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Dear Friend

Wow! The older I get, the faster time flies.

Since the 2011 Professional Development Seminar, we have experienced several changes in our membership. I’d like to welcome new Principal members Nicholas Varunes, Clerk of the Connecticut House; Debbie Brown, Secretary of the Florida Senate; C.J. Leong, Chief Clerk of the Hawaii House; Tim Anderson, Secretary of the Illinois Senate; Liz Welch, Secretary of the Mississippi Senate; Andrew Ketchings, Clerk of the Mississippi House; Jennifer Woodring, Clerk of the Ohio House; Arlene Kvisland, Chief Clerk of the South Dakota House; and Jeannette Schipp, Secretary of the South Dakota Senate. Garey Coleman, Clerk of the Connecticut House is now Clerk of the Connecticut Senate and Jeff Renk, Assistant Chief Clerk of the Wisconsin Senate, is serving as Interim Chief Clerk. Congratulations and best wishes to these individuals as they assume their new positions. I’d also like to welcome our new Associate members, as well, coming from Alaska, California, Illinois, Louisiana, North Carolina, Oregon, Pennsylvania, and Virginia.

A big thank you goes out to our friends in Phoenix, Arizona - Cheryl Laube, Norma Chastain and Norman Moore for the wonderful hospitality shown to us during ASLCS’ spring meeting. With approximately 45 members in attendance, your ASLCS committees worked efficiently and enthusiastically as reflected in this issue of The Legislative Administrator.

Special thanks to Kae Warnock, NCSL Policy Specialist, who filled in for Angela Andrews at this meeting. She provided excellent staffing assistance, as well as birthing updates from Angela. I’m very pleased to announce Scarlett “Letty” Quincy Andrews arrived healthy and happy on Friday, April 20, 2012. Congratulations Kevin and Angela!

As specified in our Bylaws, the purpose of ASLCS is to improve the administration and parliamentary effectiveness of State Legislatures and to develop better procedures for enhancing the lawmaking function. We do this by offering the best professional development opportunities available to legislative staff and by strengthening our relationships with our international counterparts.
This year, ASLCS was offered the opportunity to designate a representative to participate in the Canadian Parliamentary Officers’ Study Program. Hosted by the Parliament of Canada, the program was held April 29 – May 20 in Ottawa, Canada. I very pleased to announce that Brian Ebbert, Assistant Chief Clerk & Assistant Parliamentarian for the California State Assembly served as our delegate. Brian’s experience is detailed in this issue. I encourage each of you to read it and be amazed.

As a programming note, ASLCS will be sponsoring the following concurrent sessions during NCSL’s Legislative Summit, August 6 – 9, in Chicago: Records Retention: What to Keep and How to Keep It; Attorney-Client Relationships in the Legislative Arena; Social Media Safety; and Masons Manual 101.

Make plans to attend our 46th Annual Professional Development Seminar, October 2 – 7, in Richmond, Virginia. It will cover a myriad of topics relative to the ever-changing, ever-challenging legislative environment we work in. We have an exciting educational program planned for this year’s meeting. Anna Post, great-great-granddaughter of Emily Post and David Witt, with Ken Blanchard Companies will be our plenary speakers. Our colleagues in Virginia are also planning wonderful social events, which will give us the opportunity to learn more about Richmond and Virginia and an environment to meet and network with each other. I look forward to visiting the beautifully renovated Virginia capitol! Learn more about this premier training program by visiting: http://www.ncsl.org/legislative-staff/aslcs-2012-professional-development-seminar.aspx for more information. I hope to see you in Richmond!

Lastly, included in this issue are other Society updates of interest to all members. I am truly amazed and grateful for the cooperation, hard work and creativity of ASLCS members. Every time I ask, someone steps up. Says a lot about the dedication and lasting commitment each of you have to this organization.

Sincerely,
Terry L. Spieler
Secretary of Senate, Missouri
and ASLCS President
TO: Members, American Society of Legislative Clerks and Secretaries

FROM: Terry L. Spieler
Secretary, Missouri Senate
ASLCS President

ANNOUNCEMENT

The strength of ASLCS depends wholly on the willingness of its members to serve when called upon. It is with gratitude to each of the named individuals, I make the following announcements:

The Chair of the Professional Journal Committee is Bernadette McNulty, Chief Assistant Secretary of the California Senate. Al Mathiowetz, Chief Clerk of the Minnesota House of Representatives serves as a Vice Chair.

Secretary of the Kansas Senate, Pat Saville, has been elected by the Executive Committee to fill the position of Immediate Past President.

Zach Twilla, Reading Clerk in the California Senate, represented the Society in NCSL’s “Legislative Service as a Career” video. Zach provided insight about his role as the Senate’s Reading Clerk, why he enjoys working for the Senate and his path to working in the Secretary’s office. Check out his video at: http://www.legislativecareers.org/. The purpose of NCSL’s project is to promote legislative service as a career and recruit college graduates to work in a state legislature.

Ramona Kenady Line, Chief Clerk of the Oregon House of Representatives, is serving as Vice Chair of the Online Roster Exploration Committee.

With the selection of Joseph G. Carleton, Jr., Secretary of the Maine Senate, Steven Marshall, Assistant Secretary of the Vermont Senate, Tammy L. Wright, Clerk of the New Hampshire Senate and William M. MaGill, First Assistant Clerk of the Vermont House of Representatives, the 2020 Mason’s Manual Commission is fully appointed.
Associate members Julie Bochat, Assistant Secretary of the Missouri Senate, and Michelle R. Wright, Assistant Fiscal Officer of the Virginia Senate, were chosen and participated in the Associate Exchange Program.

ASLCS will be represented by Alfred W. “Butch” Speer, Clerk of the Louisiana House of Representatives, Denise Weeks, Principal Clerk of the North Carolina House of Representatives, and Liz Clark, Deputy Secretary, Journal of the Alaska Senate, at the Association of Clerks-at-the-Table meeting in Victoria, British Columbia, August 7 – 11, 2012.

Stephen R. Arias, Chief Clerk of the New Mexico House of Representatives, and Ramona Kenady Line, Chief Clerk of the Oregon House of Representatives, have been chosen by a committee of their peers to receive the Legislative Staff Achievement Award during NCSL’s Legislative Summit, August 6 – 9, in Chicago, Illinois.
2011-2012 Executive Committee

Terry Spieler (MO)  
President

Karen Wadsworth (NH)  
President-Elect

Suzi Lowell (AK)  
Secretary-Treasurer

Nathan Hatfield (VA)  
Associate Vice President

Russell Humphrey (TN)  
Elected Principal

Steve Arias (NM)  
Appointed Principal

Susan Furlong (NV)  
Appointed Principal

Scott Kaiser (IL)  
Elected Associate

Jamie Kruse (NE)  
Appointed Associate

Janice Gadd (UT)  
Appointed Associate

Pat Saville (KS)  
Immediate Past President

George Bishop (VA)  
Immediate Past Associate Vice President
Executive Committee

Meeting Minutes
Conference Call
Thursday, December 15, 2011

Call to Order
The meeting of the Executive Committee was called to order by the Honorable Terry Spieler, Senate Secretary of the Missouri General Assembly and the ASLCS President.

Attendance
The following members of the committee were present: Terry Spieler (MO), Karen Wadsworth (NH), Suzi Lowell (AK), Nathan Hatfield (VA), Russell Humphrey (TN), Scott Kaiser (IL), Stephen Arias (NM), Susan Furlong (NV), Janice Gadd (UT), Jamie Kruse (NE), George Bishop (VA).

Others Present: Hobie Lehman (VA), Paula Rossetto (CA), Angela Andrews (NCSL), and Brian Weberg (NCSL).

Angela Andrews announced that she and her husband Kevin are expecting the arrival of a baby girl in April. She advised that Brian Weberg will be staffing ASLCS at the Spring Meeting in Phoenix (April 20-22, 2012) and during her maternity leave. The Executive Committee extended her a big congratulations.

President Spieler reminded committee members to state their name when speaking or making a motion.

Minutes
Karen Wadsworth (NH) moved that the minutes of the October 2, 2011, meeting in Branson, MO be approved as presented. Scott Kaiser (IL) seconded the motion. The minutes were approved unanimously.

Treasurer’s Report
The beginning balance as of 10/2/2011 was $37,416.80. Suzi Lowell (AK) stated there were two disbursements since that date: A check for $3,884.71 to Laura Clemens (OH) for the publication and mailing costs of the Summer Legislative Administrator and the outgoing President's gift and a check for $100 to the University of Georgia Foundation in memory of Hamilton McWhorter, Jr., former Secretary of the Georgia Senate. The balance of the Dues Account as of 12/15/2011 is $33,432.09. Upon a motion by George Bishop (VA) and seconded by Karen Wadsworth (NH), the Treasurer's Report was approved unanimously.

Old Business
Angela Andrews reviewed all the financial accounts.

Angela Andrews reported that the L190, ASLCS Special Meetings Fund has a balance of $296,507.08. She reviewed the current deposits and expenses. The total for fundraising for the Branson PDS was $47,975.00. In response to a question from George Bishop (VA) regarding the interest for FY 11, Angela Andrews stated that the L190 account was not currently earning interest.
The final expenses (Business lunch and Executive Committee Meeting lunch) for ASLCS costs at the 2011 NCSL Summit were paid.

The Branson PDS expenses were discussed. At the time of this report, the Missouri staff registration fees, hotel, meal and mileage reimbursements are $3,963.56 and the No-Host expenses are $25,396.79. Missouri staff expenses are expected to increase, once the registration fees are accounted for. An expenditure of $5,500 to Jeanne Robertson for the state dinner entertainment was above the budgeted amount of $2,000 in the No-Host budget; however, Virginia raised the monies to cover the difference. The Branson Coach expenses are being disputed due to the fact that the company did not provide outgoing transportation on the free evening to dinner and events away from the hotel as previously arranged (free evening was 9/30/2011). Brian Weberg (NCSL) will update the committee at the Spring Meeting. A credit card usage fee for credit card donations was charged at $135.63. Angela Andrews said she would look into that charge and report back. The final costs should come under the budgeted $35,000.

The current balance in the ASLCS Professional Development Revolving Account (LLCS) is $14,829.71. Pending expenditures total $5,000. This would bring the account down to $9,829.71. In response to a question from Karen Wadsworth (NH), Angela Andrews stated that the delay in reporting some costs for the PDS is due to internal delays at NCSL.

Angela Andrews reported the preliminary budget and registrations report were the same as presented in Branson. She anticipates having the final information available in mid-January. Angela Andrews reported that the final report for the hotel pick-up was 725 room nights which was enough for ASLCS to avoid paying attrition fees to the hotel.

New Business
Approval of the candidates for the Associate Exchange Program (AEP) was discussed. Hobie Lehman (VA) reported there were four applications submitted. The four applicants were Brad Metcalf, Kentucky Senate; Jennifer Jones Welch, Virginia Senate; Julie Bochat, Missouri Senate; and Michelle R. Wright, Virginia Senate. During the review process, one applicant did not qualify as she was not a dues paying member at this time. Jennifer Welch removed her name as a candidate and will be encouraged to apply again next year. Steve Arias (NM) moved and Janice Gadd (UT) seconded the motion to approve Brad Metcalf, Julie Bochat and Michelle R. Wright for the Associate Exchange Program for 2012 and that the Society will reimburse the participants up to $500 each for costs incurred during the exchange. The motion passed unanimously. Karen Wadsworth (NH) thanked Hobie Lehman (VA), Paula Rossetto (CA) and Tisha Gieser (AK) for their work on the AEP process.

President Spieler (MO) advised members that the LLCS account will be going below the $15,000 amount (Standing Orders 1F) and recommended that $10,000 be transferred from the Dues Paying Account to the LLCS Account. Angela Andrews (NCSL) advised the last transfer from the Dues Paying Account was October 2010 for $20,000 into the L190. George Bishop (VA) pointed out that there will not be large expenditures from the LLCS account until the next PDS and by that time 2012 dues will be deposited. Scott Kaiser (IL) moved and Karen Wadsworth (NH) seconded the motion to move $10,000 from the Dues Paying Account into the LLCS Account. The motion passed unanimously.

President Spieler (MO) gave a status update on the State Capitols Book project referencing a memorandum from Paul Campos (WA), Vice Chair of the ASLCS Guidebook to the State Capitols Committee. Twenty-two states have not responded. The committee will be asked to send another email to the non-responding states and if necessary the Executive Committee members may be called upon to
assist in completion of the project. Angela Andrews is checking with NCSL's Communications staff to determine who bought the copyright (NCSL or ASLCS), for how much and the royalties being paid to Bill Ehlert once the new copy is sold.

