attendance included: Angela Andrews, NCSL Liaison to ASLCS, David Byerman (NV), Butch Speer (LA), and Denise Weeks (NC).

Approval of Minutes
Upon a motion by Scott Kaiser (IL), seconded by Janice Gadd (UT), the minutes of the December 18, 2013, teleconference meeting were approved.

Treasurer’s Report
Susan Furlong (NV) reviewed the Treasurer’s Report of May 3, 2014, which reflected an ending balance of $43,517.65. Upon a motion by Russell Humphrey (TN), seconded by Cheryl Laube (AZ), the Treasurer’s Report was approved.

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

Special Meeting Fund (L190 Account). The balance of the account was $255,923.49. This amount included $90,500 raised by California for the 2013 PDS held in Sacramento. There were no changes to the California Host State expenditures for the 2013 PDS, which totaled $81,729.47.

The anticipated cost of the 2014 Spring Meeting was $6,000 to $6,500, and contributions for the meeting were still being received. A donation of $2,000 was received from IRC, and the Tennessee Senate contributed another $5,000 to help support meeting activities. Also pending was a deposit of $6,500 from Russell Humphrey’s (TN) fundraising efforts. Mr. Humphrey pointed out the funds raised for the spring meeting will exceed the costs, and he requested that the Tennessee Senate have input into how those excess funds are used. Responding to a question from Maryann Horch (VA), Mr. Humphrey noted that one possible use for the excess funds would be a President’s reception. The committee deferred a decision on the request.

New expenditures from the Special Meetings Fund included $2,107.05 for Grand Ole Opry tickets and $480 to cover transportation to the venue. In furtherance of Thompson Reuters’ agreement to fund the Ed Burdick Scholarship for 2012, 2013, and 2014, $1,500 was transferred to the Professional Development Revolving Account (LLCS). Total expenditures were $109,167.98 as of April 29, 2014, and did not include a pending payment of $3,180.28 to cover catering costs for the Saturday night reception at the 2014 Spring Meeting.
Responding to a question from Janice Gadd (UT), Ms. Andrews said it was unknown whether Thompson Reuters would continue to sponsor the Ed Burdick Scholarship beyond 2014. She noted that Thompson Reuters donated $4,500 to seed the scholarship in 2012. The 2011-2012 Executive Committee directed the funds be deposited into the Special Meeting Fund (L190), which earns interest, and that $1,500 be transferred to the Professional Development Revolving Account (LLCS) to fund the scholarship for the first three years.

**Professional Development Revolving Account (LLCS).** Ms. Andrews explained that the Professional Development Revolving Account is maintained at NCSL and used for all professional development of the Society. The account does not earn interest. All profits from Professional Development Seminars are deposited into this account.

New deposits to the account included profit of $7,133.92 from the 2013 PDS along with contributions of $250 from Marcus Dell’Artino and $1,000 from Norm Moore, both in support of the 2014 Associate Exchange Program. Two expenditures of $500 each were made to Alysia Peters (NV) and Ginny Edwards (VA), who were selected to participate in the Associate Exchange Program. In addition, Ed Burdick Scholarship recipient Judy Barrows (ME) received $750 to help defray the costs of attending the 2013 PDS.

Cheryl Laube (AZ) asked if speakers for the PDS are paid out of the LLCS account. Ms. Andrews responded in the affirmative, noting the Standing Orders authorize payment of up to $15,000.

**Sacramento Meeting Budget.** Ms. Andrews reviewed the final reconciled budget for the 2013 PDS. The Society made a profit of $7,133.92 on the PDS, with 192 full-rate registrations, 24 guest registrations, 3 business and other registrations, and 29 complimentary registrations for international guests, contributors, faculty, and NCSL staff. Contributions of $18,700 were received. She noted the Executive Committee had authorized the expenditure of up to $11,000 from the Special Meeting Fund (L190) to balance the budget. If that money had been transferred, the meeting profit would have been $18,133.91.

Responding to a question from Maryann Horch (VA), Ms. Andrews explained that each PDS has a separate budget, and any profit from a meeting budget is deposited to the Professional Development Revolving Account (LLCS). If a PDS were unprofitable, ASLCS would have to cover the cost from another account. High registrations, contributions, or the transfer of money from the Special Meetings Fund (L190) to the meeting budget ensures that each PDS makes a profit.

**Review and Approval of Revised ASLCS Facebook Group Proposal.** David Byerman (NV) presented a revised proposal to create a closed Facebook Group for ASLCS. The goal of the Facebook Group is to generate interest in Society membership. He reported that the Facebook Group had been created; however, invitations to join had not been extended. The proposal envisioned three Facebook Group administrators: (1) the President of ASLCS, (2) the chair of the Technology Committee, and (3) the NCSL liaison to ASLCS. These administrators would be responsible for approving access for Society members who appear in the Roster & Reference Guide.

The Executive Committee’s responsibilities would include the following:
(a) Establish an annual audit process to remove inactive members from the Facebook Group.
(b) Approve the removal of inappropriate content. If an administrator determined certain content was inappropriate, he or she would remove the post. Administrators would be encouraged to work with members to resolve concerns. If an administrator removed a post, he or she would be required to notify the President of the Society within 48 hours of such removal and subsequently report the action to the Executive Committee at its next meeting.
Karen Wadsworth (NH) asked how the Facebook Group would differ in purpose from the listserv. Mr. Byerman said members could post surveys and polls to the Facebook Group. In addition, the Facebook Group would be much more social than the listserv. For example, a member could post photos from a PDS to the Facebook Group.

Ms. Wadsworth asked if there is a method for removing content that is deemed inappropriate and whether it is possible to prevent an individual from sharing content that is posted to a Facebook Group outside the Group. Responding, Mr. Byerman said a member could not share content outside the Group. However, a member could take a screen shot of a comment and post it outside the Group.

Scott Caffey (TX) asked how the proposed Facebook Group would affect the workload of Ms. Andrews. Ms. Andrews noted NCSL’s preference that content be driven by the staff section. Continuing, Mr. Caffey asked whether ASLCS should look to NCSL for a lead and follow its path. Ms. Andrews observed that NCSL understands the direction on social media has shifted. NCSL is working on a policy related to a Facebook Page but not one for a Facebook Group.

Susan Furlong (NV) asked if any other staff section had established a Facebook Group. Ms. Andrews reported NALIT had developed a Twitter feed, but no one pushed content.

Continuing, Ms. Furlong asked if a legal challenge arising from an administrator’s removal of content could expose the Society to potential liability and legal costs. She also questioned whether posts to the Facebook Group, such as polls and surveys, would be official records of the Society requiring archiving under the Standing Orders. Listserv questions are archived. Cheryl Laube (AZ) questioned how long content would remain on the Facebook Group. Russell Humphrey (TN) observed the proposed Facebook Group would complement the Society’s current offerings. He opined that because the Society is not a government or state, it could not infringe on the free speech of individual members. Therefore, ASLCS could not be held liable for any claims arising from the removal of content deemed inappropriate by an administrator.

Following committee discussion, Karen Wadsworth (NH) moved the proposal be approved as a pilot project on a temporary basis and revised by the Executive Committee at its October meeting in Baton Rouge. The motion was seconded by Cheryl Laube (AZ) and passed. President Lowell appointed Janice Gadd (UT) as her designee administrator of the ASLCS Facebook Group. Jim Schratz (AR) said David Byerman (NV) would continue as administrator of the Facebook Group.

Without objection, the Executive Committee took a short recess and reconvened at 2:30 p.m.

**New Business**

Butch Speer (LA) reviewed the agenda for the 2014 PDS and provided an update on host state activities and fundraising. Funding for the PDS has been secured, but contracts have not yet been signed. Ms. Andrews pointed out the meeting schedule will differ from recent professional development seminars in that registration will open on October 5 and the Nominating Committee will meet on the same day.

Denise Weeks (NC) reviewed the proposals of the Marriott Raleigh City Center and the Sheraton Hotel for the 2015 PDS to be held in Raleigh, North Carolina. She recommended the committee approve the Marriott’s proposal. On motion of Scott Kaiser (IL), seconded by Cheryl Laube (AZ), the committee approved the bid of the Marriott Raleigh City Center. The 2015 PDS will be held from September 20 to 25; the Executive and Nominating Committees will meet on Sunday, September 20.
Angela Andrews (NCSL) reviewed the draft budget for the 2014 PDS, which is based on anticipated registration fees for 195 attendees along with 25 guest registrations. Referencing Section B, “Faculty/Guest-Travel & Expenses,” she pointed out that ASLCS covers the hotel charges for guests from the five international associations invited to attend the annual PDS. Although the amount currently shown is zero, these charges will be paid through the Special Meetings Fund (L190), as they have been for the past two years. The Society had sufficient free rooms in 2013 to accommodate these guests without incurring additional hotel expenses. Ms. Andrews highlighted the “Meal Functions” section of the draft budget, noting the budget includes breakfast every day except October 8, when the attendees will travel to the capitol.

Continuing, Ms. Andrews said the draft budget shows a loss of $4,647.17, and NCSL will not approve a negative budget. President Lowell explained that the previous Executive Committee approved the transfer, on paper only, of $11,000 from the Special Meeting Fund (L190) to the 2013 PDS meeting account, though those funds ultimately were not necessary to balance the budget. She suggested the Executive Committee authorize the transfer of $7,500.

Responding to a question from Cheryl Laube (AZ), Ms. Andrews said the breakfast meals are a necessary component of the food and beverage minimum. Further, the Executive Committee can approve the transfer of additional funds later, if necessary. On motion of Russell Humphrey (TN), seconded by Karen Wadsworth (NH), the committee approved the transfer of $5,000 from the Special Meetings Fund (L190) to the 2014 PDS budget account.

