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President’s Message

Dear Friends,

What a wonderful time we had in Richmond! I’m sure all who attended join me in extending our thanks and gratitude to Susan Clarke Schaar, Clerk of the Senate, Paul Nardo, Clerk of the House of Delegates, their entire staffs and everyone else in Virginia who helped with what was an outstanding PDS. We had history, music, great speakers and concurrent sessions – and I got to dance with Bubba!

At this, the beginning of our 70th Anniversary Year, ASLCS members are at the center of the political winds swirling around our state capitols. In the midst of the rhetoric related to policy, our offices, while busy, are intent on quietly but firmly preserving the ideals, protocol and traditions of the institutions we serve.

I am delighted that so many of you have expressed your willingness to serve on our committees over the next year, and am especially grateful to those individuals who have agreed to take on the extra role of serving as a committee Chair or Vice Chair. ASLCS is only as strong as its members, and we are fortunate to have so many of you willing to give your time and talents toward making this staff section one we can all belong to with pride.

We have an outstanding Executive Committee for the coming year, and I am honored to serve as your President. Angela Andrews and the rest of the NCSL staff have provided help above and beyond the norm on many occasions. I thank all of them on your behalf. Please feel free to contact me with your thoughts and ideas. I look forward to working with and for you!

Sincerely,

Karen Wadsworth
Clerk of the House, NH
President, ASLCS
In Memoriam

R. Brian Kidney

December 15, 1930—December 22, 2012

R. Brian Kidney, retired Chief Clerk of the California Assembly, passed away in Sacramento on December 22, 2012 at age 82.

R. Brian Kidney was born in San Mateo, California on December 15, 1930, and attended High School in Fairbanks, Alaska. He was a U.S. Air Force veteran during the Korean War. He earned a B.A. in Political Science from the University of Michigan, and an M.A. in Government from the University of San Francisco. Mr. Kidney began his distinguished legislative career in 1963 as an employee in the Assembly’s Engrossing and Enrolling Department. He was promoted to Assistant Chief Clerk in 1965, a position he held for the next 21 years. He served as Chief Clerk and Parliamentarian of the Assembly from 1987 to 1991 under the leadership of Speaker Willie L. Brown. During his tenure as Chief Clerk, he established a highly successful paid internship program (see article in The Legislative Administrator Spring 2012). He was the 35th person to hold the title of Chief Clerk of the California Assembly, and the last to serve during the pre-term limits era.

After his retirement from the Legislature in 1991, he worked for the National Democratic Institute for International Affairs, consulting several emerging democracies on the development of their legislative institutions. In this capacity, he advised the governments of Namibia, Malawi, Hungary, and South Africa. He also worked for The Gualco Group, a top lobbying firm in California, for a number of years. He remained active in various cultural and civic organizations, including the Rotary Club, Knights of the Vine, and the Renaissance Society.
March 1, 2013

Mr. Russell A. Humphrey
American Society of Legislative Clerks and Secretaries
7700 E. 1st Place
Denver, CO 80230-7143

Dear Mr. Humphrey,

You have made a difference in our community! Thank you for your gift of $100.00, check #1092 to The Father Leo McAllister Scholarship Fund in memory of Brian Kidney. Your donation, received on January 9, 2013, will directly benefit the charitable causes for which The Father Leo McAllister Scholarship Fund was created. The Board of Directors and staff of the Sacramento Region Community Foundation greatly value your giving spirit and sincerely appreciate your efforts towards making our community a better place for all.

As the fund’s fiduciary agent, Sacramento Region Community Foundation has exclusive legal control over the contributed assets and is fully committed to carrying out the purpose of the fund. The Sacramento Region Community Foundation is a public charity and contributions are tax-deductible to the fullest extent possible. No goods or services were provided in exchange for your contribution. Please keep a copy of this letter for your records.

Again, thank you. Please do not hesitate to contact us if you have any questions or if we can help you fulfill your philanthropic goals. We also encourage you to visit us online at www.sacregcf.org to keep abreast of what is going on in our community and to learn more about how you can continue to participate.

Sincerely,

Ruth Blank
Chief Executive Officer

The Sacramento Region Community Foundation is a nonprofit community foundation founded in 1983 to serve individuals, communities, and nonprofit organizations throughout the Sacramento region. The Foundation’s mission is to be a leader and trusted partner in expanding philanthropic activity and enhancing its impact for the betterment of our communities.
## 2013 New Clerks and Secretaries

<table>
<thead>
<tr>
<th>Chamber</th>
<th>New Clerk/Secretary</th>
<th>Former Clerk/Secretary</th>
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<tbody>
<tr>
<td>Alabama House</td>
<td>Jeff Woodard, Clerk</td>
<td>Greg Pappas, Clerk (Retired)</td>
</tr>
<tr>
<td>Alaska Senate</td>
<td>Liz Clark, Secretary</td>
<td>Kirsten Waid, Secretary (Retired)</td>
</tr>
<tr>
<td>Connecticut House</td>
<td>Martin J. Dunleavy, Clerk</td>
<td>Nick Varunes, Clerk</td>
</tr>
<tr>
<td>Hawaii House</td>
<td>Brian Takeshita, Chief Clerk</td>
<td>C.J. Leong, Chief Clerk</td>
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<tr>
<td>Iowa House</td>
<td>Carmine Boal, Chief Clerk</td>
<td>Charlie Smithson, Chief Clerk</td>
</tr>
<tr>
<td>Kansas Senate</td>
<td>Diane Minear, Secretary</td>
<td>Pat Saville, Secretary (Retired)</td>
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<tr>
<td>Maine Senate</td>
<td>Darek Grant, Secretary</td>
<td>Joseph Carleton, Secretary</td>
</tr>
<tr>
<td>Maine House</td>
<td>Millie MacFarland, Clerk</td>
<td>Heather Priest, Clerk</td>
</tr>
<tr>
<td>Maryland House</td>
<td>Sylvia Siegert, Chief Clerk</td>
<td>Mary Monahan, Chief Clerk</td>
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<tr>
<td>Montana House</td>
<td>Lindsey Grovom, Chief Clerk</td>
<td>Beth Cargo, Chief Clerk</td>
</tr>
<tr>
<td>Minnesota Senate</td>
<td>JoAnne Zoff, Secretary</td>
<td>Cal Ludeman, Secretary</td>
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<tr>
<td>Ohio House</td>
<td>Brad Young, Clerk</td>
<td>Jennifer Woodring, Clerk</td>
</tr>
<tr>
<td>Washington Senate</td>
<td>Hunter Goodman, Secretary</td>
<td>Tom Hoemann, Secretary (retired)</td>
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<tr>
<td>West Virginia Senate</td>
<td>Joseph Minard, Clerk</td>
<td>Darrell Holmes, Clerk (retired)</td>
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<tr>
<td>Wisconsin Senate</td>
<td>Jeff Renk, Chief Clerk</td>
<td>Jeff served as acting Chief Clerk during 2012 session.</td>
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<tr>
<td>Puerto Rico Senate</td>
<td>Tania Barbarossa Ortiz, Secretary</td>
<td>Manuel A. Torres Nieves, Secretary</td>
</tr>
<tr>
<td>Puerto Rico House</td>
<td>Aileen Figueroa Vázquez, Secretary</td>
<td>Carlos R. Fajardo Verdejo, Secretary</td>
</tr>
<tr>
<td>Virgin Islands Legislature (Unicameral)</td>
<td>Senator Janette Millin Young, Secretary</td>
<td>Senator Samuel Sanes,</td>
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Legislative Staff
Achievement Awards

Susan Clarke Schaar,
Joseph A. Beek Distinguished Services Award Recipient

Tara Perkinson,
Distinguished Service Award

Patrick O’Donnell, Susan Clarke Schaar (Joseph A. Beek Award Recipient), Patsy Spaw, and Pat Saville.

Nathan Hatfield presenting award to Tara Perkinson (Distinguished Service Award for Associates) and Diane Bell.
In 1943, Joseph A. Beek, Secretary of the California Senate, began the discussions with his fellow parliamentary officers which led to the establishment of the American Society of Legislative Clerks and Secretaries. Mr. Beek was elected as the Society's first president and held that position for 25 years. He is the individual on whom we base the Society's highest award, the Joseph A. Beek Award for Distinguished Service.

Periodically upon the directive of the sitting ASLCS president, a committee of ASLCS members is appointed to determine whether the Joseph A. Beek Award should be presented to a member within the Society. Upon review of her exemplary and extraordinary service to the Society, the committee was pleased to present Susan Clarke Schaar, Clerk of the Virginia Senate, with the Award at the 2012 ASLCS Annual Meeting in Richmond.

Susan has worked in the legislative environment for the past 39 years, being elected Chief Clerk in 1990. Susan served as President of ASLCS in 1997-1998. In addition to serving as President of the Society, Susan has served as chair, vice-chair, and as a member of numerous NCSL and ASLC committees, including the NCSL Executive Committee. She has also served as NCSL Staff Chair and NCSL Staff Vice Chair.

In addition to being recognized with the distinguished Joseph A. Beek Award, Susan has received the NSCL Standing Committee Legislative Staff Achievement Award and the NCSL/ASLCS Legislative Staff Achievement Award. Awards as such are not given without great deliberation and thought, and it is clear that she has earned the ongoing respect of her peers.

Susan has conscientiously and consistently proven her dedication to legislative staff, the legislative environment and to the American Society of Legislative Clerks and Secretaries. In all of her endeavors she exemplifies an unlimited amount of energy and enthusiasm. NCSL and ASLCS have benefited from her intellect, wisdom and generosity.

Congratulations, Susan, on receiving the Joseph A. Beek Award for Distinguished Service and thank you for all the contributions that you have given to the Society.
The Distinguished Service Award for Associates was established in 1991 to honor a current Associate Member of ASLCS who has provided a long record of service in leadership roles and displayed a commitment to the legislative institution.

As Deputy Clerk of the Senate of Virginia, Tara has served her chamber with distinction since 1992. In her current role, she assists both the presiding officer and members of the Senate with parliamentary language questions and floor motions, guides Senators through the administrative process of their judicial nominations and elections, and manages the proofreading staff in the Senate Journal Office. Each summer, as part of the Senate Clerk’s Office’s commitment to civics education, Tara assists the American Legion Auxiliary with the annual Virginia Girls State program held at Longwood University where she shares her knowledge and love for the legislative process with young women who are rising high school seniors.