President Spieler (MO) provided a copy of the new membership pamphlet that was updated by Susan Kannarr (KS) when she was chair of the Membership and Communication Committee. The pamphlet is sent to new members and new attendees at the PDS.

President Spieler (MO) advised the Executive Committee members that representatives from West, a Thomson Reuters business, had approached her and were interested in supporting an ASLCS program in honor of Ed Burdick, former Chief Clerk of the Minnesota House of Representatives. President Spieler appointed Nathan Hatfield (VA), Norma Chastain (AZ), Al Mathiowetz (MN) and Janice Gadd (UT) to meet with Rick Brown and Ellen Gillespie of West. The committee plans to have a conference call meeting the first part of January and will present their recommendations to the Executive Committee.

Treasurer Suzi Lowell (AK) requested retroactive approval to send $100 to the University of Georgia Foundation in memory of Hamilton McWhorter, Jr., former Secretary of the Georgia Senate. Steve Arias (NM) moved to approve the disbursement and Susan Furlong (NV) seconded the motion. The motion was approved unanimously.

President Spieler (MO) reported that, once again, e-learning grant funds are now available for staff section use in 2012, noting the original deadline for proposal submissions has been extended. These funds are given by NCSL's Foundation for State Legislatures with NCSL's Executive Committee and Legislative Staff Coordinating Committee. President Spieler appointed a committee consisting of Susan Furlong (NV), Pat Saville (KS), Liz Clark (AK) and Lourdes Guerra (TX) to meet and discuss some ideas that ASLCS could implement with the $1,000 grant. The committee will hold a teleconference meeting on December 21, 2011.

George Bishop (VA) moved and Russell Humphrey (TN) seconded that President Spieler and Karen Wadsworth's designee be reimbursed for travel and expenses to attend the LSCC meeting, January 19-21, 2012, in Kiawah Island, South Carolina. The motion passed unanimously.

President Spieler (MO) advised the members that the Society had received an invitation for one senior officer to participate in the Parliamentary Officers' Study Program for English participants scheduled for April 29 through May 10, 2012, in Ottawa, Ontario. The Parliament of Canada will cover the cost of hotel accommodations and provide a per diem allowance for meals and incidentals during the official program period. The ASLCS representative would assume the cost of their round trip airfare and personal expenses. A lengthy discussion pursued, noting it was an excellent professional development opportunity for a Society member. Important issues discussed were whether to reimburse for the airfare and establishing selection guidelines. President Spieler advised she would send all Society members information regarding the program and request a letter of interest from members who would like to attend.

Steve Arias (NM) moved that an information sheet be sent to all members advising them of this professional opportunity. If interested, the member must submit a letter of interest and if the Society member is an associate the letter should be signed by their principal. The attendee will be eligible for up to $500 reimbursement for airfare. Scott Kaiser (IL) seconded the motion. The motion was approved unanimously.
Angela Andrews reported that the 2013 ASLCS PDS will be in Sacramento, CA. There are five properties that NCSL is looking at. The three dates available for the PDS are October 7-13, October 14-20 and October 21-27. Paula Rossetto (CA) stated that the preferred hotel is the Sheraton Grand. It is the closest to the Capitol -- just one and a half blocks away. The dates need to be secured before the host state can proceed with their planning of events.

Angela Andrews advised she had included the evaluation summary from the Branson PDS for the Executive Committee's reference.

**Announcements**
The Spring Meeting will be in Phoenix, AZ at the Hyatt Regency Downtown, April 20-22. The Room rate is $145 per night.

The contract for the 2012 PDS has been signed and the PDS will be at the OMNI Richmond in Richmond, VA, October 3-7, 2012. The room block is 25 the first night and 132 the other nights, and the room rate is $147 per night.

**Adjournment**
Upon a motion by Janice Gadd (UT), seconded by Jamie Kruse (NE), President Spieler adjourned the December 15, 2011, conference call meeting of the Executive Committee.

Respectfully submitted,

Suzi Lowell (AK)
ASLCS Secretary/Treasurer
Call to Order
The meeting of the Executive Committee was called to order by the Honorable Terry Spieler, Secretary of the Missouri Senate and the ASLCS President.

Attendance
The following members of the committee were present: Terry Spieler (MO), Karen Wadsworth (NH), Suzi Lowell (AK), Nathan Hatfield (VA), Russell Humphrey (TN), Stephen Arias (NM), Susan Furlong (NV), Janice Gadd (UT), Jamie Kruse (NE), George Bishop (VA).

Others Present: Tara Perkinson (VA), Maryann Horch (VA), Joe Carleton (ME), David Byerman (NV), Sandy Tenney (UT), Judy Hall (Retired - OR), Kae Warnock (NCSL).

The first order of business was to replace Rob Marchant as the Immediate Past President. President Spieler (MO) advised that Pat Saville (KS) has agreed to fill that vacant position on the Executive Committee. George Bishop (VA) moved and Nathan Hatfield (VA) seconded that Pat Saville (KS) replace Rob Marchant as the Immediate Past President on the Executive Committee. The motion passed unanimously.

Minutes
Steve Arias (NM) moved that the minutes of the December 15, 2011, conference call meeting be approved as presented. Russell Humphrey (TN) seconded the motion. The minutes were approved unanimously.

Treasurer’s Report
The beginning balance of the dues account as of 12/15/11 was $33,432.09. Suzi Lowell (AK) reported that the dues income as of April 21, 2012, was $19,955.00. The total of disbursements was $22,205.12 and included: a transfer of $10,000.00 to the LLCS account; travel reimbursements to Terry Spieler (MO) for $1,003.79 and Russell Humphrey (TN) for $829.53 to attend LSCC; travel reimbursement to Karen Wadsworth (NH) for $2,791.60 to attend ANZACATT; $4,167.00 for printing of the Roster;
reimbursement to the Treasury of Virginia in the amount of $2913.20 for postage and publication of *The Legislative Administrator*; and $500.00 to the Treasury of Virginia for the associate exchange reimbursement for Michelle Wright (VA). The ending balance of the dues account as of this date is $31,181.97.

President Spieler (MO) pointed out that the Associate Exchange reimbursement should have come from the ASLCS Professional Development Revolving Account (LLCS). Jamie Kruse (NE) moved that NCSL transfer $500 from the LLCS account to the ASLCS dues account in order to rectify the error. George Bishop (VA) seconded the motion and it was approved unanimously.

Upon a motion by Russell Humphrey (TN) and seconded by Karen Wadsworth (NH), the Treasurer's Report was approved unanimously.

**Old Business**
Kae Warnock (NCSL) reviewed all the financial accounts.

Kae Warnock reported that the ASLCS Special Meetings Fund (L190) has a balance of $272,010.23. In response to a question regarding the Interest for FY12, Kae Warnock advised that in FY10 interest on the L190 account had been suspended because NCSL had over paid past interest due to a miscalculation. NCSL determined that since it was their mistake, ASLCS would receive a transfer of $1,600 for payment of back interest. The interest income for the first quarter of 2012 is $268. New expenditures were reimbursements for the 2011 PDS to Missouri staff for registration fees, hotel, meal and mileage for $22,082.44; reimbursement for no-host expenses such as social events, hospitality suite, state dinner and miscellaneous for $31,428.71; and guest registration fees of $390.00 to come from the 2010 Wisconsin Host state funds for Don Schnieder and Cindy Ashley.

The current balance in the ASLCS Professional Development Revolving Account (LLCS) is $23,727.71. New deposits include the profit from the PDS in Branson for $3,898.00 and the transfer of $10,000.00 from the ASLCS dues account. New expenditures include honorarium payments to Morag Barrett and David Landis.

**New Business**

President Spieler (MO) presented three budget options for the 2012 PDS in Richmond, Virginia. The preliminary budget was the traditional budget, which would result in an estimated loss of $11,883.61. NCSL will not sign off on a budget that is in the red.
Alternative #1 pays for the international guest hotel rooms from a different account, removes the site visit because it is unnecessary for this site, removes one lunch and increases the registration fee to $350.00, which would result in an estimated gain of $880.04. Alternative #2 is the same as Alternative #1 but the registration fee would remain $325.00, resulting in an estimated loss of $2,369.96.

There was lengthy discussion regarding raising the registration fee to $350.00, noting the last increase was in 2003. The Executive Committee agreed not to implement an increase for the 2012 PDS but to defer further discussion to the Legislative Summit in Chicago.

Other ideas to balance the budget were discussed such as eliminating a breakfast. Nathan Hatfield (VA) said there would be options for breakfast close to the hotel.

Karen Wadsworth (NH) moved to accept Alternative #2 but eliminate the Thursday, October 4th sponsored breakfast. Russell Humphrey (TN) seconded the motion and it passed unanimously.

In addition, Virginia will check on picking up the cost for the Sunrise Buffet on Friday, October 5th.

The PDS agenda was distributed and reviewed by the Executive Committee.

President Spieler (MO) stated that Lexis Nexis donates $2,000 towards a Community Service Project for a worthy cause recommended by the Host state. This project has been successful in the past and President Spieler (MO) asked if members would be interested in matching the Lexis Nexis donation. It was noted that often society members make a personal donation. There was discussion about contributing the past interest received on the L190 account. Further discussion will continue at the Legislative Summit in Chicago.

Kae Warnock (NCSL) reported that Jeff Renk, Acting Clerk for Wisconsin, asked if the $10,599, which is the remaining of the host state's monies from the 2010 Milwaukee PDS, could be transferred and used for the "Super PDS" scheduled in Madison, WI in October 2012.

President Spieler noted that other host states' funds remained with the Society and at no time had ASLCS received any communication regarding this request. The Executive Committee directed NCSL to advise Wisconsin that the funds will not be transferred.
American Society of Legislative Clerks and Secretaries  
Edward A. Burdick Memorial Scholarship

1. The Edward A. Burdick memorial Scholarship is established to assist ASLCS Associate members with costs associated with attending the Society's Annual Professional Development Seminar (PDS).

2. The Edward A. Burdick Memorial Scholarship will be awarded annually to two (2) Associate members of the Society and funded from the Professional Development Revolving Account in the amount of $750.00 for each recipient. In order to afford as many an opportunity to the scholarship as possible, those selected for the scholarship would not be eligible in future years.

3. The scholarships are being funded by a nationally recognized corporate sponsor, and will be awarded each year the corporate sponsorship is available. In return, ASLCS will appropriately recognize the corporate sponsor when promoting and awarding the scholarships.

4. Associates interested in the scholarship shall submit a letter, endorsed by their Principal, outlining why he or she hopes to be selected for the scholarship and how attending the PDS will enrich their professional knowledge. Letters are to be submitted to the ASLCS Executive Committee through the NCSL staff liaison by July 1. The Liaison shall forward all applications to the ASLCS President for review by the Executive Committee or an appropriate subcommittee. Associate members will be notified by the Associate Vice President of their selection by August 1.

5. ASLCS scholarship awards must be approved by the ASLCS Executive Committee before funds are disbursed.

The Honorable Edward Arthur Burdick (1921-2011) was a former Chief Clerk and Parliamentarian of the Minnesota House of Representatives. Mr. Burdick served in that office from 1966 to 2005. During his membership in ASLCS, he served as President in 1971-1972; was the first recipient of the Joseph A. Beek Distinguished Service Award in 1983 and received the Legislative Staff Achievement Award in 2002. It is in recognition and honor of Ed's many years of public service and dedication to the Society that this Associate member scholarship is established.

Nathan Hatfield (VA) agreed to contact Thomson Reuters, who graciously agreed to sponsor this scholarship, for their review of the above proposal. Upon their agreement, the Bylaws and Standing Orders Committee will be notified of this proposal requiring an
amendment to the Standing Orders. Nathan Hatfield (VA) will write a letter to Associate members advising them of this new opportunity in time for the upcoming PDS.

George Bishop (VA) moved to adopt the Edward A. Burdick Memorial Scholarship proposal and Janice Gadd (UT) seconded the motion. The proposal was adopted unanimously.

Russell Humphrey (TN) moved and George Bishop (VA) seconded that Karen Wadsworth (NH) and President Spieler's designee, Suzi Lowell (AK), be reimbursed for travel and expenses to attend the LSCC meeting in Denver, CO May 17-19, 2012. The motion passed unanimously.

