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Dear ASLCS Friends,

The Professional Development Seminar in Sacramento, celebrating the 70th Anniversary of ASLCS, was well attended and a huge success.

Thank you to our California hosts, Gregory Schmidt, Secretary of the Senate, Dotson Wilson, Chief Clerk & Parliamentarian of the California Assembly, and their staff for all their hard work in planning, executing and, I hope, enjoying the PDS as much as we all did. A special thank you also goes out to the 70th Anniversary Committee who planned a lovely luncheon at the Leland Stanford Mansion. It was great to see some of the "old timers" on the video.

For those of us with legislatures that meet annually, this is the time of year when we are so busy we don’t know whether we are coming or going! And, of course, for all members, the work never really stops whether we are in session or not.

Remember, as you go about your daily duties, you always have a friend in the Society who knows exactly what you are experiencing. That’s what ASLCS is about -- building connections with others around the nation who understand the significance of our role in the legislative process.

Your experience, whether as principal or associate, is a tremendous resource to all ASLCS members, and I hope you won't hesitate to reach out to your colleagues when questions arise or even just to say "hello."

It's an honor for me to serve as your President, but it takes a team to make things happen in any organization, and we have a really great team! Many thanks go to the Executive Committee, our NCSL liaison, Angela Andrews, and those chairing and serving on committees. We couldn't do it without you.

And, as you're planning for spring, don't forget to mark your calendars for the May meeting in Nashville. I hope to see many of you there.

Sincerely,

Suzi Lowell
Chief Clerk
Alaska House of Representatives
ASLCS President
Please join us for the
2014 ASLCS Fall Professional Development Seminar
October 6–10, 2014

in Baton Rouge, Louisiana

Glenn
Secretary

Butch
Clerk

Let's Spice Things Up A Bit
Message from NCSL Staff Chair : Tom Wright

Dear ASLCS Members,

It’s amazing how fast a year goes by. Winding down the final months as the NCSL Staff Chair, I am very proud of the work done by the subcommittees of the Legislative Staff Coordinating Committee (LSCC). I did not start out with a huge agenda for LSCC. In fact, I thought it prudent to finish projects started over the last two years before tackling new endeavors. Our subcommittees are close to finalizing new bylaws for LSCC, completing review of NCSL’s new website and still working on a never ending process: recruitment of staff to participate in NCSL at one of the many levels available to staff.

Continuity in any organization is important as ASLCS has proven time and time again. I hold ASLCS as a shining example of what staff sections could emulate. I attended many of the professional development seminars this past year, I think I missed three due to scheduling conflicts, and attendance was up for almost all. Your organization is a bright spot among staff sections and I know all of you are very proud of your accomplishments and reaching the goals you establish each year. It was an honor and privilege for me to be included as a part of your program in Sacramento. I got to experience what a tight-knit family you have, giving me even further appreciation of what our staff sections can accomplish.

I am very proud and also humbled to be chosen to represent the over 17,000 staff who work in some capacity or another in our state legislatures. I have made every effort to talk about NCSL and the opportunities it presents for staff to communicate with others from around the country and a chance to participate in standing committees, staff sections or task forces, the Legislative Staff Management Institute and the many training opportunities that NCSL provides. NCSL is the only national legislative organization that provides these opportunities for staff to participate and take part on a somewhat equal footing with the legislators. The one accomplishment that I share with your past staff chair, Patsy Spaw, and your staff vice chair, Peggy Piety, is our ensuring that staff are considered equal partners in NCSL and for the most part I think all of us are making this happen. Both Patsy and Peggy have done a great job in reminding NCSL staff and executive officers of this.

I have met a lot of staff over this past year and I want to thank you for expressing your ideas and thoughts on how our executive committee and LSCC can provide better services for all of you. I look forward to meeting with you, especially at the Legislative Summit and our staff luncheon in Minneapolis this August.

Sincerely,

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

The “Edward A. Burdick Memorial Scholarship” has been established to assist ASLCS Associate members with costs associated with attending the Society’s Annual Professional Development Seminar (PDS).

The Scholarship will be awarded annually to two (2) Associate members of the Society. Each scholarship will be in the amount of $750.00. In order to afford as many an opportunity to the scholarship as possible, those selected for the scholarship would not be eligible in future years.

Associates interested in the scholarship to attend the 2014 PDS shall submit a letter, endorsed by their Principal, outlining why he or she hopes to be selected for the scholarship and how attending the PDS will enrich their professional knowledge. Letters must be submitted to Angela Andrews (angela.andrews@ncsl.org) by July 1.

These scholarships are being graciously funded by our friends at Thomson Reuters.

For Jane Richards scholarship information, be sure to check out page 9.
The American Society of Legislative Clerks and Secretaries hereby honors Betty Kay Francis Chief Engrossing Clerk of the Tennessee House of Representatives for her 42 years of service to the Tennessee General Assembly and ASLCS.

Karen Wadsworth, ASLCS President, presenting the award to Betty Kay Francis (Kim Cox accepting on her behalf).

The American Society of Legislative Clerks and Secretaries hereby honors The Honorable Patrick J. O’Donnell Clerk of the Nebraska Legislature for his 35 years of service as Clerk.

ASLCS President, 1986-87
National Conference of State Legislatures Staff Chair, 1989-90
Joseph A. Beek Distinguished Service Award, 1995
NCSL Legislative Staff Achievement, 2005
In 1997 the Canadian Clerks-at-the-Table (CATTS) and the American Society of Legislative Clerks and Secretaries (ASLCS) drew an informal agreement establishing the Canadian-American Exchange Program.

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

The Alabama Senate, California Senate, North Carolina House, Tennessee Senate and Virginia Senate are willing to host a Canadian Clerk who would like to visit the United States and participate in the Exchange. The Canadian jurisdictions willing to host are British Columbia, Ontario, and Prince Edward Island. The coordination of the dates of participation will be dependent upon the dates of the hosting chambers’ 2015 legislative sessions.

The Canadian-American Exchange program is open to both Principal and Associate members. Should you like to participate in the exchange, simply contact the host chamber to organize your visit. Members participating in this exchange are responsible for their own travel and lodging expenses.

In 2013, the ASLCS Executive Committee approved the Jane Richards Scholarship to provide $1,000 to assist an ASLCS member who wanted to participate in the Canadian-American Exchange.

The Jane Richards Scholarship will be awarded biennially to one Principal or Associate member of the Society and funded in the amount of $1,000. Scholarship recipients agree to pay all remaining costs of travel, lodging and personal expenses to participate in the Canadian-American Exchange Program. In order to afford as many an opportunity to receive the scholarship as possible, those selected for the scholarship will not be eligible in future years.

A Principal or Associate member who is interested in applying for the scholarship shall submit a letter outlining why he or she desires to be selected and how participating in the Canadian-American Exchange Program will enrich his or her professional development. Associate members making application shall include a letter of endorsement from their Principal Clerk or Secretary.

Letters of interest shall be submitted to the NCSL liaison to ASLCS, Angela Andrews, who will forward the letters of application to the ASLCS Executive Committee no later than July 1.

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

Jane and Flip Richards have matched the $1,000 ASLCS scholarship for the initial exchange so two members of ASLCS will be selected to participate this year. The Society thanks them for their generosity!
Are you curious about the processes and procedures used by Canadian legislative assemblies? Do you have a desire to learn about the specific legislative practices, history and culture of a Canadian province? Do you want to expand your network of legislative professionals?

Then the Canadian-American Exchange Program is for you! And, what’s better than taking your professional development to new heights (and to a new country)? ASLCS will help to offset the costs of participating in this exchange – through the Jane Richards Scholarship!

Scholarship Information:

- Two $1,000 scholarships are available, thanks to the generous contribution from Jane and Flip Richards.
- Members – both Principals and Associates – may apply for the scholarship by submitting a letter outlining why they hope to be selected and how participating in the exchange program will enrich their professional knowledge.
- Associate members must have their letter endorsed by their Principal
- The deadline to apply is Tuesday, July 1, 2014.
- Scholarship recipients will be announced at the 2014 ASLCS Professional Development Seminar in Baton Rouge, Louisiana (October 6-10) and will have two years to participate in the exchange.
- Application letters can be addressed to Steve Marshall, Chair of the ASLCS Canadian-American Relations Committee and submitted to Angela Andrews, NCSL’s liaison to ASLCS (angela.andrews@ncsl.org).

About Jane Richards
Jane Richards, a 32-year employee of the Arizona House of Representatives, was elected Chief Clerk in November 1979 and retired in October 1992. She served as President of ASLCS from 1985-1986 and was granted Life Membership in 2008. In 1992, Jane became the first non-Canadian to be awarded honorary membership in the Canadian Clerks-at-the-Table. This scholarship is in recognition of Mrs. Richards’ many years of nonpartisan public service and her long-standing dedication to ASLCS and to the advancement of American-Canadian relations.
Members of the American Society of Legislative Clerks and Secretaries (ASLCS) met at the Professional Development Seminar in Sacramento, California on October 9, 2013. The Honorable Karen Wadsworth, Clerk of the New Hampshire House of Representatives and ASLCS President, called the meeting to order at 12:25 p.m.

President Wadsworth acknowledged and thanked International Roll Call for sponsoring the luncheon.

**Roll Call of the States**
On motion offered by Terry Spieler (MO), the Roll Call was dispensed with by unanimous consent.

**Approval of Minutes**
On motion of Steve Marshall (VT), the minutes of the October 3, 2012 Business Meeting were approved.

**Approval of Treasurers Report**
On motion of Denise Weeks (NC), the Treasurer’s Report was approved.

**Introduction of International Guests**
President Wadsworth welcomed the following international guests in attendance at the PDS:

Russell Grove, representing ANZACATT  
Rick Yarish, representing CATTS and with the Legislative Assembly of Manitoba  
Rafael Mendoza Kaplan, Lic., representing ANOMAC and with the State of Oaxaca  
Illona Baynes, representing SALSA and with the Gauteng Provincial Legislature  
Moss Veli Ndlovu, representing SALSA and with the Gauteng Provincial Legislature  
Gideon Wessie, representing SALSA and with the Gauteng Provincial Legislature  
Rennae Vanessa Meno, Clerk of the Legislature, Guam  
Beverley Isles, with the House of Commons, Parliament of Canada  
Lucie Lavoie, with the Senate, Parliament of Canada  
Bonnie Marga, with the Senate, Parliament of Canada

**Reports of Standing Committees**
The following reports were received by the President:

**“A” Committees:**
Bylaws and Standing Orders – Sandy Tenney (UT) – Reviewed the Jane Richards Scholarship for participation in Canadian-American Exchange Program. The committee recommended a minor technical change to the bylaws that relate to the Roster and was requested by the Roster Committee.

Inside the Legislative Process – Jean Burgin (KY) – Gave an update on the survey of principals for inclusion in Inside the Legislative Process.
American Society of Legislative Clerks and Secretaries
Business Meeting Minutes

ASLCS Professional Development Seminar
Sacramento, CA - October 9, 2013

“A” Committees: (cont’d)
Site Selection – Susan Kannarr (KS) – 2014 Professional Development Seminar will be hosted in Baton Rouge, LA. Discussed the updated Host State Manual.

Technology – Dana Miller (MO) – Promoted concurrent session at the PDS regarding cloud storage. NCSL has launched a new website.

“B” Committees:
International Communication and Development – Steve Arias (NM) - Reported that the International Directory was mailed earlier than ever. The committee compiled a video composed of pictures from ANOMAC meetings to be displayed at the PDS in Sacramento. It will also be distributed to all committee members, NCSL and archives.

Legislative Administrator – Hobie Lehman (VA) - The final edition of this year’s Legislative Administrator is in the mail.