For the Society, Tara has held the position of Vice Chair and Chair on several standing committees including the Legislative Administrator, Program Development, and Professional Journal. She made the commitment to the Society and worked on its executive committee, being first selected as an Appointed Associate (by President Norm Moore) in 2003, and ultimately serving as the Society’s Associate Vice President in 2005-2006. She currently serves as a member of the Executive Committee of NCSL. Tara is a strong advocate for the benefits of, and has participated in, the Associate Exchange Program and an alumnus of the Legislative Staff Management Institute. In 2009, the Society honored her with the Legislative Staff Achievement Award.

Congratulations, Tara, on the honor of receiving the 2012 Distinguished Service Award for Associates; and thank you for your many contributions and your continued commitment of service to the Society and the Senate of Virginia.
The Edward A. Burdick Memorial Scholarship was established to assist ASLCS Associate members with costs associated with attending the Society's Annual Professional Development Seminar (PDS). The first time recipients of this scholarship were Lisa Davis, Assistant Clerk of the Mississippi House and Terry Rumley, Administrative Clerk of the North Carolina House.

The scholarship is made available due to the generous sponsorship of Thomson Reuters.

Ed Burdick (1921-2011) was the former Chief Clerk and Parliamentarian of the Minnesota House of Representatives. Ed served as Chief Clerk for 38 years and was an employee of the Minnesota House for 62 years. He served as ASLCS President from 1971-1972, was the first recipient of the Joseph A. Beek Distinguished Service Award in 1983 and received NCSL’s Legislative Staff Achievement Award in 2002. The scholarship program was established in recognition of and to honor Ed’s many years of public service and dedication to the Society.
2012-2013 EXECUTIVE COMMITTEE

Karen Wadsworth (NH)  
President

Suzi Lowell (AK)  
President-Elect

Russell Humphrey (TN)  
Secretary-Treasurer

Scott Kaiser (IL)  
Associate Vice President

Susan Furlong (NV)  
Elected Principal

Patrick O'Donnell (NE)  
Appointed Principal

Cheryl Laube (AZ)  
Appointed Principal

Janice Gadd (UT)  
Elected Associate

William MaGill (VT)  
Appointed Associate

Linda Tubbs (TX)  
Appointed Associate

Terry Spieler (MO)  
Immediate Past President

Nathan Hatfield (VA)  
Immediate Past Associate Vice President
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), Scott Kaiser (IL), Steve Arias (NM), Susan Furlong (NV), Janice Gadd (UT), Jamie Kruse (NE), Pat Saville (KS), and George Bishop (VA).

Others Present: Pat O'Donnell (NE), Denise Weeks (NC), David Byerman (NV), Angela Andrews (NCSL) and Larry Morandi (Director, State Policy Research Division, NCSL).

Minutes
Nathan Hatfield (VA) moved that the minutes of the August 8, 2012, Executive Committee meeting be approved as presented. Russell Humphrey (TN) seconded the motion. The minutes were approved unanimously.

Treasurer's Report
The ending balance of the dues account as of this date is $33,888.36. Karen Wadsworth (NH) moved that the Treasurer’s Report be approved as presented. Steve Arias (NM) seconded the motion. The report was approved unanimously.

Old Business
Angela Andrews (NCSL) reviewed all the financial accounts.

Angela Andrews reported that the ASLCS Special Meetings Fund (L190) has a balance of $308,284.77. The fundraising for the fall meeting is expected to be $55,000.00, currently it is $39,400.00. Angela reported the Ed Burdick Scholarship funds for $4,500.00 from Thomson Reuters have been received and will be transferred to the LLCS account as necessary. Angela stated the final payment for the business lunch in Chicago at the Firehouse has been made. The Executive Committee thanked Scott Kaiser (IL) for picking out such a wonderful venue. Angela advised the Executive Committee she will provide previous years’ balance forward information for the L190, per George Bishop’s (VA) request.

The current balance in the ASLCS Professional Development Revolving Account (LLCS) is $22,233.79. There were no new deposits. Angela Andrews noted the correction on the report for the $500.00 that was transferred to the dues account for payment to Michelle Wright (VA) as a 2012 AEP participant. Pending expenditures include deposits for the Plenary Speakers for the PDS: Anna Post $2,250.00 and David Witt $2,000.00.
Angela Andrews presented a revised budget for the Richmond PDS. Additional costs include: breakfast on October 4; increased cost for the breakfast on October 5; and the addition of 11% tax because NCSL is not tax exempt in Virginia. The PDS budget now reflects a loss of $7,730.15. Additional costs not accounted for are the International Reception (approx. $300) and refreshments during the service project (approx. $300-$500). The budget is currently based on 130 full paying attendees and 20 guests. Currently, the numbers are showing approximately 160 full paying attendees. Angela requested that the Executive Committee approve the transfer of $10,000.00 to cover the loss.

Denise Weeks (NC), Chair of the Canadian-American Relations Committee, reported that the Canadian Association of Clerks-at-the-Table, at their recent meeting in Victoria, voted to continue the Canadian American Exchange Agreement as it stands. The Canadian-American Relations Committee had voted to offer a $500 scholarship to assist with the costs of the Exchange and to be named after Jane Richards. The President will direct the Bylaws and Standing Orders Committee to draft a standing order for this exchange and scholarship program.

David Byerman (NV), Chair of the Technology Committee, reported on the E-Learning Initiative Report. The report included:
- E-Learning Video Ideas to be Implemented in the Near Future;
- Planned E-Learning Video ideas;
- Video Specifics;
- Editorial Rights and Approval Process;
- Camera Accountability/Check Out Policy;
- Other E-Learning Video Ideas Discussed; and
- Detailed Technical Standards/Recommendations.

Karen Wadsworth (NH) moved to approve the recommendations in the report and George Bishop (VA) seconded the motion. It was approved unanimously.

Scott Kaiser (IL) reported on the Online Roster Exploration Committee's following three recommendations:
- Continue to produce and send one copy of the Roster to the principal of each state, annually;
- Retain a version of the Roster on the NCSL website; and
- Create a schedule with the NCSL liaison for updates to the online version of the Roster.

Scott Kaiser stated that these changes would help with the goal to reduce costs and allow access for more current information online. The Committee recommends a review after one year.

There was much discussion about changing the Roster format. Some Executive Committee members indicated they use their Roster on a daily basis. There was a suggestion that the online Roster be interactive. It was also noted that the Standing Orders state that all dues paying members receive a copy of the Roster.

Russell Humphrey (TN) moved to table the discussion until the Spring Meeting in Santa Fe. Pat Saville (KS) seconded the motion. It was unanimously approved to table the discussion until the Spring Meeting.

**New Business**

Patrick O'Donnell (NE), Chair of the Bylaws and Standing Orders Committee, submitted the final
recommendation of the committee for the new Standing Order for the Edward A. Burdick Memorial Scholarship. Karen Wadsworth (NH) moved to accept the Standing Order as drafted. Russell Humphrey (TN) seconded the motion and it passed unanimously. The standing order follows:

SECTION V. AWARDS AND SCHOLARSHIPS

G. Edward A. Burdick Memorial Scholarship

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

Edward Arthur A. Burdick (1921-2011) was Chief Clerk and Parliamentarian of the Minnesota House of Representatives from 1966 to 2005. During his membership in ASLCS, he served as President from 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 Mr. Burdick's many years of non-partisan public service and dedication to the Society that this Associate member scholarship is established.

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 will not be eligible in future years.

An Associate interested in the scholarship shall submit a letter, endorsed by his or her Principal Clerk/Secretary, 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 1st. 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 by August 1st.

The scholarships are 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.

ASLCS scholarship awards must be approved by the ASLCS Executive Committee before funds are disbursed. (April 21, 2012, Phoenix, AZ)

President Spieler (MO) opened up a discussion of the current policy for registration fees. Denise Weeks (NC) commented that a person from North Carolina was driving to Richmond for the day to participate in the Legislative Expo on her behalf. This person would be required to pay a full registration fee. This particular policy could be limiting ASLCS educational opportunities for future Professional Development Seminars. Karen Wadsworth (NH) advised the Executive Committee that she was forming a Strategic Planning Committee and this would be one of the issues they will address.

Russell Humphrey (TN) moved to transfer $10,000.00 from the L190 to the 2012 PDS meeting budget to cover the meeting shortfall. Karen Wadsworth (NH) seconded the motion and it was approved unanimously.
Angela Andrews updated the Committee on the 2012 PDS. She stated that there was one expenditure for $1,500.00 for the bus transportation to the Virginia Museum of Fine Arts. Angela reported that the breakdown for registrations are -- 154 full; 13 guests; and 18 complimentary. The hotel block had to be increased to accommodate the registrations and Angela reported that there were currently 137 room nights above the contracted attrition threshold.

The final report for the PDS will be presented at the December conference call meeting.

President Spieler (MO) reported that the Professional Journal Committee was unable to meet their publication deadline. To date, they have not received any articles for publication. President Spieler encouraged members to get the word out to submit articles.

Suzi Lowell (AK) reported that as the Secretary/Treasurer of ASLCS she sent out a welcome letter, membership pin, the Code of Ethics and an information brochure about ASLCS to all new members. A list of new members is also provided to the Membership and Communications Committee so they can welcome them and encourage attendance at the PDS. It was recommended that there be communication throughout the year between the Secretary/Treasurer and Chair of the Membership and Communications Committee so that efforts are not duplicated.

Larry Morandi (NCSL) reported that the Legislative Staff Coordinating Committee has 49 members and at the last meeting 36 members were in attendance. This shows an increase in participation. He also noted that the attendance at the Professional Development Seminars has increased. Larry Morandi also advised the Executive Committee that a new website for NCSL will be launched in May and that an outside firm had been hired to design the site.

Steve Arias (NM) reported on his trip to represent the Society on behalf of President Spieler at the Association of Chief Clerks of Mexico's State Legislatures and the Federal District of Mexico meeting in Tijuana, Mexico. He stated he received a very warm welcome and that 19 of their 30 clerks were in attendance.

**Announcements**

President Spieler (MO) announced the International Reception was being held this evening and encouraged the Executive Committee members to attend.

Angela Andrews introduced Martyanne Donovan and Joanne Stoud from NCSL who are currently working at the registration desk and will be assisting in other ways with the Professional Development Seminar this week.

**Adjournment**

Scott Kaiser (IL) moved that the Executive Committee meeting be adjourned. There being no objection, President Spieler adjourned the Executive Committee meeting in Richmond, Virginia.

Respectfully submitted:

Suzi Lowell (AK)
ASLCS Secretary/Treasurer
Call to Order
The meeting of the Executive Committee was called to order by the Honorable Karen Wadsworth, Clerk of the New Hampshire House and the ASLCS President.