The committee considered the request of Dotson Wilson, Chief Clerk, California Assembly, to access a portion of the extra money raised by the California Host State for the 2013 Sacramento PDS. These funds would be used to facilitate the participation of several of the Society’s California members in the 2014 PDS by subsidizing their registration and hotel costs. Traditionally, excess host state funds have remained in the ASLCS Special Meeting Fund (L190) for the benefit of all Society members. Responding to questions from the committee, Ms. Andrews said she was unaware of any similar request being approved in the past. Fund-raising letters specify that checks be made payable to NCSL, which are then deposited into the Special Meetings Fund (L190). Following lengthy committee discussion, it was the consensus of the Executive Committee that approving the request would set a bad precedent. Instead, ALSCS should create a policy that addresses the concept in detail. The matter was referred to the Strategic Planning Special Committee for review and recommendation to the Executive Committee.

Angela Andrews (NCSL) reported that the state capitols book project has been resurrected. Copyright to the book is owned by NCSL, and Paul Campos (WA) is coordinating the project. The committee working on the book was active until 2012 and collected about 30 photos.

On motion of Scott Kaiser (IL), seconded by Bill Magill (VT), the committee approved memorial donations of $50 each to the EAMC Foundation and Hospice Advantage in memory of Charles McDowell Lee, Sr.

On motion of Susan Furlong (NV), seconded by Sandy Tenney (UT), the committee approved payment of travel expenses for Russell Humphrey (TN) to attend the LSCC meeting May 30 and 31 in Anchorage, Alaska.

On motion of Scott Caffey (TX), seconded by Russell Humphrey (TN), the committee approved payment of travel expenses for Suzi Lowell (AK) and Angela Andrews (NCSL) to conduct a site visit in Baton Rouge.

**Adjournment**

Upon a motion by Sandy Tenney (UT), seconded by Susan Furlong (NV), the meeting was adjourned.

Respectfully submitted,
Susan Furlong (NV)
Secretary-Treasurer
Call to Order
The meeting of the Bylaws and Standing Orders Committee was called to order at 9:00 a.m. by Patsy Spaw (TX), Chair.

Attendance
The following members of the committee were present: Patsy Spaw (TX), Chair, Jay Braxton (VA), Susan Furlong (NV), Janice Gadd (UT), Cheryl Laube (AZ), Bill MaGill (VT), Butch Speer (LA), Sandy Tenney (UT), and Karen Wadsworth (NH).

Other members/guests in attendance included: Angela Andrews, NCSL Liaison to ASLCS, and Suzi Lowell (AK), President of ASLCS.

Approval of Minutes
Upon a motion by Karen Wadsworth (NH), seconded by Butch Speer (LA), the minutes of the last meeting held October 12, 2013, during the Professional Development Seminar in Sacramento, CA, were approved.

Old Business
The discussion of inconsistencies in punctuation and capitalization in the ASLCS Standing Orders that had been raised at the previous meeting by Tisha Gieser (AK) was continued and with the added issue as to which document is the most up-to-date and correct version for committee members to review. Chair Patsy Spaw (TX) reported that Patsy Gieser (AK) had submitted suggestions for corrections to the Standing Orders and that Jane Richards (AZ) had submitted suggested corrections to the Jane Richards award section. Chair Spaw (TX) provided copies of suggested corrections to address the inconsistencies along with a key to the suggested corrections and a copy of the ASLCS Standing Orders for committee members to review prior to the Legislative Summit in Minneapolis.

President Lowell (AK) clarified that the ASLCS Executive Committee had adopted changes to the Jane Richards section during an Executive Committee conference call on December 18, 2013. Chair Spaw (TX) also clarified
how the Standing Orders are updated, stating that the President-elect is responsible for keeping an ongoing, updated version of the Standing Orders as changes to the orders are approved by the Executive Committee, which is shared with Angela Andrews and the President. The Past President is responsible for producing the President's Executive Committee Manual, which includes all Standing Orders changes, at the conclusion of the Past President's term for the incoming Executive Committee.

Butch Speer (LA) asked, with the new design of the NCSL website, who the webmaster for ASLCS is and who can post ASLCS information. Angela Andrews (NCSL) was asked about the website and she clarified that she is the webmaster for ASLCS and posts the ASLCS documents when she receives them. There was committee discussion about the process, including the suggestion that the President-elect also share the updated versions with the Past President and the Chair of the Bylaws and Standing Orders Committee in order to ensure that the current version is the version used by everyone. Karen Wadsworth (NH) suggested creation of a flow chart on how information gets from committees and the executive committee to the webmaster to the website.

Chair Spaw (TX) reported that, in accordance with President Lowell’s request for each committee to review the committee descriptions in the Roster for accuracy with committee descriptions in the Standing Orders, a draft analysis on all the committee descriptions from Chair Spaw will be emailed to committee members prior to the Legislative Summit for review and comment.

Adjournment
There being no further business, the meeting was adjourned at 10:00 a.m. by the Chair.

Respectfully submitted,
Patsy Spaw (TX)
Chair
Canadian-American Relations Committee
Meeting Minutes

Call to Order
The meeting of the Canadian-American Relations Committee was called to order by Ann Cornwell (AR), Vice Chair.

Attendance
The following members of the committee were present: Ann Corwell (AR), Vice Chair, Dave Avant (AL), Patsy Spaw (TX), Sandy Tenney (UT), Butch Speer (LA), Denise Weeks (NC), and Joyce Wright (AL).

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

Approval of Minutes
Upon a motion by Dave Avant (AL), seconded by Butch Speer (LA), the minutes of the last meeting held October 12, 2013, during the Professional Development Seminar in Sacramento, CA were approved.

Ann Cornwell (AR) read a message from Chair Marshall (VT) expressing his regret for being unable to attend due to Vermont session.

Old Business
In 2015 the United States will host the Joint Canadian-American conference and a site has not yet been determined. The possibilities of Santa Fe, NM and Chicago, IL were discussed. Vice Chair Cornwell (AR) will discuss these possible sites with Chair Marshall (VT) and either she or Chair Marshall will contact Steve Arias (NM) and Scott Kaiser (IL) to follow-up. Ms. Cornwell (AR) suggested that Chair Marshall could send an e-mail to ASLCS Principals to determine if any other states are interested in hosting. Angela will provide information to the committee on the last several US sites in regards to cost and responsibilities of the host state. The question of holding a no-host meeting was discussed. Angela Andrews (NCSL) explained that
the Canadian-American Joint meeting is not a NCSL supported meeting and there could be technicalities for ASLCS entering into contracts for housing and meeting space if a no-host meeting is the route taken.

The committee discussed ways to continue to promote the Canadian-American Exchange program and to make more ASLCS members aware of the Jane Richards Scholarship to help with offsetting the costs of participating. It was noted that an article appears in the most current Legislative Administrator.

**Adjournment**
Upon a motion by Denise Weeks (NC), seconded by Sandy Tenney (UT), the meeting was adjourned.
Inside the Legislative Process Committee
Meeting Minutes

Call to Order
The meeting of the Inside the Legislative Process Committee was called to order by Norma Chastain (AZ), Chair.

Attendance
The following members of the committee were present: Norma Chastain (AZ), Chair, Whitney Johnson (TN), Vice Chair, Lindsey Grovom (MT), and Ruby Johnson (LA).

Other members/guests in attendance included: Brenda Erickson, NCSL Staff.

Approval of Minutes
Upon a motion by Ruby Johnson (LA), seconded by Lindsey Grovom (MT), the minutes of the last meeting held October 12, 2013, during the Professional Development Seminar in Sacramento, CA, were approved.

Old Business
Discussion was held on the Chambers who have yet to respond to the survey and assignments were made on a follow-up contact for those States and Chambers. Surveys are to be completed and submitted to Brenda Erickson (NCSL) by May 23, 2014.

New Business
Brenda led a discussion on the survey results and the formatting of the results. She indicated that each footnote is retyped and that footnotes need to be proofed. Formatting of the footnotes was discussed and it was decided that columns would not be used for the footnotes; they would remain as printed.
Lindsey questioned Brenda about the compilation of the surveys and Brenda informed the committee that all surveys are online and that Brenda would check to see if there are still a few binders in print and she would provide Lindsey with an Inside the Legislative Process binder for her to keep current for her Chamber.

**Adjournment**

Upon a motion by Lindsey Grovom (MT), seconded by Whitney Johnson (TN), the meeting was adjourned.

Respectfully submitted,
Norma Chastain (AZ)
Chair
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, Terry Rumley (NC), Vice Chair, Bob Ward (FL), Vice Chair, Robert Altman (WV), Dave Avant (AL), Liz Clark (AK), Susan Furlong (NV), Tisha Gieser (AK), Greg Gray (WV), Crys Jones (AK), Susan Kannarr (KS), Bill MaGill (VT), Steve Marshall (VT), G. Paul Nardo (VA), Paul Smith (NH), Sandy Tenney (UT), and Linda Tubbs (TX).

Other members/guests in attendance included: Rick Yarish (Manitoba, Canada).

Approval of Minutes
There were no minutes to be approved.

Old Business
There was no old business.

New Business
Chair Braxton gave a brief definition and overview of the committee. The question was posed to the members on how to better reach out to other countries. Chair Braxton suggested that letters be sent to Clerks' offices in other countries. Other suggestions included an offer to contact the UK; it was mentioned that John Phelps may have a connection there. Brian Ebbert offered the suggestion to reach out to Asia. Other suggestions included contacting Angela Andrews and Susan Schaar for ideas.

The next order of business was the International reception in Baton Rouge. Various suggestions were made. They include pairing an international guest with a committee member like new member orientation,
making prior contact with international guests with information as to what to expect, making official introductions at the reception, or changing the date of the reception to the first official day of the conference. We got good feedback from our guest from Puerto Rico. Another suggestion for the reception was to research the cultures of the guests attending and serve foods from their cultures.

The next order of business discussed was the Concurrent Session for next year. The comparative practices received good feedback. Other suggestions were to ask them to provide some printed history and culture to share with the group; make available the languages spoken to members so that those who speak their language can seek them out. Angela provided information that for members of associated organizations, ASLCS can comp registrations and hotel for international guests. For other guests not part of these organizations, we would need to contact ASLCS for approval to do so.

