

Report of the 2010 Mason's Manual Commission
Milwaukee, Wisconsin
September, 2010

The report of the 2010 Mason's Manual Commission to the Executive Committee of ASLCS follows:

The Executive Committee of ASLCS charged the Commission with the following tasks:

- Comprehensive review of the index and the cross references;
- Conduct an item analysis comparing the manual with other parliamentary authorities;
- Continual review of the citations within the Manual; with special attention to be paid to *Sturgis* and *Robert's* citations;
- Maintain a database of key case law citations of the Manual;
- Maintain a database of rulings by presiding officers citing or based upon the Manual (or other parliamentary authorities) conducting periodic surveys of our membership to gather such rulings;
- Maintain a database of judicial decisions on legislative process and publish these on a quarterly basis on the ASLCS website;
- Publish or provide access to these databases through the ASLCS website;
- Notify our membership of parliamentary issues of interest to them; and
- Provide summaries of procedural questions and responses generated through the ASLCS list service.
- The Commission shall serve as a resource to conduct parliamentary procedure training to both NCSL and ASLCS membership.
- The Commission shall develop a pocket guide index as a separate document from the Manual (a parliamentary law quick reference).
- The Commission shall make as many parliamentary authorities available on-line as possible.
- The Commission shall submit an annual report at the ASLCS annual meeting and to the ASLCS Executive Committee which may be posted on the web site.

The Commission reports on these tasks, as follows:

Comprehensive review of the index and the cross references – this task has been completed.

The index for the Manual has been completely rewritten and will be found to be very user friendly. The cross references have all been thoroughly checked, corrected and updated.

Conduct an item analysis comparing the Manual with other parliamentary authorities – this task has been completed.

Continual review of the citations within the Manual; with special attention to be paid to Sturgis and Robert's citations – this task has been completed.

Maintain a database of key case law citations of the Manual – this task has not been performed.

Maintain a database of rulings by presiding officers citing or based upon the Manual (or other parliamentary authorities) conducting periodic surveys of our membership to gather such rulings– this task has not been performed.

Maintain a database of judicial decisions on legislative process and publish these on a quarterly basis on the ASLCS website– this task has not been performed.

Publish or provide access to these databases through the ASLCS website– this task has not been performed.

Notify our membership of parliamentary issues of interest to them– this task has not been performed.

Provide summaries of procedural questions and responses generated through the ASLCS list service– this task has been performed.

The Commission shall serve as a resource to conduct parliamentary procedure training to both NCSL and ASLCS membership– this task has been performed.

The Commission shall develop a pocket guide index as a separate document from the Manual (a parliamentary law quick reference) – this task has not been performed.

The Commission shall make as many parliamentary authorities available on-line as possible– this task has not been performed.

REPORT:

Tasks performed:

The Commission began its work with an organizational meeting in San Francisco in July, 2003 called by the President of ASLCS, Ann Cornwell. The Commission elected officers – John B. Phelps as Chair and Alfred W. Speer as Vice Chair. At the second meeting of the Commission in September, Chairman Phelps created three subcommittees: *viz.* the Legal Citation Review Subcommittee [No. 1], the Internal Integrity and Layout Subcommittee [No. 2] and the Substantive Review Subcommittee [No. 3]. Chairman Phelps appointed chairs, vice chairs and members and assigned missions to each subcommittee (See, the attached Appendix A).

The Commission continued its work through twenty-one (21) meetings, utilizing the three subcommittees to perform the bulk of the tasks assigned to the Commission by the Executive Committee (the minutes of the Commission are available on the ASLCS web site @ <http://www.ncsl.org/default.aspx?tabid=17035#Meetings>). Each of the subcommittees reported its progress to the full commission at each subsequent meeting. The reports of the three subcommittees are attached hereto as Appendices B, C, D and E.

At the nineteenth (19th) meeting of the Commission in Philadelphia, July, 2009, Chairman Speer appointed a “Review Subcommittee” to conduct a final, comprehensive review of the Manual

submitted to NCSL for editing and publishing and to review the edits recommended by NCSL's editor for the Manual. This Review subcommittee conducted its first meeting in September, 2009 at the Seattle meeting of ASLCS. Denise Weeks was appointed the chair of this subcommittee and eleven of the Commissioners agreed to serve on the subcommittee.