**Adjournment**
Upon a motion by Karen Wadsworth (NH), seconded by Steve Arias (NM), President Spieler adjourned the April 21, 2012, Executive Committee meeting in Phoenix, Arizona.

Respectfully submitted,

Suzi Lowell (AK)
ASLCS Secretary/Treasurer
Call to Order
The meeting of the ASLCS Bylaws and Standing Orders Committee was called to order at 9:10 AM by Pat O’Donnell (NE), Committee Chair.

Attendance
The following members of the committee were present: Patrick O’Donnell (NE), Sandy Tenney (UT), Diane Bell (FL), George Bishop (VA), Susan Furlong (NV), Janice Gadd (UT), Ramona Line (OR), Suzi Lowell (AK), Patsy Spaw (TX), Butch Speer (LA), Karen Wadsworth (NH).

Other members/guests in attendance included ASLCS President Terry Spieler (MO).

Approval of Minutes
Upon a motion by Karen Wadsworth (NH), seconded by Janice Gadd (UT), the minutes of the last meeting held October 1, 2011, during the Professional Development Seminar in Branson, MO were approved.

Old Business
Chair O’Donnell reminded the committee that the Bylaws and Standing Orders Committee has been asked by President Spieler (MO) to sponsor a concurrent session at the 2012 Professional Development Seminar in Richmond, Virginia. The general topic for this concurrent session will be to provide historical perspectives of the development of the Standing Orders as well as changes to the ASLCS Bylaws over the years.
New Business
Chair O'Donnell (NE) distributed a draft document describing four potential topics for the concurrent session. Essentially there would be four panelists recruited to discuss: Governance, Membership, Committees, and the ASLCS/NCSL relationship. Each of these four topics would discuss applicable sections of both the Bylaws and Standing Orders. George Bishop (VA) has offered to be one of the panelists. President Terry Spieler (MO) also agreed to be a panelist. Chair O’Donnell (NE) will seek further volunteers for the remaining panelist positions.

The committee approved the four topic idea. Butch Speer (LA) recommended that each topic take approximately 15 minutes, followed by a brief five-minute question/answer period.

Discussion followed with members suggesting that we need to perhaps provide anecdotes from the past to add interest. Also suggested was the idea to provide highlights of a few of the past travel opportunities that have presented themselves to members who have chosen to get involved in the society with their attendance at LSMI, AEP, or through our various International Exchange programs.

Chair O’Donnell (NE) suggested that each committee member develop an interesting question regarding one of the four session topics so that there will be “ready” questions for the question/answer component of the concurrent session.

Adjournment
There being no further business, the meeting was adjourned at 9:50 AM.
Call to Order
The meeting was call to order by Denise Weeks (NC), Chair.

Attendance
The following members of the committee were present: Denise Weeks (NC), Chair, Steven Marshall (VT), Vice-Chair, Dave Avant (AL), Diane Bell (FL), Liz Clark (AK), Ann Cornwell (AR), Lourdes Guerra (TX), Suzi Lowell (AK), Patsy Spaw (TX), Alfred Speer (LA), Sandy Tenney (UT), Joyce Wright (AL)

Approval of Minutes
Upon a motion by Ann Cornwell (AR), seconded by Suzi Lowell (AK), the minutes of the last meeting held Oct. 1, 2011, during the Annual PDS, in Branson, MO were approved.

Old Business
Joyce Wright (AL) reported on the successful Joint Canadian American conference that was held in Montgomery, AL in October, 2011. The 65 attendees at the conference enjoyed great weather, good food, lots of music and excellent programs and speakers.
Suzi Lowell reported on the efforts to revive the Canadian-American Clerks exchange. She recapped participation since 1997 and recommended some revisions to the informal agreement which exists between ASLCS and CATTS. Suzi will revise language and present proposal at the next meeting of the committee. Diane Bell (FL) moved, seconded by Ann Cornwell (R), to request that the Executive Committee approve a $500.00 stipend to encourage participation. The motion carried.

**New Business**

It was announced that the 2013 Joint Canadian American conference may be in Prince Edward Island. Ann Cornwell expressed interest in hosting the 2015 Joint Conference in Arkansas.

**Adjournment**

Upon a motion by Sandy Tenney (UT), seconded by Liz Clark (AK), the meeting was adjourned.
Call to Order
The meeting of the Inside the Legislative Process Committee was called to order by Bernadette McNulty (CA) on behalf of the Chair, David Surdez (MN).

Attendance
The following member of the committee was present: Bernadette McNulty (CA).

Other members/guests in attendance included Joan Romano (AZ), Sharon Soliere (AZ), and Leslie Edwards (AZ), and Brenda Erickson (NCSL).

Approval of Minutes
The minutes of the last meeting held during the Professional Development Seminar in Branson, MO were reviewed and approved.

Old Business
The current survey has been sent twice (Nov-Dec 2011 & mid-March 2012). As of April 18, 2012, several states had not responded, and Brenda will send the survey a third time. Copies of the survey were made available to members attending the spring business meeting. Committee members are willing to contact states who have not responded to assist Brenda with gathering the data.

New Business
Close the gap on the no response states.

Adjournment
There being no further business, the meeting was adjourned.
International Communication and Development Committee

Call to Order
The meeting was called to order at 10:00 AM by Dave Avant (AL), sitting for Chairperson Patrick Harris (AL), who was unable to be in Phoenix for the ASLCS Spring Meeting.

Attendance
The following members of the committee were present: Ann Cornwell (AR), Liz Clark (AK), Steve Marshall (VT), Diane Bell (FL), Patience Worrel (TX), Patsy Spaw (TX), Sandy Tenny (UT), Susan Furlong (NV), Polly Emerson (TX), Lourdes Guena (TX), Joe McCord (TN), Russell Humphrey (TN), Joseph Carleton (ME), Ramona Line (OR), Suzi Lowell (AK), Dave Avant (AL).

A discussion was held on the need to complete the International Directory which is the charge of the committee each year. It was suggested that Chairperson Harris contact the 2011 International Communications and Development Committee Chairperson to get an electronic copy of last year’s directory and proceed with the contacts to update the new one for 2012. Hopefully this can be completed and the 2012 International Directory be printed and distributed prior the Chicago meeting.

Also, a discussion was held concerning a Canadian/American/International guests reception at the fall PDF. The consensus was that this reception in 2011 was a success and it was suggested that Chairperson Harris (AL) contact the Program Development Chairperson and President Spieler (MO) to determine the feasibility of doing it again in Richmond this fall.

There being no further business the meeting was adjourned.
Call to Order
The meeting of the Legislative Administrator Committee was called to order by Jay Braxton (VA), Chair.

Attendance
The following members of the committee were present: Jay Braxton (VA), Bernadette McNulty (CA), Patrick O’Donnell (NE).

Due to the small number of attendees at this meeting, approval of the minutes of the last meeting and discussion of any old and new business will be deferred until the full committee meets in Chicago, IL during the NCSL Legislative Summit.

Adjournment
The meeting was adjourned.
Call to Order
The meeting of the Membership and Communication Committee was called to order by Bonnie Alexander (ID), Chair.

Attendance
The following members of the committee were present: Bonnie Alexander (ID), Stephen Arias (NM), David Byerman (NV), Scott Caffey (TX), Norma Chastain (AZ), Susan Kannarr (KS), Cheryl Laube (AZ), Denise Weeks (NC).

Other members/guests in attendance included Joe Carleton (ME).

Approval of Minutes
Upon a motion by Dave Byerman (NV) seconded by Steve Arias (NM), the minutes of the last meeting held October 1, 2011, during the Professional Development Seminar (PDS) in Branson, MO, were approved.

Old Business
The Chair briefly reviewed decisions made by the committee during the PDS in Branson. The New Member Orientation will follow the same theme and format as the Branson orientation including the same table decorations, pin contest, ice-breaker, and wrap-up session. The committee had also agreed to focus new planning on promoting membership...
by attracting new members to ASLCS, and by giving members who attend the meetings more opportunities for networking.

**New Business**
The committee discussed increasing membership by promoting ASLCS to states that do not attend meetings and to states that have reduced their participation in the past few years. The committee considered surveying the Principals of those states to determine whether their decisions have been related to budgetary constraints or lack of perceived value. To educate prospective members about the value of ASLCS, suggestions included streaming online videos of meetings and posting current association events on the website. It was also suggested that active members meet personally with Principals who are attending the NCSL Summit for the first time to explain the benefits of participating in the association and attending Professional Development Seminars.

The committee then discussed options for providing the attending members more structured networking opportunities during the annual PDS. Many ideas were presented. Surveying second-time, returning members for their feedback was suggested. Giving members more occasions to meet with colleagues in their same staff position was considered. Position-specific tables could be designated during breakfast and lunch breaks. A concurrent session could be planned specifically for networking with formats similar to speed-dating and match.com. To encourage exchange of information about what to do and where to go in the surrounding area, a flip board could be placed at the information desk or breakfast location for members to post comments.

The committee agreed to the following action items: (1) The Chair would work with committee members to prepare a survey for Principals and distribute the survey with the help of the ASLCS staff before the upcoming NCSL Summit and (2) Request that the Program Development Committee consider a concurrent session on networking.

**Adjournment**
Upon a motion by Cheryl Laube (AZ) seconded by Steve Arias (NM) the meeting was adjourned.
Program Development Committee

Call to Order
The meeting of the Program Development Committee was called to order by Susan Kannarr (KS), Chair

Attendance
The following members of the committee were present: Susan Kannarr (KS), Maryann Horch (VA), Bonnie Alexander (ID), Stephen Arias (NM), George Bishop (VA), Jay Braxton (VA), David Byerman (NV), Scott C. Caffey (TX), Norma Chastain (AZ), Susan Furlong (NV), Janice Gadd (UT), Nathan Hatfield (VA), Jamie Kruse (NE), Cheryl Laube (AZ), Ramona Kenady Line (OR), Patrick O’Donnell (NE), Tara Perkinson (VA), Paula Rossetto (CA), Karen Wadsworth (NH), Patience Worrel (TX).

Other members/guests in attendance included President Terry Spieler (MO), Joe Carleton (ME), Russell Humphrey (TN), and Kae Warnock (NCSL).

Old Business
The Chair reviewed the preliminary agenda for the fall PDS including the schedule for plenary sessions. Two plenaries are currently planned with one on Wednesday morning and one on Saturday morning.
The Chair also presented information on the potential plenary speakers. A tentative agreement has been made with Anna Post of the Emily Post Institute ([http://www.emilypost.com](http://www.emilypost.com)) to discuss civility in politics and etiquette. The second plenary speaker, Michael Powell, CEO of the National Cable and Telecommunications Association and former FCC chairman, has been contacted. Mr. Powell, who spoke to LINCS and LSS last year to rave reviews, talks about issues many of us deal with in our jobs such as how to effectively lead during difficult times, how to be a better communicator and how to inspire your staff/colleagues. Additional committee input on plenary speakers was requested by the Chair.

Next, the Chair reviewed the following list of current concurrent session topic ideas and received input from the committee:

- Session sponsored by Technology Committee with a specific title to be determined.
- Session sponsored by the Bylaws/Standing Orders committee for the purpose of explaining the bylaws and standing orders of ASLCS.
- Session sponsored by the Support Staff committee on "Cross Training and Succession Planning."
- International session. The committee determined that instead of asking the international attendees to participate in a concurrent session that they instead be encouraged to be a part of the Legislative Expo.
- Page/Internship Program. The committee did not accept this as a topic due to concern that it had been discussed at several Professional Development Seminars (PDS) and also might not be of widespread interest to members.
- HR issues. After some discussion this was not selected as a topic to be added to the preliminary agenda.
- Legislative Off the Record – The committee discussed this session at length and ultimately concluded to keep it as a concurrent but rework the format from previous years. Members mentioned that it is always well attended but has been dominated by a few individuals or topics on occasion. Several ideas on changing up the format were discussed including changing it to a "competition" format and starting the session off with each person writing down a question. The committee also discussed ways to manage the time devoted to particular topics or people and the difficulties in cutting people off because it is difficult to limit the time or "cut someone off" because to that person this is a very important topic/issue. One recommendation was to limit all people to a set amount of time so that all people were treated fairly.
• Mason's/Parliamentary session (recommended by President Spieler). After discussion, the committee thought it might be interesting to do something similar to the "College Bowl" done at the Kentucky Legislative Summit meeting. The first part of the session could be the "question/challenge" portion or Jeopardy-like and the other part more informative, to help educate people about Mason's. The Chair committed to working with the Chair of the Mason Manual Commission to develop this session further.