Membership and Communication – Johnye Bennett (VA) – There are 56 new attendees this year. The new member orientation at the PDS will be today.

Support Staff – Jamie Kruse (NE) – Encouraged members to attend the Legislative Expo. There are 10 states, five vendors and special archives. Associate Exchange Program had one participant this year. There are two concurrent sessions of special interest for associate members at the PDS.

“C” Committees:
Canadian-American Relations – Denise Weeks (NC) – The Jane Richards Scholarship for participation in Canadian-American Exchange Program was approved by the Executive Committee. Alabama, North Carolina, Tennessee and Virginia have volunteered to host a Canadian clerk as part of the exchange program. The committee solicited a host for the next Canadian-American Meeting.

Professional Journal – Paul Smith (NH) – The Professional Journal is being published currently. The committee requested more participation in the drafting of articles for the Professional Journal.

Program Development – Norma Chastain (AZ) – Ms. Chastain reviewed the program for the current PDS. Thanked the program participants and encouraged members to ask questions. Encouraged members to fill out surveys at the end of the PDS.

Roster – Carol Newton (MO) – Encouraged members to review and approve their roster information.
Other Business

President Wadsworth recognized the 2020 *Mason’s Manual* Commission, ASLCS 70th Anniversary Committee, Budget and Revenue Special Committee, Internal Audit Committee, and Strategic Planning Committee and Steve James - ASLCS Archivist.

Jane Richards was acknowledged and thanked for her financial contribution to the Jane Richards Scholarship Fund. Jane Richards made brief remarks.

Terry Spieler (MO) presented the Nominating Committee unanimous report for the 2013/2014 Officers:

**President**
Suzanne "Suzy" Lowell
Chief Clerk
Alaska House of Representatives

**President-Elect**
Russell Humphrey
Chief Clerk
Tennessee Senate

**Secretary-Treasurer**
Susan Furlong
Chief Clerk
Nevada Assembly

**Elected Principal Member**
Susan Kannarr
Chief Clerk
House of Representatives
Kansas Legislature

**Associate Vice President**
Janice Gadd
House Journal Clerk/Legislative Printing Supervisor
Utah House of Representatives

**Elected Associate Member**
William "Bill" MaGill
First Assistant Clerk
House of Representatives
Vermont General Assembly
On motion of Susan Schaar (VA), seconded by Paul Smith (NH), the Nominating Committee Report was adopted.

Tom Wright (AK), Staff Chair of NCSL, addressed ASLCS. Mr. Wright encouraged members to remain active in staff affairs. He further acknowledged the importance of ASLCS.

**Announcements**

- Mr. Bill Pound, Executive Director of NCSL, addressed ASLCS. Mr. Pound reported on the importance of the legislative staff. Additionally, he expressed gratitude for the Mason Manual Commission’s work. Mr. Pound reported the NCSL remains a strong organization. NCSL is implementing a new website.

- Ms. Ellen Gillespie was recognized for Thomson Reuters financial support of the Edward Burdick Memorial Scholarship. The scholarship funds two associated to attend the PDS. This year’s recipients were Judy Barrows (ME) and Paul Smith (NH).

- President Wadsworth reminded members to complete surveys evaluating the PDS.

- President Wadsworth announced that the 2014 PDS will be in Baton Rouge, Louisiana, October 6\textsuperscript{th} to 10\textsuperscript{th}.

President Wadsworth thanked International Roll Call for the ornament commemorating the 70\textsuperscript{th} anniversary of ASLCS, which was given to each attendee.

**Adjournment**

President Wadsworth adjourned the meeting at 1:35 p.m.

Respectfully submitted,
Russell A. Humphrey (TN)
Secretary Treasurer
Call to Order
The business meeting of the American Society of Legislative Clerks and Secretaries was called to order by Suzi Lowell, Clerk of the Alaska House of Representatives and the ASLCS President. A quorum was present.

Committee Reports
Bylaws and Standing Orders
Vice Chair Tisha Gieser (AK) reported the committee discussed potential changes to the Standing Orders to bring consistency in style. The committee also discussed the mechanics of committees and the possibility of including additional information in the roster.

Inside the Legislative Process
Chair Norma Chastain (AZ) reported assignments were given to individual committee members to follow up with chambers that have not yet returned the survey. The committee also discussed the possibility of doing some things more electronically.

Site Selection
Chair Pat Harris (AL) reported the committee heard a proposal to hold the 2015 PDS in Raleigh, North Carolina.

Technology
Chair Jim Schratz (AZ) reported the committee unanimously adopted a resolution urging the Executive Committee to approve social media outreach by ASLCS, which the Executive Committee would consider later in the morning.

International Communication and Development
Chair Jay Braxton (VA) reported the committee discussed ideas to expand outreach to legislative clerks and secretaries of foreign countries. The committee also discussed its responsibility to host a concurrent session at the 2014 PDS in Baton Rouge, Louisiana.

Legislative Administrator
Chair David Byerman (NV) reported production of the Legislative Administrator would be a partnership effort, with Virginia providing some resources to maintain the Administrator’s high level of professionalism. The committee agreed the best publication is one that contains many photographs and contributions from the states.
Membership and Communication
Vice Chair Sarah A. Armistead (VA) reported the committee discussed various ways to make new attendees feel more welcome and part of the organization. She encouraged members to be honest in their evaluations of the Sacramento PDS.

Support Staff
Vice Chair Matthew Baker (NV) reported the committee reviewed the various scholarships available to members. The members were encouraged to take part in the Associate Exchange Program. The committee also discussed potential concurrent sessions for the 2014 PDS.

Canadian-American
Chair Steve Marshall (VT) reported the committee discussed the need to secure a location for the 2015 joint American-Canadian conference. He welcomed the members to share their suggestions.

Professional Journal
Chair Paul Smith (NH) stressed the importance of supporting the Professional Journal and announced the current edition should arrive at members’ offices in the next week or two.

Program Development
Susan Kannarr (KS) reported the committee talked about planning for the 2014 PDS in Baton Rouge. There are some opportunities that were gathered in preparing for the Sacramento PDS. She emphasized the value of member input in program development and encouraged the members to share their ideas and to complete and return the program evaluations for the Sacramento PDS.

Roster
Co-Chair Crys Jones (AK) reported that the roster will be spiral bound this year and encouraged the members to get their information to Carol Newton (MO). Missouri will turn over the roster to Alaska at the end of the year. The committee also discussed possible changes to the roster.

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

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

Suzi Lowell (AK)  
President

Russell Humphrey (TN)  
President-Elect

Susan Furlong (NV)  
Secretary-Treasurer

Janice Gadd (UT)  
Associate Vice President

Susan Kannarr (KS)  
Elected Principal

Cheryl Laube (AZ)  
Appointed Principal

Sandy Tenney (UT)  
Appointed Principal

Bill MaGill (VT)  
Elected Associate

Scott Caffey (TX)  
Appointed Associate

Maryann Horch (VA)  
Appointed Associate

Karen Wadsworth (NH)  
Immediate Past President

Scott Kaiser (IL)  
Immediate Past Associate Vice President

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Call to Order
The meeting of the Executive Committee was called to order by Suzi Lowell (AK), ASLCS President.

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

Other members/guests in attendance were Angela Andrews, NCSL Liaison to ASLCS; Jim Schratz, Chief Information Officer, Bureau of Legislative Research, Arkansas Senate (AR); and David Byerman, Secretary, Nevada Senate (NV).

President Lowell announced her appointments to the Executive Committee. The appointed principals are Cheryl Laube (AZ) and Sandy Tenney (UT), and the appointed associates are Scott Caffey (TX) and Maryann Horch (VA). On motion of Karen Wadsworth, seconded by Susan Kannarr, the President’s Executive Committee appointments were approved unanimously.

Treasurer’s Report
President Lowell noted the Audit Committee has not yet reviewed the books of the Dues Account.

Susan Furlong reviewed the Treasurer's Report of October 8, 2013, adopted by the prior Executive Committee on October 8, 2013, which reflected a balance of $32,025.25. No further action was taken.

Old Business
David Byerman (NV) presented a proposal to establish a Facebook Group for exclusive use of dues paying members of ASLCS. The Group Page would be closed to the public and require administrator approval before access is granted. He noted a Facebook Group would provide an ongoing connection among the Society’s members, disseminate news and information in real time, and enhance personal and professional relationships among members. Mr. Byerman emphasized the Facebook Group would not replace current ASLCS publications; it would simply replicate content already in The Legislative Administrator and other ASLCS publications and resources, including online resources. He reported the Technology Committee is interested in building content for the page, and Chair Jim Schratz (AR) had asked him to serve in that capacity.
Potential added benefits include the following:
Facebook postings could serve as a source for stories in *The Legislative Administrator*.

Since access to the Facebook Group would require membership in the Society, the page could be used as a tool to increase membership.

Continuing, Mr. Byerman reported the Technology Committee envisions Angela Andrews of NCSL would serve as an administrator of the Facebook Group and requested one of its members also be allowed administrative privileges. Administrators would have the ability to delete offensive content. The Facebook Group proposal was approved unanimously by the Technology Committee at its October 12, 2013, meeting.

Discussion ensued regarding the posting of photographs to Facebook. Mr. Byerman asserted the posting of a photograph by an individual on Facebook implies permission to post in a public forum. Ms. Wadsworth shared concerns about posting photographs of individuals consuming alcohol, and Ms. Andrews reported the same logic was considered when the Flickr account was established.

In response to a question from President Lowell, Mr. Byerman stated it would be easy to terminate access if a member were to stop paying dues.

Scott Kaiser asked what the policy would be for posting photos of nonmembers. President Lowell said it would be important the Executive Committee establish policies before creating an official ASLCS Facebook Group. Mr. Kaiser moved the Executive Committee approve the proposal to create an ASLCS Facebook Group, with rollout of the Group contingent upon development and approval of policies and guidelines by the Executive Committee. The motion was seconded by Cheryl Laube and passed. (Scott Kaiser left the meeting.)

Mr. Byerman offered to prepare a draft policy for the Executive Committee’s review.

**New Business**

Angela Andrews, NCSL presented an overview of the following four ASLCS financial accounts:

- Special Meeting Fund (L190 Account);
- Professional Development Revolving Account (LLCS);
- Professional Development Seminar Account (fall meeting account); and
- Dues Account.

Continuing, Ms. Andrews reviewed the status of the following accounts:

*Special Meeting Fund (L190 Account).* The current balance of the account is $237,474.77. The Society received a contribution of $5,500 from IRC, which covered most of the cost of the business lunch at the Legislative Summit in Atlanta.

California has raised $45,000 for the Sacramento PDS, and donations totaling $46,200 have been either sent or committed. Included in the pending deposits is $20,000 from the California Senate and $500 from California Legislature employee Lia Lopez and her husband Alan Fernandes. Karen Wadsworth pointed out that several donations were received from California legislators, which is an unusual occurrence. These contributions are deposited into the ASLCS Special Meeting Fund (L190).
Ms. Andrews explained that every host state has a budget of estimated and actual expenses. The fundraising goal for the California Host State for the Sacramento PDS was $80,000, and the budget was about $75,000. California host state expenditures paid to date are $54,574.23. The Society reimbursed Ms. Andrews $554.80 for travel expenses related to a site visit to Sacramento. In addition, the Society paid $3,235.61 for the 70th Anniversary commemorative coin for PDS attendees. Because credit card use fees cannot be charged to the Dues Account, use fees of $38.34 for dues paid by credit card were charged to the L190 account.