NCSL prepared an editor's marked version, delivering the same to the Commission in September and November, 2009. The Review subcommittee began review of the editor's suggestions in September, 2009.

The "final, corrected version" of the Manual was delivered by NCSL to the Review Subcommittee on August 30, 2010. This version incorporated all of the editing reviews and corrections from the Subcommittee and from other Commissioners. The Review Subcommittee delivered their final list of editing corrections to the NCSL Liaison at the Milwaukee meeting of the Commission.

The final review of the case citations footnoting each section and of the Table of Cases was delivered to NCSL in January, 2010.

The final version of the edited, corrected Manual was delivered to the Commission for one final review on August 31, 2010.

Tasks not performed:

As outlined on pages 1 and 2 of this report, six (6) of the eleven (11) major tasks assigned to this Commission were not performed in these seven (7) years. These tasks were: maintain a database of rulings by presiding officers citing or based upon the Manual (or other parliamentary authorities) conducting periodic surveys of our membership to gather such rulings; maintain a database of judicial decisions on legislative process and publish these on a quarterly basis on the ASLCS website; publish or provide access to these databases through the ASLCS website; notify our membership of parliamentary issues of interest to them; provide summaries of procedural questions and responses generated through the ASLCS list service; develop a pocket guide index as a separate document from the Manual (a parliamentary law quick reference); make as many parliamentary authorities available on-line as possible; and submit an annual report at the ASLCS annual meeting and to the ASLCS Executive Committee which may be posted on the web site.

Many reasons exist for this Commission's failure to perform these tasks: some were overly ambitious or impossible; some would violate copyright laws and the publishing agreement between NCSL and Thomson/West; and some were deemed unnecessary or superfluous. For whatever reason, the tasks not performed were all peripheral to the principle task of the Commission, the comprehensive review and updating of the 2000 edition of *Mason's Manual of Legislative Procedure*. This Commission devoted countless hours of their personal and professional lives to improving the Manual, all with great success.

CONCLUSION:

The 2010 Commission managed to fulfill the lion's share of the Executive Committee's 2002 charge to us. We conducted the first comprehensive review of the case law cited in the Manual; the first comprehensive review of the parliamentary authorities cited in the Manual; and the first comprehensive revamping of the Manual's index. In addition, the Commission tackled the modernization of language and substantive changes to sixty-five (65) sections and minor changes to an additional fifteen (15) sections. These amendments to the Manual came from two (2) major sources; Subcommittee no. 3's review of other parliamentary sources in an effort to assure that the Manual was in accord with the historically significant and comprehensive parliamentary authorities; and from members of the Commission identifying suggested inconsistencies or gap in the Manual.

The 2010 edition of *Mason's Manual of Legislative Procedure* will be the most complete, up to date, and user-friendly parliamentary manual available in print. The members of the Commission, past and present, wish to thank the Executive Committee for their trust and support through these seven (7) years of our labor of love.

Alfred W. Speer, Chairman
Mason's Manual Commission
Milwaukee, Wisconsin
September, 2010

APPENDIX A

Subcommittee 1: Legal Citation Review Subcommittee

Mission:

- The Commission should continually review (legal) citations to update them and ensure their relevance.
- The Commission shall maintain a database of key citations for reference that relate to legislative procedure.

Chair	Alfred W. Speer Clerk of the House P.O. Box 44281 Baton Rouge, Louisiana 70804 p) 225-342-7259 f) 225-342-5045 e) specera@legis.state.la.us	
Members	Jeff Finch Deputy Clerk of the House P.O. Box 406 Richmond, Virginia 23218 p) 804-698-1531 f) 804-698-1800 e) jfinch@house.state.va.us	Millicent MacFarland Clerk of the House State House Station #2 Augusta, Maine 04333-0002 p) 207-287-1400 f) 207-287-1456 e) millie.macfarland@legislature.maine.gov
	Don Milne Clerk of the House Drawer 33 115 State Street Montpelier, Vermont 05633-5501 p) 802-828-2247 f) 802-828-0724 e) don@leg.state.vt.us	Russell Humphrey Chief Clerk of the Senate State Capitol, 2 nd Floor Nashville, TN 37243 p) 615-741-2901 f) 615-532-6973 e) russell.humphrey@legislature.state.tn.us
	Ramona Kenady [<i>vice</i> Mark Corrigan] Clerk of the House 900 Court St., NE Room H-271 Salem, OR 97031 p) 503-986-1870 f) 503-986-1876 e) ramona.kenady@state.or.us	