• FOIA (Freedom of Information Act) in the electronic age. The committee was interested in developing this as a concurrent topic. Maryann Horch (VA) mentioned there is a local FOIA presenter that would be very interesting and that she would follow up with that person to see if they are interested and/or available.

**New Business**

Norma Chastain (AZ) mentioned that the Membership Committee was thinking about sponsoring a concurrent on networking. Bonnie Alexander (ID) stated the Networking session could be a place where people can further discuss ideas/topics they started in a meeting and wanted to discuss more, but there was not enough time. After some discussion, the committee concluded that instead of a concurrent session that maybe this could be combined with the Legislative Expo or at a meal.

Karen Wadsworth (NH) suggested an idea that Millie McFarland mentioned – something along the lines of "Life After the Legislature" or “What I wish I had known.” The committee agreed that this would be good topic to put on the preliminary agenda.

David Byerman (NV) suggested a session on how states Educate the Public about the Legislature. Committee members mentioned examples of programs in Virginia, Nevada and that New Mexico has a "Know Your New Mexico Legislature" video. The committee discussed the topic and determined that it would be good to include on the preliminary agenda.

The next topic on the agenda was the NCSL Legislative Summit in August. Chair Kannarr (KS) reviewed topics being sponsored by other staff sections that ASLCS could co-sponsor and suggested that ASLCS sponsor its own session this year. Tara Perkinson (VA) mentioned that LSCC is looking for a Mason's topic/meeting for the NCSL summit meeting in Chicago. Ramona Line (OR) suggested some ideas on what the Mason's Manual Commission could consider. The Chair agreed to talk with the Mason’s Manual Commission about scheduling a basic session at the Summit.
With regard to co-sponsoring sessions, the committee thought that Records Retention might be a good session for ASLCS to co-sponsor. Kae Warnock (NCSL) informed the committee that the Records Retention session is the same time as the ASLCS committee meetings but the committee moved forward with its decision to co-sponsor the session anyway.

Chair Kannarr (KS) asked Nathan Hatfield (VA) and George Bishop (VA) for a few words about the Fall PDS in Richmond, VA (October 2-7, 2012). They discussed the various events including a reception at the Virginia Museum of Fine Arts in the Marble Hall; a Gospel Breakfast; an evening at the recently-renovated Capitol; and an option to go to St. John's Church where Patrick Henry gave his "Give Me Liberty or Give Me Death" speech. The conference hotel is the Omni, which is a short walk to/from the Capitol. State Dinner entertainment is not finalized yet but one possibility is a Dueling Pianos show.

**Adjournment**

There being no further business, the meeting was adjourned.
Site Selection Committee

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

Attendance
The following members of the committee were present: Ann Cornwell (AR), Dave Avant (AL), Jay Braxton (VA), Scott Caffey (TX), Norma Chastain (AZ), Liz Clark (AK), Yolanda Dixon (LA), Nathan Hatfield (VA), Jamie Kruse (NE), Cheryl Laube (AZ), Steven Marshall (VT), Tara Perkinson (VA), Paula Rossetto (CA), Denise Weeks (NC), Patience Worrel (TX), Joyce Wright (AL).

Approval of Minutes
The minutes of the last meeting held in Branson, Missouri were approved.

New Business
Nathan Hatfield (VA) and Tara Perkinson (VA) updated the committee on plans being made by Virginia for the 2012 ASLCS Professional Development Seminar October 2 – 7 in Richmond, Virginia. We will be at the Omni Hotel.

Paula Rossetto (CA) reported to the committee of the preliminary plans being made for the ASLCS 2013 Professional Development Seminar that will be held October 7 – 13 in Sacramento, California.
Liz Clark (AK) reported that Alaska is seriously considering hosting either the 2014 or the 2015 Professional Development Meeting in September in Juno, Alaska.

Butch Speer (LA) is also considering hosting the ASLCS Professional Development Meeting in either 2014 or 2015 in Louisiana.

Alaska and Louisiana will discuss which year works best for them and so one will host in 2014 and the other in 2015.

All of the ASLCS Professional Development Seminars for 2012, 2013, 2014, and 2015 will be state-hosted.

**Adjournment**
Upon a motion by Denise Weeks (NC) the meeting was adjourned.
Call to Order
The meeting of the Support Staff Committee was called to order by Paula Rossetto (CA), Vice-Chair.

Attendance
The following members of the committee were present: Paula Rossetto (CA), George Bishop (VA), Janice Gadd (UT), Nathan Hatfield (VA), Jamie Kruse (NE), Tara Perkinson (VA), Joyce Wright (AL).

Other members/guests in attendance included Leslie Edwards (AZ), Joan Romano (AZ), Sharon SoPiere (AZ), and Brenda Erickson (NCSL).

Approval of Minutes
Upon a motion by Tara Perkinson (VA), seconded by Nathan Hatfield (VA), the minutes of the meeting held October 1, 2011, during the Professional Development Seminar in Branson, MO were approved.

New Business
There are currently three participants in the Associate Exchange Program: Julie Bochat (MO) to the Louisiana Senate, Michelle Wright (VA) to the Louisiana Senate and House, and Brad Metcalf (KY) to the Alaska House. Nathan Hatfield (VA) stated that Michelle Wright (VA) had a very positive experience in the Louisiana Senate and House.
Regarding the Legislative Expo, it was discussed and agreed that the Expo needed to be “revitalized.” It was decided that a two-hour time frame with nothing else coinciding on the schedule with the Expo would be best. It was agreed that it would be a good idea to have each state/participant focus on showcasing one item. Tara Perkinson (VA) mentioned that she liked the theme name “Tools for a Successful Session” which had been discussed by the group. All agreed.

Cross-training was discussed for the concurrent session that the Support Staff would sponsor. It was agreed that different cross-training items may include emergency level training and job swap opportunities. Brenda Erickson (NCSL) mentioned that a survey went out for Inside the Legislative Process which asked about cross-training. She will collect the results of the cross-training answers within the survey and forward them on to the Support Staff Chair and/or Vice-Chairs so they have the ability to reach out to those states and explore their willingness to assist with the session.

When discussing the staff breakout sessions in Branson, it was noted that the layout of the rooms needs to be considered so that it is a smaller more intimate gathering with all participants having the ability to talk. Tara Perkinson (VA) mentioned that the moderator may need more direction and Janice Gadd (UT) mentioned that two moderators worked especially well in the past.

**Adjournment**
Upon a motion by George Bishop (VA), seconded by Janice Gadd (UT), the meeting was adjourned.
Call to Order
The meeting of the Technology Committee was called to order by David Byerman (NV), Chair.

Attendance
The following members of the committee were present: David Byerman (NV), Bonnie Alexander (ID), Stephen Arias (NM), Polly Emerson (TX), Lourdes Guerra (TX), Maryann Horch (VA), Susan Kannarr (KS).

Other members/guests in attendance included President Terry Spieler (MO), Joe Carleton (ME), Russell Humphrey (TN), and Kae Warnock (NCSL).

Approval of Minutes
Upon a motion by Polly Emerson (TX), seconded by Russell Humphrey (TN), the minutes of the last meeting held via Cover it Live (online), on November 15, 2011, were approved.

Old Business
Chair Byerman (NV) discussed the previous ideas for the Technology-sponsored concurrent session for the Professional Development Seminar (PDS) in Richmond, VA (Oct. 2-7, 2012). Ideas discussed were Disposable Computing and the Cloud; Facebook/Twitter 101; Paperless Chamber; and Continuity of Operations in Case of Disaster.
Maryann Horch (VA) updated the committee on the E-Learning Grant Video standards. The committee consisting of: Dana Miller (MO), Joy Engelby (MO), Brad Metcalf (KY), Maryann Horch (VA), and David Byerman (NV) created standards and recommendations. These standards include: Subject Matter/Script Content; Video Specifics; Editorial Rights; and Camera Accountability/Check out policies. The committee also created a list of potential video topics. E-Learning Standards and Video topics will be submitted to the Executive Committee for approval.

Chair Byerman reported that the online Social Media Roster/Database is currently at 28 responses. He has created a link that is easier to remember – http://bit.ly/ASLCSocialMedia for people to add their information. Suggestion – possibly add Social Media fields to the ASLCS Roster? They would be optional and people can fill them in if they choose.

**New Business**
Chair Byerman (NV) plans to have one more Cover it Live meeting before the Legislative Summit in Chicago with the goal to pick an idea and potential panelists for the PDS in the fall. The Cover it Live meeting will also take up and hopefully approve the E-Learning Grant Video Standards, so that a document can be submitted to the Executive Committee. Date to be determined.

**Disposable Computing and the Cloud** – Susan Kannarr (KS) mentioned she moderated the Paperless Initiative panel in Seattle…Hawaii was one of the presenters; Russell Humphrey (TN) mentioned that Tennessee recently “went to the cloud” and they could possibly present the topic.

**Paperless Chamber** – Steve Arias (NM) explained New Mexico’s efforts to go paperless. They are currently at 70%. There was a time this session when all the power went out and they had to use paper (discuss backup plans for when technology is not available). Chair Byerman (NV) mentioned Nevada’s efforts to go paperless, but they are not there yet (what do to when you hit roadblocks).

**Social Media (Facebook/Twitter 101?)** – Steve Arias also mentioned the new generation of members (immersed in technology and social media) – their concern is for training these members. Russell Humphrey (TN) also brought up the question of what is our role on Social Media; Government (job) use vs. Political use? What is campaign related, what is work related? How is that determined? Would be interesting to see how states are addressing this area. Joe Carleton (ME) received a request to use a photo taken in the Chamber for a campaign (or videos during session). Would be nice to see what policies are in place for the various states.

Maryann Horch (VA) recommended the upcoming NCSL webinar on April 27, 2012, Social Media: Social Media Policies for State Legislatures, which might be of interest to the group and a topic that might tie in to the previous topic discussion for the concurrent session in Richmond.
**Continuity of Operations in Case of Disaster** – Chair Byerman (NV) will get with Scott Kaiser (IL) to discuss this in more detail.

Chair Byerman requested each person (below) submit a proposal of a few sentences on their topic, which will be further discussed at the next online *Cover it Live* meeting.

Steve Arias (NM) – Paperless Chamber summary  
Russell Humphrey (TN) – Disposable Computing and the Cloud  
David Byerman (NV) – Social Media Survey  
Scott Kaiser (IL) – Continuity of Operations in Case of Disaster

As a new and useful tool, maybe there is a way to demonstrate *Cover it Live* to ASLCS. President Spieler (MO) recommended the Legislative Expo as a possible venue. Chair Byerman (NV) will think of possible ways to present this technology.

Chair Byerman (NV) is working with President-Elect Wadsworth (NH) on the possibility of creating videos for each committee for the E-learning project.

Based on the follow up from NSCL that they are skeptical about ASLCS having its own Social Media account, Chair Byerman (NV) feels it would be best to defer this issue for now and revisit in the future.

**Adjournment**
There being no further business, the meeting was adjourned.
Members of the American Society of Legislative Clerks and Secretaries met at the Hyatt Regency Phoenix. The Honorable Terry Spieler, Secretary of the Missouri Senate and President of ASLCS, called the meeting to order at 12:50 p.m.

President Spieler (MO) introduced Joe Carleton, Senate Secretary of Maine, who was attending his first meeting. President Spieler (MO) thanked Cheryl Laube (NM) and Norma Chastain (NM) for arranging the personalized tour of the Arizona Capitol and Norm Moore (NM) for donating tickets for the baseball game. President Spieler (MO) noted this spring meeting was well attended and thanked all for their commitment to the Society.

Reports of Standing Committees

The following reports were received by the President:

"A" Committees:
Bylaws and Standing Orders -- Pat O'Donnell (NE) -- Pat reported that the committee had discussed the concurrent session that the Bylaws and Standing Orders will be presenting at the PDS.

Inside the Legislative Process -- Bernadette McNulty (CA) -- Bernadette reported that the survey went out November 1st and the second notice was sent in March. The committee will now be contacting non-responders.

Site Selection -- Ann Cornwell (AR) -- Ann reported that the PDS will be in Richmond, VA, October 3-7, 2012; Sacramento, CA, October 7-13, 2013; and Louisiana and Juneau, Alaska were proposed for 2014 and 2015.

Technology -- David Byerman (NV) -- David reported that the first "Cover it Live" meeting was successful and another one is planned for June. The committee has created a social media roster and is working on a project called "You Stars" showcasing ASLCS.
"B" Committees:
International Communication and Development -- Dave Avant (AL) -- Dave reported that the International Directory will be published before the Legislative Summit in Chicago for distribution at the international reception.