**Professional Development Revolving Account (LLCS).** The balance in this account is $30,259.79. Jane and Flip Richards donated $1,000 for the Jane Richards Scholarship, and that deposit is pending. Pending expenditures from the account are $1,500 to Bill Kennedy for his speaking fee and a $500 reimbursement to the Dues Account for an expense that was erroneously charged to that account.

**Sacramento Meeting Budget (PD13).** Total projected expenses are $75,514.00. Contributions from national sponsors are $4,500. NCSL will not approve any budget that is in the negative, so the Executive Committee approved a transfer of $11,000 from the ASLCS Special Meeting Fund (L190) to balance the meeting budget.

Ms. Andrews reviewed the registration and hotel reservation information. As of October 2, 2013, there were 188 legislative staff registrations, 13 guest registrations, 3 business and other registrations, and 24 complimentary registrations. Additionally, as of September 30, 2013, there were 880 room nights booked. This is 296 room nights above the contracted attrition threshold.

Without objection, President Lowell declared that the budget of the *International Directory* would be deferred to the December Executive Committee meeting.

Cheryl Laube moved to approve a budget of $10,000 for *The Legislative Administrator*. The motion was seconded by Bill McGill and unanimously approved.

Cheryl Laube moved to approve a rollover budget of $3,000 for the 2012-2013 *Professional Journal* and a budget of $3,000 for the 2013-2014 *Professional Journal*. The motion was seconded by Susan Kannarr and passed unanimously.

Janice Gadd moved to approve a rollover budget of $10,000 for the 2013 *Roster & Reference Guide* scheduled for publication the end of this year and a budget of $10,000 for the 2014 *Roster & Reference Guide* to be published in late 2014. The motion was seconded by Sandy Tenney and unanimously approved.

Ms. Andrews reported on the increasing size of the ASLCS archives that are housed in the offices of Steve James (MA), the Society’s archivist. She sends two copies of every ASLCS record to the archives. Ms. Wadsworth pointed out the Standing Orders provide that the Society must retain a copy of all its documents and records but does not specify in what format they must be maintained. She suggested the Society could digitize certain records. Following discussion, it was the consensus of the members that the Society retain paper copies of *The Legislative Administrator* and the *Professional Journal*. 
Janice Gadd asked if consideration had been given to securing a location for permanent record storage. Ms. Andrews said she would check with NCSL to determine whether space is available for storage of the archives at the NCSL office. The need to catalog the archives was also discussed.

President Lowell directed the committee members to review the Standing Orders. Bill MaGill and Karen Wadsworth volunteered to contact Steve James to discuss archiving requirements and report back to the Executive Committee.

President Lowell encouraged the members to review the new ASLCS President and Executive Committee Reference Guide.

**Adjournment**
There being no further business and no objection, President Lowell adjourned the meeting.

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

Attendance
The following members of the committee were present: Patsy Spaw (TX), Chair, Tisha Gieser (AK), Vice Chair, Terry Spieler (MO), Vice Chair, Judy Barrows (ME), Jay Braxton (VA), Patty Benskin (WY), Ann Cornwell (AR), Susan Furlong (NV), Janice Gadd (UT), JoAnne Hedrick (DE), Cheryl Laube (AZ), Ann Luck (NC), Bill MaGill (VT), Tad Mayfield (MO), G. Paul Nardo (VA), Carol Newton (MO), Tara Perkinson (VA), Susan Clarke Schaar (VA), Paul Smith (NH), Ron Smith (LA), Brian Takeshita (HI), Linda Tubbs (TX), and Karen Wadsworth (NH).

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

Old Business
The previous Bylaws and Standing Orders Committee, having completed the work assigned, left no old business to discuss.

New Business
Patsy Spaw (TX), Chair, reported that there are presently no specific charges for this committee. The Chair requested each member to read the committee descriptions printed in the Roster and online to check for inconsistencies.

Tisha Gieser (AK) stated that there are also inconsistencies in the Standing Orders. Discussion followed regarding several inconsistencies in the Bylaws, Standing Orders, and Committee Charges that had been identified. The Chair requested the committee read and review the Bylaws and Standing Orders and report the discrepancies by email to the Chair for committee review.
Karen Wadsworth (NH) inquired about how to address the problem of non-assigned committee members making motions in committee. Several options were offered but no recommendation was made. Janice Gadd (UT) suggested that any procedure should be carefully considered to avoid any confusion for new members.

President-elect Suzi Lowell (AK) was welcomed. She asked that we check the Bylaws and Standing Orders Committee description online and in the Roster. There have been some committee changes in the Standing Orders and the changes are not accurately reflected in the descriptions. Each committee will be asked to check their committee descriptions.

Terry Spieler (MO) suggested that the Code of Ethics and the Canadian-American Agreement be printed in the Roster. There was discussion but no final recommendation.

Adjournment
There being no further business, the meeting was adjourned by the Chair at 3:00 p.m.

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

Attendance
The following members of the committee were present: Steve Marshall (VT), Chair, Ann Cornwell (AR), Co-Vice Chair, Robert Altman (WV), Dave Avant (AL), Mick Bailey (WV), Ginny Edwards (VA), Janice Gadd (UT), Greg Gray (WV), JoAnn Hedrick (DE), Sam Rowe (WV), Patsy Spaw (TX), Shalla Sluyter (TX), Sandy Tenney (UT), and Denise Weeks (NC).

Other members/guests in attendance included: Beverly Isles (Ottawa, Canada), Suzi Lowell (AK), President of ASLCS, and Rick Yarish (Manitoba, Canada).

Approval of Minutes
Approval of the minutes of the last committee meeting held August, 2013 during the NCSL Summit in Atlanta, GA was deferred to the next meeting after distribution of the Administrator.

Old Business
A discussion was had regarding the Jane Richards Scholarship Fund and suggestions were solicited from those present regarding encouraging participation in the Canadian-American Staff Exchange program. The consensus was to utilize the staff support of NCSL (via emails and the like) to remind the membership of the program and the scholarship fund.
**New Business**
D Discussion was had regarding the Joint Canadian/American meeting held in Quebec City, QC.

Upcoming meetings of interest were announced:

- The annual meeting of CATTs is scheduled for July 28-August 1, 2014 in Halifax, Nova Scotia; and is scheduled to be in Yellowknife, NWT in 2015, dates not yet established;

- The NCSL Summit is scheduled for August 18-22, 2014 in Minneapolis, MN; and

- The ALCS Annual Professional Development Seminar is scheduled for October, 2014, in Baton Rouge, LA, dates to be announced.

The Joint Canadian/American meeting is scheduled to be in the US in 2015. A general discussion was had regarding potential sites, including, but not limited to: New Mexico, Illinois, West Virginia and Arkansas; committee members were encouraged to seek a host site for the meeting.

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

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

Whitney Johnson (TN)
Vice Chair

Norma Chastain (AZ)
Chair

Chris Griesel (TX)
Vice Chair

Call to Order
The meeting of the Inside the Legislative Process Committee was called to order by Norma Chastain (AZ), Inside the Legislative Process Chair, at 2:15 p.m.

Attendance
The following members of the committee were present: Norma Chastain (AZ), Chair, Chris Griesel (TX), Vice Chair, Whitney Johnson (TN), Vice Chair, Matthew Baker (NV), Lucinda Benjamin (NV), Jean Burgin (KY), Leslie Edwards (AZ), Ginny Edwards (VA), Jessica Fagan (CA), Shelle Grim-Brooks (NV), Lindsey Grovom (MT), Stephanie Hall (AK), Adanna Hydes (KY), Ruby Johnson (LA), Rennea Vanessa C. Meno (GU), Bernadette McNulty (CA), Trish OBrion (VA), Jay Pearson (VA), Jackie Schulz (AK), Shalla Sluyter (TX), Steven M. Tilley (LA), Geneva Tulasz (VA), Emily White (MO), and Dotson Wilson (CA).

Norma Chastain (AZ) introduced the Vice Chairs of the Committee, Whitney Johnson (TN) and Chris Griesel (TX).

Norma Chastain (AZ) announced that Leslie Edwards (AZ) would serve as recorder for this meeting. Dotson Wilson (CA) moved that Leslie Edwards (AZ) be accepted as recorder. Motion Carried.

Approval of Minutes
Norma Chastain (AZ) noted that the minutes of the August 2013 meeting were not available for review. They will be considered during the Spring 2014 meeting along with the minutes from this meeting.

Old Business
Norma Chastain (AZ) discussed the 2013 Survey pertaining to Consent Calendars. She noted that there were some states that had not yet submitted their response. Names of those who will assist in collecting the outstanding surveys are noted on the assignment list (see attached). Norma Chastain (AZ) requested that the surveys be completed within one month and that the volunteers alert her when they have made contact.
**New Business**

Norma Chastain (AZ) opened discussion on the 2014 survey topic. She will send out an email requesting suggestions for topics. It was also suggested that past surveys be reviewed and considered for updates. Bernadette McNulty (CA) noted that past surveys that were posted online are difficult to locate. Dotson Wilson (CA) suggested that in addition to the surveys being posted online, a pdf file be emailed to the members. Steven Tully (LA) suggested that it would be useful to have keyword/phrase search capability. He also offered a domain name that could be used as an extension for ASLCS usage. Dotson Wilson (CA) suggested usage of a dedicated URL. This option would have to be worked out with the NCSL web designers. Another suggestion for administering the survey would be to utilize Survey Monkey.

At 2:35 p.m. President Suzi Lowell (AK) joined the meeting and asked that the committee review its Standing Order and online description and suggest any updates for the website that will be taking place in late October. Norma Chastain (AZ) asked that members email any updates or suggestions to nchastain@azleg.gov.

Stephanie Hall (AK) suggested that the due date shown on the survey be updated. Norma Chastain (AZ) will contact Brenda Erickson (NCSL) with the new due date.

**Adjournment**

Upon a motion by Steven Tully (LA), seconded by Bernadette McNulty (CA), the meeting was adjourned at 2:40 p.m.

Respectfully submitted,
Norma Chastain (AZ)
Chair

Leslie Edwards (AZ)
Recorder
**Committee Follow-up Assignments**

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Call to Order
The meeting of the International Communication and Development Committee was called to order by Jay Braxton (VA), Chair.

Attendance
The following members of the committee were present: Jay Braxton (VA), Chair, Terry Rumley (NC), Vice Chair, Bob Ward (FL), Vice Chair, Robert Altman (WV), Dave Avant (AL), Liz Clark (AK), Susan Furlong (NV), Tisha Gieser (AK), Greg Gray (WV), Crys Jones (AK), Susan Kannarr (KS), Bill MaGill (VT), Steve Marshall (VT), G. Paul Nardo (VA), Paul Smith (NH), Sandy Tenney (UT), and Linda Tubbs (TX).

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

Approval of Minutes
There were no minutes to be approved.

Old Business
There was no old business.

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

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

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

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

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

Respectfully submitted,
Terry Rumley (NC)
Vice Chair
Legislative Administrator Committee
Meeting Minutes

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

Attendance
The following members of the committee were present:

David Byerman (NV), Chair, Alysia Peters (NV), Vice Chair, Julie Bochat (MO), Scott Caffey (TX), Shelle Grim-Brooks (NV), Maryann Horch (VA), Tad Mayfield (MO), Bernadette McNulty (CA), Dana Miler (MO), Neva Parker (CA), Marilyn Seaton (MO), Geneva Tulasz (VA), Denise Weeks (NC), and Brad Young (OH).

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

Approval of Minutes
Minutes approval was postponed until the next virtual committee meeting.

New Business
Chair David Byerman (NV) asked each member to introduce themselves to the committee.