Subcommittee 2: Internal Integrity and Layout Subcommittee

Mission:

- The Commission should perform a comprehensive review of the Manual’s index.
- The Commission should review cross-references.
- The Commission should review Sturgis/Robert’s (et.al.) citations to ensure that the cites fit and the proper version is cited.

Chair	Dave Avant [<i>vice</i> Susan Schaar] Administrative Assistant to the Secretary of the Senate Alabama State House, Room 707 11 South Union Street Montgomery, Alabama 36130 p) 334-242-7806 f) 334-242-8819 e) dlavant@aol.com	
Members	Laura Clemens Clerk of the House State House Columbus, Ohio 43266-0603 p) 614-466-3357 f) 614-644-8744 e) Laura.Clemens@ohr.state.oh.us selected as subcommittee historian	Claire Clift [<i>vice</i> Joe Blough] Secretary of the Senate 401 South Carson Street, Room 1207 Carson City, Nevada 89701-4747 p) 775-684-1401 f) 775-684-6522 e) cclift@lcb.state.nv.us
	Ann Cornwell Secretary of the Senate State Capitol, Room 320 Little Rock, Arkansas p) 501-682-5951 f) 501-682-2917 e) annc@arkleg.state.ar.us	Patsy Spaw [<i>vice</i> Susan Schaar] Secretary of the Senate P.O. Box 12068 Austin, TX 78711 p) 512-463-0100 f) 512-463-6034 e) patsy.spaw@senate.state.tx.us

Subcommittee 3: Substantive Review Subcommittee

Mission:

- The Commission should conduct an item analysis, comparing the contents of the Manual with that of other major parliamentary authorities.
- The Commission should define “new materials” narrowly and according to the following categories:
 - Supplemental Material: Material that is absent from the Manual but present either in other parliamentary manuals, current practice in legislatures or case law;
 - Original Materials: Material that is absent from the Manual, other parliamentary manuals, legislative practice or case law but which may require new procedural forms in the future.

- The Commission should focus upon supplemental materials.
- The Commission should refrain from devising procedures that could be defined as original material.
- The Commission should develop a clear definition of “obsolete.” The Commission should create procedures to determine whether provisions in the Manual are outmoded—such as it has done to determine whether new case law is included in the Manual. A structured approach to this process should be developed by the Commission to ensure uniform and comprehensive results are obtained.

Chair	Patrick J. O'Donnell Clerk of the Legislature P.O. Box 94604 State Capitol, Room 2018 Lincoln, Nebraska 68509 p) 402-471-2271 f) 402-471-2126 e) podonnell@unicam.state.ne.us	
Members	Diane Bell Assistant Clerk of the House 513 The Capitol 402 South Monroe Street Tallahassee, Florida 32399-1300 p) 850-488-1157 f) 850-488-9707 e) bell.diane@myfloridahouse.com	Norman Moore Chief Clerk of the House House Wing, Room 203 1700 West Washington Phoenix, Arizona 85007-2890 p) 602-926-3032 f) 602-417-3084 e) nmoore@azleg.state.az.us
	Karen Wadsworth Clerk of the House State House, Room 317 107 North Main Street Concord, New Hampshire 03301 p) 603-271-2548 f) 603-271-3309 e) karen.wadsworth@leg.state.nh.us	Denise Weeks Principal Clerk of the House 2319 Legislative Building Raleigh, North Carolina 27601-1096 p) 919-733-7760 f) 919-715-2881 e) denisew@ncleg.net

APPENDIX B

Report of Subcommittee No. 1

Milwaukee, Wisconsin

September 2010

Subcommittee no. 1 – Legal Citations Review

Mission:

- The Commission should continually review (legal) citations to update them and ensure their relevance.
- The Commission shall maintain a database of key citations for reference that relate to legislative procedure.