Legislative Administrator -- Jay Braxton (VA) -- Jay encouraged members to submit articles of interest for the Administrator.

Membership and Communication -- Bonnie Alexander (ID) -- Bonnie reported that the committee will stay the course with the party for new members and the pin contest. The committee discussed trying to offer mentorship opportunities for current members and reach out to members who are not attending the PDS.

Support Staff -- Paula Rossetto (CA) -- Paula reported that the committee will sponsor the legislative expo for the PDS and it will be titled "Tools for a Successful Session." The concurrent session that the support staff has scheduled for the PDS is "Cross Training, Succession Planning." Paula also reported that three associates have been approved for the associate exchange and that Michelle Wright from Virginia has completed hers.

"C" Committees:
Canadian-American Relations -- Denise Weeks (NC) -- Denise reported that the committee is working on revitalizing the Canadian/American exchange program and will be asking for funding assistance of up to $500.00 annually. Joyce Wright (AL) provided the committee with a summary of the joint meeting in Montgomery. Denise stated that the next two possible sites for the joint meeting are Prince Edward Island and Arkansas.

Professional Journal -- Bernadette McNulty (CA) -- Bernadette reported that the Journal will be published in mid-August and two articles for submission are on the subjects of Attorney/Client Relationship and Ethics. Photos of the authors will be included with publications. The Professional Journal Committee and the Legislative Administrator want to have a joint meeting to discuss articles that are appropriate for the publications.

Program Development -- Susan Kanaar (KS) -- Susan reported the program for the PDS is progressing well. One plenary has been confirmed with the topic of Etiquette but the second plenary is still undecided. There are eight concurrent sessions scheduled.
Roster -- Terry Spieler (MO) -- President Spieler reported for the Roster committee. She reported that the Online Roster Exploration Committee is reviewing the possibility of an online Roster and will have a final recommendation at the Legislative Summit in Chicago.

**Other Business:**
George Bishop (VA) and Nathan Hatfield (VA) reported on the activities scheduled for the PDS in Richmond, Virginia. The opening reception will be at the Virginia Museum of Fine Arts, an evening reception at the Virginia Capitol, a gospel breakfast and on Friday evening there will be a reenactment of the Second Virginia Convention of March 1775 at St. John's Church. It was noted that the Omni Richmond is situated close to restaurants.

Diane Bell (FL), Chair of the 70th Anniversary Committee, reported that the cookbook project would be incorporated into the celebration of the anniversary and encouraged members to send in their recipes.

**Announcements:**
President Spieler (MO) announced that Brian Ebbert (CA) has been selected to attend and represent ASLCS at the Parliamentary Officers' Study Program in Ottawa, Ontario from April 29 through May 10, 2012.

Pat Saville (KS) has been selected to serve as the Immediate Past President due to Rob Marchant's resignation. The Executive Committee will take the matter up in their meeting.

Kae Warnock (NCSL) announced the birth of Angela's baby girl, Scarlett "Letty" Quincy Andrews. All members at the business meeting extended their congratulations to Angela and Kevin.

**Adjournment:**
On a motion by Ann Corwell (AR) and seconded by Steve Arias (NM), the meeting was adjourned.

Respectfully submitted,

Suzi Lowell (AK)
Secretary/Treasurer, ASLCS
Overview of the Parliamentary Officers Study Program

Ottawa, Canada
Spring 2012

By Brian Ebbert (CA)

Left to right: Jotham Taremwa (Uganda); Brian Ebbert (United States); Jiri Uklein (Czech Republic); Zlatko Vukmirovic (Bosnia and Herzegovina); Kimberley Hammond (Canada); Jonathan King (Isle of Man); Emily Pang (Hong Kong); Anne-Marie Fahy (Ireland); Sonia L’Heureux (Library of Parliament); Ahmed A. Alyahya (Saudi Arabia); Vlatka Dangubic (Bosnia and Herzegovina); Sangsoo Jun (Korea); Ahmed Al Sahaf (Bahrain); Ilkin Mammadov (Azerbaijan); Haitham A.M. Al Sararyeh (Jordan); Victor Manzi (Uganda); Chantal La Roche (Trinidad and Tobago)
Introductory Note

Each year since 1998, the Canadian Parliament has hosted a two-week international seminar for senior parliamentary officers from across the globe, the Parliamentary Officers Study Program (POSP). I was honored to represent the ASLCS as the delegate from the United States at this intensive international study program, held in Ottawa from April 29 to May 10, 2012. Billed as an opportunity for foreign legislative staff to learn more about the Canadian system, while also comparing other forms of government, the symposium featured 55 guest speakers and over 35 presentations.

The Canadian Parliament was a gracious host, providing excellent lodging, meals, and cultural activities to complement the rigorous agenda. The Clerk of the House of Commons, Audrey O’Brien, and the Clerk of the Senate, Gary O’Brien, are extraordinary leaders. All of the Parliamentary personnel were pleasant, and eagerly shared information about legislative practices and procedures.

This program proved to me that no matter where you live – whether it is in Europe, the Middle East, Africa, the Americas, or Asia – we all share similar issues related to legislative governance and administration.

International Participants

Sixteen participants representing 13 different nations took part in the program. The nations represented were: Azerbaijan, Bahrain, Bosnia and Herzegovina, Canada (Newfoundland and Labrador), Czech Republic, Hong Kong Special Administrative Region, Ireland, Isle of Man, Jordan, Korea, Saudi Arabia, Trinidad and Tobago, Uganda, and the United States (California). Each participant was a senior legislative officer in his/her nation, with titles such as: Secretary General, Legal Officer, Director of Human Resources and Finance, Deputy Clerk, etc. Interaction with this diverse contingent of legislative professionals provided many opportunities for comparative discussions about a wide range of topics, ranging from technological trends to budget processes, and more.

Intensive Study Program: Daily Activities

Each day featured a full agenda, covering all aspects of the Canadian government, with heavy emphasis on legislative processes and house administration. Most meetings were held seminar-style, in conference rooms of Parliamentary office buildings. Several meetings were also held in the Centre Block of Parliament itself. A typical day consisted of a series of presentations by senior parliamentary staff, with breaks for official meetings and receptions with elected officials.
**Sampling of Presentation topics at the POSP, Spring 2012:**

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<tr>
<th>House administration</th>
<th>Career management</th>
<th>Information resources</th>
<th>Research services</th>
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<td>Legal drafting</td>
<td>Budget process</td>
<td>Member budgets</td>
<td>Legislative technology</td>
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<td>Legislative process</td>
<td>Role of the Senate</td>
<td>Employee ethics</td>
<td>Human resources</td>
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<td>International affairs</td>
<td>Broadcast services</td>
<td>Election financing</td>
<td>Committee procedures</td>
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<td>Recording debates</td>
<td>Translators</td>
<td>Stenography</td>
<td>Institutional planning</td>
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<td>Political systems</td>
<td>Internal auditing</td>
<td>Voice recognition tech</td>
<td>Hansard</td>
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<td>Role of Library of Parliament</td>
<td>House and Senate publications</td>
<td>Public outreach/education</td>
<td>Nonpartisanship of clerks</td>
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POSP participants were also honored to meet with several government officials: the Hon. Andrew Scheer, Speaker of the House of Commons; Hon. Noël Kinsella, Speaker of the Senate; Hon. Paul Dewar, Member of Parliament; and Hon. Consiglio Di Nino, Senator.

To provide opportunities for comparative analyses, each nation gave a presentation on its legislative institution. It was fascinating to hear the similarities and differences among all these representative bodies. I believe each delegate walked away from the program with a greater understanding and mutual respect for their foreign counterparts.

**Cultural Events**

Not all time was spent in meetings, as the program featured guided tours of the City of Ottawa, Parliament Hill, and the Canadian Museum of Civilization. These events gave the participants the opportunity to explore Canada, and gain a cultural understanding of our host country. For example, we were treated to a luncheon at Mariposa Farms in Plantagenet, Ontario. This rustic farm provides many Ottawa restaurants with fresh produce, and has its own restaurant on site, providing true farm-to-table meals. The Clerks of each house and senior parliamentary officials graciously treated the international participants to several luncheons at various locations in Ottawa, including a buffet at the stunning Chateau Laurier Fairmont Hotel.
Additionally, many participants took advantage of the free evenings and weekend to tour Canada. One stop for many participants was the Byward Market district, which is a shopping, entertainment, and restaurant area spanning several city blocks. A few people traveled to Montreal or Niagara Falls for the weekend, while others enjoyed the annual Tulip Festival in Ottawa. The entire city was festooned with over a million tulips of all colors (Ottawa received thousands of tulips from the Dutch royal family in 1945, in appreciation for the Canadians sheltering Princess Juliana and her daughters during World War II. The annual Tulip Festival was born.)

**Comparative Discussion: Canadian and U.S. legislative processes**

It is important to note that California and Canada have many similarities. Our economies and populations are comparable. Canadian Senate Speaker Noël Kinsella astutely pointed out, that if California were a country, we would compete with Canada for the eighth slot in the G-8 conferences.

Moreover, both governments deal with issues of immigration, multiple languages, climate change, and global markets. Canada is also a major trading partner of California goods and produce. Unlike California and much of the U.S., Canadian budget experts are predicting a balanced budget within the next few years, although currently the government is operating with a deficit.

The legislative process in Canada is similar in many respects to U.S. state legislative models: bills are introduced, referred to committee, read three times, and passed by both houses. An executive action (bill signing or Royal Assent) is needed to enact laws, and a judicial system interprets the law. Much of the terminology and general principles are shared by the Westminster and state legislative models: reports, amendments, voting and quorum rules, oversight hearings, ethics regime, house organization, procedural clerk functions, presiding officer duties, to name a few, are all shared concepts and practices. Variations are to be expected, but as a legislative staffer with over 20 years of experience, I felt very much at home with the Parliamentary organization.

There are substantial differences between our legislative institutions, so a brief discussion of the Canadian system will provide insight into these differences. Canada is a constitutional monarchy with a bicameral Westminster parliamentary system. In essence, the Prime Minister and his Cabinet administer the laws approved by Parliament and are directly accountable and responsible to the House of Commons, also known as the lower house. It is a wholly elected body whereas the upper house, the Senate, is entirely appointed. This parliamentary system does not follow the U.S. model of complete
separation of powers. The Prime Minister and almost all of his ministers are members of
the House of Commons, which is currently led by the Conservative Party (note: one
Senator serves on the cabinet). Conservatives hold 164 out of the 308 seats in the lower
house. Next to cabinet ministers and their parliamentary secretaries, party whips play an
important role in the day to day operations of the House and Senate by ensuring the
turnout of the members for votes and their attendance at committee meetings.

Importantly, the Canadian provincial legislatures have fewer enumerated powers,
compared to the U.S. system, where powers not granted to the Congress are reserved for
the states. The Canadian national Parliament has dominion over peace and order,
international trade, currency, defense, telecommunications, criminal law, and all residual
powers. Provincial legislatures are limited to health, education, municipal affairs,
mining, energy, and civil law. The provinces share some powers with the federal
government (e.g., old age pensions, agriculture), while there are some powers in dispute
(worker training, environmental policy). Another nuance of Canadian governance is the
fact that the Canadian legal system is an amalgamation of French civil law and English
common law. This is most clearly evident in the composition of the appointed Supreme
Court of Canada, where three of the nine justices must come from Quebec in order to
adequately represent the French legal tradition.

House of Commons

The popularly elected chamber, the House of Commons, is the prime initiator of
legislation in Canada, because approximately 90% of all enacted legislation originates in
the lower chamber. Although the Speaker of the House, Andrew Scheer, is a
Conservative Member of Parliament, he is duty-bound to preside in a nonpartisan way
and does not participate in his party caucus. He does not vote on bills except in the case
of a tie, and when doing so, he must vote in favor of maintaining the status quo. The
Speaker is elected by a secret ballot. On the contrary, most legislatures in the United
States have Speakers that are partisans with strong oversight of the house operations and
party caucuses, and are elected by recorded roll call vote or by acclamation. In
Parliamentary systems, the Prime Minister is the leader of his or her party, and also
leader of the Government. The Canadian House of Commons is administered by the
Board of Internal Economy, which consists of seven members of various parties, and is
Chaired by the Speaker. This committee oversees house operations and administration,
and delegates much of this responsibility to the Speaker and the Clerk.
Given the population distribution of the country, House membership is dominated regionally by Members from Ontario and Quebec provinces: there are 106 Members from Ontario and 75 from Quebec. The population boom seen in western provinces has caused the Parliament to plan on adding 30 extra seats to the lower house in the near future. In the House, 20 Members constitutes a quorum; whereas in the California Assembly, a majority of all Members (41 of 80) establishes a working quorum. In Canada, as in most Westminster systems, a nearly verbatim transcript of debates (“Hansard”) is published by each house. In California and many state legislatures, no verbatim transcripts are printed.