Opening discussion started on the logistics of preparing and publishing the Legislative Administrator. It was decided that publication responsibilities will be shared with Nevada handling the editorial elements including solicitation of the articles/photos and the editing of the content; Virginia will continue to layout and produce each issue.

Maryann Horch (VA) shared that the solicitation of content includes collecting all committee minutes, various articles, information on available scholarships, photos from the PDS, and that all content should be due no later than a month before publication. She further stated one week should be set aside for proofing, editing, and content layout and one additional week for printing, production, and mailing.
With an annual budget of $10,000 for the Legislative Administrator, Maryann stated that per issue cost would be approximately $1500 for printing and $1500 for shipping. It was also noted that the next issue would revert back to half black and white and half color, with only full color printing to be reserved for anniversary issues.

The subject of how to ensure that only dues-paying members receive copies of the Legislative Administrator came up and the idea of distributing the publication during meetings was discussed. Shelle Grim-Brooks shared that according to the ASLCS Standing Orders, we are required to mail all dues-paying members a copy of each edition. A current list of members will be requested from Angela prior to each mailing.

David Byerman (NV), Chair conveyed his expectation that each committee member will assist in producing the Legislative Administrator and solicited ideas on how the committee could conduct its work between meetings. Online tools such as Google Docs, CoveritLive, and email were discussed as being useful in collaboration efforts. David stated that he would like to have two CoveritLive meetings between today and the next business meeting in April.

The committee moved into a brief brainstorming session on what comprises an excellent Legislative Administrator and what tools/processes be put into place to help engage ASCLS members as content creators. Members discussed the various features of the publication that they feel contribute to its success, including: the use of visual content (i.e. photos), “States at a Glance” and “Fact or Fiction” sections, highlights of the scholarship opportunities and the experiences of recipients. Flickr and Photobucket were considered as potential depositories for conference photos and the use of QR Codes and URL links was also discussed. Overall, the committee agreed that each issue should have timely information that is beneficial to Society members.

Suzi Lowell (AK), the incoming 2013-2014 ASLCS President stopped into the meeting to introduce herself and request that the committee look over the Standing Orders and review the committee description for necessary updates.

David Byerman (NV), Chair closed the meeting by encouraging members to look through other publications (i.e. magazines, newsletters, etc.) for ideas on how to continue to improve the Legislative Administrator.

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

Respectfully submitted,
Alysia Peters (NV)
Vice Chair
Call to Order
The meeting of the Membership and Communication Committee was called to order by Ruby Johnson, (LA), Membership and Communication Chair. Ruby Johnson, (LA), introduced Vice Chairs: Mary Andrus (UT), and Sarah Armistead (VA).

Attendance
The following members of the committee were present: Ruby Johnson (LA), Chair, Mary Andrus (UT), Vice Chair, Sarah Armistead (VA), Vice Chair, Bonnie Alexander (ID), Judy Barrows (ME), Patty Benskin (WY), Jean Burgin (KY), Norma Chastain (AZ), Philip Cottingham (TX), Yolanda Dixon (LA), Ginny Edwards (VA), Leslie Edwards (AZ), Nancy Ellison (UT), Nancy Goodman (NC), Cathy Hooe (VA), Whitney Johnson (TN), Cheryl Laube (AZ), Barbara Lecarpentier (VA), Ann Luck (NC), Sue Morain (LA), Lenore Naranjo (NM) Jennifer Novak (ID), Jay Pearson (VA), Angela Smith Perry (LA), Jim Schratz (AR), and Terry Spieler (MO).

Other members/guests in attendance included: President-Elect Suzi Lowell (AK), encouraged all members to peruse the Bylaws and Standing Orders online and submit any suggestions for revisions. President-Elect Lowell noted we had 54 new attendees this year and she was excited to see so many new faces.

Approval of Minutes
Ruby Johnson (LA) asked all members to review the previous committee meeting minutes that would be published in the Fall Edition of the Legislative Administrator, and we would adopt the minutes at a later date.

Old Business
No old business was discussed.
**New Business**

Ruby Johnson (LA) read the mission statement to the committee and also announced that members of the committee are automatically a sponsor for new attendees for the PDS.

The floor was opened for suggestions on ice breaker games and/or ideas for the upcoming PDS. Some of the new ideas the committee discussed are as follows:

- Have a breakfast/friendship table for new attendees. This seemed to work well in the past.
- “My Brush with Someone Famous” game. It can help internalize names (i.e. Mary who met Katy Perry).
- BINGO - somehow tie in to states (all new attendees and sponsors could play this game).
- Pictionary - draw items associated with states and government. It was also mentioned that we would not need a lot of supplies to do this game.
- Speed dating type of game with Pictionary - this would entail drawing each Sponsors’ word in a matter of seconds and then moving on to the next sponsor (timed game). The person who gets the most words correct wins.

The committee discussed how time consuming it is to have the sponsor introduce themselves and the new attendee at the New Member Orientation. The Chair suggested that if time permitted, each new attendee would introduce him/herself at the New Member Orientation.

Judy Barrows (ME) suggested the phone number of the new attendees be included with the contact information that is provided to the sponsors. It was also noted it would be a good idea to continue having additional sponsors on standby with gifts in the event there are new attendees who have not been paired with a sponsor. Nancy Ellison (UT), a new attendee, thought the pin contest was a great idea and would like to continue the tradition.

The question was asked “How are people paired with a sponsor?” Catherine Hooe (VA), indicated Johnye Bennett (VA) matched persons based on their job descriptions. Ruby Johnson (LA) indicated the committee would continue to implement that procedure.

**Adjournment**

Upon a motion by Ruby Johnson (LA), seconded by Mary Andrus (UT), the meeting was adjourned.

Respectfully submitted,

Ruby Johnson (LA)
Chair

Angela Smith Perry (LA)
Minute Clerk
Call To Order
The meeting of the Professional Journal Committee was called to order at 3:48 p.m.

Attendance
Members in attendance were: Paul Smith (NH), Chair, Ann Krekelberg (AK), Vice Chair, Shelle Grim-Brooks (NV), Rennae V. C. Meno (GU), Bernadette McNulty (CA), Neva Parker (CA), Alysia Peters (NV), Emily White (MO). Other members/guests in attendance included: Kim Miranda (NE).

Business
Chairman Smith explained that this was a small committee with a small editorial staff and urged members to review the Bylaws and Standing Orders with respect to the committee and its duties. He noted that there was no Professional Journal in 2012 due to inactivity from the Society and that the 2013 Journal would be mailed to members next week thanks to the work of the previous Chair, Ms. McNulty. He urged committee members to reach out to the Society, specifically in their own chambers, to solicit submissions. He stated that he would email the index from previous journals to inspire some ideas for topics and that there was a July 1, 2014 submission deadline.

The Chair discussed a possible article he would write on chamber decorum, members Jim Schratz (AR) and Steven Tilley (LA), stated they would begin work on an article.

Chair Smith said he would work with Angela Andrews on creating a good web presence on the ASLCS website for the Journal.

Adjournment
The Professional Journal Committee meeting was adjourned at 4:00 p.m.

Respectfully submitted,
Ann Krekelberg (AK)
Vice Chair
Program Development Committee
Meeting Minutes

ASLCS Professional Development Seminar
Sacramento, CA - October 12, 2013

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

Attendance
The following members of the committee were present: Liz Clark (AK), Chair, Yolanda Dixon (LA), Vice Chair, Mary Andrus (UT), Sarah Armistead (VA), Matthew Baker (NV), Judy Barrows (ME), Lucinda Benjamin (NV), Jean Burgin (KY), David Byerman (NV), Scott Caffey (TX), Norma Chastain (AZ), Philip Cottingham (TX), Susan Furlong (NV), Tisha Gieser (AK), Cathy Hooe (VA), Maryann Horch (VA), Adanna Hydes (KY), Ruby Johnson (LA), Susan Kannarr (KS), Cheryl Laube (AZ), Barbara Lecarpentier (VA), Ann Luck (NC), Bill MaGill (VT), Michael Menszer (LA), Lenore Naranjo (NM), G. Paul Nardo (VA), Terry Rumley (NC), Susan Clarke Schaar (VA), Jackie Scott (VA), Angela Smith (LA), Ron Smith (LA), Linda Tubbs (TX), and Jennifer Welch (VA).

Other members/guests in attendance included: Patty Benskin (WY), Sylvia Brown (NV), Leslie Edwards (AZ), Nancy Ellison (UT), Nancy Goodman (NC), Merrill LaPlante (LA), Elaine Logan (MO), Randy McCoy (WV), Sue Morain (LA), Jay Pearson (VA), Sherry Rodriguez (NV), Terry Spieler (MO), and Geneva Tulasz (VA).

New Business
Chair Clark went over the overall goal of the committee - to come up with a program for the 2014 PDS. She encouraged the soliciting of ideas and encouraged those in attendance to fill out their surveys and encourage others to fill out their surveys, as we would be gathering and utilizing the feedback from the surveys for the 2014 program. Chair Clark encouraged that if members of the committee are interested in serving as a panelist on concurrents or plenaries to let her know. Members of the committee were asked what they liked about the 2013 PDS and for general ideas of what members may like to explore for the 2014 PDS. There was a general consensus that the session Tribal Leadership, Dave Logan was successful and well received. Norma Chastain (AZ) mentioned Leadership Skills, Dave Weber as a possibility and Susan Clarke Schaar (VA) mentioned The History of the Filibustering Rule that aired on NPR. Dealing with Difficult People, Ben Bissell (a past session that we have had) was also mentioned.
President-elect Lowell stopped by the committee to thank everyone for their assistance and work. She also mentioned that the committee may want to look at the Standing Orders and the committee descriptions to see if any recommendations for updates were found.

David Byerman mentioned that when exploring options for speakers at upcoming conferences, it would be a good idea to obtain local speakers. This would give the attendees a unique and local perspective. It was agreed by many in attendance that this was a good idea.

Chair Clark encouraged involvement and e-mails by committee members for ideas and questions, and indicated that she would be in touch with the committee by the first week of November.

**Adjournment**
Upon a motion by David Byerman (NV), seconded by Yolanda Dixon (LA), the meeting was adjourned.
Roster Committee
Meeting Minutes

ASLCS Professional Development Seminar
Sacramento, CA - October 12, 2013

Call to Order
The meeting of the Roster Committee was called to order by Crys Jones, Co-Chair.

Attendance
The following members of the committee were present: Londi Ensor (AK), Co-Chair, Crys Jones (AK), Co-Chair, Julie Bochat (MO), Marguerite Duda (WV), Stephanie Hall (AK), Dana Miller (MO), Jennifer Mertz (IN), Carol Newton (MO), Jackie Shulz (AK), Bob Ward (FL), Kathy White (MO), and Brad Young (OH).

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

Londi Ensor (AK), Co-Chair introduced herself and Crys Jones (AK), Co-Chair.

Old Business
Londi Ensor (AK), Co-Chair, stated that the committee had not received the new Roster or materials yet as it was still in printing. Crys Jones (AK), Co-Chair, discussed suggestions from the Executive Committee meeting. One suggestion was removing the fax number column in the Roster since facsimile usage is not as common anymore. Another suggestion was organizing the Roster by job titles and positions, but a problem with that would be the "Assistant" title and its varied definitions per state. Bob Ward (FL) brought up that there is the same problem in the Legislative Directory with titles and working titles. Crys commented we don't want titles or entries doubled. Londi mentioned in this Program's Breakout sessions some were assigned by "Assistant" job title and ended up in the wrong groups. Carol Newton (MO) reminded the group that this had also been a problem before.