Attendance
The following members of the committee were present:
Karen Wadsworth (NH), Suzi Lowell (AK), Russell Humphrey (TN), Scott Kaiser (IL), Susan Furlong (NV), Janice Gadd (UT), Cheryl Laube (AZ), Linda Tubbs (TX), William MaGill (VT), Terry Spieler (MO), and Nathan Hatfield (VA).

Other members/guests in attendance included: Angela Andrews, NCSL liaison to ASLCS, Yolanda Dixon (LA), Merrill LaPlante (LA), Maryann Horch (VA), David Byerman (NV).

President Wadsworth announced her appointments to the Executive Committee. The appointed Principals are Cheryl Laube (AZ) and Patrick O'Donnell (NE) and appointed Associates are Linda Tubbs (TX) and William MaGill (NE). On motion of Terry Spieler, seconded by Nathan Hatfield, the President’s Executive Committee appointments were approved unanimously.

Treasurer’s Report
Russell Humphrey reviewed the Treasurer’s Report of October 2, 2012 (adopted October 2, 2012) which reflected a balance of $33,888.36. No further disbursements or receipts having arisen since the report, no further action was taken.

New Business
Angela Andrews presented an overview of the ASLCS four Financial Accounts; ASLCS Special Meetings Fund (L190 account), ASLCS Professional Development Revolving Account (LLCS), Fall Meeting Account and the Dues Account.

- ASLCS Special Meetings Fund (L190 account): Its balance currently stands at $308,284.77. Fundraising for the Richmond PDS has so far totaled $39,400. There was a contribution of $4,500 by Thomson Reuters for the Ed Burdick Scholarship. Expenses paid out of the L190 account thus far for Host State Expenditures are $1500. A revised list of expenses will be presented at the December Executive Committee Meeting. Contributions by various individuals and businesses were noted on a spreadsheet.

- ASLCS Professional Development Revolving Account (LLCS): The balance in this account is $22,233.79. Speaking fees for Anna Post and David Witt will be paid from this account.

- The Richmond Meeting Budget (PD12): The total expenses are projected to be $66,530.15. Contributions from National Sponsors are $13,000.
Angela Andrews reviewed the registration and hotel reservation information. As of September 24, 2012 there were 153 Legislative Staff registrations, 13 Guest registrations and 18 Complimentary registrations. Additionally, as of September 21, 2012 there were 752 room nights booked. This is 137 room nights above the contracted attrition threshold.

President Wadsworth discussed the importance of the various ASLCS publications. She stated that per Section XVI of the standing orders it is the obligation of the Executive Committee to approve a budget for each publication.

- Without objection, President Wadsworth declared that the budget of the International Directory would lie over till the December Executive Committee meeting.

- Scott Kaiser moved, seconded by Susan Furlong, that the budget of the Legislative Administrator be $10,000. The motion was unanimously approved.

- Scott Kaiser moved, seconded by Susan Furlong, that the budget of the Professional Journal be $3,000. The motion was unanimously approved.

- Scott Kaiser moved, seconded by Susan Furlong, that the budget of the Roster and Reference Guide be $10,000. The motion was unanimously approved.

President Wadsworth discussed the charges of the ASLCS Special Committees she has appointed.

- Internal Audit: to review the Treasurer’s books and transactions and report on the accuracy.
- Budget and Revenue: to assist in fundraising.
- 70th Anniversary of the ASLCS: insure coordination of the celebration of the 70th anniversary of the ASLCS.
- Strategic Planning: to determine the best utilization of accrued funds, in relation to NCSL; ascertain the financial goals of ASLCS. President Wadsworth appointed this group from outside the Executive Committee.
- Cookbook Committee: Prepare for publication a cookbook full of recipes from members of the society for the 70th anniversary. This committee was appointed by Past President Terry Spieler

President Wadsworth requested volunteers to attend the ANZACATT meeting, January 22-24, 2013. Any persons interested in attending as President Wadsworth’s designee are to notify her in the next week.
Other Business
Yolanda Dixon (LA) reviewed the proposal to host the 2014 ASLCS Professional Development Seminar in either Baton Rouge or New Orleans. Yolanda Dixon stated that the dates of the event would be in early October. Immediate Past President Terry Spieler moved, Susan Furlong seconded, that the 2014 ASLCS Professional Development Seminar be held in the State of Louisiana. The motion was unanimously approved.

Announcements
President Wadsworth announced that the Spring Meeting of the ASLCS is in Santa Fe, New Mexico, April 19 to 21, 2013. She thanked Mr. Steve Arias (NM) for his willingness to assist in the meeting. A discussion ensued about transportation from Albuquerque, NM (50 miles away) to Santa Fe, NM, and the need for a van service or other accommodations.

Adjournment
Without objections, the meetings business concluded, President Wadsworth declared the October 7, 2012 meeting of the Executive Committee adjourned.

Respectfully submitted,
Russell A. Humphrey (TN)
ASLCS Secretary/Treasurer
Members of the American Society of Legislative Clerks and Secretaries met at the Omni Richmond Hotel in Richmond, Virginia. The annual business meeting of ASLCS was called to order by the Honorable Terry Spieler, Secretary of the Missouri Senate and the ASLCS President.

President Spieler thanked International Roll-Call Corporation for sponsorship of the lunch and for all their support.

Karen Wadsworth (NH) moved and asked unanimous consent that the roll of the States be waived. There being no objection, the roll was waived.

Scott Kaiser (IL) moved that the minutes from the September 28 2011, business meeting be approved. Denise Weeks (NC) seconded the motion and the minutes were approved unanimously.

Suzi Lowell (AK), Secretary/Treasurer reported that the dues report was distributed to members and noted the report should be corrected to reflect a payment to President Spieler for $761.40 bringing the ending balance of the dues account to $33,888.36. Susan Schaar (VA) moved that the report be approved. Steve Arias (NM) seconded the motion and the report was approved unanimously.

President Spieler introduced the following international guests in attendance at the PDS: Peter McHugh, representing ANZACATT and with the Parliament of Western Australia; Kate Ryan-Lloyd, representing CATTs and with the Legislative Assembly of British Columbia, Canada; Beverly Isles, with the House of Commons, Parliament of Canada; Nicole Proulx and Lucie Lavoie with the Senate, Parliament of Canada; and Bongani David Sibisi, representing SALSA with the KwaZulu-Natal Legislature in South Africa.

REPORTS OF STANDING COMMITTEES

President Spieler acknowledged all of her Chairs and Vice Chairs of the standing committees and thanked them for their service to ASLCS. The following reports were received by the President:

"A" Committees:
Bylaws and Standing Orders -- Pat O'Donnell (NE) -- Pat reported that the committee will be conducting a concurrent session on an overview and history of the Bylaws and Standing Orders. The committee also submitted a new Standing Order for the Edward A. Burdick Memorial Scholarship for approval by the Executive Committee.

Inside the Legislative Process -- David Surdez (MN) -- David reported that the committee was still waiting for some questionnaire submissions.

Site Selection -- Ann Cornwell (AR) -- Ann reported that the next PDS will be in Sacramento, CA, October 7-13, 2013, and then Louisiana in 2014 and Juneau, Alaska in 2015.
The Legislative Administrator -- David Byerman (NV) -- David reported that the committee met this past year using the virtual platform Cover It Live. The committee continued developing the e-learning channel on YouTube and proposes that e-learning videos be done for each ASLCS standing committee. Also, the committee is working on a social media roster to connect ASLCS members.

"B" Committees:
International Communication and Development -- Pat Harris (AL) -- Pat reported that the International Directory has been distributed. The reception held for international guests in conjunction with the Canadian-American Relations Committee was successful.

Legislative Administrator -- Jay Braxton (VA) -- Jay reported the latest Administrator had just been mailed.

Membership and Communication -- Bonnie Alexander (ID) -- Bonnie reported that there were 28 new attendees who are all gathering pins for the pin contest. The committee is sponsoring a friendship table at the breakfasts for networking with other members.

Support Staff -- Tisha Gieser (AK) -- Tisha reported that two associates participated in the Associate Exchange Program and both went to Baton Rouge, Louisiana. At the Legislative Expo, there will be information about the benefits of participating in the Associate Exchange Program. The committee will be conducting a concurrent session on cross-training.

"C" Committees:
Canadian-American Relations -- Denise Weeks (NC) -- Denise reported that the committee is continuing to work on revitalizing the Canadian/American exchange program and establishing a scholarship program to assist in deferring some of the travel costs.

Professional Journal -- Bernadette McNulty (CA) -- Bernadette reported the committee was unable to meet the publication deadline. There were no articles submitted. She encouraged members to please submit articles by June of 2013 for the next publication.

Program Development -- Susan Kannarr (KS) -- Susan reported that the PDS attendees are living her report.

Roster -- Carol Newton (MO) -- Carol reported that the committee is working hard on the Roster. She stated there will be a draft of the Roster at the Expo and encouraged members to stop by to verify their information if they have not already done so.

REPORTS OF SPECIAL COMMITTEES

ASLCS 70th Anniversary Committee -- Diane Bell (FL) -- Diane reported the committee was working hard on planning a memorable 70th Anniversary celebration.

ASLCS Cookbook -- Ann Cornwell (AR) -- Ann reported that 15 states have submitted recipes. She encouraged others to please send in their special recipes.

Acknowledgements:
President Spieler (MO) thanked all of the members who served as Chairs, Vice Chairs and members of the 2020 Mason’s Manual Commission and other Special Committees.
President Spieler thanked the national contributors: LexisNexis, Thomson Reuters, Granicus, Propylon and Sliq Media Technologies, Inc.

President Spieler thanked the host state of Virginia for supporting this Professional Development Seminar.

**Other Business:**
Pat Saville (KS), Chair of the Nominating Committee, presented the following names for election to the ASLCS Executive Committee:

Karen Wadsworth (NH), President  
Suzi Lowell (AK), President-elect  
Russell Humphrey (TN), Secretary-Treasurer  
Scott Kaiser (IL), Associate Vice-President  
Susan Furlong (NV), Elected Principal  
Janice Gadd (UT), Elected Associate

Patsy Spaw (TX) moved that the names submitted by the Nominating Committee be approved by acclamation. David Byerman (NV) seconded the motion and there being no objection, the candidates presented by the Nominating Committee were approved unanimously to serve on the Executive Committee for 2012-2013.

President Spieler presented the Edward A. Burdick Memorial Scholarship, sponsored by Thomson Reuters, to Terry Rumley (NC) and Lisa Davis (MS).