Voting is done by oral roll call in both houses of Parliament; whereas in California we use electronic voting in the lower house and oral roll calls in the upper chamber. In the House of Commons, roll calls take 15-30 minutes, and any five Members may demand a roll call. When chimes sound and strobe lights flash in various parliament buildings, a roll call vote is under way and Members are requested to vote. In California, roll calls are usually brief and Members must remain in the Chamber area during session.

**Senate**

In marked contrast to the U.S. system, the Members of the Senate are appointed by the Governor General (on the advice of the Prime Minister), and serve until they reach age 75. Because Senators do not have to face elections, they are seen by some as relatively free of political ambition, and therefore better able to focus on long term public policy. There are 105 Senators, representing not populations but the four identified regions of the country. Two of the regions are Quebec and Ontario and they have a total of 48 members. The presiding officer of the Senate is the Speaker, who is also appointed by the Governor General on the advice of the Prime Minister. The Clerk of the Senate oversees the procedures, publications, personnel and fiscal affairs of the upper chamber. The Clerk of the Senate is also designated the Clerk of the Parliaments, in recognition of his custodial responsibility for parliamentary documents.

Interestingly, the appointed Senate mostly defers to the “primacy” of the elected House of Commons. As legislation must pass both houses to become law, the Senate, acting as a complementary body to the Commons usually works to “improve” legislation as circumstances allow through amendments and it rarely takes action to actually defeat or unduly delay the passage of bills. With respect to appropriation bills, the Senate recognizes the historic role of the House of Commons and never challenges its decisions with respect to them. The Senate is also well known for conducting in-depth study and
analysis of policy issues. Like his counterpart in the House of Commons, the Speaker of the Senate runs the upper chamber in a nonpartisan fashion, but he can vote on all bills (unlike the Speaker of the lower house, who only has a casting vote). The maximum time allowed for a Senate roll call vote is 60 minutes, and can be demanded by any two Senators.

There is talk in Canada of instituting a term limit of eight years for Senators, as part of a broader reform initiative that would eventually make the Senate an elected body. The Canadian constitutional amending formula makes the prospect for such reform a real challenge. Looking at the American experience, some argue that when the U.S. converted to a popularly elected Senate in 1913, it changed the original design of the framers, and gave the upper house too much power. Tradition minded Canadians seem to cherish the primacy of the lower house and the “guiding wisdom” of the upper house.

Ceremony and traditions are still very much part of the legislative process in both houses in Canada, reflected in the collars worn by the chamber clerks, the Speech from the Throne at the opening of Parliament, and the use of the Mace at each sitting. Another ritual is the Speaker’s Parade performed in each house. Prior to the convening of each floor session, the Speaker and the chamber officers ceremonially march through the Parliament building halls to the Chamber. It is an impressive sight and adds to the seriousness of the legislative process, and is clear evidence of a shared parliamentary heritage derived from Westminster. Like Canada, in California, the color schemes of our upper and lower houses are patterned after British Parliament: green for the lower house and red for the upper house.

**Governor General**

The Governor General of Canada is the personal representative of the monarch. The Governor General is appointed by the Queen, and is responsible for approving legislation (“Royal Assent”), a duty which is mostly a *pro forma* function in the modern era. According to the Canadian constitution, Queen Elizabeth II is the Queen of Canada, the identified Head of State, and the Prime Minister is the Head of Government. In the U.S., the Governor (or U.S. President) is independently elected and can sign or veto legislation. A Governor in the U.S. can be removed from office by impeachment by the legislative branch, or in some states, by a recall election. No such procedure exists in Canada.

When a bill is ready for enactment, an elaborate ceremony is held in the Senate Chamber. With members of both houses present, the Governor General nods to approve the
legislation and give Royal Assent, thereby enacting the bill into law. A recent change also allows Royal Assent to occur by written declaration, whereby messages are sent to both speakers indicating that the Governor General has approved legislation adopted by both houses. In either case The Clerk of the Parliaments archives the original bill for posterity.

**Elections**

Parliamentary elections are held at least every five years to determine the membership in the House of Commons. Additionally, dissolution of Parliament can be triggered at any time when the Government’s Budget or major legislation is defeated, or a no confidence vote is adopted. When Parliament is dissolved, an election is held. Electoral terms of office in the U.S., however, are for a fixed span and nothing causes dissolution of a state legislature or U.S. Congress, other than a constitutionally-triggered *sine die* adjournment.

**Legislative Process**

Unlike legislatures in the United States, bill introductions are primarily reserved for the Government leadership in Canada (e.g., cabinet ministers). Although rank and file Members of all parties occasionally offer bills, the process for their adoption is difficult. Minority party members are generally responsible for challenging the ruling party policies and holding Government programs accountable. It is also important to understand that in the Westminster system, if a Member of Parliament is not a cabinet minister, they are referred to as a “private member” or a “backbencher.”

I was amazed to learn of the relatively small volume of bills introduced in Canada compared to historical trends in many states (e.g., the California Assembly routinely introduces over 3,000 bills each two year session). Canada handles substantially fewer legislative measures. The bill numbering system is governed by who the author is and the general purpose of the bill. **There are two categories of bills: public bills** (affecting national interest) and **private bills** (affecting corporations or particular interests). In the lower house, Government (public) bills are numbered C-1 to C-200. Private Members (public) bills are numbered C-201 to C-1000. Private bills offered by a private Member are rare, but they begin at C-1001. In the Senate, Government (public) bills are numbered S-1 to S-200, and private Members (public) bills are S-201 to S-1000. Senate private bills begin at S-1001. Of the 564 House bills introduced in the last session, 63 were chaptered into law. Of the 113 Senate bills introduced, 10 became law. In the
California Assembly, in the 2009-10 session, approximately 2,800 bills were introduced and 850 were signed into law.

There are three major differences between the California and Canadian committee systems: (1) open meetings; (2) staffing; and (3) reports. Parliamentary committees routinely meet “in camera,” meaning privately, in order to negotiate details, finalize language, etc. California has strict public meeting requirements and committees cannot go into executive session except in limited cases. Canadian legislative committees are staffed by nonpartisan analysts from the Library of Parliament. In California, each committee employs a handful of analysts (“committee consultants”) who analyze all legislation transiting the committee. Canadian committees issue substantive policy reports on legislation, whereas California committees issue one phrase committee recommendations on each bill (e.g., “do pass”), along with any proposed amendments, and a brief analysis of each bill. Bills are generally sent to one committee in each house in the Canadian Parliament. In California, about 80% of bills go through at least two committees in each house.

Interestingly, lobbyists are not often seen in the halls or committee rooms of Parliament. Occasionally, lobbyists will be invited to attend committee meetings, but their role is not as public as the legislative advocates that operate in the halls of the California State Capitol and the U.S. Capitol.

**Bilingualism**

All Canadian government documents are printed in French and English. This includes all legislative documents, bills, debates, amendments, motions, order papers, analyses, committee reports, guides, briefings, memos, visitor pamphlets, etc. This bilingual requirement extends to all documents and web sites produced by federal agencies as well. California had a requirement in the 1800s to print all bills in English and Spanish but abandoned the practice over a hundred years ago. Election ballots, however, are printed in several different languages to accommodate the state’s diverse population.

**Clerk and Staff Operations**

The Clerk of the House, Ms. Audrey O’Brien, serves as both the chief administrator and
chief procedural clerk. Ms. O’Brien started as a committee clerk in the 1970s and served in many roles in the clerk’s office, culminating in her appointment as the Clerk in 2005. Ms. O’Brien noted that she spends roughly 70% of her time working on administrative matters, and 30% on procedural affairs. (In the late 1950s, the California Assembly had a similar practice in place, albeit briefly: one person served the dual role as Chief Clerk and Chief Administrator. The duties were soon bifurcated into two positions: beginning in 1964, the Chief Clerk handled procedural matters and the Chief Administrator handled house management and fiscal affairs.) Ms. O’Brien oversees a large operational structure, divided into six main components: Sergeant at Arms, Law Clerk, Procedural Services, Information Services, Finance Services, and Human Resources/Corporate Planning/Communications Service. Over 1,800 staff work within this organizational framework. The Clerk also serves as the secretary of the Board of Internal Economy, which is the House’s key executive committee.

The Clerk of the Senate, Mr. Gary O’Brien, began his parliamentary career in the 1970s, when he worked for the Library of Parliament. He rose through the ranks in the Senate staff, while also earning his Ph.D. in Political Science. He has served as Clerk of the Senate and Clerk of the Parliaments since 2009. Mr. O’Brien oversees an array of services with over 500 personnel working under three major branches: Legislative Services, Parliamentary Precinct Services, and Corporate Services. Legislative Services includes staff working for the procedural and committee offices, international affairs section, and communications office. Precinct Services includes buildings, real estate and security staff. The Corporate branch handles human resources, information services, and finance and procurement. The Law Clerk, the Ethics Officers, and the Usher of the Black Rod also coordinate their services with the Senate Clerk’s office.

In the California Assembly, an elected Chief Clerk and Parliamentarian oversees a staff of 30 procedural clerks responsible for publishing session documents, recording votes, providing advice on floor and committee procedures, amending and engrossing of bills, assisting in member orientation and staff training, etc. An appointed Chief Administrator of the Rules Committee oversees house administration and the 1,200 Assembly employees. The California Senate operates more closely to the Canadian administrative model. The elected Secretary performs the dual role of chief procedural officer and executive administrator of the Senate’s 800 staff, under the auspices of the Senate Rules Committee.

Canadian Parliamentary staff positions and salary classifications are patterned after workers in the federal service. About 40% of parliamentary personnel are unionized.
employees. In California, and many other state legislatures, staffs are “at will” employees with no civil service status. There are approximately 2,400 parliamentary staff (1,890 in House of Commons, 550 in Senate), which is comparable to California legislative staffing numbers. In Canada, parliamentary staff salaries are capped at $80,000 per year, with a few limited exceptions.

Procedural Services is managed by the Deputy Clerk, Marc Bosc. The Deputy Clerk oversees approximately 220 staff in three different services with a $16 million budget. The three services and their head clerks are: **Committee and Legislative Services** (Andre Gagnon), **International and Interparliamentary Affairs** (Eric Janse), and **House Proceedings** (Bev Isles). The House Proceedings service is one that encompasses areas mostly familiar to ASLCS members. This service includes information management, table clerks, and the journals branch. The head clerk of this important section, Ms. Isles, has been an active participant in ASLCS conferences in the United States.

Under the auspices of the House Proceedings service is the **Table Research Branch**. This unit drafts responses to points of order and questions of privilege, and procedural background materials for the Speaker, Members, and staff. This branch has also formed a special rapid response team, consisting of highly skilled legislative researchers that can quickly respond to urgent information requests.

The House’s lengthy procedural manual, the *House of Commons Procedure and Practice*, published by the Clerk, governs the proceedings of the lower house. The Canadian manual relies heavily on Westminster traditions and over 100 years of precedents in Canadian Parliament. In the U.S., most states use *Mason’s Manual of Legislative Procedure*, originally written in the 1930s by California Senate deputy secretary Paul Mason.

The House of Commons has an interesting and innovative career management program for its procedural personnel. Staff is rotated every few years into new positions throughout the offices of the clerk. This career rotation not only strengthens staff’s overall knowledge of the legislative process, but also provides fresh challenges and experiences throughout their careers. Additionally, throughout the year, staff is offered professional development opportunities, and ongoing mentorship is offered by veteran personnel. All of this training and staff development strengthens and preserves institutional knowledge.
Another important system used by House procedural clerks is a routine staff briefing called the Table Officers Meeting. At this confidential meeting preceding floor sessions, information is shared among the key procedural clerks to prepare for the session. A typed agenda is used at this meeting to ensure as many topics are covered as possible. The Clerk and Deputy Clerk preside over this meeting and ensure their staff is ready for session. As a result, the procedural clerks act as a unified team in carrying out their duties.