New Business
In discussion of the Roster's computerized program, Crys Jones (AK), Co-Chair, stated it was sponsored by ASLCS and could be sent to each state each year. Carol Newton (MO) stated that the former program "QUARK" had been phased out and another program was purchased with more universal usage called "IN DESIGN". They found this was a fantastic program but thought it might need to be simplified. This is the second year they have used it, it works well - the Roster is in it and content can be edited. She recommended the Executive Committee purchase the program and send it out to the assigned state. Then each state would not have to start over again with new programs each year or two. Julie Bochat (MO)
stated the purchase brings up licensing questions, like would the program have to be licensed from state to state? Dana Miller (MO) asked if multiple licenses could be purchased? Crys brought up the possibility of using "Google Docs" program to create the Roster, adding that it could be done in-house, with support from the resident IT staff, incorporating more people in the process. Crys said either way, we won't have a decision until Spring because Missouri received the program in January and would have Session until April.

Crys Jones (AK), Co-Chair, introduced Suzi Lowell (AK), President-Elect. Suzi thanked everyone for their attendance in the committee. She requested that everyone check the Standing Orders and Bylaws for this committee and the online description. She also gave her thanks to Carol Newton (MO) for doing this work the last two years as it was a big job. She said Alaska had done it before and volunteered for it again for the next two years.

Dana Miller (MO) made a suggestion that the committee could send out sections of the Roster to various states for more help, which may be more laborious to get returned back and would require multiple emails. Carol Newton (MO) noted the final printing took 12 people and 5 hours to finish. Stephanie Hall (AK) mentioned it might be better to send drafts electronically and then reply after checking it by email. Maybe that could be easier. Julie Bochat (MO) asked since we have all these good people with great brains, could we design a similar program of our own for ASLCS? Crys Jones (AK), Co-Chair, said yes, we could tap into that and attach the document to Google Docs for access by all of us. Londi Ensor (AK), Co-Chair, added that we would all need an instructional guide or manual attached as well. Julie also commented it is good to see the format ahead of time, and would like to know where to send an updated photo.

Carol Newton (MO) explained that the first year of the Roster was more challenging, the second was easier. They had used lots of features like "photo adding" to make it easier. She thought it might be good to add more people but maybe it would be harder to track, and it would be important if on a shared drive that any users would resave onto the whole document. Crys Jones (AK), Co-Chair, said Google Docs allows that and lets other users know who is on the document at the same time, which could be easier with it all in one place.

Crys Jones (AK), Co-Chair, brought up one other topic on the list, asking why not have an electronic version on the ASLCS website? Carol Newton (MO) stated this idea was presented in the past to the Executive Committee for approval. Crys asked if that was something we would want to push for approval with the Executive Committee? Stephanie Hall (AK) asked if there is any concern for info being privately protected for some people? Carol said that they had used a password to protect all info on various parts of the website. Crys assured that paper and hard-copies would be offered still. Carol suggested we could save some expense by loading the Roster online since it is more costly to print it and send out to everyone. Crys recapped that Missouri spent $2500-$3000 after sending it out to print and binding, including getting it out in the mail. She compared that to Alaska, which could do the printing and binding in-house, but where the bigger cost would be postage; the details will be worked out. She asked if there were any more suggestions?

Londi Ensor (AK), Co-Chair, did suggest a mobile app of the Roster with a search by name function. Crys Jones (AK), Co-Chair, said ASLCS should have an app already. Julie Bochat (MO) commented that would not only save weight in our luggage but that it would also be a good use of innovation. Londi asked if there were any other comments? Crys said the committee would keep in touch.

**Adjournment**

Upon a motion by Stephanie Hall (AK), seconded by Julie Bochat (MO), the meeting was adjourned at 4:05 p.m.

Respectfully submitted,
Jackie Schulz (AK)
Acting Recorder
Call to Order
The meeting of the Site Selection Committee was called to order on Saturday, October 12, 2013, at 2:15 p.m. by Pat Harris (AL), Chair.

Attendance
The following members of the committee were present: Pat Harris (AL), Chair, Cathy Hooe (VA), Vice Chair, Robert Altman (WV), Mary Andrus (UT), Sarah A. Armistead (VA), Dave Avant (AL), Julie Bochat (MO), Scott Caffey (TX), Liz Clark (AK), Yolanda Dixon (LA), Greg Gray (WV), Jamie Kruse (NE), Susan Kannarr (KS), Barbara Lecarpentier (VA), Steve Marshall (VT), Neva Parker (CA), Alysia Peters (NV), Sherry Rodriguez (NV), Terry Rumley (NC), Jackie Scott (VA), Gina Spartz (AK), Denise Weeks (NC), Jennifer Welch (VA), Kathy White (MO), and Joyce Wright (AL).

Other members/guests in attendance included: Mick Bailey (WV), Sylvia Brown (NV), Marguerite Duda (WV), Nancy Goodman (NE), Derek Hippchen (WV), Martha Hopson (AK), Bill Horn (AL), Dowe Littleton (AL), Kim Miranda (NE), Randy Mes (WV), Tara Parkinson (VA ), Sammy Rowe (WV), and Tammy Wright (NH).

New Business
Denise Weeks, (NC) provided a brief overview of hosting the 2015 Fall PDS to be held in Raleigh, NC. Pat Harris, (AL) will be making the recommendation on behalf of the Site Selection Committee to the ASLCS Executive Committee, which will vote to approve the committee’s choice.

Adjournment
Upon a motion by Pat Harris, (AL), seconded by Alan Whittington, (TN) the meeting was adjourned.
Call to Order
In the absence of the Chair, Lisa Davis (MS), the meeting of the Support Staff Committee was called to order by Vice Chair Matthew Baker (NV) at 3:02 pm.

Attendance
The following members of the committee were present: Matthew Baker (NV), Vice Chair, Ron Smith (LA), Vice Chair, Mick Bailey (WV), Cindy Benjamin (NV), Lucy Darris (MO), Marguerite Duda (WV), Lendi Ensor (AK), Janice Gadd (UT), Stephanie Hall (AK), Martha Hopson (AK), Adanna Hydes (KY), Ann Krekelberg (AK), Jamie Kruse (NE), Elaine Logan (MO), Randy McCoy (WV), Kimberly Miranda (NE), Carol Newton (MO), Trish O’Brion (VA), Tara Perkinson (VA), Sam Rowe (WV), Marilyn Seaton (MO), Gina Spartz (AK), Steven Tilley (LA), Jennifer Welch (VA), Emily White (MO), and Kathy White (MO).

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

Approval of Minutes
Due to not having a current copy of the minutes from the last meeting held in Atlanta on August 12, 2013, approval was postponed until the spring meeting to be held in Nashville, Tennessee.

Old Business
Matthew Baker (NV) provided information on his Associate Exchange Program (AEP) participation and trip to the California State Senate. He and Ron Smith (LA) discussed the benefits of learning about different legislative processes used by different states. Some of those processes have been useful in helping other states change their procedures and policies, refine them, or add facets that had never been contemplated.

He provided information about an exchange done by Dana Miller (MO) to the Nevada Legislature during a very busy time of its legislative session. She was able to visit with various support service departments and sat in the chamber during the Assembly floor sessions. He noted that exchange visits do not have to be all work and no play. Dana was able to visit surrounding sites such as Virginia City and Lake Tahoe.
Ron Smith (LA) encouraged people to apply and for states to host an associate. He noted Louisiana had been a host state and that he had personally participated in the program. When Louisiana hosted an associate from Missouri, he had a template he used to ensure that their week-long visit was structured. It was a guide on how to keep the visiting associate engaged, active, and part of the process so that they learned as much as possible.

It was stressed to the committee members that there was no prohibition for applying for the AEP each year to receive a scholarship if they were not selected to participate the previous year(s). Their perseverance would pay off if they kept applying and showing their interest.

**New Business**
Concurrent Sessions—The committee is responsible for planning two session topics for the PDS in Baton Rouge.

Ron Smith (LA) said he planned to ask the Executive Committee for additional funding for the AEP. He also stated that he would send an e-mail to committee members requesting questions that they might think of following the Sacramento PDS, regarding what worked, didn’t work and topics of discussion for future concurrent sessions. He would also send an email regarding information on frequently asked questions by new attendees of the PDS, such as what to wear, attendance at meetings, participation, networking, and what new attendees needed to be focusing on at the concurrent and plenary sessions so that the information was useful to them.

Matthew Baker (NV) reminded the committee members of the Betty King, Edward Burdick, and Jane Richards Scholarship, the latter being for travel to Canada to attend the Canadian Clerks at the Table Conference (CCATT).

**Suggestions for Concurrent Sessions**
Discussion was held on submitting information to the chair and vice chairs for suggestions for concurrent sessions.

It was pointed out that the breakout session for the Assistants (in Sacramento) was adequate but the session for Operations staff and its subgroups needed improvement. Several committee members commented that the room in the capitol building was too crowded and it was difficult to hear the discussion because there were three groups sharing one room, with everyone talking at the same time. There needed to be individual areas for each breakout group.

Ron Smith (LA) suggested emailing ideas for session topics or changes to the meeting format, if participants have ideas after they return to their respective states. Committee members also recommended bringing questions to the different staff groups prior to the next PDS so that committee chairs could prepare to address them at the breakout session. Ron offered to e-mail committee members after he has received input for them to review; this could be shared with facilitators.

Trish OBrion (VA) suggested committee members write down ideas and/or questions they develop throughout the year while it is fresh in their minds and before session activities make them forget things.

Steven Tilley (LA) suggested a concurrent session topic called Commitment Management vs. Time Management.

**Adjournment**
Upon a motion by Steve Tilley (MO), seconded by Ann Krekelberg (AK), the meeting was adjourned at 3:40 p.m.

Respectfully submitted,
Matthew Baker (NV)
Vice Chair
Call to Order
The meeting of the Technology Committee was called to order by Jim Schratz (AR) Chair.

Attendance
The following members of the committee were present: Jim Schratz, Chair (AR), Dana Rademan Miller, Vice Chair (MO), Bonnie Alexander (ID), David Byerman (NV), Lee Cassis (WV), Londi Ensor (AK), Maryann Horch (VA), Crys Jones (AK), Ann Krekelberg (AK), and Bob Ward (FL).

Other members/guests in attendance included: Denise Weeks (NC) and Nancy Ellison (UT).

Approval of Minutes
Upon a motion by Bonnie Alexander (ID) seconded by Dana Rademan Miller (MO) the minutes of the last meeting held August 12, 2013 during the NCSL Legislative Summit, in Atlanta, Georgia, were approved.

Old Business
Jim Schratz, Chair, (AR), reviewed the minutes of the last meeting and requested David Byerman (NV) review the Social Media Roster.

David Byerman (NV) reviewed the past accomplishments of the Technology Committee, including the progress made on the Social Media Roster, which now has 32 members and was published in a past Legislative Administrator. He suggested that the Social Media Roster could be published in the Legislative Administrator once a year and on the ASLCS Listserv.

New Business
Upon a motion by Bonnie Alexander (ID), seconded by Dana Rademan Miller (MO), the committee approved Jim Schratz (AR), Chair, proposing an online Social Media Directory and the creation of a page of useful links to the Executive Committee.
Jim Schratz, Chair (AR) recognized President Suzi Lowell (AK) who encouraged the committee to review the Standing Orders and Bylaws as well as the mission of the committee.

David Byerman (NV) then discussed the possibility of an ASLCS Facebook page that would only be open to ASLCS members and could be administered by Angela Andrews, NCSL, and a member of the Technology Committee. He noted that informal discussions regarding an ASLCS Facebook page with past president, Karen Wadsworth (NH), were positive.