Susan Clarke Schaar (VA) reported that the community service project with LexisNexis will be benefitting Art180 which is a non-profit organization that encourages inner city children to create and explore art.

Patsy Spaw (TX), Staff Chair of NCSL, presented a Legislative Staff Coordinating Committee brochure to all the members. Patsy stated that she was a member of ASLCS for years before understanding the purpose of LSCC, which is the coordinating committee that provides a voice at the table for our organization and all other staff sections within NCSL. Two members of each staff section serve on the committee. Patsy emphasized the importance of ASLCS remaining active in LSCC and Patsy encouraged members to communicate with her. Patsy closed by expressing that she was honored to serve as Staff Chair on NCSL.

**Announcements:**
President Spieler (MO) made several announcements reminding members of activities for the week.

**Adjournment:**
Steve Marshall (VT) moved that the meeting be adjourned and Bill MaGill (VT) seconded. There being no objection, President Spieler adjourned the meeting.

Respectfully submitted,

Suzi Lowell (AK)  
Secretary/Treasurer, ASLCS
Members of the American Society of Legislative Clerks and Secretaries met at the Omni Richmond Hotel in Richmond, Virginia on October 7, 2012. The Honorable Karen Wadsworth, Clerk of the New Hampshire House of Representative and President of ASLCS, called the meeting to order at 8:35 a.m.

REPORTS OF STANDING COMMITTEES
The following reports were received by the President:

“A” Committees:
Bylaws and Standing Orders — Jay Braxton (VA) — Jay reported the committee was waiting for direction from the President about new standing orders.

Inside the Legislative Process — Karen Wadsworth (NH) — Karen reported the committee will check on the status of the outstanding survey and discussed some future ideas for a survey.

Site Selection — Susan Kannarr (KS) — Susan reported the committee will work on updating the PDS Host Manual.

Technology — David Byerman (NV) — David reported the committee plans to continue with the E-learning videos and ideas to keep members connected by social media.

“B” Committees:
International Communication and Development — Bill MaGill (VT) — Bill reported the committee will work on reaching out to the international groups.

Legislative Administrator — Rose Ramsey (VA) — Rose encouraged members to submit interesting articles and provide ideas to the committee.

Membership and Communication — Johnye Bennett (VA) — Johnye reported the committee discussed evaluating the sponsor program and ideas to stay in communication with new members throughout the year.
Support Staff — Jamie Kruse (NE) — Jamie reported the committee discusses the Associate Exchange Program and ideas for the Legislative Expo.

“C” Committees:
Canadian-American Relations — Denise Weeks (NC) — Denise reported there was continued discussion about the Canadian-American Exchange Program and there will be a survey sent asking what states and members would like to participate in the Exchange.

Professional Journal — Bernadette McNulty (CA) — Bernadette reported the committee was determined to publish for the next deadline and discussed avenues to find articles.

Program Development — Norma Chastain (AZ) — Norma reported the committee discussed that they have a hard act to follow after this PDS.

Roster — Carol Newton (MO) — Carol reported the committee discussed some changes to the Roster for the future.

Other Business:
President Wadsworth (NH) thanked the NCSL staff for all their hard work during the PDS.

Announcements:
President Wadsworth asked that all attendees at the PDS take time to fill the evaluation forms and to recycle their badges.

The Executive Committee will meet 10 minutes after adjournment.

Adjournment:
President Wadsworth (NH) adjourned the meeting.

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

Attendance
The following members of the committee were present: Sandy Tenney (UT), Chair, Jay Braxton (VA), Vice Chair, Judy Barrows (ME), Janice Gadd (UT), John Garrett (VA), Cheryl Laube (AZ), Suzi Lowell (AK), Bill Magill (VT), Al Mathiowetz (MN), Paul Nardo (VA), Patrick O’Donnell (NE), Susan Schaar (VA), Paul Smith (NH), Patsy Spaw (TX), Alfred Speer (LA), Terry Spieler (MO), JoAnn Hedrick (DE), Susan Furlong (NV), Geneva Tulasz (VA)

Approval of Minutes
Upon a motion by Alfred ‘Butch’ Speer (LA) seconded by Susan Furlong (NV), the minutes of the last meeting held August 6, 2012, during the NCSL Legislative Summit in Chicago, IL were approved.

Old Business
There was no old business.

New Business
Chair Tenney began the meeting by having members of the committee introduce themselves. Chair Tenney read the committee description and encouraged members to familiarize themselves with the society’s bylaws, which are printed in the roster.
There was a discussion of the concurrent session sponsored by the previous Bylaws and Standing Orders Committee at the PDS. The committee agreed that the session was helpful and informative. Chair Tenney recommended that we repeat the session once every three or four years.

President-elect Karen Wadsworth spoke briefly to the committee. She shared that the executive committee would be sending some items for the committee to discuss very soon.

**Adjournment**

Upon a motion by Janice Gadd (UT) seconded by Paul Smith (NH) the meeting was adjourned.

Respectfully submitted,

Jay Braxton (VA), Vice Chair
Call to Order

Canadian-American Relations Chair Denise Weeks (NC), called the meeting to order and began by introducing the Vice Chairs Steve Marshall (VT), and Alan Whittington (TN).

Attendance

The following members of the committee were present:
Denise Weeks (NC), Chair, Steve Marshall (VT), Vice Chair, Alan Whittington (TN), Vice Chair, Steve Arias (NM), Sylvia Brown (NV), Joe Carleton (ME), Liz Clark (AK), Lisa Davis (MS), Joy Engelby (MO), Nick Galvin (VA), John Garrett (VA), JoAnn Hedrick (DE), Sadue Ingalls (AK), Suzi Lowell (AK), Alysia Peters (NV), Ben Robinson (AK), Sherry Rodriguez (NV), Gina Spartz (AK), Patsy Spaw (TX), Maribeth Turner (VA)

Approval of Minutes

Upon a motion by Steve Arias (NM), seconded by Patsy Spaw (TX), the minutes of the last meeting held Monday, August 6, 2012, at NCSL in Chicago, Illinois were approved.

Old Business

The chair reviewed the language of the Canadian-American Exchange Agreement with the committee. She also told about her personal experience as an exchange participant and the many great benefits she received. The committee discussed scholarship possibilities for the Exchange program.

New Business

The committee decided a survey should be sent out to determine who might be willing to host an exchange participant and who was willing to travel as an exchange participant. The survey will be created and sent out soon after the conclusion of the Professional Development Seminar.
The chair informed the committee the next meeting of the Canadian Clerks at the Table would be in Quebec City, Quebec.

**Adjournment**

Upon a motion by Steve Arias (NM), seconded by Sherry Rodriguez (NV), the meeting was adjourned.
Call to Order

The meeting of the Inside the Legislative Process was called to order by Jean Burgin (KY), Chair. A welcome message to the members and a brief explanation of the goals of the committee were presented by Karen Wadsworth (NH), ASLCS President-elect. She noted that ILP members can participate via electronic media when attendance at all the meetings is not possible. She expressed anticipation for the next survey results.

Chair Burgin explained that due to scheduling the Chair and Vice Chair would need to leave the seminar prior to the Sunday breakfast meeting and asked for a volunteer to present the Committee’s report at the Business Meeting on Sunday, October 7, 2012. Cindi Markwell (CO) volunteered to present the report.

Attendance

The following members of the committee were present: Jean Burgin (KY), Chair; Matt Baker (NV), Vice Chair; Lucinda Benjamin (NV); Sylvia Brown (NV); Alysia Peters (NV); Whitney Johnson (TN); Shelle Grim-Brooks (NV); Maken Marial (VA); Trish OBrion (VA); Hobie Lehman (VA); Ben Robinson (AK); Patty Benskin (WY); Marilyn Eddins (CO); Cindi Markwell (CO); John McKay (CO); Bernadette McNulty (CA); Brian Ebbert (CA); Lisa Davis (MS); Gail Romanowski (MN); David Surdez (MN); Erica Manson (VA); Tisha Gieser (AK); Kathy Jackson (UT).

Approval of Minutes

Upon a motion by Bernadette McNulty (CA), seconded by Tisha Gieser (AK), the minutes of the last meeting held on August 6, 2012, in Chicago, Illinois, were approved.
Old Business

Chair Burgin explained that Brenda Erickson reported at the ILP meeting held in Chicago that the 2011 ILP surveys had been distributed and requested volunteers to make contact with the chambers that had not responded. Bernadette McNulty (CA) inquired if more volunteers were needed to perform follow up contacts. Chair Burgin will contact Brenda Erickson to see if additional volunteers were needed and would send an update via the ILP e-mail distribution list.

David Surdez (MN), former ILP Committee Chair, informed Chair Burgin that a survey instrument was received from Oregon.

New Business

Discussion was held on the survey schedule with the survey performed one year and the results published the following year. David Surdez (MN) commented that older chapters may need to be updated. Potential survey topics were examined including consent calendars, which were included on a previous survey of Senate and House chambers. Chair Burgin explained the use of uncontested calendars in the Kentucky House of Representatives and other members discussed the use of consent calendars in their states, as well as the conversion to “paperless” processes in Senate and House chambers.

Adjournment

Upon a motion by Bernadette McNulty (CA), seconded by Lisa Davis (MS), the meeting was adjourned.

Respectfully submitted,

Jean Burgin (KY), Chair
International Communication and Development Committee
Meeting Minutes

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

Attendance
The following members of the committee were present: Steve Arias (NM), Chair; Terry Rumley (NC), Vice Chair; David Bortz (VA), Jay Braxton (VA); Liz Clark (AK); Lisa Davis (MS); Brian Ebbert (CA); Londi Enisor (AK); Susan Furlong (NV); John Garrett (VA); Tisha Gieser (AK); Martha Hopson (AK); Russell Humphrey (TN); Sadie Ingalls (AK); Crystaline Jones (AK); Bill MaGill (VT); Maker Marial (VA); Al Mathiowetz (MN); Steve Marshall (VT); Paul Nardo (VA); Sherry Roderigez (NV); Susan Schaar (VA); Paul Smith (NH); Butch Speer (LA); Terry Spieler (MO); Patsy Spaw (TX); Gina Spartz (AK); and Sandy Tenney (UT).

Business
Steve Arias (NM) gave a brief description of the committee and the history of ANOMAC. He described some of the duties of the committee, which include an update of the International Directory and hosting an international reception at the annual ASLCS Professional Development Seminar. It was suggested that we continue the tradition with a reception at the Sacramento PDS in 2013. The committee is looking into getting an electronic archive of photos in order to facilitate showing them as a slideshow at future receptions. He opened a discussion that the committee explore more ways to make our international members and guests feel welcome and to benefit from ASLCS’s wealth of knowledge.
Susan Schaar (VA) suggested getting together with Ms. Kathy Brennan Wiggins to jointly host an international reception at the NCSL Summit.