New President Suzi Lowell made a brief visit to the committee and asked members to review the Standing Orders and website and let her know of any changes needed.

**Adjournment**
Upon a motion by Susan Kannarr (KS), seconded by Paul Smith (NH), the meeting was adjourned.

Respectfully submitted,
Terry Rumley (NC)
Vice Chair
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), Denise Weeks (NC), and Brad Young (OH).

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

Approval of Minutes
Upon a motion by Denise Weeks (NC), seconded by Scott Caffey (TX), the minutes of the virtual meeting of the Legislative Administrator Committee held via Cover It Live on January 29, 2014, were approved.

New Business
Chair David Byerman (NV) noted the highly successful virtual meeting held earlier in the year. Fourteen members of the Legislative Administrator Committee participated in the virtual meeting, held via Cover It Live. Chair Byerman (NV) indicated that he plans to hold more virtual meetings as the year progresses. The January meeting was very productive, as it resulted in a great number of story leads for the Spring issue.

Old Business
The Spring issue was discussed. Chair Byerman (NV) thanked Vice Chair Ramsey (VA) and noted the productive partnership between Nevada and Virginia. The splitting of responsibilities, with Nevada assuming editing responsibilities and Virginia responsible for layout and publication, has worked well and could serve as a template for future years, when a small state chair needs to work collaboratively with a large state partner.
Vice Chair Ramsey (VA) indicated that the technology employed to facilitate that partnership has worked well. Dropbox has proven to be a very efficient method of sharing large files between the two states. The two states have also utilized Google Drive to collaboratively edit spreadsheets and documents planning the layout of the issue to come.

The Spring issue was produced on budget and in time for in-person distribution at the Spring Business Meeting. Chair Byerman (NV) indicated that, in a departure from previous years, he had asked that enough copies of *The Legislative Administrator* be shipped to the Spring Business Meeting for all attendees, rather than just for committee chairs. There was a consensus that this made sense, as long as it didn’t impact the budget. Copies of *The Legislative Administrator* for non-attendees were shipped to members in their home states and en route at the time of the committee meeting.

The committee brainstormed potential items for the Summer issue of *The Legislative Administrator*. A memorial page for McDowell Lee, longtime Secretary of the Senate for Alabama, was planned. Secretary Lee passed away in April. Chair Byerman (VA) indicated he would make an announcement at the Business Meeting and Luncheon to solicit content for the memorial page.

**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 Ruby Johnson (LA), Chair.

Attendance
The following members of the committee were present: Ruby Johnson (LA), Chair, Sarah Armistead (VA), Vice Chair, Bonnie Alexander (ID), Johnye Bennett (VA), Norma Chastain (AZ), Yolanda Dixon (LA), Cathy Hooe (VA), Cheryl Laube (AZ), Jim Schratz (AR), and Patience Worrell (TX).

Other members/guests in attendance included: Angela Andrews, NCSL Liaison to ASLCS, and Suzi Lowell (AK), President of ASLCS.

Old Business
A motion by Yolanda Dixon (LA) was made to approve the minutes from the August 12, 2013, meeting held in Atlanta, Georgia and Cathy Hooe (VA) seconded the motion. A motion was made by Norma Chastain (AZ), to approve the minutes from the October 12, 2013, meeting held in Sacramento, California. Cathy Hooe (VA) seconded the motion. 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.

Ruby Johnson (LA), Chair, provided a copy of the survey results from the 2013 Professional Development Seminar (Sacramento, CA) to the members of the committee. There were only 30 surveys turned in and the results indicated the new attendees were pleased with the conference but would like more time to interact with counterparts who have similar job related functions. Some of the new attendees felt they needed more information pertaining to joining a committee. Ruby Johnson (LA) Chair, also suggested we should give the new attendees the questionnaire/survey at the new members’ orientation instead of at the wrap-up meeting and this would allow enough time to complete the surveys and address any concerns.
**New Business**

Several suggestions were made from the committee members in reference to providing information to new attendees as follows: Provide more information in the new member packet. Sponsors could also encourage new attendees to join ASLCS committees or share their committee experience(s). Provide a friendship and/or networking table during breakfast on various days of the conference either by ribbons or job duties and new attendees could discuss their work challenges and concerns.

Several icebreaker ideas were discussed for the New Member's Orientation to be held in Baton Rouge. The members were presented with an example of an ASLCS bingo game and everyone agreed this would be the icebreaker for the New Member's Orientation. It was suggested that the committee keep in mind we have one hour for the orientation and our main objective is to ensure the new attendees are knowledgeable about ASLCS when establishing rules for the ice breaker.

President Suzi Lowell made a visit to the committee and Ruby Johnson (LA) Chair asked if she would make a special presentation to the new attendees and she agreed to present each member with a special pin from her state during orientation. Most of the committee members were concerned about not receiving their new attendee's information in a timely manner. Angela Andrews (NCSL) informed the committee that sometimes she does not receive registration information until the last minute, therefore making it difficult to have the information readily available to the committee. Angela ensured the committee she will continue to work closely with us.

Members of the committee thought the group picture was a great idea and would like to have a group picture for the 2014 PDS. Also, any revisions to the new attendee handbook should be submitted to Ruby Johnson (LA), Chair and Yolanda Dixon (LA) no later than August 15.

**Adjournment**

Upon a motion by Ruby Johnson (LA), Chair and seconded by Cheryl Laube (AZ) and Patience Worrell (TX), the meeting was adjourned.

**Addendum**

Upon a brief discussion with Ruby Johnson (LA), Jay Braxton (VA), and Angela Andrews (NCSL) it was agreed the Membership and Communication Committee would partner with the International Communication and Development Committee to host the New Member's Orientation at the 2014 Professional Development Seminar to be held in Baton Rouge.

Respectfully submitted,
Ruby Johnson (LA)
Chair

Sarah Armistead (VA)
Vice Chair
Acting Minute Recorder
The committee did not meet.
Call to Order
The meeting of the Program Development Committee was called to order at 11:00 a.m. 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), Sarah Armistead (VA), Jay Braxton (VA), Johnye Bennett (VA), David Byerman (NV), Scott Caffey (TX), Norma Chastain (AZ), Philip Cottingham (TX), Lisa Davis (MS), Janice Gadd (UT), Cathy Hooe (VA), Maryann Horch (VA), Russell Humphrey (TN), Ruby Johnson (LA), Scott Kaiser (IL), Cheryl Laube (AZ), Tara Perkinson (VA), Jackie Scott (VA), and Patience Worrel (TX).

Approval of Minutes
David Byerman (NV) made a motion to adopt the minutes from the October 25th meeting of the committee in Sacramento. Jay Braxton (VA) seconded the motion. The minutes were adopted.

New Business
Chair Liz Clark (AK) went over the overall goal of the committee - to come up with a program for the 2014 PDS. She passed out a handout of the preliminary schedule for the PDS in Baton Rouge, and a compilation of feedback from the PDS in Sacramento. She solicited ideas, questions and concerns from those in attendance.

Chair Clark (AK) mentioned that we are still working on potential speakers for the plenary sessions and hope to have these speakers nailed down by the end of May. The focus for this meeting is on the concurrent sessions.

David Byerman (NV) suggested a “People’s Choice” Facebook vote on a choice of concurrent sessions. International committee is looking at legislative customs and tradition. Lisa Jackson (MS) mentioned that
Support Staff committee had tentative plans to do a concurrent session. Technology committee also plans to do a concurrent session. Chair Clark mentioned that we needed five more concurrent sessions and threw out the following ideas:

Future of ASLCS  
Dealing with Partisanship in the Legislature  
Training for New Member Orientation  
Retirement Benefits  
Paperless Chambers  
Committee Responsibilities  
Legislative Staff Management Institute  
Professionalism in the Office (as it relates to new staff)  
Ergonomics  
 Civility in the Legislature  
Self-Assessment  
How to Stay Healthy/Stress Management  
Negotiating with People  
Implementation of New Ideas, Organization, Techniques Habit  
Public Speaking

Chair Clark (AK) asked that everyone on the committee be willing to be on a panel, moderate, or otherwise assist with the program sessions. She suggested that professionalism and civility could be combined for one session, as well as staying healthy and ergonomics.

Other suggestions were:
Public speaking (this may work better as a concurrent, but could do as a plenary if you could break off in small groups), prayer in Legislative Chambers (could ask the coalition for separation of church and state to provide issues), Mason’s video clips that were used in Maine, member engagement and new member training and decorum. Jay Braxton (VA) mentioned that Bill Magill has done a session on new member training.

President Lowell (AK) stopped by the committee to thank everyone for their assistance and work.

Chair Clark (AK) stated that she will communicate about plenary and concurrent ideas.

**Adjournment**  
Upon a motion by Janice Gadd (UT), seconded by Cathy Hooe (VA) the meeting was adjourned.
Call to Order
The meeting of the Roster Committee was called to order by Crys Jones (AK), Chair.

Attendance
The following members of the committee were present: Crys Jones (AK), Chair, and Brad Young (OH).

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

Approval of Minutes
Upon a motion by Brad Young (OH), seconded by Crys Jones (AK), Chair, the minutes of the last meeting held October 12, 2013, during the Professional Development Seminar in Sacramento, CA, were approved.

Old Business
Crys Jones (AK), Chair, related that Alaska’s Information Services division is reviewing the In-Design software that was used to create the Roster the last two years. There was discussion regarding whether ASLCS could purchase the software and transfer it to the state in charge of the Roster or if the software could be used in some sort of cloud environment.

The presence of President Suzi Lowell (AK) was recognized and she thanked the committee for its work thus far.

New Business
There was also discussion regarding supplementing the printing of the Roster by placing it on the ASLCS Facebook page, which could make it more accessible and attract more people to the new Facebook page.

Adjournment
Upon a motion by Brad Young (OH), seconded by Crys Jones (AK), the meeting was adjourned.

Respectfully submitted,
Crys Jones (AK)
Chair
Call to Order
The meeting of the Site Selection Committee was called to order at 9:00 am by Pat Harris (AL), Chair.