Bonnie Alexander (ID) interjected that the success of a Facebook page would be dependent upon its content. Upon a motion by Bonnie Alexander (ID), seconded by Bob Ward (FL), the committee agreed to recommend creation of an ASLCS Facebook page. Angela Andrews, NCSL, pointed out that the content of the Facebook page will come from the members of ASLCS. Maryann Horch (VA) mentioned that the Associate Exchange program as well as the other opportunities provided by ALCS could be posted on the Facebook page.

David Byerman (NV) stated that a Facebook page is just another channel to reach the ASLCS membership. He then discussed a potential procedure to determine who can access the Facebook page, such as Angela Andrews, NCSL, signing off on associates who pay dues and all principals. Angela Andrews, NCSL, in response to David Byerman (NV), related that NCSL is agreeable to this proposal.

Chair Schratz (AR) then discussed the next Professional Development Seminar and inquired as to the committee's ideas regarding a booth at the Legislative Expo. Maryann Horch (VA) suggested the committee could have a booth featuring the ASLCS Facebook page. David Byerman (NV) then reminded the committee that the ASLCS Elearning series continues and new content will be posted to YouTube soon. He also reminded members that flip cameras are available for use by members.

Dana Rademan Miller (MO) informed the committee that she has lots of past PDS video, some of which has been edited, and she needs direction in terms of what to do with it.

Maryann Horch (VA) expressed interest in the committee trying out Google Hangout as well as continuing to use Coveritlive.

**Adjournment**
Upon a motion by Denise Weeks (NC), seconded by Maryann Horch (VA), the meeting was adjourned at 2:58 p.m.

Respectfully submitted,
Crystaline Jones (AK)
The Archives Committee: Keepers of ASLCS History

By Steven T. James, House Clerk, Massachusetts

Possibly the least known committee of the American Society of Legislative Clerks and Secretaries, and certainly the committee with the fewest number of members, is the Archives Committee. The membership of this little known committee consists of its Chairman, Steven James, and its Vice Chairman, Stephen Zerdelian. Both “Steves” are from the office of the Clerk of the House of Massachusetts. The ASLCS Archives has resided in the Massachusetts House Clerk’s office since being shipped to the Bay State in 2005. Previously, the Archives resided in Carson City, Nevada, under the supervision of the very popular Mary Jo Mongelli, former Assistant Secretary of the Nevada Senate.

Being in the business of “record-keeping”, it should come to the surprise of none of our members that keeping the records of the Society has been a high priority of the Society since its founding in 1943 by Joseph A. Beek, former Secretary of the Senate of California. Incidentally, if you’d like information about Joseph A. Beek, you can find a very substantial folder in the Archives that will provide as much information as is available on him. The folder on Mr. Beek is the first in the group of “ASLCS Presidents” folders in a drawer of one of the two Archives cabinets. Just some of the other informational material of the history of ASLCS found in those two cabinets, and also larger additional miscellaneous items stored on top of a file cabinet in the Clerk’s private office include:

- 50th Anniversary of Hawaii publication
- Agendas of Business Meetings
- ASLCS President and Executive Committee Reference Guide
- ASLCS Standing Orders
- California Blue Book 1850-2000 Sesquicentennial Edition
- CDs with ASLCS database
- CDs with ASLCS documents
- CDs of State Dinners
- Handbooks
- Historical records of all kinds
- International Directories
- Legislative Administrators
- Letters and communications from ASLCS officers
- Mason’s Manual Commission records
- Membership and Communications Committee records
- Memorabilia
- Miscellaneous publications received from the various states (such as rules books, etc.)
- News stories
- Photographs from meetings
- Photos and information regarding Joint American-Canadian Clerks’ conferences
- Press releases
- Professional Development Seminar information and records
- Rosters & Quick Reference Guides
- Secretary/Treasurer records (including financial records)
- Video tapes

One topic of concern of the Archives Committee, that the President and Executive Committee are looking into, is lack of storage for the now overflowing cabinets. The members of the committee (all two of us) are pleased that this concern is one of the priorities of the leaders of our Society.
Welcome and Introductions
Tom Wright, NCSL Staff Chair, called the meeting to order. He thanked the Texas Host Committee and had members introduce themselves. The following LSCC members were present:

Tom Wright, Alaska, Staff Chair          Aurora Hauke, Alaska
Peggy Piety, Indiana, Staff Vice Chair   Jon Heining, Texas
Patsy Spaw, Texas, Immediate Past Staff Chair    Russell Humphrey, Tennessee
Rich Beckwith, Missouri                     Wayne Kidd, Utah
John Bjornson, North Dakota                  Debra Levine, New York
Morgan Blanchard, Louisiana                   Ken Levine, Texas
Melissa Calderwood, Kansas                   Sabrina Lewellen, Arkansas
Ann Cornwell, Arkansas                        Suzi Lowell, Alaska
Lore Christopher, Oregon                       Jimmetta Peoples, Alabama
Nancy Cyr, Nebraska                                Linda Pittsford, Texas
Rick DeLeon, Texas                                Anne Sappenfield, Wisconsin
Paula Domínguez, Rhode Island                 Cory Stewart, Louisiana
Sabah Eltareb, California                     Mike Sunseri, Kentucky
Susan Fox, Montana                               David Teal, Alaska
Sonia Gavin, Montana                           Chuck Williams, Jr., South Carolina
Scott Harrison, Nebraska

NCSL Executive Director’s Report
Bill Pound, NCSL Executive Director, reported that the response to the launching of NCSL’s new website in October has been very positive. He indicated that NCSL’s FY 2014 budget is on target, and he thanked staff for their help. He pointed out that the 2014 Legislative Summit schedule is in the Executive Committee/LSCC agenda book, and that NCSL had resolved scheduling conflicts between LSCC and international programs. Bill concluded his remarks by noting some NCSL staff changes, including the retirement of Bruce Feustel in December and the pending retirement of Doug Sacarto in February. He reported with sadness the recent passing away of Jack Tweedie, a national welfare reform expert who had served as director and senior fellow in NCSL’s Children and Families Program.

Preview of May Executive Committee/LSCC Meeting
Tom Wright introduced Sharon Kelly of Alaska House Speaker Mike Chenault’s staff to preview the May Executive Committee/LSCC meeting in Anchorage. Sharon said the meeting will include an optional tour on May 29 that will explore Alaska’s remarkable scenery and wildlife. The tour will take place from 9:00 am to 10:00 pm and will include a bus ride to Seward, a boat venture onto Resurrection Bay (Orcas anyone?) and a train ride back to Anchorage. Lunch and dinner will be served. There will be a reception at the Anchorage Museum on May 30, and a closing dinner at the Alaska Cultural Center on May 31.
Legislative Staff Coordinating Committee Meeting Summary

Reports from LSCC Subcommittees

Information Technology Issues. Melissa Calderwood, chair, presented the subcommittee’s report. She said the subcommittee went through an exercise about how best to use NCSL’s website if you actually had 15 minutes on a busy session day to do so. She noted that Ed Smith, NCSL Director of Digital Communications, updated the subcommittee on the website’s rollout since October. She indicated that there is interest in conducting a webinar on how best to plan and deliver one—a “how to” or “ask the experts.” Melissa concluded her report by saying that NCSL’s Pam Greenberg will assist the subcommittee in preparing its state of the states technology report.

Legislative Institution. Anne Sappenfield, chair, presented the subcommittee’s report. She noted that the subcommittee reviewed several amendments to the LSCC bylaws adopted in 2013. It came to a consensus on how to proceed in recommending changes for consideration at the May Executive Committee/LSCC meeting in Anchorage, with final adoption at Legislative Summit in August in Minneapolis. Anne indicated that the subcommittee continued its discussions of how to support staff sections struggling to increase their participation and attendance at meetings.

Programs, Professional Development and Outreach. Sabah Eltareb, vice chair, presented the subcommittee’s report. The subcommittee heard presentations from Steve Boilard, Co-Director of the Legislative Staff Management Institute (LSMI) at California State University, Sacramento, and Karl Kurtz, NCSL Director of the Trust for Representative Democracy, about LSMI’s recent activities, and approved LSMI’s budget for the coming year. Sabah noted that LSMI is scheduled for July 12-19 in Sacramento. She also described the LSMI-LSCC webinar on staff coaching skills held in November with Laree Kiely and the excellent evaluations it received. She said the subcommittee is following-up on a letter sent by Tom Wright to first-time Legislative Summit attendees in October and plans to develop a survey for those staff to determine how engaged with NCSL they continue to be. Sabah concluded her remarks by noting the subcommittee had prepared a list of potential speakers for legislative staff sessions at Legislative Summit and will continue to refine it.

Reports from LSCC Work Groups

Staff Section Officers. Rick DeLeon, chair, presented the work group’s report. The work group is encouraging staff sections to hold joint professional development seminars this fall, and Rick pointed to the NLSSA/NLPES seminar in Raleigh as an example. He suggested that staff sections use other staff section officers as faculty at their meetings, and said the work group will develop a staff section officers binder that will contain all the agendas for the upcoming seminars. To help bolster attendance at the fall meetings, Rick suggested one option might be to offer scholarships to staff from non-participating states, which would have the added benefit of broadening outreach. Sabrina Lewellen noted that the work group discussed developing a list of 10 questions about what each staff section does well, with the answers to be shared with other staff sections.
Standing Committees. Nancy Cyr and Debra Levine, co-chairs, presented the work group’s report. The work group reviewed staff attendance at the Fall Forum over time (which in 2013 was slightly up from the previous year) and discussed how to maintain continuity of staff involvement in-between meetings. One idea was to consider expanding the meeting by one day to provide additional professional development opportunities for legislative staff. Nancy and Debra noted that the Redistricting and Elections Task Force will become a standing committee again. Ken Levine emphasized the importance of the standing committees to policy oriented staff, which to them may be a better fit with NCSL than the staff sections.

Strategic Planning. Peggy Piety, NCSL Staff Vice Chair, presented the work group’s report. She indicated that the work group discussed her list of priorities for next year, especially ways to recruit more staff participation in the standing committees. She said she would like to develop a video to be used as a follow-up to the “NCSL and You” brochure to be used in legislative orientation programs. Other ideas discussed included new resources on how to navigate NCSL’s website; tips for NCSL state liaisons; use of social media to reach out to new staff; and an LSMI alumni event followed by a reception.

Other Business
Karl Kurtz presented the new self assessment guide for legislative staff organizations as a tool that provides insights into organizational strengths, weaknesses and areas for improvement. It is available at http://www.ncsl.org/research/about-state-legislatures/assessment-tool.aspx. Karl noted that Ohio and Montana legislative agencies have used the new survey instrument, and that he and Brian Weberg, NCSL Director of Legislative Management, have followed-up with technical assistance to help them develop options moving forward.

Tom Wright thanked Senator Bruce Starr, NCSL President, and Senator Curtis Bramble, NCSL Vice President, for picking up the LSCC dinner the night before, and emphasized how important they view staff to be both in NCSL and in their states. Senator Starr gave his personal thanks to LSCC staff.

The meeting adjourned.
The Australia and New Zealand Association of Clerks-at-the-Table held its 2014 annual training conference in the tropical and historic city of Darwin. Located on the edge of the Timor Sea, Darwin is the capital of Australia’s Northern Territory—rugged country where the number of crocodiles matches that of the human population almost one to one. With a population of almost 130,000, Darwin is the smallest of Australia’s capital cities and the most culturally diverse. The Aboriginal Larrakia were the first inhabitants, and they remain the traditional custodians of the greater Darwin area. British naturalist Charles Darwin, for whom the city is named, sailed with the second British survey expedition and wrote the book *The Voyage of the Beagle* about his travels and observations of the area. His notes from these travels reveal early inklings of his changing thoughts on human evolution.