Susan Schaar (VA) reported to the committee that she had been in contact with people from Scotland and Ireland about their interest in participating with ASLCS. Said that she would get us a name and number so that we can make contact.

Steve Arias (NM) said that he would like to make contact with other Central and South American countries. Those in attendance agreed that it would be a good gesture. Our new President Karen Wadsworth, was in the meeting at the time and Steve Arias asked if we could make that preliminary contact, to which Karen Wadsworth agreed.

**Adjournment**

The meeting was adjourned on motion of Paul Smith (NH) and seconded by Patsy Spaw (TX).
Call to Order
Hobie Lehman (VA), Chair of the Legislative Administrator Committee, called the meeting to order.

Attendance
The following members of the committee were present: Rose Ramsey (VA), Vice Chair, Maryann Horch (VA), Vice Chair, Bladen Finch (VA); Marilyn Eddins (CO); Dianne Whitaker (VA); Ginny Edwards (VA); John McKay (CO); Cindi Markwell (CO); Gail Romanowski (MN); Dave Miller (MO); Polly Emerson (TX); Shelle Grim-Brooks (NV); Scott Caffey (TX); Sylvia Brown (NV); Neva Parker (CA); Bernadette McNulty (CA); Ruby Johnson (LA)
Also Attending: Maribeth Turner (VA); Stephen Matous (VA); Nick Galvin (VA)

Approval of Minutes
Upon a motion by Ginny Edwards (VA), seconded by Bernadette McNulty (CA), the committee approved the minutes of the last meeting held August 6, 2012, during the NCSL Legislative Summit in Chicago, IL.

Business
Committee members discussed a wide range of article ideas including new voting systems, new Clerk biographies, the Associate Exchange Program, “Ask Mr. Mason”, new member orientations as well as an article for the upcoming meeting in Juno.

Committee members also discussed the budget, ways to save money, printing ‘in house’, color verses black and white photographs, etc.
The Chair asked for and received volunteers for the editorial board including: Ginny Edwards (VA), Nick Galvin (VA), Gail Romanowski (MN) and Dianne Whitaker (VA)

Adjournment

Upon a motion by Rose Ramsey (VA), seconded by Neva Parker (CA), the committee adjourned.
Call to Order

The meeting of the Membership and Communication Committee was called to order by Johnye Bennett (VA), Chair.

Attendance

The following members of the committee and guests were present: Johnye Bennett (VA), Chair, Catherine Hooe (VA), Vice Chair, Joseph Carleton (ME), Bonnie Alexander (ID), Sarah Armistead (VA), Judy Barrows (ME), Patty Benskin (WY), Joan Branson (MO), Karen Brown (UT), David Byerman (NV), Norma Chastain (AZ), Lourdes Guerra (TX), JoAnn Hedrick (DE), Ruby Johnson (LA), Andrew Ketchings (MS), Cheryl Laube (AZ), Jeannine Layell (VA), Suzi Lowell (AK), Amy Leach (CA), Barbara Lecarpentier (VA), Erica Manson (VA), Tara Perkinson (VA), Ben Robinson (AK), Jim Schratz (AR), Jackie Scott (VA), Ann Marie Sweeney (PA), Geneva Tulasz (VA), Denise Weeks (NC), Jennifer Welch (VA), Kathy White (MO), Alan Whittington (TN), Diana Williamson (WY)

Approval of Minutes

Upon a motion by Bonnie Alexander (ID) seconded by Jennifer Welch (VA), the minutes of the last meeting held August 6, 2012, during the NCSL Legislative Summit, in Chicago, IL, were approved.

Old Business

Bonnie Alexander, former chair, reviewed what was said in the New Attendee wrap up and informed everyone what worked and didn't work. For the new attendee orientation we used decorations from previous year and they have been handed down to Johnye. Judy Burrows and Linda Tubb are going to interview 2nd year attendees to see how things are going. Hoping to have a little dot on badges so we will know who is a 2nd year attendee. For the pin contest we had 4 top people. Tried a friendship table at the breakfast’s, but that was not successful. Don't feel like it was advertised enough, needs improvement. Activity flip chart didn’t work out the way Bonnie expected it to. May need people who are more interested in doing it.

Incoming President Karen Wadsworth (NH) came and spoke. She has served and chaired this committee in the past. Karen would like to see more communication; we tend to forget the communication part of the
committee. Thinks it would be a good idea to write new attendees a “Thanks for coming” note. Make it a hand-written note, so people feel like it is more personable. Also after the deadline for dues, send out a written note to new dues paying members. Make them feel included.

**New Business**

Joseph Carleton (ME) spoke about the different technological tools that might help people “talk” with those who do similar task. Johnye mentioned using a chat room.

David Byerman (NV) can help send follow-up letter to new attendees. People aren't going to say negative things in a wrap up session, but will if they are sent something.

Norma Chastain (AZ) mentioned sponsors should communicate with their new attendee after the meeting and keep the communication going. Denise Weeks and JoAnn Hedrick talked about setting up a buddy system maybe that could be part of the personalized communication.

Denise Weeks (NC) suggested that when a new person pays dues, we start communicating with them. We all agreed that was a good idea.

**New Attendee Orientation:**

Norma Chastain mentioned that when asking for sponsors make sure they are aware of what they need to be doing and they are prepared to do that. Lourdes Guerra (TX) suggested to make sure the person really wants to sponsor someone and just not doing it as a favor for Chair. Bonnie Alexander (ID) wanted sponsors earlier. Judy Barrows (ME) said it was harder to make contact with new attendee because we received them so late. Karen Brown (UT) suggested being paired up earlier. David Byerman mentioned doing an online survey for new members so they could give constructive criticism. Bonnie Alexander also suggested when we make contact with the new attendee we have pictures of them and we send them a picture of ourselves (sponsor). Denise Weeks also suggested that a group picture be taken of all the new attendees so that it could be put in the Administrator. Suggestions were also given by Joseph Carleton that somewhere have people grouped by the job that they do. David Byerman mentioned putting it in the Roster. Judy Barrows said that some have more than one job, so David Byerman said there could be a “check all that apply” under your job description.

Denise Weeks said that next year is our 70th Anniversary. Using that as our theme for next year's New Attendee Orientation.

We had 2 new attendees in our meeting and we asked for some of their suggestions. Erica Manson (VA) mentioned finding ways to meet more people. Sarah Armistead (VA) said it would be nice to have more information in advance that would give her an idea about what people do and what is excepted of you and about committee meetings. Sponsor was very helpful.

Johnye will work with David Byerman on communication tools. Look over guidelines for sponsors. Tara Perkinson (VA) will look at fact sheet.

**Adjournment**

Upon a motion by Denise Weeks, seconded by Jim Schratz (AR) and others, the meeting was adjourned.

Respectfully submitted,

*Jackie Scott (VA), Recorder*
Call to Order
The meeting of the Professional Journal Committee was called to order by Bernadette McNulty (CA), Committee Chair.

Attendance
The following members were in attendance:
Bernadette McNulty (CA), Chair, Polly Emerson (TX), Vice Chair, Paul Smith (NH), Vice Chair, Al Mathiowetz (MN)

Others in attendance:
Susan Furlong (NV), Ruby Johnson (LA), Ginny Edwards (VA), Jonathan Palmore (VA), Paul Nardo (VA)

Approval of Minutes
Upon a motion by Paul Smith (NH) seconded by Ruby Johnson (LA), the minutes of the last meeting held August 6, 2012, during the NCSL Legislative Summit, in Chicago, IL, were approved.

Old Business
We had no submissions for 2012.

New Business
The Chair stated that she had been approached by several attendees at the conference with suggestions. She will draft a memo requesting articles and giving a summation of the lack of activity from ASLCS members upon returning to CA and have the committee look it over before sending out.
California will print and mail the journal and wants to keep the ship date at September 1. She requested all articles be submitted by June 30 and would like pictures from all the authors.

There was a consensus of the committee that there not be a particular ‘theme’ to a journal.

Vice Chair Smith (NH) will follow up about the LexisNexus publishing aspect that had been suggested at the 2011 meeting in Branson and report back.

President-Elect Wadsworth (NH) visited the committee and thanked the members for their service and desire to see a good publication. She suggested that we reach out to our partner organizations and potentially European ones as well for inclusion in future article submissions.

Furlong (NV) suggested reaching out to the Inside the Legislative Process people for articles as well.

The Chair will send an email to the whole committee seeking input as to who wishes to serve on the editorial board.

It was suggested by Vice Chair Emerson (TX) that before publication, perhaps a week or two, a teaser email be sent to the members of ASLCS.

Discussion arose as to the layout and look of the Journal; it was discussed that some issues are set through standing orders. The Chair will look at the layout and bylaws and seek input from the Executive Committee.

**Adjournment**

With nothing further to come before the committee, Vice Chair Smith moved to adjourn; Vice Chair Emerson seconded the motion and it was adopted.

The committee stood adjourned at 4:16 PM.

Respectfully submitted,

Paul C. Smith (NH), Vice Chair
**Call to Order**

The meeting of the Program Development Committee was called to order by Norma Chastain, AZ, Chair.

**Attendance**

The following members of the committee were present:
Norma Chastain, (AZ), Chair; Tisha Geiser (AK), Vice Chair; Paula Rosetto (CA), Vice Chair; Mary Andrus (UT); Matthew Baker (NV); Judy Barrows (ME); Lucinda Benjamin (NV); Johnye Bennett (VA); Karen Brown (UT); Scott Caffey (TX); Marguerite Duda (WV); Brian Ebbert (CA); Janice Gadd (UT); Shelle Grim-Brooks (NV); Lourdes Guerra (TX); Nathan Hatfield (VA); Kathryn Jackson (UT); Susan Kannarr (KS); Jamie Kruse (NE); Cheryl Laube (AZ); Bill MaGill (VT); Neva Parker (CA); Michelle Poole (NC); Susan Schaar (VA); Jackie Scott (VA); David Surdez (MN); Linda Tubbs (TX); Tricia Vaughan (VA); Maureen Wilson (UT)

Other members/guests in attendance included:
Crystaline Jones (AK), Leslie Edwards (AZ), Joan Romano (AZ), Londi Ensor (AK), Kristin Centerbury (WV), Lora Thompson (WV), Jackie Schulz (AK), Marilyn Eddins (CO), Geneva Tulasz (VA), Patty Benskin (WY), David Bortz (VA), David Byerman (NV), Erica Manson (VA), Sarah Armistead (VA), Lisa Gilmer (VA), Amy Leach (CA), Maryann Horch (NV), Barbara Lecarpentier (VA), Tara Perkinson (VA)

**Approval of Minutes**

Minutes were approved as printed and on the website. Moved by Bill MaGill (VT), seconded by Janice Gadd (UT).