Attendance
The following members of the committee were present: D. Patrick Harris (AL), Chair, Cathy Hooe (VA), Vice Chair, Sarah A. Armistead (VA), Dave Avant (AL), Scott Caffey (TX), Liz Clark (AK), Yolanda Dixon (LA), Denise Weeks (NC), Alan Whittington (TN), and Joyce Wright (AL).

Other members/guests in attendance included: Ann Cornwell (AR), Lisa Davis (MS), Polly Emerson (TX), Rose Ramsey (VA), and Patience Worrel (TX).

Approval of Minutes
Upon a motion by Denise Weeks (NC), seconded by Anne Cornwell (AR), the minutes of the last meeting held October 12, 2013, during the Professional Development Seminar, in Sacramento, CA were approved.

Old Business
Chair Pat Harris (AL) reminded the committee that the 2014 Professional Development Seminar will be held in Baton Rouge, LA, October 5-9, 2014.

New Business
Denise Weeks (NC) informed the committee that the dates have been set for the 2015 Professional Development Seminar in Raleigh, NC. The meeting will be held September 20-25, 2015. The host hotel is still in question. The committee is accepting ideas/suggestions for the 2016 PDS site.

Adjournment
Upon a motion by Denise Weeks (NC), seconded by Alan Whittington (TN), the meeting was adjourned at 9:20 a.m.

Respectfully submitted,
Cathy Hooe (VA)
Vice Chair
Support Staff Committee
Meeting Minutes

ASLCS Professional Development Seminar
Nashville, TN - May 3, 2014

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, Lindsey Grovom (MT), Maryann Horch (VA), Tara Perkinson (VA), and Alan Whittington (TN).

Other members/guests in attendance included: Angela Andrews. NCSL Liaison to ASLCS and Suzi Lowell (AK), President of ASLCS.

Approval of Minutes
Upon a motion by Tara Perkinson (VA), seconded by Alan Whittington (TN), the minutes of the last meeting held October 12, 2013, during the ASLCS Fall Professional Development Seminar in Sacramento, CA, were approved.

Old Business
Chair Davis (MS) thanked everyone for helping select the participants for the Associate Exchange program. There were numerous applicants this year. Those selected were:

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

New Business
Chair Davis (MS) asked for ideas for the Concurrent Sessions. She mentioned the ideas of: working with partisan staff, member training, and paperless chamber.
Tara Perkinson (VA) mentioned the Virginia Senate is trying to go paperless. Alan Whittington (TN) discussed Tennessee has created a “Dashboard” in an effort to go paperless. They went from a 300-paper packet to an electronic tablet with the calendar and bill information on it. This system was developed internally with the user interface being developed externally.

Tara Perkinson (VA) discussed the Electronic draft and electronic filing system that Virginia is using. The Senate Clerk can now refer bills without paper and remotely.

Maryann Horch (VA) mentioned it might be interesting to see what paper items members/staff will not give up. Example: Calendar cards and Patron Notification cards in the Virginia Senate.

Alan Whittington (TN) mentioned their Dashboard project as an effort for them to go paperless. They have taken their 300-page paper packet (calendar and the information in it) and now provide it electronically on a tablet. One of it’s features highlights the current bill.

Tara Perkinson (VA) brought up the new E-draft and E-filing system in Virginia. The program has really helped expedite the process as well as cut down on paper. The Clerk is able to refer bills remotely and without physical copies of all of the bills.

Another topic idea that President Suzi Lowell (AK) mentioned to Chair Davis (MS) over breakfast was Sponsor and Co-sponsor. Chair Davis continued that in Mississippi they had to hire a person just to add and remove names from a bill because there were so many changes.

**Legislative Expo**

Alan Whittington (TN) mentioned from a prior expo he liked the Resolution folders that Jay Braxton (VA) brought and now they use the same vendor to purchase the folders.

Angela Andrews (NCSL) suggested putting up signage to display what people have gained from past Legislative Expos. Alan Whittington (TN) mentioned flyers to advertise (have them distributed at the Legislative Summit in Minnesota). There could also be an announcement in the next Legislative Administrator. Maryann Horch (VA) will send Chair Davis photos from the last expo and Angela Andrews will send Chair Davis a list of past participants. Ron Smith (LA), Vice Chair, is from the host state (for the 2014 Fall Professional Development Seminar) and can get items printed.

Maryann Horch (VA) mentioned the Technology Committee talked about possibly having a Technology Table to display “Tech Toys” - the latest and greatest as well as technology items people have found helpful.

**Breakout Sessions**

Some comments on the survey regarding the breakout sessions were: have a good facilitator- to encourage discussions, break out by job titles, and possibly add more groups-some groups are so large. Last year the groups were – Principals and Assistant/Deputy Clerks, Staff that cover Legislative Operations and Support Staff functions.

Lindsey Grovom (MT) mentioned she heard the request for Deputy Clerks to be a separate group.
Chair Davis (MS) mentioned the surveys showed that the rooms the breakouts were in last year were a concern.

Chair Davis (MS) and Angela Andrews (NCSL) will work with the Committee to determine the groups for the Breakout session.

*Other Concurrent Session Ideas*

Alan Whittington (TN) added- Technology: how you developed your systems and what helped or what did you learn from the process?

Chair Davis (MS) mentioned session on partisan and non-partisan staff working together.

*Adjournment*

Upon a motion by Tara Perkinson (VA), seconded by Alan Whittington (TN) the meeting was adjourned.

Respectfully submitted,

Maryann Horch (VA)
Call to Order
The meeting of the Technology Committee was called to order by Jim Schratz (AR), Chair.

Attendance
The following members of the committee were present: Jim Schratz (AR), Chair, Johnye Bennett, Vice Chair, Bonnie Alexander (ID), David Byerman (NV), Maryann Horch (VA), Crys Jones (AK), and Brad Young (OH).

Other members/guests in attendance included: Scott Kaiser (IL).

Approval of Minutes
The minutes of the last meeting held October 12, 2013, during the Professional Development Seminar, in Sacramento, CA, were approved.

Old Business
David Byerman (NV) reviewed the ASLCS Facebook Content Review Policy that has been submitted to the Executive Committee; the goal is that it will be fully implemented by the Professional Development Seminar.

Chair Jim Schratz (AR) suggested that the person, who posts content that administrators deem necessary to be removed, should be informed first. He then recognized President Suzi Lowell (AK) who thanked the committee for its work thus far.

The committee then discussed various aspects of the proposed ASLCS Facebook Content Review Policy with particular emphasis on the fact that the ASLCS Facebook group is a closed group and thus access and content will be monitored by a group administrator of which there are three: the ASLCS President or their designee, the Chair of the Technology Committee or their designee, and the NCSL Senior Policy Specialist.
Upon a motion by Bonnie Alexander (ID) to endorse the ASLCS Facebook Content Review Policy with the caveat that a person who posts content (that was deemed necessary to be removed), be contacted first, before the content is deleted, seconded by Maryann Horch (VA), the policy was endorsed.

**New Business**
The committee then discussed the upcoming PDS and whether it would sponsor a booth at the Legislative Expo and offer a concurrent session.

Maryann Horch (VA) suggested that the committee could offer a session during which there were five-minute presentations spotlighting technology. For instance, Virginia could do so with its new electronic bill process. She also suggested a "low tech" session.

Scott Kaiser (IL) suggested that there could be a concurrent session that focuses on innovative technology, such as the time and leave keeping system used in Illinois. He also suggested that the Technology Committee could sponsor a booth at the Legislative Expo that highlighted the new ASLCS Facebook page.

David Byerman (NV) suggested that there could be a member choice session. He also noted that two new e-learning videos have been posted.

**Adjournment**
Upon a motion by Scott Kaiser (IL), seconded by David Byerman (NV), the meeting was adjourned.

Respectfully submitted,
Crystaline Jones (AK)
Ask Mr. Mason...

Any reference to Mason’s Manual of Legislative Procedure is to the 2010 edition [hereinafter Mason’s]

Dear Mr. Mason:
My body is in the midst of a special session and has adjourned our daily sessions pending the call of the majority leader.

Members of the minority party have inquired whether a sufficient number of members gathered in the chamber (one-fifth of total membership plus one, according to our rules) may, notwithstanding the lack of a call to convene by the majority leader, issue a call of the house.

Sincerely,
Gazing at an Empty Chamber

Dear Gazing,
The privileged motion to call for the attendance of absent members, referred to as a "call of the house," is premised upon the nearly universal constitutional authority for a minority of each legislative body to compel the attendance of absent members. Presuming your state's constitution provides this authority, your question presents a unique wrinkle of parliamentary procedure, viz, does the legislative body have to be convened for the power to compel to apply?

Mason's Manual Chapter 19 (sections 190 through 197) discusses in detail the motion for a call of the house. Not one of the sections in that chapter affirmatively state whether a legislative body must be convened for this power to arise. However, a close reading of those sections provides an answer to your inquiry.

First of all, the chapter makes clear that the sole alternative to a call of the house is the motion to adjourn. Constitutional and parliamentary law provide that no legislature may take action absent a quorum. Most state constitutions provide that a number less than a quorum may adjourn from day to day. For the motion to adjourn to be in order the legislative body must have convened at a prior time and not earlier adjourned.

Secondly, the chapter clearly states that even in the presence of a quorum a call of the house may be ordered. A quorum is ascertained only upon the proper convening of a legislative body. A legislative body is called to order and a roll call taken, solely to ascertain the presence of a quorum as a precursor to conducting the body's business (see Mason's Manual sections 500 through 506).

Thirdly, a call of the house is a privileged motion (see Mason's Manual sections 176 and 187). Motions may be made only within a properly convened session of a legislative body (see Mason's Manual sections 140 and 155).

Based upon these provisions of Mason's Manual, one can only conclude that a legislative body must have convened and not then adjourned prior to the motion for a call of the house.