Many Americans are unaware that Australia suffered its own “date that will live in infamy.” On February 19, 1942—ten weeks after the bombing of Pearl Harbor—Darwin suffered the first of more than 60 aerial bombings by the Japanese. About 30 minutes before that first brutal attack, Japanese bombers were seen by an Australian Coastwatcher and a Catholic priest on islands north of Darwin. Tragically, these reports were dismissed as mistaken sightings of American Kittyhawk fighters, and the first warning siren was heard mere seconds before the attack began. Of the 251 people who lost their lives that day, 91 were serving on the American destroyer *USS Peary* anchored in the harbor. Survivors reported that the crew of the *Peary* valiantly continued shooting at the Japanese bombers as the ship burned and sank into the harbor. During a 2011 visit to Darwin, President Obama reaffirmed the importance of Australia’s Pearl Harbor and the bond our two countries share. “Against overwhelming odds, our forces [US and Australian] fought back, with honor and with courage,” he said. “The days after Darwin were tough. Some thought Australia might fall. But we dusted ourselves off. We picked ourselves up. We rebuilt.”

Thirty-three years later, Darwinians would again rebuild their city. On Christmas Day 1974, Darwin became the site of Australia’s worst natural disaster when Cyclone Tracy struck. Seventy-one people lost their lives that day, and about 70 percent of the city’s buildings were destroyed.
“When medieval mapmakers came to the edge of the known world, they drew sea monsters and other mythical creatures and wrote in the margins ‘Here be dragons’ to signify dangerous and uncharted territory. Parliamentary clerks often enter dangerous and uncharted territory. Rather than drawing sea monsters, however, clerks are more likely to draw on precedent or, in the absence of precedent, first principles to provide advice to their members, presiding officers, committees, or houses.” Dr. Rosemary Laing, Clerk of the Australian Senate, January 2014 presentation, ANZACATT Professional Development Seminar.

So began the presentation of Game of Thrones fan Rosemary Laing of Australia’s Federal Parliament. Laing, who has worked in the Senate Department for 23 years and served as Clerk of the Senate in the Federal Parliament since 2009, examined the advisory role of clerks in modern parliaments and their duty to provide advice and serve as custodian of the powers, practices, and procedures of parliamentary institutions. Not much has been written over the years about the role of clerks, but they have always given advice.

Advice from the office of the clerk carries influence, and with influence comes great responsibility. “Clerks stand on the shoulders of the reputations forged by their predecessors and peers for nonpartisanship, learning, long service, and dedication to an institution,” Laing said. “There is thus enormous responsibility on us to use such influence appropriately. But it is a very fragile construct in any case. Reputation and influence fall away if the advice is inadequate or wrong.” Advice should be forward thinking, anticipating what might happen next. Laing cautioned that clerks can enter dangerous territory when the advice and the adviser become the issue. “In the end, however, advice is just that,” she said. “It may be contested. It may be acted on, or not. But to continue to give it is possibly the most important function that clerks perform.”

Other topics explored during the ANZACATT conference included member relations and resources, communicating with influence and achieving outcomes, member training and participation, dealing with members’ expectations, and committee issues. The conference concluded with international reports from the United Kingdom’s House of Commons and House of Lords, the Scottish Parliament, the National Assembly for Wales, the Canadian Parliament, and the United States. This portion of the program typically receives some of the highest marks from ANZACATT members.
There is a silent, yet understood honor that comes with working in the Montana State Capitol. The footsteps echoing on the marble and reverberating through the hallways as another day unfolds. The Chamber doors open as light filters in through the stained glass skylights and life fills the majestic building with lawmakers engrossed in the work of representing the citizens of Montana. It is an honor to serve as Montana’s Chief Clerk, to uphold the legislative process and the professional institution, and to provide a steadfast dedication to preserving and maintaining the highest level of excellence in the Montana State Legislature and its procedures while honoring its history.

The Word Processing Department provided the starting point to a legislative career almost ten years ago: typing press releases and legislator correspondence and editing committee minutes tucked away in a hidden office. Subsequent sessions brought promotions within that department prior to serving in the Chief Clerk’s Office. A final promotion, and the realization of a sought-after dream came with the appointment to Chief Clerk of the House for the 2013 Legislative Session.

With this appointment came a targeted mission—a goal to run a well-organized and dynamic legislative session as one of Montana’s youngest Chief Clerks. I stepped into the office, took a deep breath, and embraced the new role to its fullest extent. Taking part in the behind-the-scenes operations of a legislative process is fascinating—the energy in the hallways, the emotional moments, the fast-paced environment, and of course dreaming about bill numbers and fiscal notes for 90 days. This first session provided an opportunity to seize the objective and gain an immense amount of experience in the process.

Hundreds of bills and amendments, long and intense committee hearings and floor debates, and dozens of differing opinions coupled with a rigorous schedule can only mean that our members are not among the faint of heart. I serve 100 legislators, who in turn represent 100 districts, as well as their families who support them along the way. Citizen legislators—ranchers, teachers, business owners, attorneys, stay-at-home mothers, and people with so many other careers—represent Montana and create a strong, diverse selection of strength and experience with a desire to serve the people of Big Sky Country.

Becoming Chief Clerk of the House has certainly been a most rewarding, as well as stimulating, life experience. The Representatives have become like family, and lasting friendships have resulted. The Speaker of the House and leadership teams on both sides of the aisle are a blessing to work for, and this past session could not have run as smoothly as it did without a fabulous team of over 50 session-only staff members.
Naturally, as with any management position, challenges were brought forth—challenges that seem to coincide with any leader’s fresh perspective and desire to raise the standard to a higher level of excellence and professionalism. However, our team rose to the challenge, and that was reflected in a strong and successful session. The team of permanent staff played a tremendous role and were there every step of the way. Montana is blessed with an organized and proactive Legislative Services Division that works hard to constantly improve legislative operations. Never before have I encountered such a positive group of individuals who are eager to serve our legislators and staff by doing whatever it takes to ensure a successful session.

A privilege of being the Chief Clerk has been representing Montana in The American Society of Legislative Clerks & Secretaries (ASLCS). From an inviting email, to the warm welcome received from everyone at the Professional Development Seminar (PDS) in Sacramento, I have come to appreciate this organization as a vital resource in my efforts to continue improving and maintaining quality in the Montana Legislature. It was an honor to meet Chief Clerks and Secretaries with decades of experience and with such a willingness to pass their wisdom on and offer guidance as I encounter waters they have navigated in previous years. A highlight from the PDS in Sacramento was the Clerks/Secretaries break-out session where ideas and lessons learned were shared with Chief Clerks and Secretaries from all over the country stemming from topics and issues that everyone could relate to. The members of the ASLCS are supportive and knowledgeable individuals who hold the legislative process in high regard and are a powerful tool in promoting integrity and professionalism within each state legislature.

The Listserv resource, sponsored by the ASLCS, has been another avenue through which I have acquired beneficial information. As our legislators consider new processes in Montana, feedback from other states has been helpful in regard to legislator orientation and budget processes. The swift response time resulting from a question posted on Listserv makes it a highly effective source of information, and I look forward to further involvement in the future.

In closing, it is an honor to be representing the State of Montana as Chief Clerk of the House of Representatives, to be involved in everything the ASLCS has to offer, and to have the opportunity to connect with other Clerks and Secretaries as we focus on continually improving our legislative processes. It is a pleasure serving with you all.
ASSOCIATE EXCHANGE PROGRAM: MY LEGISLATIVE FUN IN THE ARIZONA SUN
By Alysia K. Peters, Executive Assistant to the Secretary of the Senate, Nevada Senate

During the ASLCS Fall 2013 Professional Development Seminar in Sacramento, I attended the concurrent session on “The Benefits of Being an Associate Member” and was both genuinely excited and inspired by the panelists’ personal reflections on their participation in the Associate Exchange Program (AEP). Despite the small number of members selected to participate in the AEP each year, the unparalleled opportunity to garner new professional skills and knowledge through hands-on learning, seemed too significant to not at least put myself out there and apply.

Upon the AEP application window opening a month later, I promptly completed my application and received the endorsement of my Principal, David Byerman, to participate. While ranking my preferences for the host chambers, the Arizona House of Representatives immediately shot to the top of my list. I felt that Arizona, a young, Western state, could mirror several of the same legislative issues and challenges facing the State of Nevada and provide me with a great deal of relevant information and potential enhancements to our own practices and procedures.

In January, I received my letter of selection to participate in the 2014 AEP with the Arizona House of Representatives. I have to admit that by the time my exchange date rolled around in late February, leaving the wintry cold of Northern Nevada and travelling to the eighty degree weather in Phoenix seemed like enough to make my participation worthwhile. However, the timing turned out to be even more opportune, given the House’s passage of SB 1062 -- a highly controversial bill that allowed Arizona business owners to deny service to gay people on the basis of the owners’ religious beliefs.

As I prepared for my first day at the Arizona House, I felt a nervous anticipation and wondered what the week would bring. Of course, I was ready to roll up my sleeves and get to work, but my natural desire to make a good impression and do my chamber proud...was surely kicking in those nerves. Yet upon seeing Assistant Chief Clerk, Norma Chastain, in my hotel lobby with her bright and sunny smile, I was immediately put at ease and knew that I was in good hands.

As we arrived at the Capitol that Monday morning, I was greeted by a warm of news trucks and helicopters covering SB 1062 as it sat on Governor Brewer’s desk for signing. The days ahead would also bring large assemblies of protestors making their voices heard, along with a transgender fashion show. Quite a diverse crowd!

In taking in the large Capitol Mall area, I was surprised to learn that the Arizona Legislature is housed in several buildings, with the House, Senate, and Legislative Council all residing in separate structures. This is much different than the Legislative Building in Nevada, where both Chambers and the two largest divisions of the nonpartisan counsel bureau are housed under one roof. But as it turns out, both Arizona and Nevada meet in their own legislative buildings outside of the Capitol!

During my week with the Arizona House, I was provided a desk and computer in the Chief Clerk’s Office and Cheryl Laube, Chief Clerk, gave me full access to the process, allowing me to explore the wide range of roles and duties of the legislative staff. By shadowing and assisting the front desk clerks, both in and outside the chamber; meeting with legislative assistants and committee secretaries; and observing floor, committee, and caucus meetings, I feel I was able to absorb the House’s processes from the perspective of both a staffer and a private citizen.
One of the most notable differences I observed between the Nevada Senate and Arizona House was the leadership’s ability to employ partisan staffers to manage the House’s legislative agenda – i.e. Directors of Policy, Operations, and Communications and Counsel to the Majority. Due to the strictly nonpartisan nature of Nevada’s legislative staff, our Majority Leader would not be able to hire any truly partisan position using taxpayer dollars, thus those roles are typically filled by caucus staff and are paid for by their respective political parties.

Another key difference was the role of the House’s Rules Committee, which is charged with insuring that all legislation that passes through the House is constitutional and in proper form before it can be advanced in the process to Committee of the Whole. In Nevada, this function is performed by the nonpartisan Legislative Counsel Bureau. Furthermore, all bills are heard in public caucus meetings in the House, before they go the floor – the keyword being “public” – where caucus meetings in the Nevada Senate are held behind closed doors. And finally, the Arizona House’s use of Committee of the Whole (COW) to amend bills really surprised me. The use of COW in the Nevada Senate is strictly a mechanism to allow testimony to be heard before the full body and was not utilized once during our 2013 Legislative Session.