**New Business**

Chair Chastain (AZ) introduced the other leadership of the committee.

Chair Chastain thanked those in attendance and noted that the committee will also be coordinating with the 70th Anniversary committee.
Chair Chastain encouraged the committee members to complete and return the evaluation forms right away to enable Angela Andrews to compile and distribute the data.

Chair Chastain asked that committee members be willing to serve as a moderator or panelist, as well as providing ideas for panels. If you are interested, please note this on the comment sheet or email her at nchastai@azleg.gov. The program for the 79th Professional Development Seminar will be society-driven and the committee will work closely with the Support Staff committee and the Technology committee for the concurrent and breakout sessions.

Chair Chastain asked for discussion and a show of hands regarding the preference of a large group breakout session for the Support Staff Concurrent Session, or small group breakout sessions during that time. There was a show of preference for the 3 large group format of this year’s meeting. Cheryl Laube (AZ) noted that new attendees historically have preferred to network with others in similar positions (agendas, journal, etc.) and asked if it would be possible to do both large and small group formats. Norma Chastain (AZ) suggested the preference for a small group format could be achieved by seating arrangements during breakfast to facilitate informal mingling and discussion. Bill MaGill (VT) was concerned about confidentiality and prefers a closed-door format. Nathan Hatfield (VA) pointed out that having more small groups would necessitate more moderators, and suggested alternating large versus small groups each year. Judy Barrows (ME) prefers small groups which provide more opportunity for discussion. Neva Parker (CA) suggested a large group which breaks out into smaller groups within the session. Karen Brown (UT) suggested adding jobs to each entry in the member directory so new attendees can informally meet those in similar positions.

Karen Wadsworth (NH), incoming President, joined the meeting and noted that she had also heard a suggestion about similar jobs meeting in small groups. She added that she is looking forward to next year's meeting and acknowledged the numerous committees that will be coordinating for the program.

Vice Chair Paula Rossetto (CA) informed the committee of the planning that the California Host Committee has completed and the items they are continuing to work on.

Discussion ensued on the topic of Speakers for the 2013 Professional Development Seminar. The committee was asked to email Norma (nchastai@azleg.gov) with any suggestions that they had.

Adjournment

Upon a motion by Cheryl Laube (AZ), seconded by David Byerman (NV), the meeting was adjourned.
Roster Committee
Meeting Minutes

ASLCS Professional Development Seminar
Richmond, VA - October 6, 2012

Call to Order
The meeting of the Roster Committee was called to order by Carol Newton (MO), Chair.

Attendance
The following members of the committee were present:
Stephanie Hall (AK), Jim Schratz (AR), Tracy Ortiz (TX), Rose Ramsey (VA), Melanie Newby (VA), Jennifer Welch (VA), Joan Branson (MO), Sandy Tenney (UT), Diana Williamson (WY), Gail Romanowski (MN), Terry Rumley (NC), Kathy White (MO), Dana Miller (MO), Julie Bochat (MO), and Carol Newton (MO)

New Business
The Chair informed the committee of several changes to the roster. Senate and House information will be separated by chamber in the principals’ section. In the associates’ section a “cont.” will be in the header by the state name that carries over to other pages.

Karen Wadsworth (NH), President of ASLCS, thanked the committee. Carol Newton (MO) also thanked the committee.

Joan Branson (MO) suggested bolding the state name and try to increase the font size.

The 70th anniversary committee will provide a logo for the 2013 roster cover. Pricing will be checked on to switch to a spiral binding to make the roster more user friendly.

Publication will be on hold for a couple of weeks until after the elections in November to incorporate new chamber totals of members.
Adobe InDesign is the program used to publish the roster.

**Adjournment**

Upon a motion by Joan Branson, (MO) and seconded by Sandy Tenney (UT), the meeting was adjourned.

Respectfully submitted,
Stephanie Hall, (AK)
Call to Order
The meeting of the Site Selection Committee was called to order by Susan Kannarr (KS), Chair.

Attendance
The following members of the committee were present: Susan Kannarr (KS), Chair, Liz Clark (AK), Vice Chair, Scott Caffey (TX), Vice Chair. Michelle Poole (NC), Jackie Schulz (AK), Norma Chastain (AZ), Lourdes Guerra (TX), Linda Tubbs (TX), Alan Whittington (TN), Jennifer Welch (VA), Dianne Whitaker (VA), Virginia Edwards (VA), Tricia Vaughn (VA), Cathy Hooe (VA), Steve Marshall (VT), Marguerite Duda (WV), Kristen Canterbury (WV), Lora Thompson (WV), Scott Kaiser (IL), Joan Romano (AZ), Leslie Edwards (AZ), Crystaline Jones (AK), Martha Hopson, (AK), Gina Spartz (AK), Sadie Ingalls (AK), Jeannine Layell (VA), Mary Andrews (UT), Stephen Matous (VA), Maribeth Turner (VA), Charlotte May (VA), Johnye Bennett (VA), Jan Waldrop (VA), Michelle Wright (VA), Sue Morain (LA), Merrill LaPlante (LA), Yolanda Dixon (LA), Jamie Kruse (NE), Lisa Gilmer (VA), Sarah Armistead (VA), Jackie Scott (VA), Barbara Lecarpentier (VA), Virginia Habansky (VA), Tara Perkinson (VA), Tracy Ortiz (TX), Carol Newton (MO), Stephanie Hall (AK), Lendi Enzor (AK), Paula Rossetto (CA), Sherry Rodriguez (NV), Nathan Hatfield (VA), Polly Emerson (TX), and Ruby Johnson (LA).

Approval of Minutes
On a motion by Steven Marshall (VT) and seconded by Norma Chastain (AZ), the minutes of the last meeting held on August 6, 2012, in Chicago, Illinois, were adopted.

New Business
Yolanda Dixon (LA) provided an overview of the 2014 Fall PDS to be held in either Baton Rouge or New Orleans, Louisiana. The conference will be state hosted.
Liz Clark (AK) provided an overview of the 2015 Fall PDS to be held in Juneau, Alaska. The conference will be state hosted and will occur in mid-September.

Steven Marshall (VT) suggested that an article be submitted in the Legislative Administrator providing travel information regarding flight options and expenses to the 2015 Fall PDS in Juneau, Alaska. Scott Kaiser (IL) suggested that the article also include water route options and expenses.

President-Elect Karen Wadsworth (NH) was recognized to provide remarks. The President-Elect explained the need to update the Host State Manual. Jackie Schulz (AK) suggested that if the Manual is long, that the committee break down the Manual into chapters and subcommittees be appointed. Angela Andrews (NCSL) mentioned that the Manual was around 30 pages long and that it would be easier to electronically share the Manual with committee members. Paula Rossetto (CA) requested that the manual include the differences between a host, hybrid, and a no-host conference. Additionally, Yolanda Dixon (LA) suggested that the manual include input from the last two host states.

Paula Rossetto (CA) provided an overview of the 2013 Fall PDS that will be held October 7 - 13, 2013, in Sacramento, California. ASLCS members will be staying at the Sheraton Hotel, two blocks from the Capitol.

Adjournment
Upon a motion by Scott Kaiser (IL) and seconded by Paula Rossetto (CA), the meeting was adjourned.

Respectfully submitted,
Scott Caffey (TX), Vice Chair
Susan Kannarr (KS), Chair
Call to Order

The meeting of the Support Staff Committee was called to order by Jamie Kruse (NE), Chair.

Attendance

The following members of the committee were present: Matthew Baker (NV), Lucinda Benjamin (NV), Julie Bochat (MO), Marguerite Duda (WV), Janice Gadd (UT), Virginia Habansky (VA), Stephanie Hall (AK), Nathan Hatfield (VA), Kathryn Jackson (UT), Jamie Kruse (NE), Melanie Newby (VA), Carol Newton (MO), Tracy Ortiz (TX), Alysia Peters (NV), Michelle Poole (NC), Paula Rossetto (CA), David Surdez (MN), Tricia Vaughn (VA), Michelle Wright (VA).

Other members/guests in attendance included: Angela Andrews (NCSL), Karen Wadsworth (NH), President-Elect, Mary Andrus (UT), Joseph Calvo (TX), Kristin Canterbury (WV), Barbara Carter (VA), Leslie Edwards (AZ), Joy Engelby (MO), Lisa Gilmer (VA), Charlotte Mary (VA), Trish Obrion (VA), Joan Romano (AZ), Jackie Schulz (AK), Lora Thompson (WV), Linda Tubbs (TX), Jan Waldrop (VA).

Approval of Minutes

Upon a motion by Nathan Hatfield (VA), seconded by Julie Bochat (MO), the minutes of the meeting held on August 6, 2012, during the NCSL Legislative Summit in Chicago, IL were approved.

Karen Wadsworth (NH), President-Elect, introduced herself and welcomed all members. She expressed her thanks for their participation and responsibility in the program and the material involved. She also offered her support to come to her with any questions or comments and requested that we please fill out the evaluations and submit them at the end of the Seminar.

Old Business

Jamie Kruse (NE), Chair, stated that the main purpose of this committee is to represent Associate Members in ASLCS and to provide a focus only on associates, making sure their needs are addressed and included in the society's agenda.
New Business

Jamie Kruse (NE), Chair, brought up the Associate Exchange Program (AEP) and stated that applications, due by November 9, 2012, will be sent out to Chambers for participation as host states. Then applications for participants in the program will be sent out as well, with up to four approved. Julie Bochat (MO) gave positive aspects of AEP and encouraged members to look into applying for it, reminding them that the Society contributes funds for AEP and that it's good to see how other states operate. Paula Rossetto (CA) added that as a host state the exchange was a great experience, and that they learned a lot on their side as well.

The committee discussed the Legislative Expo in Richmond as Jamie Kruse (NE), Chair, asked for any ideas or feedback, noting that there was more international participation this year due to a suggestion from last year. Julie Bochat (MO) commented that the Expo seemed very successful this year, with more traffic and good timing in length. Angela Andrews (NCSL) said that the times for next year's PDS are not worked out yet but will be soon for planning. Chair Kruse asked if the ASLCS 70th Anniversary should be incorporated into next year's Expo. It was recommended adding in anniversary because maybe more states could be involved and there may be ideas on old versus new changes over the years.