The Library of Parliament (LoP) employs 350 staff. The Library’s mission is to serve the legislative branch by providing extensive research, information, and analytical support for Members and the 50 parliamentary committees. The LoP has digitized many historic records and maintains over 560,000 titles in its collection. Their research service responds to thousands of requests for information, analyses, and documentation from Members and parliamentary personnel. In California, the legislature relies heavily on its committee staffs, but also utilizes the Legislative Analyst Office for nonpartisan fiscal and policy analyses. The California Senate also maintains a cadre of research personnel in their Research Office. The California State Library also provides research and information services to the Legislature through its Capitol branch, the California Research Bureau.

Each chamber in Canada has a **Law Clerk Office** providing legal counsel and bill drafting advice to Members. Importantly, the Department of Justice drafts Government bills. In California, all legislative measures are drafted by an independent executive branch agency, the Legislative Counsel Bureau (LCB). The LCB is managed by the Legislative Counsel of California, who is an elected appointee of the Assembly and Senate. The LCB employs 80 bill drafting attorneys and 350 data center staff to meet the technology needs of the California Legislature.

**Technology**

The technology in use by the Canadian Parliament is impressive. The legislative process is almost completely automated to some extent. An in-house system, PRISM, is a database that tracks proceedings and is integrated across all major session publications in the House of Commons. Data is entered by Journals Branch staff and much of the data automatically populates session documents. The publishing tasks are thus highly automated. PRISM has 900 users and has been in place for 11 years. All session documents are printed in English and French, so PRISM is a dual language system.
Table clerks utilize the Chamber Table Application, which has access to real-time transcriptions of what is being said during a floor session. Voice-recognition software automatically produces English and French transcripts in the House of Commons. The Senate utilizes stenographers to quickly provide online transcripts in both languages.

Both Canada and California post a large amount of legislative material online, including session agendas and bill texts. Canada’s parliamentary web site is http://www.parl.gc.ca. California began posting legislative bills and information online in 1993 at: http://www.leginfo.ca.gov/.

Differences in Terminology: “Canadian” vs. “Californian”

Listed below are some of the terms used in Canada and the equivalent terms used in California:

<table>
<thead>
<tr>
<th>Canada</th>
<th>California</th>
</tr>
</thead>
<tbody>
<tr>
<td>committee clerk</td>
<td>committee secretary</td>
</tr>
<tr>
<td>committee analyst</td>
<td>committee consultant</td>
</tr>
<tr>
<td>in camera</td>
<td>executive session</td>
</tr>
<tr>
<td>sitting</td>
<td>floor session</td>
</tr>
<tr>
<td>committee report</td>
<td>committee analysis</td>
</tr>
<tr>
<td>riding</td>
<td>district</td>
</tr>
<tr>
<td>table officer</td>
<td>desk clerk</td>
</tr>
<tr>
<td>Usher of Black Rod (Senate)</td>
<td>Sergeant at Arms</td>
</tr>
<tr>
<td>notice paper</td>
<td>Daily File</td>
</tr>
<tr>
<td>supply</td>
<td>revenue estimate</td>
</tr>
<tr>
<td>loonie</td>
<td>dollar coin</td>
</tr>
<tr>
<td>to table</td>
<td>to introduce (to table essentially means to defeat)</td>
</tr>
</tbody>
</table>
Interesting Facts and Travel Notes

_Cultural and societal observations I made during my visit to our northern neighbor:_

* French is spoken as commonly as English throughout Ottawa. Many television stations are in French language, and many street signs and ads are in French. To work in Parliament, you must speak English and French.

* The Canadians routinely use one and two dollar coins (“loonies” and “toonies,” respectively).

* Ottawa was a remarkably clean city. I read that it was voted as one of the cleanest cities in the world.

* The spring weather was a combination of rainy days and sunny days, and some very chilly nights, but no snow. My colleagues from the Middle East and Africa were particularly affected by the cold (as was I), but we all took it in stride. I had to learn my Celsius conversions pretty quickly in order to know how to dress each day.

* Canadians love hockey. I noted several ice skate sharpening shops in town. Ottawans were disappointed their team lost their slot in the NHL playoffs the night I arrived.
* Blackberry devices seemed more prevalent in Ottawa than in the U.S. I learned that the company that manufactures them, Research In Motion, is a Canadian corporation.

* The Canadians have a new federal and regional sales tax they call the HST ("harmonized sales tax"), which is 13% on most purchases.

* The Canadians unveiled their new currency while I was in Ottawa. The bills are partially clear, and made of polymer. They have a paper-plastic feel.

* Events dominating the Canadian headlines while I was in Ottawa included: the purchase of U.S. F-35 fighters and allegations of cost overruns; controversy over the return to Canada of expatriate Conrad Black, who was being released from a U.S. prison; oil sands and the pipeline project across the border into the U.S.; and allegations of “U.S.-style election fraud” occurring in Canadian elections, referencing the use of deceptive “robocalls.”

* Although Canada and California have roughly the same size economy (about $2 trillion GDP) and population (34 million Canadians, 38 million Californians), Canada has a federal budget of $200 billion, compared to California’s state government budget of just under $100 billion.

* Ottawa’s airport does not allow any direct international flights, except from the United States.
Special Thanks

I would like to extend my thanks to Terry Spieler, President of the ASLCS, for sending me to Ottawa for this wonderful learning experience. I would also extend my gratitude to California Assembly Speaker John A. Pérez and Chief Clerk E. Dotson Wilson for their support.

I would like to thank the sponsors of this program, the Parliament of Canada, specifically the Clerk of the House of Commons, Audrey O’Brien, and Clerk of the Senate, Gary O’Brien, for extending the invitation to legislatures in the United States. I certainly hope the ASLCS is invited again in the near future, so that other states may benefit from this informative program. I also owe appreciation to Charles Robert, Principal Clerk for Senate Chamber and Procedure, for providing his expert advice as I drafted this article. The staff of the International and Interparliamentary Affairs Office displayed their skill at promoting international good will and orchestrating this mutually beneficial multi-lateral educational exchange. Parliamentary Exchange Officer Matthieu Boulian managed the POSP seminar quite well, and was an excellent resource.
Illinois

Springfield, IL - Tim Anderson, no stranger to the Illinois General Assembly, became the 34th Secretary of the Illinois Senate on January 31st of this year. The married father of three boys was most recently the Executive Director of the Illinois Commerce Commission, the state agency charged with oversight of the utility industry. He started his career working for the Senate at an early age, as a custodian and page during high school and college in the mid-1980s. Tim then went on to work for the Senate Democratic Caucus for several years as a policy analyst. In 1999, he was appointed Deputy Director of Legislative Affairs by new Secretary of State Jesse White. Tim returned to the Senate in 2003 as Appropriations Director and subsequently as Special Assistant to the Senate President where he played a key role in the flow of legislation through the chamber. Tim says the Senate has always felt like home. “Like most people who have worked here for very long, I have a great deal of respect for the institution of the Senate. I appreciate the confidence shown in me by Senate President John Cullerton and the members of the Senate, it’s truly an honor.” Anderson said he looks forward to learning about ASLCS and meeting colleagues from around the country. He replaces Jill Rock, who served in the position three years.
Nebraska

In 1934 U.S. Senator George W. Norris drove throughout Nebraska campaigning for a unicameral legislature. Several failed attempts at unicameralism had been made in years before Norris' pro-unicameral campaign, but, during the Great Depression, Norris' message to reduce government costs appealed to Nebraskans. The implementation of the Unicameral Legislature in 1937 reduced legislative membership from 133 in the bicameral to 49 in today's unicameral.

The year 2012 marks the 75th anniversary of unicameralism in the state of Nebraska. In honor of this momentous occasion, a dinner and award ceremony will be held in September 2012 in the rotunda of the Nebraska State Capitol. The George W. Norris Legislative Dinner will celebrate the legislature as an institution, as well as recognize an individual or former senator for his/her exemplary public service and leadership in this branch of government. The former senator honored at the dinner will be the first recipient of the George W. Norris Legislative Award. Attendees will include sitting legislators, former legislators, and senior staff from the Nebraska Legislature.

Oregon

The Oregon Senate recently chose to celebrate five notable figures in Oregon Senate history. With Senate Resolution 3 in 2011, the Oregon Senate named five rooms next to the Senate Chamber in honor of the following historic figures:

**Senator W.H. ("Bill") Strayer:** The Oregon Senate designated the corridor immediately behind the Senate Chamber as the “Senator W.H. Strayer Gallery.” Senator Strayer is the longest-serving state Senator in Oregon history and the longest-serving Senator in Oregon’s second Capitol that was destroyed by fire in 1935. Senator Strayer represented Baker County in the Senate for nearly 32 years from 1915 to 1946. Senator Strayer was described as a legislator “whose colleagues are all his friends” and as “one of the ablest thinkers and most impressive speakers in the upper house” who was “capable of swaying opinion as few other legislators have ever been able to do.” The Strayer Gallery features photographs of all the Senate Presidents since Statehood and the overall membership of the Senate for the past four decades.

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1 Oregon Voter, p. 36 (1943); Oregon Voter, p. 29 (1919); Oregon Voter, p. 36 (1945).
Senator Lenn Hannon: The Oregon Senate designated the room at the end of the Strayer Gallery as the “Senator Lenn Hannon Reading Room.” Senator Hannon is the longest-serving state Senator in Oregon’s current Capitol and the second longest-serving state Senator in Oregon history. Senator Hannon represented Ashland in the Senate for nearly 30 years from 1975 to 2004. Senator Hannon was described as a legislator with strong leadership skills who was affable, “generous with his time and advice,” and who was “known for his close bipartisan friendships.” The Hannon Reading Room is associated with Senator Hannon because he would occasionally retire to this room during Senate floor sessions.

Senator Kathryn Clarke: The Oregon Senate designated the room immediately behind the Senate Chamber as the “Senator Kathryn Clarke Cloakroom.” Senator Clarke became the first woman elected to the Oregon Senate by winning a special election in 1915 by 76 votes to represent the people of Douglas County. Senator Clarke was profiled in the International Woman Suffrage News and the Woman’s Journal and Suffrage News as a model for women pursuing elected office after securing the right to vote. Thanks to items loaned by the Oregon Historical Society, the Senator Kathryn Clarke Cloakroom gives visitors a sense of what it might have felt like to step into a room in the old Capitol in 1915 before the Capitol was destroyed by fire in 1935.

Floyd G. McMullen: The Oregon Senate designated the conference room next to the Hannon Reading Room as the “Floyd G. McMullen Conference Room.” Mr. McMullen was the only person killed during the fire that destroyed Oregon’s second Capitol in 1935. Mr. McMullen was a 22 year old student from Hermiston at Willamette University in Salem when he responded to the blaze as a volunteer firefighter in 1935. This conference room is associated with Mr. McMullen because it has been the customary meeting place of the Floyd McMullen Fire Brigade established in 2003, a society devoted to Oregon history, public policy and public service. Ruins of the Corinthian columns from the old Capitol can be seen from this conference room named in honor of Mr. McMullen.

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**Senator Eugene Debbs Potts:** The Oregon Senate designated the office occupied by the Secretary of the Senate as the “Debbs Potts Conference Room.” Senator Potts represented Josephine County in the Oregon Senate from 1961 to 1984, including serving as President of the Senate from 1967 through 1970. Senator Potts also served 196 days as Governor when Governor Tom McCall periodically travelled out of state. Governor McCall honored Senator Potts as “one of the most decent public men, anywhere.”4 This room is associated with Senator Potts because he once occupied the room as Senate President, and a plaque for several years has designated this room in honor of Senator Potts.

Thanks to the time, effort, and thought contributed by many people in the Capitol, these rooms help celebrate the history of the Oregon Senate. Please feel free to visit these rooms in the Capitol to learn more about these notable figures in Oregon Senate history.

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**Wisconsin**

The Wisconsin Legislature is celebrating its 100th Legislative Session during the 2011-12 biennium. When Wisconsin became a state in 1848 annual sessions were held. It wasn’t until 1883 that we got on the two-year biennial session schedule. We created a special logo for the 100th Anniversary which was incorporated into the Journals, Calendars, Stationery and other official documents. The picture is taken from the “Legislation” mosaic found in the State Capitol Rotunda which is over twenty feet in diameter and made up of over 100,000 tiles.

Oh, what a 100th session it was!! The 2011-12 Legislative Session is definitely one for the history books. Besides the Governor’s office switching from a Democrat to Republican, both the Senate and Assembly also switched from Democratic to Republican majorities. This is the first time that there has been a complete switch from one party to another in both the Legislature and the Executive since 1939.