Membership:

Jeff Finch, Ramona Kenady, Russell Humphries, Millie McFarland, Don Milne, and Alfred Speer. Mark Corrigan was appointed to the subcommittee and served until his resignation from the Commission in September, 2005.

The subcommittee began its work in 2003 by dividing the 844 cases contained in the Table of Cases in the Manual. Each member was allotted a relatively equal share of cases to review. The review was to begin by looking at the West Headnotes, matched to the section/paragraph of the Manual cited, to insure the case supported the Manual's language. If the Headnote and the Manual language did not match, the member was to read the case as a double check.

The subcommittee agreed early in the process to remove as many purely local government cases as possible, insuring we did not leave any Manual section without authority and to remove all foreign cases and any case for which a copy could not be secured.

Once the case Headnotes were reviewed or the case was read, the member presented their recommendation as to:

- keep the case in the Manual, add the case as authority under an additional section or paragraph,
- remove the case as authority for a section or paragraph, or
- remove the case altogether.

The subcommittee agreed that a unanimous vote would be required to add or remove a case cite from the Manual.

The subcommittee has voted to remove 144 cases from the Manual and 100+ case citations as authority under a particular section or paragraph. The cases removed were either purely local government decisions, not easily or fully translated to the legislative environment, or cases based upon corporate or private group decisions, or cases decided in foreign jurisdictions.

Using a query list Thomson/West developed for the 2000 Commission, a report of cases from the past ten (10) years [1999 – 2009] was run to create a listing of possible new cases for the Manual. These cases were assigned to the subcommittee members for review.

The subcommittee reviewed the head notes for 600+ cases decided in the last decade to decide which cases should be read in depth for possible inclusion in the Manual. The subcommittee has parceled the final cases to be read – some ninety (90) in all. Of these cases, the subcommittee has voted to include twenty-three (23) in the Manual.

The subcommittee has produced a reformatted Table of Cases which will decrease the white space in the table.

The subcommittee has reformatted the legal citations following the Manual sections. These citations will contain the case name, the state in which the case was decided and the year of decision. The full citation will be found only in the Table of Cases.

The Subcommittee was greatly aided by Cathryn E. Bowie with the Oregon Supreme Court Library, who spent many hours checking and correcting the case citation formats for the Manual's Table of Cases.

Once the editing copy of the Manual was produced, the subcommittee checked the Manual citations against the Table of Citations to insure accuracy.

A third charge to the subcommittee was to create a list of West Key Notes to pass down to the next Commission. This list was developed by Thomson/West for the second Commission to create the 2000 edition. This was the list of queries used by this subcommittee to search for new cases and this list should be used again and again. The query list is general and should return thorough results for the foreseeable future (The query list is attached).

Attachment 1

MASON'S QUERIES

Queries to be run as search string(s) in Westlaw:

All Cases Searches

"Mason's Manual"
"Parliamentary Law"
"lex parliamentaria"
"Cushing's"
"Enrolled Bill Rule"
"Journal Entry Rule"
"Journal Clause"

92K582, 639, 2340-2449, 2470-2539, 2621	Con Law
283K6, 7, 9, 13, 14, 16	Officers & Employees
286K1-7	Parliamentary Law
360K4.1, 24-40	States

All States Searches

326K53-60	Records
361K1-179	Statutes

APPENDIX C

Report of Subcommittee No. 2 Milwaukee, Wisconsin September 2010

Subcommittee No. 2 –Internal Integrity and Layout Subcommittee

Mission:

1. The Commission should perform a comprehensive review of the Manual's index.
2. The Commission should review cross-references.
3. The Commission should review Sturgis/Robert's (et. al.) citations to ensure that these citations fit the appropriate section, and that the proper version is cited.

Membership:

The "original" Subcommittee No. 2 membership was appointed by the Commission Chair, John Phelps in September 2003. It consisted of:

Chair: Susan Clarke Schaar, Virginia
Vice-Chair: Dave Avant, Alabama
Ann Cornwell, Arkansas
Laura Clemens, Ohio
Joe Blough, Oklahoma

Per ASLCS Standing Orders, Susan Clarke Schaar resigned from the Commission upon her election as NCSL Staff Vice Chair on July 23, 2004. To fill this vacancy, Patsy Spaw, Texas, was appointed to the Commission on September 1, 2004, and assigned to Subcommittee No. 2. Dave Avant was appointed Chair and Laura Clemens was appointed Vice Chair.