The committee was requested to discuss this year's staff breakouts in comparison to past breakouts which were more divided into individual sections. Members were asked if they liked the suggested topic/question for added participation. It was commented that this year's seemed more successful with great attendance, all members participated and it had an added lightness. Michelle Wright (VA) liked that it was more familiar, each person had a few minutes speaking time and they could learn from each others experiences.

Jamie Kruse (NE), Chair, asked the committee for any ideas for what to cover in 2013 PDS Concurrent Session and for opinions on this year's success. Paula Rossetto (CA) suggested a "What I Wish I Had Known..." from and for Associates' perspectives, with an example of those coming in from outside the Capitol or when new to the Legislature. Julie Bochat (MO) added the idea for an informal Question & Answer session with senior members of the Society - not in position, per se, but in work longevity or in ASLCS or in experience. Another member suggested a society-wide Talent Show, using the example of Nathan Hatfield's (VA) singing with the Gospel Group in breakfast. [Jackie Schulz (AK) seconded & added onto this idea.] There was a positive response to this idea throughout the committee.

Jamie Kruse (NE), Chair, told the committee that she wants to keep communication with members throughout the year and asked for input or suggestions. Tricia Vaughan (VA) asked about the possibility of an online meeting as other committees have done. Maryann Horch (VA) explained they would need to decide how to set it up; by instant messaging or texting groups, initiated by the chair, or maybe by video chat. Joy Engelby (MO) suggested the use of Google Plus as an option.

Adjournment

Upon a motion by Julie Bochat (MO), seconded by Carol Newton (MO), the meeting was adjourned.

Respectfully submitted,

Jackie Schulz (AK), Acting Recorder
Call to Order

The meeting of the Technology Committee was called to order by David Byerman (NV), Chair.

Attendance

The following members of the committee were present: David Byerman (NV), Chair, Bonnie Alexander (ID), Vice Chair, Dana Miller (MO), Vice Chair, Steve Arias (NM), Julie Bochat (MO), Karen Brown (UT), Joe Carleton (ME), Maryann Horch (VA), Russell Humphrey (TN), Melanie Newby (VA), Rose Ramsey (VA), Jim Schratz (AR), Denise Weeks (NC), Diana Williamson (WY), Maureen Wilson (UT)

Other members/guests in attendance included David Bortz (VA), Joy Engelby (MO), Amy Leach (CA), and Jonathan Palmore (VA).

Approval of Minutes

Upon a motion by Bonnie Alexander (ID), seconded by Steve Arias (NM), the minutes of the last meeting held on August 6, 2012 during the NCSL Legislative Summit in Chicago, IL, were approved.

Old Business

Dana Miller (MO) indicated that the Technology Committee sponsored “Continuity in Disaster Planning” concurrent session was well received. Panelists included Marilyn Eddins (CO), Ramona Kenady-Line (OR), Bernadette McNulty (CA), and Brandon de Graff (Assistant Secretary of Veterans Affairs and Homeland Security, VA). Planning documents will be sent to attendees in a follow-up email.

David gave a summary of the tools that the Technology Committee featured at the Legislative Expo. The social media roster was available for members to add contact information, and laptops displaying a live Cover It Live meeting were stationed in the Expo area so that attendees could experience firsthand how the program works. Both provide avenues for ASLCS members to stay connected with each other between traditional meetings. David encouraged all committee members to attend the next Cover It Live committee meeting, which will be held in December.
Committee members were asked to share the social media roster with other ASLCS members. The roster can be accessed at the following address: bit.ly/ASLCSSocialMedia

Further discussion centered on keeping ASLCS members “connected.” Several committee members expressed an interest in forming an ASLCS group on LinkedIn.

David gave an update on the ASLCS E-Learning Project. On October 2, the ASLCS Executive Committee approved the Technology Committee’s Working Group recommendations, which establishes subject matter/script content and technical recommendations for video submissions for the ASLCS E-Learning channel on YouTube. Current video productions include a Mason’s Manual Commission video, a “meta” video explaining e-learning videos, as well as a video promoting the Cover It Live meeting format. Dana added that the “YouTube Patrol” (consisting of herself and Bonnie Alexander) had been busy capturing video shorts and conducting interviews in Richmond and would be compiling a recap of PDS highlights.

An E-Learning Video Subcommittee consisting of Julie Bochat (MO), Maryann Horch (VA), and Denise Weeks (NC) was formed to review and approve future video submissions.

The ASLCS E-Learning channel may be accessed at the following address:  http://www.youtube.com/user/ASLCSELearning

**New Business**

The committee discussed how to best promote the E-learning channel and encourage video submissions. It was agreed that each ASLCS committee should submit a video with a description of its duties and an explanation of its function. Jonathan Palmore (VA) also suggested that a committee description could be included in text below each video title on YouTube. Further discussion involved the intent of the videos, and it was agreed that some direction was needed in order to define the target audience. David stated that he would send an e-mail to each chair asking for their input.

Denise Weeks (NC) indicated that next year’s PDS will include an ASLCS 70th anniversary celebration, and that a “Reflections on ASLCS” video production honoring some of the Society’s long-serving members is being planned, which could also be posted to the E-learning channel.

David proposed some topics for the committee to consider at future meetings, including the possibility of exploring a referral service for cloud storage and creating a message board for ASLCS members on the ASLCS web site. Message board functionality could also be established through social media options. The committee agreed to discuss these ideas further in the year to come.

**Adjournment**

Upon a motion by Denise Weeks (NC), seconded by Maryann Horch (VA), the meeting was adjourned.

Respectfully submitted,
Dana Miller (MO), Vice Chair
E-Learning

Have you ever had an idea, a new innovation, or program that you just can’t wait to share with your legislative colleagues? If so, here is your opportunity to “Broadcast Yourself” via the ASLCS E-Learning Channel on YouTube! The Technology Committee (or would a better phrase be: “The ASLCS”?) is seeking video submissions relating to items of legislative interest. The visual medium—particularly web-based video-sharing sites such as YouTube—is an excellent method to communicate information to fellow ASLCS members. Possible topics include:

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

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

Stay tuned to the ASLCS E-learning channel at: http://www.youtube.com/ for updates and new posts (highlights from the Richmond PDS will be coming soon…)

Thank you for making our E-learning effort a success!

For more information, contact Angela Andrews or David Byerman, Chair of the Technology Committee at David.Byerman@sen.state.nv.us.
Mason’s Manual Commission Channels
“Mr. Mason” in new column.

A central mission of the Education and Outreach Working Group of the Mason’s Manual commission is to develop teaching modules for use in the Legislative Chambers to further the knowledge and understanding of Mason’s Manual. We are also charged with developing Internet-based interactive educational materials to serve as a resource on legislative parliamentary procedure, and to promote the proper application of the rules of procedure in the legislative process.

Paul Mason, Chief Assistant Secretary of the California Senate, developed Mason’s Manual over the course of his career, and today his manual is in use by 77 of the 99 state legislatures in our country. So it is with great respect—and tongue at least somewhat in cheek—that the Mason’s Manual Commission has launched “Ask Mr. Mason” an advice column on parliamentary procedure. In this column, members of the Mason’s Manual Commission will attempt to summon the spirit and legislative knowledge of “Mr. Mason” to address the parliamentary dilemmas that you, our dear readers, will send in. While we cannot replicate Mr. Mason’s encyclopedic mind for parliamentary procedure, we do promise to cite specific sections of the manual for your review in our answers.

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

Our Senate Rules require every amendment to be germane to the subject of the bill or resolution when first introduced.

On the final day of session, the governor vetoed a controversial bill establishing criminal consequences for certain medical procedures. With no time for supporters of the vetoed bill to introduce another measure, a senator moved to amend a House bill criminalizing flag burning. His amendment replaced all the House bill language, except the word “crime” in the title, with language similar to that of the vetoed bill. A point of order was raised as to the germaneness of the amendment.

How should the presiding officer rule?

No Time to Introduce

Dear No Time to Introduce:

The senator was being creative with the amendment of the House bill. We encourage you to consult Mason’s Section 402 to support the presiding officer’s ruling that the amendment was not germane.

Mr. Mason

Dear Mr. Mason:

It is the first day of a new session. There are no rules in place at this time. The question is put on adopting the rules, and the vote is tied. The chair (who is the lieutenant governor) votes “Yea” to break the tie vote, and a parliamentary question is then propounded. The chair rules that he (as the lieutenant governor) can vote to break a tie on the question of the adoption of the rules. A motion follows to appeal the ruling of the chair, and the question is put “Shall the ruling of the chair be sustained?” The vote is tied once again.

What should the outcome be?

No Rules Yet

Dear No Rules Yet:

We encourage you to review Mason’s Section 513 & 514 to understand the concept of the casting vote, which is the vote made by the lieutenant governor to pass the rules. Once the rules were declared adopted, and the appeal was lodged, Section 234-1 instructs that a tie vote sustains the ruling of the presiding officer, since a majority is required to overrule the presiding officer’s decision.

Mr. Mason
A special thank you to the members of the Cookbook committee and to everyone that submitted recipes. We couldn't have done it without you!

Be on the lookout for copies to be available at the Fall Professional Development Seminar in Sacramento, CA in October 2013! This will be a wonderful keepsake to have with the recipes and culinary arts of your friends and colleagues from all across Canada, the United States and its territories.

-Ann Cornwell
Chair
State legislatures across the country are ramping up for the 2013 session with a focus on preparing new members, new committee chairs and new leaders for another challenging year of debate and policy making. New member orientations, briefings and trainings are taking place in just about every capitol. Operating largely below the radar in each legislature is a cadre of legislative staff—hard-working public servants who make it their business to ensure that the new year gets off to a great start.

Most of us at NCSL work closely with state legislative staff, and we have a special and privileged view into their work and workplaces. We witness their high level of competence, skill, knowledge, education and experience. We are also inspired by their remarkable level of engagement, dedication and loyalty to their work and to the legislative institution. And we know that for many, if not most legislative staff, salary increases and promotions that slowed down or stopped four or five years ago have been slow to return. Yet legislative staff seem to carry on, bringing their talent and passion to each new legislative session.

How do they do this? Or, perhaps, the more appropriate question is why? How do high-functioning professionals like legislative staff find motivation in an era of stagnant pay and benefits?