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4Senate Concurrent Resolution 8 (2005).
Session started off somewhat cooperatively in January 2011 with multiple bi-partisan job creation bills passed during an early Special Session. However, it wasn’t until the Governor introduced his plan to curtail state worker’s collective bargaining rights, that all hell broke loose. With the nation watching, it was a chaotic time of protests, members leaving the state, arrest warrants, marathon sessions, lawsuits, recall elections, and passage of other controversial bills like redistricting, voter ID and concealed carry. It would take a book to go into all of the details, which, by the way, is being written by two Madison Capitol reporters and is to be published in the near future. There was also a very good article written in the July/August 2011 State Legislatures magazine:


The Wisconsin Assembly set a new record for marathon sessions during the 2011-12 session. Tuesday, February 22, 2011 did not start out like any other session day in the Assembly. The Capitol was infiltrated and surrounded by thousands of protesters making it difficult to even get around, especially to the Assembly Chamber. This day, the Assembly was to take up the Budget Repair Bill, which included the collective bargaining language. Special Session was convened at 11:51 a.m. on Tuesday, February 22nd and ended at 1:06 a.m. on Friday, February 25th – a total of 61 hours and 15 minutes! There were 91 roll call votes taken, and were recessed for only a short period of time. It’s been calculated that there were 45 hours and 40 minutes of real debate time on the floor. That didn’t leave much time for actual recess for the clerk’s staff to freshen up or take a cat nap.

The Senate passed the bill in quicker fashion, but did so with only the 19 Republican Senators present since the 14 Democrats had earlier left the state in protest. Because it was an appropriations bill, 3/5 of the members elected was required to take final action. With the 14 Democrats absent, the Republicans were one vote shy than their 19 member majority provided. They solved this by creating a Conference Committee and stripping out all the appropriations in the bill, but leaving the collective bargaining language.

But even after the bill was signed into law, business in the Capitol would not be the same. There are still daily Noon sing-a-longs and drum beating in the Capitol Rotunda, or outside, by protesters. An unprecedented nine Senate recall elections were held in the summer of 2011 resulting in two Republican Senators losing their seats which cut the Republican majority from 19-14 to a precarious 17-16.
2012 brought more political unrest to Wisconsin’s Capitol. There was a somewhat civil end to the legislative session, with the exception of another marathon session in the Assembly. On the last day of the session, the Assembly convened at 10:06 a.m. on Thursday, March 15th and adjourned at 6:58 p.m. on Friday, March 16th – a fitting end to the 100th Session!

However, the turmoil was not over. There were to be four more Senate recall elections, as well as two statewide recall elections for the Governor and Lieutenant Governor in 2012. In addition, on March 16, 2012, the day after the final session ended, a Republican Senator, who was also up for recall, resigned for personal reasons. The Senate was now tied 16-16 for only the 4th time in recent history. Committees were evened-out by Senate rule and the two party leaders were now equals. However, the Republicans remained in control of all the committees as the chairs did not change, including the powerful Senate Organization Committee. But with all having equal membership, neither side could do anything without the other’s approval.

After the recall elections on June 5, 2012, Governor Walker became the first governor in the country to survive a recall election. Three of the four incumbent Republican Senators held on to their seats. At the time of this writing, the one Republican Senator who lost by 834 votes requested a recount of the nearly 71,000 votes cast, which would take up to two weeks. In the meantime, the Republican who won the election from the district where the Senator had resigned was sworn in. This gave majority control back to the Republicans at 17-16, at least temporarily. If the Democrats prevail after the recount, then majority control of the Senate would switch to the Democrats for the remainder of the 2011-12 session.

However, to add to the confusion, the Senate President and President Pro Tempore are Republican and, pursuant to Senate rules, need to be elected by a roll call vote during a session of the Senate. However, the session is over for the biennium. It’s possible, therefore, that the Republicans, even though they could be in the minority, would continue to control the Senate Organization Committee because membership is set by rule and includes the two leaders from each party, as well as the Senate President. This is supposed to tip the power to the majority party, which usually has the office of the Senate President. We’ll see what happens if the majority switches once the recount is complete, but it could get interesting.
We can only hope that things will return to normal for the 101st 2013-14 Legislative Session. However, many believe that this is the new norm in Wisconsin. The 100th Session of the Legislature will certainly go down in history as the most controversial and memorable session ever, that’s for sure.

Here’s a slideshow of photographs taken by our staff photographer during the 2011-12 Legislative Session. It’s a nice view into the chaos of the past year and a half: http://www.tingliwang.com/album/intheeyeofthestorm?p=1#1
ASLCS Associate Exchange Program

Michelle Wright (VA) visits the Louisiana Senate and House of Representatives

Should I apply? Would I even be considered? These were the questions that came to mind when I received the email about applying for the 2012 ASLCS Associate Exchange Program. I work in the Virginia Senate Fiscal Office and the majority of my responsibilities involve payroll accounting and employee benefits. I initially thought that the exchange program was focused more towards my coworkers who work in the Journal, Committee Operations, or Desk during the legislative sessions. Wow, was I ever wrong! I was chosen to participate in the program and was able to visit the Louisiana Legislature for three days.

I was excited about my visit. I gathered some of the forms and information that we use in our Fiscal Office to share and visited the Louisiana Senate website before my departure. My thought was that the other areas of operation and the daily session would basically be the same. Again I was surprised.

My visit started with a tour of the Louisiana State Capitol. This amazing Capitol is filled with symbolism throughout the design of the building and was constructed in the 1930s and only took thirteen months to complete. I truly enjoyed meeting and spending time with the Secretary of the Senate, Glenn Koepp; Yolanda Dixon, Assistant Secretary, and Merrill LaPlante, Administrative Secretary, who set up a great schedule to try and cover every office. Merrill escorted me throughout the visit, introducing me to the different area directors and staff. Everyone was so kind. They all took time out of their day to explain their jobs and answer any questions I had. I was given copies of policies, procedures, brochures, and informative handouts that I brought back to the Virginia Senate to share with other areas.

Their daily sessions were very different. Members came to a podium in front of the desk to discuss their bills. When voting they could have their Legislative Assistant sit at their desk and vote for them or be in another area in the Chamber (possibly on their cell phone) and give a thumbs up or thumbs down to the President of the Senate or Secretary Koepp and he would vote for them. Other differences include: they have a daily digest instead of a daily calendar; they use a “hopper” while we here in Virginia use a “shuck”; they do not pass bills in the block; there was not a “Rule 36” when voting; their pages are at least 16 years old and only work for a two week period, whereas the pages here in Virginia are 13-14 years old and stay for the entire session. Whatever the differences, the end result is the same. What seems to work well or best in the Virginia Senate may not work as well in the Louisiana Senate or vice versa.
I enjoyed meeting with everyone at the Louisiana Senate and sincerely appreciate the genuine southern hospitality they extended to me. I found the ASLCS Associate Exchange Program experience to be rewarding and beneficial. I have a much better understanding and deeper respect for my coworkers and the roles they play in our legislative process. I would like to thank our Senate Clerk who has always told her staff that the answer to any question not asked is always no. I am so glad I filled out the application and asked to be considered.
Julie Bochat (MO) visits the Louisiana House of Representatives and Senate

We’ve all heard variations of the phrase “...walk a mile in my shoes” used in different contexts.

While I did not walk a mile in their shoes, I had the privilege of working alongside the fine people that make the Louisiana House of Representatives tick. Butch Speer, Clerk of the House, and his staff, were gracious enough to participate in the Associate Exchange Program. Once approved by the Executive Committee to participate, I did not hesitate to select Baton Rouge as my destination. It was only later that I realized they were also in the final two weeks of session. This would be amazing!

Almost immediately upon approval, I received an email from Ron Smith, Assistant Clerk of the House, with hotel recommendations and a preliminary itinerary. As an Assistant Secretary of the Missouri Senate, my focus was primarily in chamber procedures, journal and calendar. Our communication continued until it was time to head south. Having participated in the exchange, Ron structured a schedule encompassing the many facets of daily legislative life that affect each of us, as well as quality time to learn and experience the inner workings of the Clerk’s Office. Ron had mentioned during one of our phone conversations that he was going to “keep me busy.” Mission accomplished.

I arrived in Baton Rouge on Monday evening. Ron knew that after six hours of airports and flights, two things were essential: food and relaxation! We met at the hotel and headed to a legislative function conveniently located in the same hotel! Then came the relaxation part. Ron and his staff ensured my experience of true southern hospitality with a great evening on The Balcony, offering the opportunity to meet many of the legislators and staff with whom I would spend the week.

Although my hotel offered a shuttle service, Ron chauffeured me to the State Capitol each morning, briefing me en route on the events of the day. Upon our Tuesday arrival at the Capitol, I was issued a badge by the Sergeant-at-Arms. Now I looked official.

Our day began with a tour of the building. Think back to learning navigation of our own State Capitols. Now, imagine one with thirty-four floors! Ron and I covered about a seventh of them on our tour and I met many great people along the way. The introductions were brief as we bobbed in and out of offices, given that I was scheduled to meet with many of the staff in the following days. This was also an opportunity for a briefing on the ongoing technology upgrades to the House committee rooms. A most impressive system, I must say!

The House convened in the afternoon, allowing all committees to meet in the morning. This afforded me the opportunity to meet with the front desk staff and observe as they prepared for the afternoon session, with tutorials on how floor action is documented for the journal staff and subsequently how that data is populated into the template that is manually created each day, per the Order of the Day.

The afternoon brought my first session experience with the Clerk and front desk staff as the House convened at two o’clock. Each graciously afforded me the opportunity to observe first-hand much of what we had discussed that morning.
For a break from the sub-zero temperatures of a legislative chamber (I thought this was just a Missouri thing!), I visited with Celia as she walked me through the engrossing process. Given the time of year, each office was cluttered with stacks and stacks of paper and faces were buried in proofreading.

I returned to the House Chamber for the remainder of the afternoon session and, upon the adjournment gavel, the commencement of preparation for the following day.

Wednesday: full day ahead! I spent much of the morning with Mary Quaid, Director of House Legislative Services, which encompasses bill and amendment drafting, budget, research, the legislative library, and support staff. We toured several more floors as we visited each division, and again, met many dedicated people, all willing to take time from the hectic, end-of-session schedule to welcome me and visit about the amendment process, redistricting and the appropriations process. We sat in on a committee hearing and Mary explained the committee procedure as well as the issue being debated. I was also personally escorted to the observation deck on the twenty-seventh floor and given a virtual tour of the city of Baton Rouge. What a magnificent view!

The afternoon began with a visit to the Louisiana Senate and a seat at the front desk. Thank you to Glenn Koepp, Secretary of the Senate, and his staff for allowing me this opportunity to observe and experience their process at such a critical point in session.

I spent the rest of the afternoon and evening in the House, again, with the front desk staff during session. Having learned what I had up to this point allowed me to ask more direct questions, delving more into the duties of the Assistant Clerk. Given that the session was winding down, many different orders of business were addressed throughout the day.

Thursday was the last day with my friends in the House. Session was scheduled to begin at ten that morning, as this was the last working day of the week for members. However, the Order of the Day proved that there was much work to be done before the weekend began. In addition, they had all received the schedule for the remainder of session. Days off were at a minimum and weekends were going to require a suit and tie!

After staying for the morning session, I was treated to a personal tour of Louisiana State University. I was, after all, in Tiger country. My team is the newest member of the SEC and even I came home with LSU gear!

I then embarked on my own tour of this beautiful building I had called home for the last week, to check out the amazing things I had heard about. Who knew that a one-ton door could be maneuvered with such ease? An example of the vast array of architecture was best summed up by Susan, Assistant Sergeant-at-Arms. Susan was kind enough to share some history and trivia about the capitol and after disclosing how long she had worked in the building remarked “I just recently realized that those are faces in the elevator doors!” I finished with the tour that Ron had scheduled for me at the Old State Capitol. Old or new, these are amazing buildings we all have the privilege of working in.
Thank you Butch for allowing your staff to welcome and treat me to such a fascinating week at an incredibly busy time; Ron for the preparation and execution of hosting an exchange and the dedication you emit; Angela, Ruby, Hallie, Andrew and Steven for the warm welcome into your world and allowing me to hover and pepper you with questions; and Celia and Mary for sharing your time, talent and knowledge.

I also wish to thank the Society for this incredible program, and the Support Staff and Executive Committees for allowing me to participate. As all before me have stated, take the opportunity to participate, it truly is a once-in-a-lifetime experience.