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.
WE “WEBINAR” ... DO YOU?
By Shelle Grim-Brooks, Director of Senate Staffing, Nevada Senate

Yep, at ASLCS and NCSL, we “webinar” – (it’s no longer just a noun, but we’ve made “webinar” a verb too). If you haven’t participated or “webinared,” you’ve missed a great learning opportunity. We asked a couple of frequent viewers—Wyoming Legislative Information Officer Wendy Madsen and General Counsel Jon Heining, Texas Legislature—to comment on the NCSL webinars.

“The Wyoming Legislative Service Office registers for webinars as an office and shows the trainings in a conference room to any staff who would like to participate. I like the webinars because they last only for an hour and with staff who are very busy, it is a quick way to get in some professional development opportunities without taking a lot of time away from their work,” says Wendy. Jon adds, “I attend webinars because they are well-produced with excellent content. In addition to being an inexpensive way to get training on topics that are relevant to me.”

So what’s so special about a webinar? It’s an online or web-based seminar—typically no more than an hour in length—in the comfort and convenience of your office, at your desk or even from home after everyone else has seen it. NCSL started regularly using webinars in 2009 and has over 260 webinars archived for viewing. Topics are timely: on voting and election laws, state trends and analysis, budgets/taxes/jobs, school vouchers, energy development, healthcare—and informative on staffing challenges, retention and motivation, promotion, effective social media communication, tools for management coaching, negotiation, partisan/nonpartisan—sometimes technical on bill drafting, EPA regulations, the power of pivot tables, reporting child abuse—and always helpful on well-structured sentences, healthy food and bodies, the next generation, the career ladder, hugging the cactus (media relations). And that’s just a few of the topics. Best of all—the webinars are free for legislative staff; because they are archived, you can always watch one you missed on your computer.

Wendy advised, “The webinars are very easy to register for and set up. I like the variety of topics and ‘low stakes’ for both budget and time to participate.” Jon agrees that they are “definitely” easy to view. “Watching from my desktop computer makes attending a webinar extremely easy. However, whenever I can, I like to watch them in a conference room with other legislative staff—that way we can discuss the webinar right there and figure out how the webinar’s lessons apply to us.”

According to Kae Warnock, NCSL’s webinar expert, webinars average 40 to 50 attendees depending on the specific topic, date and time. Typically more legislative staffers attend than do legislators. Ethics for Legislative Drafters in 2009 attracted 333 attendees and the Writing for the Legislative Audience, taught by Stan Stenerson in 2010 had 934 attendees. Wendy was one of those attendees, “I thought the webinar on writing for a legislative audience and the one on using objective online research resources were both very well done and were applicable to a very broad audience.” Jon has a favorite too, “Wendy Jackson and Cathlene Hanaman presented a great discussion of sentence structure last year.”

So why webinars? Economic conditions in 2008 and 2009 made travel to NCSL meetings challenging for legislators and legislative staff. Kae advises, “It was a critical moment, specifically for legislative staff. They wanted training, but could not travel.” The NCSL Foundation for State Legislatures stepped up in 2009,
making a one-year commitment to fund e-learning initiatives (mostly webinars) for all standing committee and staff sections. Due to the success of the webinars and other e-learning activities, NCSL has continued to grant money each year to standing committees and staff sections for e learning initiatives. Webinars continue to be the most common use of the funds. Wendy participated in the eLearning committee years ago and comments, “It is great to see this concept come to fruition. So many staff cannot travel to NCSL meetings, so this is a great way to expose them to NCSL resources and to expertise from colleagues across the country.” Jon adds, “I like the fact that they are free and convenient. I simply wouldn't have time or the budget to get the information they provide if they weren’t in webinar format. Unfortunately, the fact that they are free and so convenient is also a problem: since I haven't spent anything and I know that I can get the handout later, I sometimes find other ‘more important’ things to do, when I really should be setting aside the time to learn and improve my skills.”

When asked how the topics for the webinars are determined, Kae explains that staff section webinar topics are usually selected through the program development committees or by special committees appointed by the staff section chairs. NCSL’s standing committees also host and develop topics for webinars, as well as NCSL task forces and ancillary groups. Legislators or legislative staffers can contact any NCSL staff member with an idea for a webinar; it will then be sent to the appropriate program and/or staff section liaisons/standing committee director for consideration.

Kae admits there can be some challenges with the live webinars—mainly software. NCSL currently uses software that requires attendees to login to the webinar on their computer and call in on the phone line for the audio. It can be confusing for attendees—using both a computer and phone to participate. Another challenge is that NCSL’s software prohibits motion and movement in PowerPoint presentations. NCSL has found ways to make the presentations appear to have motion and movement, but it is time consuming to prepare those slides. Lastly, there are compatibility issues with Apple’s presentation software. The good news is NCSL is testing new software—to give organizers, presenters and users more flexibility going forward.

NCSL solicits feedback on the webinars with an electronic survey sent to attendees after every webinar. In addition to obtaining feedback about the webinar, NCSL also asks for feedback and ideas for future webinars. NCSL webinars cover a wide range of policy issues as well as professional development training to help you advance your career. Webinars can be searched by topic, title and date. The most recent webinars, an archive and a calendar of upcoming events can be accessed at:


The Legal Services Staff Section (LSSS) and NCSL produce a number of webinars each year for legislative staff. These webinars are archived so that staffers who are unable to view the live presentation can still benefit from the training. A few sessions at the NCSL Legislative Summit are videotaped and archived each year for viewing by legislative staff at:


Jon concludes his comments on NCSL webinars, “Needless to say, I'm a fan.” And you can be too—so sign up or logon for an upcoming NCSL presentation or watch an archived webinar.
MCDOWELL LEE MAKES FINAL JOURNEY HOME

(April 23, 2014) INSIDE ALABAMA POLITICS – Special Edition  PO Box 3296 Montgomery, AL 36109

McDowell Lee, who served for 48 years as Secretary of the Alabama Senate, was carried home to his native Clio in Barbour County by his friends and family on Tuesday April 22. He had died, apparently of cancer, at his home in Auburn on Thursday April 17. He was 89.

Much has been and will be written about the man most called “Mister Lee.” Despite a sometimes gruff exterior, Mr. Lee was loved, revered and respected on Goat Hill. His integrity was unchallenged. He was fair and impartial. His knowledge of the rules of legislative procedure was encyclopedic. He ushered the Alabama Senate – long known for clinging to past traditions – from the Twentieth Century into the Twenty-First.

The honorary pallbearers who accompanied Mr. Lee to his final rest at Pea River Presbyterian Cemetery reflect the unprecedented influence he had on people and the huge number of people, powerful and pedestrian, that he befriended along the way. Two such are Johnny Crawford, the successful Montgomery lobbyist who tutored under Mr. Lee for twelve years and Pat Harris, who did the same and then succeeded Mr. Lee as secretary of the Senate in 2011.

Inside Alabama Politics interviewed Crawford and Harris this week. The interviews were conducted separately, but we have assembled their comments for continuity.

IAP: Tell us about the impact McDowell Lee had on your life.

Crawford: Outside of my father, there’s no male that’s had a bigger influence in my life. From what he taught me and the kind of friend he was and the interest he took in me personally, whether it is professionally or morally, which is what he did for everybody who was close to him.

He taught me an awful lot about character. He was my greatest mentor and clearly one of my best friends. I worked under him as assistant secretary from ’78 to ’90.

Harris: Well, he was like a father to me. He taught me everything I know about legislative process. He was just a tremendous influence on everything I did. He taught me how to deal with people; how to deal with the politicians and make sure the process operated like it was supposed to operate even though people wanted to circumvent it and prostitute it.

He was a great friend and a great mentor and like a father to me. I never would be able to do what I do had I never met him and worked with him.

IAP: It seems like everybody always addressed him as “Mister Lee.”

Crawford: They did. Or “Doctor Lee” you know, which he didn’t like to be called, for awhile when he got that honorary doctor’s degree, but then he got used to it. People would do it to screw with him, but then he got used to it.

But you know, from the very first day I met him, I called him Mr. Lee and he said “my name’s Mac and if we’re going to work together my name’s Mac.” So I called him Mac the whole time I worked for him; after I left working for him I called him Mr. Lee.

I was always uncomfortable calling him Mac, but that’s what I did when I worked for him. It was after I left, I called him Mr. Lee.

IAP: Mr. Lee’s reputation was that he was a real stickler for protocol; was he?

Harris: He was very...that’s one of the reasons why and I’m pretty good about it too...that was one of the things he taught me that that floor is for the senators. It’s not for the staff; it’s not for the press; it’s not for anybody else, it’s for the senators. And that’s why we don’t let anybody come on that floor. He was a real stickler for that.
IAP: It’s said that when it came to the rules of order and legislative procedure, that Mr. Lee wrote the book.

Crawford: He co-authored it. It was a committee that the national conference of state legislatures created. It’s called Mason’s Manual of Legislative Procedure. It was rewritten and modernized and it was first published in about ’89.

Harris: He was on the Mason’s Manual commission for years and years and actually wrote the book. But we never used Mason’s Manual in the Senate, because McDowell knew how to draw up and originate and work through rules better than anybody else. So, the Senate has always used its own set of rules that basically he wrote. We use those same rules today.

IAP: Share some of your favorite stories about Mac.

Crawford: This doesn’t necessarily relate to the Legislature but it relates to him. When he was Pro Tem, de facto chairman of the board at Troy, on the board of trustees for all those years, he was absolutely, 100 percent against naming a building or facility after anyone living.

Someone would bring it up from time to time. He said, “you may want to do it now, but you may wind up having to take it off of there.” And every time it came up he made sure it was not approved.

Then when he went off the board, I think it was at the very next board of trustees meeting, to get back at him, all the rest of those trustees passed a resolution to name the new natatorium after him. It was to honor him, but also to send him a message.

But that’s just the way he was. So strong in his convictions – convictions are usually correct. I don’t think I’ve ever known a person in my life who seemed so correct and proven right on the big issues. Take all the big decisions, big issues and he batted a thousand. He was smart; he was intelligent, but had a feel for the big issues on what direction they would take.