Dan Pink offers some clues in his book *Drive: The Surprising Truth About What Motivates Us*. Pink says that research shows that for jobs similar to those held by legislative staff, money only gets you part of the way there. The three keys to motivating and engaging employees, according to Pink, are what he calls Autonomy, Mastery and Purpose. Now, he also adds a caution that money remains important as a motivator, but only up to a point. People need to feel fairly compensated, but beyond that threshold, money's impact on motivation brings declining returns. Beyond the fair pay threshold, employees respond more to the intrinsic rewards delivered by being self-directed (Autonomy), applying advanced skills to tough challenges (Mastery) and by making a contribution to a larger good (Purpose).

Pink has prepared this clever video summary of his book: (please visit http://ncsl.typepad.com/the_thicket/2012/12/legislative-staff-not-doing-it-for-the-money.html to see the video)

I think Pink's analysis explains a lot about why and how legislative staff remain so engaged in their work, even during tough economic times. It also provides staff managers and legislative leaders with three important benchmarks they can use to measure and improve the motivational conditions of their workplaces.

At this time of year, when the focus is appropriately on the members and their needs, maybe a bit of time can be carved out to assess whether staff have what they need to bring their very best efforts to the difficult and challenging tasks ahead. As economic conditions improve, legislatures should check to be sure that their pay levels do not lag behind the local job market. But they also should not ignore, according to Dan Pink, the powerful motivational opportunity presented by promoting and encouraging employee autonomy, mastery and purpose.
Technology Committee Launches Online “Social Media Directory”

At the 2012 Professional Development Seminar in Richmond, the ASLCS Technology Committee launched a new, online directory where ASLCS members can trade their Facebook, LinkedIn, and Twitter addresses. It is hoped that this directory will help ASLCS members find each other in the byzantine world of social media. To date, 30 people have posted their information on the Social Media Database. This is a great start, but the Technology Committee is very hopeful that many more can take advantage of this resource in the near future. If you would like to post your information on the Social Media Database, visit http://bit.ly/ASLCSSocialMedia.

The online directory also includes Job Title, Organization, Google Plus, GovLoop, and blog information, but for space reasons this version in the Administrator will only show names, Facebook, LinkedIn, and Twitter addresses.

*** is shown when members have confirmed that they do have an account, but where the specific address is not disclosed. Contact the member by email to get connected.

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Have You Been Published Yet?

The ASLCS Professional Journal committee was created in 1993 and the first edition was published in 1996. While many of its articles have addressed topics related to chamber management, the editors welcome manuscript submissions that would be of general interest to legislative staff, topics such as parliamentary procedures, management and technology. The articles will go through a peer-review process to ensure that they are high quality and of general interest to legislative staff. However, the ASLCS Professional Journal also accepts letters to the editor which provide a forum for discussion.

Information about how to submit articles is published in each edition of the ASLCS Professional Journal or you may contact Bernadette McNulty at Bernadette.mcnulty@sen.ca.gov.
Each year, an awakening occurs within the Missouri State Capitol. The post-holiday hush of late December—marked by deserted corridors, vacant member offices, and the quiet, expectant stillness that cloaks each chamber—gives way to the bustle and excitement of another legislative session. As January 9, 2013 approaches, the stage is being set, and the staff of the Missouri General Assembly is busily preparing for that hectic, often chaotic, but exciting production known as the legislative process. This year, however, the House of Representatives will be going through these motions without its longest-serving legislative staffer there to quietly guide the way. After nearly 39 years of service, Joan Branson, Assistant Chief Clerk of the Missouri House of Representatives, announced her retirement, effective December 31, 2012.

It is fair to assert that Joan "grew up" in the legislative theater. In 1974, she began her tenure with the House within the office of Majority Floor Leader (later Speaker) Kenneth Rothman. Shortly thereafter, Joan commenced what would become a longstanding career in the Clerk's office, when she was hired to serve as the House Docket Clerk. She later transitioned to the position of Journal Clerk before assuming the role of Assistant Chief Clerk in 1995—a position she has held to the present. During that time, Joan has experienced extraordinary changes in the legislature, including the transition of the majority party, the implementation of term limits, and the succession of 10 House Speakers and respective Leadership.

Referring to life within the legislature, Joan once was quoted in a local newspaper article: "You get pumped up...It gets in your blood." So although Joan may be departing the House, she is not yet leaving the legislature. Rather, she will be joining the staff of incoming Senator Mike Cunningham. While she will be moving just "across the Hall" to the Missouri Senate, it is a bittersweet moment for Joan's coworkers, as they reflect on many memories and shared experiences that have brought them together and truly made the team a family. Indeed, in her parting words to House members and staff, Joan expressed: "The Missouri House of Representatives will always be my home...I will cherish the friendships I have made and my memories with the House will never be forgotten."

Joan, while the show must go on, it just won't be the same without you. As you start a new chapter in your career, we wish to express a heartfelt thank you for your many years of dedication to your staff, to your House Members, and to the State of Missouri.

All our best.
—Dana, Jackie, Kathy, and Marilyn
2012-2013 Executive Committee

William MaGill, Russell Humphrey, Pat O’Donnell, Cheryl Laube, Linda Tubbs, Nathan Hatfield, Suzi Lowell, Janice Gadd, Karen Wadsworth, Scott Kaiser, Susan Furlong, Terry Spieler

ASLCS Past Presidents

Susan Clarke Schaar, Patsy Spaw, Butch Speer, Ramona Kenady, Terry Spieler, Ann Cornwell, Jane Richards, Pat O’Donnell, Denise Weeks, Pat Saville, JoAnn Hedrick, Millicent MacFarland
Virginia Museum of Fine Arts
ASLCS New Attendees

*Share your knowledge...get involved!*

Be sure to take part and sponsor a new attendee at the 2013 Fall Professional Development Seminar in Sacramento, CA. Interested in learning more? Contact Johnye Bennett (jbennett@senate.virginia.gov) or call 804-698-7460 for details.
Community Service Project

LexisNexis and ASLCS worked together on the third annual community service project to benefit Art180. Attendees put together Art Kits to be given to young Richmonders who live in challenging circumstances. Art180 provides an opportunity for young people to express themselves through art and to share their story with others, with the goal to turn lives and communities around 180 degrees.
The Legislative Administrator
Expo 2012
Gospel Brunch with Bubba Johnson
St. John’s Church
State Dinner
American Society of Legislative Clerks and Secretaries  
2013 Spring Business Meeting  
Hotel St. Francis  
Santa Fe, New Mexico  
April 19-21, 2013  

Preliminary Agenda (as of 4-12-2013)

<table>
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<th>Friday, April 19</th>
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| 1:30 p.m. | Meet at Hotel & Walk to Capitol  
Lobby, Hotel St. Francis |
| 2:00 p.m. – 3:30 p.m. | Tour of New Mexico State Capitol, the “Roundhouse” |
| 3:30 p.m. | Walk back to Hotel or other Santa Fe points of interest |
| 4:00 p.m. – 5:00 p.m. | Registration and Information Desk  
Lobby, Hotel St. Francis |
| 4:00 p.m. – 5:00 p.m. | 70th Anniversary Special Committee  
Board Room, Lobby Level |
| 5:30 p.m. – 7:00 p.m. | Welcome to Santa Fe Reception  
New Mexico Capitol, 490 Old Santa Fe Trail  
Enjoy an evening in the New Mexico State Capitol, known as the “Roundhouse.” Catch up with old and new friends while enjoying wine from New Mexico and light hors d’oeuvres. Attendees will meet at the Roundhouse.  
Thank you to our sponsor, SOE Software! |

Saturday, April 20

| 8:00 a.m. – 9:00 a.m. | Breakfast  
DeVargas Ballroom, Lobby Level |

The Presidential Suite is located on the Second Floor.  
The DeVargas Ballroom and the Board Room are located on the Lobby Level.  
Location of committee meetings may change on-site.

| 9:00 a.m. – 10:00 a.m. | Committee Meetings – A  
Bylaws and Standing Orders – DeVargas Ballroom  
Inside the Legislative Process – Presidential Suite  
Site Selection – Board Room  
Technology – Presidential Suite |
| 10:00 a.m. – 11:00 a.m. | Committee Meetings – B  
Membership and Communication – Presidential Suite  
Legislative Administrator – DeVargas Ballroom  
International Communications and Development – Board Room  
Support Staff – Presidential Suite |
### Saturday, April 20 (cont’d)

<table>
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<th>Time</th>
<th>Event Description</th>
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| 11:00 a.m. – 12:00 p.m. | Committee Meetings – C  
Roster – DeVargas Ballroom  
Professional Journal – Presidential Suite  
Program Development – Board Room  
Canadian-American Relations – Presidential Suite | DeVargas Ballroom, Presidential Suite, Board Room |
| 12:00 p.m. – 1:30 p.m. | Business Meeting and Luncheon  
DeVargas Ballroom, Lobby Level  
**Presiding:** Karen Wadsworth, Clerk of the New Hampshire House of Representatives and ASLCS President  
*Thank you to our sponsor, International Roll-Call Corporation!* | DeVargas Ballroom, Lobby Level |
| *1:30 p.m. – 3:30 p.m.* | Executive Committee Meeting  
Board Room, Lobby Level  
*(or immediately following the Business Meeting)*  
**Presiding:** Karen Wadsworth, Clerk of the New Hampshire House of Representatives and ASLCS President | Board Room, Lobby Level |
| *3:30 p.m. – 5:00 p.m.* | 2020 Mason’s Manual Commission Meeting  
Board Room, Lobby Level  
*(or immediately following adjournment of the Executive Committee meeting)*  
**Presiding:** Alfred “Butch” Speer, Clerk of the Louisiana House of Representatives and Chair of the 2020 Mason’s Manual Commission | Board Room, Lobby Level |
| 6:30 p.m.              | “Taste of Santa Fe” Dinner  
Cowgirl Santa Fe (Mustang Room)  
319 S Guadalupe St, Santa Fe  
Join our gracious Santa Fe hosts, **Steve Arias, Chief Clerk of the New Mexico House of Representatives** and **Lenore Naranjo, Chief Clerk of the New Mexico Senate**, for a fun Saturday evening dinner at the highly acclaimed Cowgirl Hall of Fame Restaurant. A favorite of locals, the Cowgirl has received multiple awards from the *Best of Santa Fe*.  
The restaurant is walking distance from the Hotel St. Francis and attendees will meet at the restaurant. | Cowgirl Santa Fe, Santa Fe |

### Sunday, April 21

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| 8:00 a.m. – 9:30 a.m. | Breakfast  
DeVargas Ballroom, Lobby Level | DeVargas Ballroom, Lobby Level |
| 9:00 a.m. – 10:30 a.m. | Strategic Planning Special Committee  
Board Room, Lobby Level | Board Room, Lobby Level |
Please Mark Your Calendar
ASLCS Meeting Schedule

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

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