Joe Blough left legislative service in December 2004. To fill this vacancy, Claire Cliff, Nevada, was appointed to the commission on Feb. 14, 2005, and assigned to Subcommittee No. 2.

Report:

Project No. 1. The Subcommittee began its work in 2003 by discussing and designing a process to review and proof the 2000+ citations from eighteen (18) other parliamentary manuals Paul Mason used in writing *Mason's Manual of Legislative Procedure*. The eighteen (18) other manuals were divided among the five subcommittee members. Each member was assigned the task of securing a copy of the manuals he or she was to proof. Then, every citation was reviewed and proofed for relevance and correctness. This was necessary because the Manual has been updated and will be republished for the third time in 2010. Each member made a list of all discrepancies discovered, and these were each presented and discussed in detail with the Subcommittee. A majority affirmative vote of the Subcommittee was required before any recommendation for revision could be presented to the full Commission.

The initial part of this research by the subcommittee members lasted about a year. Then, all five (5) subcommittee members met at a Dallas Airport budget motel for a Friday-Sunday weekend to present each member's findings. After meeting and discussing the findings, over twenty-two (22) hours of deliberations, approximately fifty (50) changes/corrections were agreed upon to present to the full Commission. Over half of these were typographical errors or a citation to an incorrect section of a reference manual.

The report was presented to the full Commission and, upon their review, was adopted and forwarded to Brenda Erickson to be included in the 2010 edition of *Mason's Manual of Legislative Procedure*. This was completed in the spring of 2006.

Project No. 2. In the previous editions of *Mason's Manual of Legislative Procedure* the indexes have been computer generated. Users have complained that it was not user friendly and needed to be recompiled. So, the Subcommittee began discussions as to how to compile a manually generated index for the 2010 edition of the *Mason's Manual of Legislative Procedure*.

The first item the Subcommittee discussed was the format of the new index. After reviewing several styles, the Subcommittee recommended to the full commission that a single page format be used for the index. The full commission adopted this recommendation after considering several formats.

A great amount of time was spent on the terminology used in the index. The Subcommittee studied the punctuation, capitalization and grammar used, to insure uniformity throughout the index. Once these standards were established and approved by the committee, this consistent language was used throughout the index.

The Subcommittee then proceeded with the task of manually writing an index for the 807 sections of the Manual. As a starting point, Patsy Spaw's staff took the indices of the 1989 and 2000 editions and produced a document that listed all 807 sections and every index listing by section. This became the working document for the Manual index.

Each subcommittee member was assigned 160+ sections of the Manual to study, and charged with drafting an index for each section. Duplicates from the two (2) previous editions were eliminated. Applicable entries were used, and new ones were added. This compilation process took about six (6) months.

Next, each subcommittee member proofed, and where necessary, edited the work of another member, as a double-checking procedure. The five (5) parts were then combined into a working document so that the full Subcommittee could begin the process of reviewing and discussing each section and the index attached to it. This exhaustive effort required many hours and numerous meetings to examine the entire draft document, by section and with accompanying index.

The Subcommittee completed its work on the index in the fall of 2009, and presented the complete index for the new Manual to the full Commission. After an intense review, the Commission adopted the index, to be published in the 2010 edition of *Mason's Manual of Legislative Procedure*. The adopted draft was then delivered to Brenda Erickson in camera-ready format.

The Subcommittee was greatly aided by three employees of the Alabama Senate, who spent many hours meeting with the subcommittee, serving as its secretaries, recompiling many versions of a working document, and performing all the formatting required to produce the new index. We are greatly indebted to Lisa Helms, Sara Squires, and Joyce Wright, for the fine work they performed for the Subcommittee.