Harris: One of my favorite stories was when the leadership came to him during the (Lt. Gov. Steve) Windom years, and the pro tem – I won’t mention any names – but the pro tem at the time came into the office and wanted McDowell to spend some money out of the legislative budget, to hire people that this person wanted hired, and to do some things that Mr. Lee flat told him “no.”

At that time, the pro tem was a very powerful person and he kind of threatened McDowell and McDowell said “I’m not going to do it and I’ll give you three reasons why: number one we don’t need it; number two we can’t afford it; and number three it’s illegal.”

Now (the pro tem) was pretty powerful at the time and he threatened McDowell and McDowell wouldn’t do it. Then, that crowd threatened to take Mr. Lee’s job. And he still stood up, whether he had the job or didn’t have the job, he stood up for what he thought was the right thing to do and which was the right thing to do.

Crawford: One of the most substantive things that he never took credit for – because he didn’t want to take credit – it was pretty controversial at the time – but when they decided to renovate the Capitol, it was easy to say we’ll renovate the Capitol and the Legislature can move into temporary quarters and then would move back into the chambers in the Capitol.

And Mac Lee and (House Clerk) John Pemberton just used the statutory abilities they had – when it was decided the Highway Building would be the temporary quarters – you’ve never seen so many change orders in your life.

He said “those chambers are just too small,” and you get the people and staff is going to grow and the number of media people is going to grow, the chambers are physically too small. And to have offices across the street – there wasn’t the square footage available in the Capitol for offices – but to have offices in a building across the street from the chambers may work in Washington but it doesn’t work in Alabama. To have that type of separation, where somebody just had to step to their office and then get back in the chamber in a matter of minutes just wasn’t going to work.
So they surreptitiously and quietly kept making the facility nicer and nicer and nicer with change orders, so that it was just not feasible that after the three or four year period they renovated the Capitol, there was no desire, nor was it feasible to move back.

**Harris:** I remember a most interesting thing about when (former Lt. Gov.) Bill Baxley was there, everybody thought that the reason I sat up beside the lieutenant governor and the reason (Mr. Lee) sat on the other side of the lieutenant governor was because we were always whispering in the lieutenant governor’s ear about what they could and couldn’t do.

But how that originated was that when Baxley was lieutenant governor, he didn’t want anybody to come sitting up there next to him and asking questions and telling him things. He told McDowell, “now you sit over here and don’t you move out of this chair because I don’t want anybody coming up here and bothering me anymore.” That’s the origin of McDowell sitting up there next to his lieutenant governor.

**Crawford:** One very significant thing he did was with IT (Information Technology). Now here was a guy, when he came as secretary of the Senate, they had a mimeograph machine. And they graduated to a copier. Shortly after I came up there, I knew something about IT at that time and he comes in and says “what will it take for us to put computers in here?”

And actually, we moved into the computer age for the same costs that we were spending on sending our work daily to outside printers at night to print all the calendars and that kind of stuff with an overnight turnaround.

We took that budget and entered the IT world. And when he did it he didn’t just do it for the Senate or the House. He put the same number of computers in the Legislative Fiscal Office and the Legislative Reference Service, because he had the budget to do so and they didn’t. But he shared it and got all those operations pinging together.

Here was a guy that had a reputation of being old time, almost a relic – but think about this guy that had the same principles in the sixties of what’s right and what’s wrong and tried his best to keep the same rules in place, the same foundation principles, but yet presided over moving to a modern Legislature with IT that he didn’t know anything about. He didn’t care anything about it but he understood it had to be done and he was able to preside over all that growth and transformation to a modern Legislature. That’s pretty great stuff.

**Harris:** The biggest honor I can give him, I didn’t replace him, but it’s a true honor to follow him. The best legacy I can ever have is that I could do half as good and be half as honorable in that position.

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I consider the early- and mid-seventies as the years of revitalization of the Clerks and Secretaries. Those were the years we attained a high degree of respectability and became the dominant staff section of the National Conference and this continues today. Because of our very active participation in all areas of the NCSL, the American Society of Legislative Clerks and Secretaries was rewarded with a member of the original executive committee of NCSL and a staff vice presidency in 1975. ASLCS’s dominant role has continued over the years with one to three members on the executive committee. To this day the American Society of Legislative Clerks and Secretaries is still considered the most respected staff section of the NCSL.

Much credit is due to Al Abrams of New York, Charlie Schnavel of Texas, Ed Burdick of Minnesota and Tom Thacker of Michigan for the prestige acquired by the Clerks and Secretaries in the early years. All played prominent roles in establishing the Society as the dominant staff section.
TRIBUTE TO MCDOWELL LEE

At the ASLCS Spring Business Meeting in Nashville, many society members learned of the passing of McDowell Lee, Alabama’s legendary Secretary of the Senate. “Mister Lee” served in office for over 48 years. The Legislative Administrator received an outpouring of tributes, and the editors are pleased to reprint them, below.

“In any moment of decision, the best thing that you can do is the right thing, and the worst thing you can do is nothing.” Mr. Lee taught me this. Mr. McDowell Lee was a Gentle Man, a Kind and Considerate Man, a Wise Man, and always willing to listen. Mr. Lee always had wonderful stories and always ready to help in any situation. Mr. McDowell Lee, one of my mentors, I could always count on for advice when I asked. I will miss McDowell Lee as I am sure many of our ASLCS members who had the privilege of knowing him will, especially those he worked with for so many years in Alabama. The Legislative Process in America is better off because of Men like Mr. Lee.

Stephen R. Arias
Chief Clerk, House of Representatives
New Mexico

McDowell was an inspiration and willing mentor to me as a newly elected clerk in 1986. His wisdom and guidance served me well. Surely there are points of order in the hereafter, so he will be busy.

John B. Phelps
Staff Director
Committee on Rules
Florida Senate

When asked to write a short paragraph as a tribute to Mr. Lee, the first words I thought of were gracious, thoughtful, kind...a true gentleman, “a southern gentleman”. So, as I do quite often, I used the internet to see if there was a better way to describe McDowell Lee. This is what I found.

A southern gentleman has a reputation as one who can be counted on to do the right thing, the right way. Why? Because his mother taught him from the moment he was born to obey a higher calling. To be an authentic Southern Gentleman, you must cultivate...

1. Reverence for God and women,
2. Strength of Character, including Integrity, Magnanimity, Chivalry,
3. Respect for family, heritage and traditions
4. Becoming an excellent provider and protector
5. Being Responsible, Ethical, and Just
6. Impeccable manners,
7. Exuding warmth, kindness, and charm,
8. And most of all, possessing a servant’s heart.

For me, a perfect description of a man I was honored to know and call my friend.

Terry L. Spieler
Secretary of the Senate
Missouri
In 1991 at Kiawah Island, South Carolina I first met McDowell Lee and his wife Hazel. Mr. Lee reminded a lot of my Dad and I formed a quick friendship with him and Hazel. Through the years the friendship grew and I found myself seeking Mr. Lee’s advice on many topics. I knew he was always the first person in his office each morning and with the hour difference in time between Raleigh and Montgomery an early phone call was a good time to reach him. Mr. Lee was a mentor to many and I feel fortunate my life path included him and Hazel.

Denise G. Weeks
Principal Clerk, House of Representatives

Five years ago Carol and I were driving through Montgomery, it was a logical breaking point on our travels. I called Dave Avant to say I wanted to drop in and visit at the Capitol. Dave told me that Mac would be in the office first thing in the morning if I could drop in then before I left town. I said sure, Carol agreeing to delay our next departure ’til later than planned.

At 7:00 the next morning I received a phone call to “come on over” and have coffee with “Mr. Lee.” I said sure, made myself presentable and drove to the capitol. I walked in to find Mac sitting in his compact, triangular office sipping coffee from a 4-oz. paper cup and holding court. My welcome was huge and warm, the coffee was good and hot, and the next 2 hours were a spectacular, heart-warming experience.

I sat to the side, occasionally adding to the conversation, but mostly just watching in awe as a parade of capitolites dropped in to visit “Mr. Lee.” Mac warmly greeted each one, introduced me as an old friend and then he would launch into a story – some about the past, some about the present and some had to be of the future. Each visitor brought a fresh cup of coffee and a fresh perspective for Mac’s garrulous turn.

Everyone who stopped in shared my awe and respect for “Mr. Lee;” each basked in the glow of his personality and each and everyone loved his stories. Even if some (or most) of those stories were for my benefit, the time flew, the warmth was genuine, the esteem was pure. I left feeling I had shared time with the last of the southern gentlemen, a man who cared for others, who loved the Alabama Senate, and who treasured being its Secretary and called me his friend.

How lucky was I?!

Alfred W. “Butch” Speer
Clerk, House of Representatives
Louisiana
I have been a member of the Wisconsin State Senate staff for seven years, first as the Assistant Business Manager and now the Business Manager. Before that I was the Inventory/Purchasing Manager for the Legislative Technology Services Bureau for seven years. When I became a member of ASLCS I was excited to learn from other states how they operate in the areas of fiscal management. The first few years when the email came out about the Exchange Program there was never a business/financial management opportunity to attend. So when Angela sent out the email containing the exchange program application and I saw that Virginia was willing to host someone for the financial side of state government, I was thrilled!

As most of the people I work with know, I am an avid traveler. This however would be my very first trip on my own. I was so excited but also very anxious about traveling alone. I left Wisconsin on February 2nd and it was a beautiful sunny day with temps around -5 degrees! With that being said I couldn’t wait to get to Virginia.

On my first day I was very nervous but also so excited to finally have hands-on learning from another state. My hotel was located just a few blocks from the Capitol so I could easily walk there. However it was pouring down rain. Just my luck! So now should I get a cab or hope my umbrella keeps me dry? Luckily I checked my email right before I was leaving and Nathan Hatfield was on his way to pick me up. I couldn’t wait to get this day going. Upon entering the Capitol I first had to go through security which is completely different from Wisconsin. Of course my boots set the alarm off. Once I was cleared and we were on our way up to the clerk’s office my first impression was what a beautiful building. Now I am even more excited that I am finally here and ready to learn.