An exchange with the wonderful folks at the Arizona House wouldn’t be complete without a little bit of fun. My evenings were kept free which gave me the opportunity to take in the wonderful downtown Phoenix attractions – including lots of yummy food! Norm Moore, former Chief Clerk of the House, was also kind enough to treat several of us ladies (including Cheryl’s precious granddaughter, Andie) to a wonderful evening of gourmet pizza and great conversation, a true highlight of my trip. I also had the pleasure of catching an exciting basketball game and concert at Grand Canyon University with Norma and Cheryl. And on my final afternoon in Arizona, I enjoyed the chance to peruse the Arizona Capitol Museum and Mall, which included some remarkable remnants from the sinking of the USS Arizona during World War II.

All in all, my experience with the AEP was truly priceless. I left the Arizona House with a renewed sense of why I love the legislative process so much and several concrete ideas to bring back to the Nevada Senate, such as the archiving of legislative meetings on our website – something Arizona does very well. Moreover, I was thoroughly impressed by the cohesion and cooperation amongst the Chief Clerk’s front desk staff. You can honestly tell that the members of Cheryl’s team truly enjoy working together. They do their jobs well and with a great dose of humor that makes the environment they work in a great place to be. While Nevada is only a part-time legislature and thus, our front desk is only staffed every other year, the importance of team building during their tenure became very clear to me through the amazing example put forth by the Arizona House.

I would thoroughly encourage any associate interested in growing and expanding their professional capacities to apply to this program. Not only is your mind opened to new ways of doing things, but also your heart is opened to new friends, like Linda Johnson, the Supplies & Duplicating Clerk who will forever bring a smile to face when I remember her screeching rendition of the “The Hills are Alive” from the Sound of Music. I offer my sincerest gratitude to the Arizona House of Representatives for being such a welcoming host and to ASLCS for making this once in a lifetime opportunity available to associates like myself.
Motive:

Prior to 2007 House Members had to physically sign the bill jacket in order to become a cosponsor of a bill. This practice generated long lines in the Principal Clerk’s office after the daily session and especially during filing deadlines. Clerk’s staff had to determine which Members’ signatures were on the jackets and then enter them into the computer. This process was very time consuming and frustrating for staff, and contacting Members to verify signatures became a regular practice. To ensure a more efficient process, the House Principal Clerk contacted the North Carolina General Assembly (NCGA) Information Systems Division (ISD) and discussed the possibility of an electronic application for House Members to be able to cosponsor legislation.

Implementation:

The North Carolina General Assembly Electronic Bill CoSponsorship System (EBCS), was created in 2007 through collaboration of House Clerk’s office and ISD staff. The system was originally accessed by Members through the NCGA Intranet Website and was later integrated into the House Member Dashboard System in 2013. In 2011 the rules of the House made it mandatory for all Members to use the EBCS.

Member’s Reaction:

Once the system was implemented Members realized the ease and convenience of its use. By 2011 when it became mandatory, there was hardly any resistance. There were several advantages that came with the implementation of the EBCS. The time frame for cosponsoring was extended by House rules allowing Members more time to review bills. Members could use their laptops and tablets from any location to access the system. The long, time consuming lines in the Clerk’s office were now a thing of the past. The direction the House took in installing the EBCS was a very positive move. The results have proven to benefit the staff in the Clerk’s office and the Members by saving time and minimizing workloads.
Information from the ISD Member Dashboard Manual (EBCS Section)

Bills Tab:

The Bills tab provides the member with information about drafts waiting to be filed, bills that have already been introduced and their current status, public bill allocations, and a link to the electronic bill Cosponsoring system.

Cosponsor Tab:

The Cosponsor tab allows the member to electronically cosponsor bills that have been filed for introduction and have not reached the deadline for signatures. This function can only be performed when inside the NCGA network or logged into the dashboard with a username and password.

The bill list on the left side of the screen contains all of the bills that are eligible for you to electronically cosponsor. The bill list on the right side of the screen contains all of the bills that you are cosponsoring and from which you are eligible to electronically remove your cosponsorship.

To cosponsor a bill, click in the check box next to the bill or bills you want to electronically cosponsor on the left side of the screen. Next, click the “Cosponsor Selected Bills” button at the top or bottom of the bill list. You will see a message on your screen that lists the bills that you electronically cosponsored.
You will also receive an email that lists the bills that you electronically cosponsored.

If you wish to remove yourself as a cosponsor, click in the check box next to the bill or bills from which you want to electronically remove your cosponsorship from the bill list on the right side of the screen. Next, click the “Unsign Selected Bills” button at the top or bottom of the bill list. You will see a message on your screen that displays the bills from which you electronically removed your cosponsorship.
You will also receive an email that lists the bills from which you electronically removed your cosponsorship.

You are now viewing this message in the Internet Zone.

From: Jim McBride (info@bindlog.net)  
To: Seth Mclaren (K50); Kelly Stellings (CEO)  
Cc:  
Subject: Electronic Cosponsorship  

You have electronically removed your cosponsorship of the following bills:

- H10 - House Test Bill #10
In the fall of 2011, the North Carolina General Assembly (NCGA) began a project to improve the efficiency and transparency of the legislative process. The primary goals were to streamline internal operations, reduce the use of paper and provide members, staff and the public with information as quickly and as accurately as possible.

We started the project by reviewing the systems that were currently in use in the NCGA. The process was facilitated by a collection of internally developed and purchased software applications. This collection of different systems resulted in redundant data, duplication of data entry and validation, and a very complex process that was necessary to collect and report information to members, staff and the public.

After completing our analysis, we decided to replace the systems with internally developed software, using a phased approach over several legislative sessions. We developed the systems using the Microsoft .NET Framework (Visual Basic and ASP.NET) with Microsoft SQL Server as the database server. A desktop application for NCGA staff ("Staff Dashboard") was created with the intention that it would eventually be the "Dashboard" for all NCGA applications and a web based application ("Chamber Dashboard") was developed for real-time tracking of activity on the chamber floor. An expanded version of the Chamber Dashboard ("Member Dashboard") provides legislators with access to bill filing, electronic cosponsoring and committee information.

Electronic bill filing and chamber automation were identified as the highest priorities and were piloted in the 2012 legislative session. The electronic bill filing system integrates information from our legislative bill drafting system, provides electronic delivery of bill drafts to their primary sponsors and electronically stamps and publishes bills filed in the Principal Clerk’s Office.

The Chamber Dashboard provides legislators, legislative staff and the public with real time calendar, bill and vote information during legislative sessions. Viewers have access to a dynamic calendar, which includes bills, amendments and supporting documents. Additionally, viewers may choose to view the item currently under consideration, which will automatically update as new items are considered.

For the 2013 legislative session, the Chamber Dashboard allowed the NCGA to greatly reduce the printed material that was required for session and improve efficiency in the chamber and the Principal Clerks' Offices. The Staff Dashboard was augmented to include bill status/tracking, committee management (notices, agendas, minutes and reporting), and daily calendar production as well as integration with our electronic voting system.

For the 2014 Short Session, Messaging and Journaling will be added to the Staff Dashboard. These new modules will allow us to retire one of our legacy commercial software packages. Plans for the future include a new bill drafting system, member maintenance application and committee meeting automation.
Dear Mr. Mason:

Last legislative session a few of our House members withdrew legislation they sponsored by a unanimous consent motion on the floor. This in itself is not unusual, but the status of these bills was. They had all been passed by the House, amended and passed by the Senate, and the amended Senate versions were currently awaiting concurrence in the House. I am wondering what Mr. Mason would say about this situation?

Sincerely,
Withdrawn and Wondering

Dear Withdrawn and Wondering,

Mason’s Manual of Legislative Procedure section 726 speaks to this question when it states: "[a] bill may not be withdrawn, after introduction, in the absence of a special rule, without the consent of the body." Because the consent of the House was obtained as you stated, this action by the members of the House is parliamentary, though a bit unusual. In the absence of a constitutional mandate prohibiting such withdrawal, no system of parliamentary procedure should be construed to prevent a legislative body from determining whether any particular piece of legislation should be finally passed and presented for gubernatorial action. We suggest you review Mason’s Manual section 726-1 in conjunction with sections 274-1, 737-1 and 737-8.

Mr. Mason

Dear Mr. Mason,

The House received a controversial bill from the Senate. During debate on the bill, an opponent of the bill informed the House that the bill passed the Senate by a narrow margin. Should this information be imparted during debate?

Sincerely,
Who Cares What the Senate Does

Dear Who Cares,

Two sections in Mason’s Manual of Legislative Procedure address this issue. Section 111-2 states "it is irregular and unparliamentary for a member in one house of a legislature to quote or refer to the vote by which a measure passed the other house". We suggest you review Mason’s Manual section 111. Section 760-4 describes it as “a breach of order in debate” to mention particular votes of the other house. We suggest you review Mason’s Manual sections 111 and 760.

Mr. Mason

Send your parliamentary inquiries to AskMrMason@ncsl.org. The inquiries that are chosen for response will be featured in an “Ask Mr. Mason” column in a future edition of the Legislative Administrator. This advice column can only be successful with your help. The Mason’s Manual Commission would appreciate your inquiries and will do our best to answer them in a manner that would make Mr. Mason proud.
The Missouri House of Representatives upgraded its voting and legislative management software/hardware in the fall interim of 2013 - the software upgrade for efficiency purposes and the hardware upgrade due to antiquated and ungrounded voting boxes shocking the legislators (stop giggling). A buzz of excitement and anticipation filled the chamber and halls as the debut of the new operating system loomed on the horizon. Now over midway through the 2014 Session, it is safe to say the months of preparation and the agonizing process of coming to terms with tossing out the comfortable in the hopes of having the dream of a better tomorrow realized, were time well spent.

When it comes down to it, “time well spent” is what this is really all about. Instead of cumbersomely operating in multiple applications – requiring duplicate data entry – the system is now more centralized. Eliminating duplicate entries and operating within a centralized application frees up time. Having more time – especially when dealing with time sensitive documents - can mean the difference between displaying a numbered amendment on the board or having to turn around and say, “Mr. Speaker, I don’t have that amendment.”
Members of the Missouri House of Representatives have a new way to endorse proposed legislation. The House recently implemented a “co-signing” feature that allows Representatives to digitally endorse legislation without physically signing the original bill. The traditional method of introducing legislation requires the submission of a “blue-back” containing the original signature of the bill sponsor, as well as original signatures of any additional co-sponsors. The process of collecting signatures is time-consuming and creates an issue for members who co-sponsor bills they haven’t had the opportunity to read. Once filed with the Clerk, the bill is printed and becomes ineligible for additional co-sponsors. Conversely, members may not remove their signatures—which becomes problematic when a bill is amended in a manner that makes it unfavorable to members who originally co-sponsored it.

In 2013, an alternative was developed that allowed House members to digitally co-sign a measure by logging into the internal bill tracking system, searching for the bill they wish to sign, and clicking the “co-sign” button. Known internally as the “Legislative Like” button, the co-signing option allows members to endorse (“like”) or remove their digital signature from (“un-like”) proposed legislation at any point until the bill has been third read and passed in the House.

Since its implementation last year, members have responded favorably to the new feature, particularly because it allows increased flexibility in legislative decision making. Legislation digitally co-signed appears on the member’s House web page with other sponsored legislation. As this option becomes standard practice, it is anticipated that the House will phase out and replace the traditional method of obtaining co-sponsors with the new digital co-sign feature.
Opening Reception at Sutter’s Fort—ASLCS 2013
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Legislative Expo—Sacramento, CA  2013
Professional Development Seminar—Sacramento, CA
Professional Development Seminar—Sacramento, CA
New Attendee Orientation: “Minute To Win It”
New Attendee Orientation: “Minute To Win It”
ASLCS Meeting Schedule

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

2014 ASLCS Professional Development Seminar
Baton Rouge, LA
October 6-10, 2014