On day one I worked with Johnye Bennett with the support services staff. What a fun group of women! Their office was located in the building next door to the Capitol called the GAB building. That is also where all the Senators and staff are located.

Not a lot of my work in Wisconsin is with our support services staff which in Wisconsin is our Senate Sergeant at Arms staff. However, I do work very closely with the Sergeant at Arms on a few projects. One of the things I remember when I was there was how much parking is always a big deal. There was a call that came in about wanting a spot for someone that didn’t have one. I had to laugh because that is such a big issue for us as well. We talked a lot about office moves after elections and how the Chief Clerk contacts Senators by seniority about which office they want to move to. In Wisconsin the Sergeant at Arms and I handle all office moves for the Senate. We contacted the staff, set up times for staff and Senators to look at the office they might want to move to and also set up the schedule for office moves. This entire process for us takes about 4-5 weeks. Our technology agency moves all hardware, I do the phone moves and the Sergeant’s staff moves all the furniture. Another thing we talked about was office supplies. One thing that I loved about their supplies request is they have a web portal that staff has access to that shows what supplies are available. Staff log on and select

By Meggan Foesch, Business Manager, Wisconsin Senate
supplies they are requesting and an email goes directly to the deputy. She can then either approve or deny the request. This is something that I am trying to implement here for our staff.

My second day I had the pleasure of sitting at the Senate front desk during session. Being the Business Manager I am never on the floor so this was really a wonderful experience for me. There are so many differences between Virginia and Wisconsin during floor session. In our chambers there is no food or beverage allowed on the floor. In Virginia the Senators eat their lunch during session. They have a food service available to them. They can either bring their lunch or place an order with one of the Pages. Another difference is they put the uncontested bills in a block and take one vote on them. Whereas in Wisconsin we take up every bill one at a time. Our Senators also spend a lot more time talking on each bill. I am so glad that I was able to spend the day on the floor. It was an experience that I will not forget.

My last day I was able to finally spend time with the fiscal and human resources team. Again, what a wonderful team and great group of women that I met and spent the afternoon with. For the most part I learned that we do things completely different from Virginia. From how office expenses are handled for each Senator to how many staff are hired. I was able to see how they handle travel, per diem, payroll and even talked about their budget process. All very different from us.

One of the things that was so cool was their Page program. All their Pages are middle school aged kids. They stay with them for the entire session only going home on the weekends. They were so polite and really seemed to enjoy what they were doing. I give so much credit to Bladen Finch and Nathan Hatfield for their tremendous coordination of this program. It is such a great opportunity and experience for those kids.

I was fortunate to have come on the week they were having “Brunswick Stew Days” at the Capitol. This is an annual tradition that by legislative resolution is held the fourth Wednesday of January, but was postponed twice this year due to bad weather. Because of that I was able to enjoy this wonderful stew! They started cooking the stew at 2:30 am in an 80-gallon iron pot. By lunchtime there were many people in line to get some of this stew and it didn't take long before it was all gone.

My time in Virginia gave me a great opportunity to learn from another state the similarities and many differences we share. Everyone working in the Legislature, whether in Wisconsin or in Virginia, all have the same responsibilities but go about it in many different ways. I thoroughly enjoyed my time and everyone made me feel so welcomed. I would recommend this program to anyone that is interested in learning from another Legislature. I would like to offer my great appreciation to everyone that I worked with especially Susan Schaar, the Senate Chief Clerk, Nathan Hatfield, Tara Perkinson and John Garrett who made me feel like part of the team. I would also like to thank ASLCS for giving me this opportunity that has been a highlight of my career and also my boss Jeffrey Renk, Senate Chief Clerk, for recommending me and allowing me to take part in this wonderful program.
No one would argue that Alaska is among the most beautiful places in the world. Its towering mountains, breathtaking glaciers, and abundant wildlife beckon the curiosity seekers who want to experience something new and different. When I decided to apply to the 2014 ASLCS Exchange Program and requested to be placed with the Alaska Senate Secretary’s Office, I also was looking to experience something new and different. As a seasoned legislative staffer with almost 24 years of service (the last eight years as Counsel/Assistant Journal Clerk with the Virginia Senate Clerk’s Office), I realized that I still had a bucket list of career aspirations. One of these aspirations was to witness the legislative process in another state that would be remarkably different from any of my prior experiences with the legislative process in Virginia.
When I arrived in Juneau, I had a suitcase packed full of not only warm clothes but also some preconceived notions of how different Alaska would be from Virginia. After all, more than 3,000 miles and 200 years separated the laying of the cornerstones of the two capitols, creating the opportunity for new and varied practices and procedures. Even with my preconceived notions, I did not fully appreciate how much Alaska’s size, climate, and rugged terrain had come to shape the custom, usage, and practice of the Alaska Senate. My first realization of how big Alaska actually is compared with Virginia happened during my ride from the airport when Mike Lane (the husband of Liz Clark, the Secretary of the Senate) mentioned that Juneau is the largest capital by land size and covers more than 3,000 square miles—nearly three times the size of Rhode Island.

I also learned that most people do not just “end up” in Alaska—it’s a place and a lifestyle most residents choose. I found this was true for many of the people I met during my visit, including most of the members of the Secretary’s Office who call Juneau their adopted home. Compared to the Virginia Senate Clerk’s Office, the Alaska Secretary’s Office is much smaller and consists of six employees during the session: Secretary Liz Clark and Deputy Secretaries Martha Hopson, Sadie Ingalls, Ben Robinson, Nancy Schaufelberger, Gina Spartz, and Julianna Singh.
The Secretary’s office is conveniently located just off the chamber, which enabled me to observe the interaction of everyone working as a team and to sit down and work with each person individually. One of the best aspects of the exchange program for me was talking with other clerks and secretaries about their jobs as they were working at their desks. Another great amenity of the program was being surrounded by people eager to make me feel at home and to ensure that I found the best the capital city had to offer. One of the enjoyable moments of my visit was during the first day when we all gathered in the Secretary’s office to celebrate my birthday with a homemade chocolate layer cake. This experience and others like it made me feel welcome, comfortable, and more than just an observer during my exchange.

Some of the highlights of my week included attending meetings of the Senate Resources Committee, sitting on the desk during the floor proceedings of the Senate, observing the House proceedings from the visitors’ gallery, escorting a Senate enrolled bill to the Governor’s office, and assisting with the proofing of the journal day. From introduction to enrollment, I had a walk-through experience of the legislative process and my only regret was how quickly the week flew by. With my collective experience as an attorney with the Division of Legislative Services and as a member of the Senate Clerk’s Office, I appreciated the opportunity to get this 360-degree view of the legislative process in Alaska.
A Comparison of Alaska and Virginia:

As Different as an Alaskan Night and Day

As my week unfolded, I started to become more acquainted with the lingo and acronyms as well as the customs and traditions of the Alaska Senate. Many of the rules and protocols I observed were so different from those that I was accustomed to in the Virginia Senate. For example, there is a cardinal rule against anyone talking in the Senate chamber, except for the member who has the floor. My first reaction was one of disbelief followed by the sudden urge to defend the right to speak—in the name of efficiency and productivity if for nothing else. However, I learned that my knee-jerk reaction was based on my experiences in the Virginia Senate chamber. If you look at the size of the Alaska Senate chamber and the fact that the visitors’ gallery is on the same level, the no talking policy makes a lot of sense. The quiet zone keeps everyone focused on the speaker, and old-fashioned note passing still has its place and gets the job done. In retrospect, I have a greater appreciation for how a chamber’s layout can shape many of the customs, usages, and practices in a legislative body.

Similarities that Transcend Time and Distance

It is easy to develop tunnel vision and focus solely on the differences between two entities while ignoring their similarities. I found myself slipping into this mindset a few times and had to remember to broaden my perspective. By keeping a more open mind, I discovered that there are several remarkable similarities between the two chambers as well as the Virginia Senate Clerk’s Office and the Alaska Secretary’s Office. For example, I was pleasantly surprised to find that both chambers carry on many of the same traditions, including the opening prayer, introduction of guests, announcements, and points of personal privileges—special orders in Alaska—all of which symbolize the personal side of a legislative body. Equally heartening was seeing the basic framework of the legislative process solidly intact with the reading of the calendar, debate, and voting occurring in its familiar order on the floor.

Although in Virginia we say co-patron and in Alaska they say co-sponsor, I found that we still share many of the same goals, aspirations, and challenges. In 2006, Alaskan voters approved by initiative a law to shorten the session from 120 days to 90 days, creating one of the biggest challenges according to Liz Clark. Her prognostication turned out to be correct this year because the Alaska legislature had to extend the session beyond the 90 days in order to finish its work. Renowned for its short sessions and high volume of legislation, Virginia has developed some streamlining procedures to manage the workload, including the use of uncontested calendars and the electronic filing of legislation and patron requests. I was able to share these experiences with my Alaskan colleagues, offering them some new ideas to address a common concern. In turn, my Alaska colleagues provided me with a suitcase full of papers to bring back home as well as new ideas about how to handle commending and memorial resolutions, citations in Alaska, and how to create a session flip calendar with deadline reminders, explanations of legislative procedures, and other interesting facts and trivia.

As I experienced repeatedly in Alaska, learning begins with sharing, which is at the heart of the ASLCS Exchange Program and makes it so worthwhile. For all of these reasons and more, I would encourage others to apply not only to discover the differences and similarities between two chambers but also to experience the positive outcome from the simple act of sharing.
Ten Unexpected Phrases I Learned While at the Capitol in Juneau

Every culture has its own language of common sayings and phrases, and legislative bodies are no exception. Here is a group of phrases that I now uniquely associate with the Alaska Senate and the Juneau Capitol.

1. “Brief at ease, Mr. President?” This motion often heard several times during a floor session enables the Senate to work out points of order and procedural conundrums in an informal manner instead of going through the rigmarole of formal debate to reach the same conclusion.

2. “Please leave your Coca Cola and Cheez-Its at the door.” Bringing in a bottle of Coke and some Cheez-It crackers violates two cardinal rules of chamber etiquette. The first rule bans eating in the chamber and the second prohibits the display of commercial products and logos. The Alaska Senate has determined that eliminating these distractions is essential in maintaining the appropriate chamber decorum.
3. “Do you need a ride to the airport?” You start to understand how isolated Juneau is from the rest of the state when conversations about traffic jams are replaced with conversations about flight delays. Residents from the rest of the state cannot just drive to Juneau; they must either take a plane or a ferry.

4. “Mr. President, I ask for unanimous consent to be excused beginning on Monday, evening plane time to Wednesday evening plane time....” Anyone who has worked for the legislature knows the difference between conventional time (set according to hours and minutes) and legislative time (set according to the strikes of the gavel). In Juneau, they have their own time dictated by the weather and its effect on arrival and departure times.

5. “The bill is in the Rules Committee.” In Alaska, all legislation before it is taken up on the floor will have its day in the Rules Committee, and these referrals are read by the Secretary during each session.

6. “In the Groh Gallery, Mr. President we have visiting the Capitol today....” The two visitors’ galleries located on the floor of the Senate are named in honor of famous Alaskans. The Groh’s Gallery is named in honor of former Senator Cliff Groh, who was the chair of the Finance Committee and a stalwart for Alaska statehood. The Ziegler’s Gallery is named in honor of former Senator Robert Ziegler, who served in the Senate for 22 years and was affectionately known as the “Dean of the Senate.” The custom of dedicating the galleries to honor individuals dates back to 1989 when the galleries were first renamed from Gallery A and Gallery B.

7. “It is casual Friday...it is time to put on your Kuspuk.” This is a Senate and House tradition credited to former Representative Mary Kapsner. Legislators and staff wear a Kuspuk, a lightweight parka, worn especially in the summer by Native Alaskans.
8. “Mr. Chairman, we have a caller on the line from Anchorage to testify.” The natural barriers between citizens and their physical capitol have led the Alaska legislature to create a virtual capitol to better represent and serve its constituents. Citizens can keep informed and participate in the legislative process by going to one of 23 regional Legislative Information Offices (LIOs). At the LIO, Alaskans receive up to the minute information on legislation, correspond with legislators via the Public Opinion Message System (POMS), and provide testimony at committee meetings using teleconferencing facilities.

9. “Let’s do lunch and learn.” Even though you cannot eat in the chamber, lunch is often provided as part of a lunch and learn seminar, usually held on Wednesdays. During my visit, I attended a seminar on Arctic Oil Spill Research and Education. The lunch and learn is a nice perk for those who have braved the elements to come to the Capitol for a visit or to testify before a committee.

10. “Have you seen The Wall of Governors?” On the third floor of the Capitol outside of the Governor’s office is a wall with the photographs of all the Alaskan Governors. The fact that all the pictures were photographs as opposed to paintings reminded me how young The Last Frontier is compared to the Old Dominion.
Want to connect and converse with your friends and fellow legislative administrators from the 50 states and beyond? Your wait is over! The American Society of Legislative Clerks and Secretaries now has a dedicated Facebook group. As a member, be the first to learn about upcoming meetings and events, professional development and scholarship opportunities, as well as updates from your fellow legislative clerks and secretaries.

Joining is as simple as: 1) being an active (dues-paying) member of ASLCS, and 2) having an active Facebook account. Simply search for "American Society of Legislative Clerks and Secretaries" or visit bitl.ly/aslcsfacebook to request to join the group.

With over 80 ASLCS members already participating, experience “ASLCS Group Therapy” on Facebook—Join today!

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Contact Ruby Johnson at johnsonr@legis.la.gov or call 225-342-7259 on how YOU can get involved!
The Alaska State Capitol Building is undergoing a seismic retrofit and renovation designed to repair and update the building's exterior features which are showing signs of age. The project is one of the largest and longest in the building's 80-year history.

Starting in 2013, the structural work included reinforcing the front portico and columns and repairing the concrete crawl space. Additionally, workers replaced aging and deteriorating pipes, and expanded the drainage system under the building.

The project's second phase, starting in 2014, includes restoring exterior masonry (brick, stone, and terra cotta features), window/heating upgrades, and seismic safety upgrades. The west side of the building will be completed this year; the rest of the retrofit will happen over the next three years. Work occurs during summer and fall. Naturally, construction cannot be undertaken during legislative sessions (January-April).

The Senate Secretary has moved to a temporary office in the Stewart Building, located adjacent to the capitol. The Chief Clerk is also in the Stewart and the two offices are making the most of the close proximity. Assistant Chief Clerk Stephanie Hall and Deputy Senate Secretary Gina Spartz have become unofficial inspectors, "scrutinizing" the work during daily 3:00 walks. Their vigilance has earned them a tour of the site (including hard hats) conducted by Building Manager Jeff Goodell. They report all work is going well.

Let's hope Alaska's newly retrofitted Capitol Building will withstand all natural disasters. As for the building's human disasters, draw your own conclusions.

In case readers are wondering, there are no plans to add a dome.

At the beginning of the 2014 legislative session the Nebraska Legislature began utilizing closed captioning of the Legislature's gavel to gavel coverage. The closed captioning is available live through television broadcasting and live internet streaming. The service, which provides free and equal coverage to all individuals, was recognized and greatly appreciated by the Nebraska Association of the Deaf. They presented the Nebraska Legislature with the Nebraska Award for Advocacy this past April.

This has been a very economical and worthwhile advancement in the technology that the Nebraska Educational Television Network is able to provide. The cost for both the 2014 and the 2015 sessions is estimated to run just under $85,000. Research and testing is underway to provide the same service for committee hearings, which is a crucial step in the legislative process, as each legislative bill introduced receives a public hearing. The closed captioning text could also aid in transcription, since all legislative proceedings are transcribed.
Construction of the dome of Colorado’s State Capitol Building began in the 1890's. In 1908, miners donated 200 ounces of 24-karat gold to gild the cast-iron, copper-clad dome that was designed by the Capitol's architect, Elijah E. Myers, in 1885.

By 2007, the dome had fallen into serious disrepair. The cast iron enclosure of the dome and drum deteriorated over time due to water infiltration and the intense freeze-thaw cycle of the Colorado climate. The dome's observation deck has been closed to visitors since 2007 due to the danger of falling cast iron. Engineering experts declared the deteriorated condition of the structural metal fasteners holding the enclosure together would be a significant hazard to the building and its occupants. The experts concluded that, "the entire dome will require extensive work to repair current damage and preserve the feature for future generations".

Beginning in 2011, contractors began repairing and regilding the dome. They began by erecting scaffolding around the entire dome and drum and covered the work area with a protective plastic scrim that allowed contractors to work year-round in any weather conditions.

At long last, the work on the dome is drawing to a close. The construction crews have now removed the scaffolding and scrim, revealing the newly refurbished gold-clad exterior of the dome, which can be spotted from as far away as the foothills of the Rocky Mountains some 15 miles from the Capitol. Those of us who are fortunate enough to work in this building are excited that our historic and beautiful dome is once again visible, both inside and out, to all of the Capitol's visitors.
The Minnesota State Capitol building is undergoing a comprehensive restoration to restore and preserve the building and include infrastructure updates. The 109-year-old building is being preserved for the next century.

The Capitol building will remain partially open to the public and the Legislature will continue its business during the legislative sessions. The restoration project is expected to be completed in early 2017.

With the restoration, there are some inconveniences, lots of noise and disturbances.

Many of the areas of the Capitol building are now closed to the public and tenants while workers replace the roof and prepare for new heating, cooling, electrical and plumbing systems bringing the building to code. In addition, the exterior work includes complex marble, windows and doors restoration.

The Governor's office has been moved to another location on the Capitol mall and the Attorney General's office has moved to another location in downtown St. Paul. Many Senate administrative staff have relocated to other buildings on the Capitol mall.

The building was designed by architect Cass Gilbert and first opened in 1905 at a cost of $4.5 million. The cost to restore is approximately $272 million.

A view of the east side of the Minnesota State Capitol showing the building wrapped in scaffolding. Photo by Paul Battaglia.
A construction worker walks through the second floor of the Capitol Rotunda on Thursday while the area is cordoned off in preparation for continued restoration work. Photo by Paul Battaglia.

The area on the north side of the Rotunda, including the House Chamber, is sealed off July 3 by a temporary wall as part of the ongoing Capitol restoration work. Photo by Paul Battaglia.

Workers build a temporary wall outside the House Chamber as part of the ongoing Capitol restoration. Photo by Paul Battaglia.

A view of the north side of the Minnesota State Capitol showing the building wrapped in scaffolding. Photo by Paul Battaglia.
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Please join us for the 2014 ASLCS Fall Professional Development Seminar October 5-10, 2014

in Baton Rouge, Louisiana

Let’s Spice Things Up a Bit
ALL’S FAIR
Love, War and Politics

A conversation with one of America’s best-loved political couples—James Carville and Mary Matalin—will give an enlightening and entertaining look at today’s most important political issues as well as a behind-the-scenes look at politics and how today’s headlines are playing out around the country.

In this moderated session, Matalin and Carville will combine their unique experience to provide a stimulating, candid and provocative conversation from both sides of the political aisle.

James “Ragin’ Cajun” Carville is the unbowed liberal and America’s best-known political consultant. Mary Matalin is a celebrated conservative voice, former assistant to President George W. Bush and counselor to Vice President Dick Cheney.

Matalin and Carville are key players on the national political stage—they each have more than 30 years of experience in politics and have individually worked for Presidents Ronald Reagan, George H.W. Bush, Bill Clinton and George W. Bush. Matalin served as President George Bush’s campaign manager in 1992, while her soon-to-be husband, Carville, was President Bill Clinton’s campaign manager.

They are the authors of two national best sellers, All’s Fair: Love, War, and Running for President and Love and War: Twenty Years, Three Presidents, Two Daughters and One Louisiana Home (2014). In their second joint memoir, Carville and Matalin take a look at how they—and America—have changed in the last two decades.