APPENDIX D

Report of Subcommittee No. 3 Milwaukee, Wisconsin September 2010

Subcommittee No. 3 – Substantive Review:

Mission:

- The Commission should conduct an *item analysis*, comparing the contents of the Manual with that of other major parliamentary authorities.
- The Commission (should) define “new materials” narrowly and according to the following categories:
 - Supplemental Material – Material that is absent from the Manual but present either in other parliamentary manuals, current practice in legislatures or case law.
 - Original Material – Material that is absent from the Manual, other parliamentary manuals, legislative practice or case law but which may require new procedural forms in the future.
- The Commission (should) focus upon supplemental material.
- The Commission (should) refrain from devising procedures that could be defined as original material.
- The Commission (should) develop a clear definition of “obsolete.” The Commission should create procedures to determine whether provisions in the Manual are outmoded – such as it has done to determine whether new case law is included in the Manual. A structured approach to this process should be developed by the Commission to ensure uniform and comprehensive results are obtained.

Membership: Patrick O’Donnell, Denise Weeks, Diane Bell, Karen Wadsworth, and Norm Moore (2003-2009)

Report: The subcommittee began its work in 2003 by discussing and designing a process on “item analysis” comparing the contents of the Manual with that of other major parliamentary authorities. Each member of the subcommittee was asked to review the same series of other historically relevant parliamentary manuals (please see Attachment A for a list of parliamentary manuals). We reviewed both indices and table of contents in each manual to determine whether there were parliamentary principals contained in that manual but not in the Manual. We also looked for areas where there was a more elaborate treatment and discussion of parliamentary principals which contained both a historical perspective as well as an extended discussion of that principal. Emphasis was placed on those manuals that were both historically significant as well as extensive in their presentation of parliamentary law. This review work started in December,

2003 and concluded in September, 2005. In all, during that time there were twelve (12) meetings or conference calls to complete this phase of our work.

As a result of these efforts, each subcommittee member was then assigned the task of writing, rewriting, and editing certain sections in the Manual based on the results from Phase I of our work. There were approximately thirty-six (36) revisions drafted that were ultimately approved by the Commission. This phase commenced in September, 2005 and concluded in August, 2007.

The third major charge assigned to the subcommittee was to identify and resolve apparent inconsistencies in the 2000 version of the Manual. Each commission member was asked for their input as to sections in the Manual that appeared to be in conflict with another section.

In all, over one hundred sixty-five (165) sections in the Manual were reviewed. In many instances no changes were recommended. We did recommend changes to sixty-six (66) sections. Of that number, approximately one-third simply recommended cross references to other sections or to other parliamentary authority.

Fifteen (15) sections involved some minor editing or language changes. Thirty-two (32) sections involved some significant revisions and substantive changes – some more significant than others. These substantive changes included adding clarifying language, pulling language from other parliamentary manuals and eliminating duplicative or confusing language.

In Phase III, all sixty-six (66) proposed changes after discussion, debate and some amending were approved by the full Commission.

In the end, over ninety-eight (98) sections of the Manual were rewritten, changed, modified, edited or revised to reflect current parliamentary practice based upon both current practices, as well as years of development and growth in parliamentary law.

Attachment 1

- There were approximately forty-five (45) manuals we know of, forty (40) of which we could actually find copies. Thus, a decision was made to review those manuals which were both more recent in time as well as representing a significant and scholarly effort in parliamentary law.
 - We especially emphasized a review of the following manuals:
 - Sturgis's Standard Code of Parliamentary Procedure*
 - Cushing's Elements of the Law and Practice of Legislative Assemblies in the United States of America – Lex Parliamentaria Americana*
 - Hughes' American Parliamentary Guide*
 - Demeter's Manual of Parliamentary Law and Procedure*
 - Jefferson's Manual*
 - Reed's A Manual of General Parliamentary Law (Reed's Rules)*
 - Robert's Rules of Order, Newly Revised*

APPENDIX E

Report of Edit Review Subcommittee Milwaukee, Wisconsin September, 2010

Edit Review Subcommittee:

In July, 2009, the Chair of the Commission appointed an Edit Review Subcommittee to review the editing performed by NCSL and to insure the final Manual was properly composed and formatted. Membership: Denise Weeks, Chair; Diane Bell, Laura Clemens, Claire Clift, Ann Cornwell, Jeff Finch, Russell Humphries, Ramona Kenady, Millie MacFarland, Norm Moore, Patsy Spaw, and Karen Wadsworth.

NCSL's liaison to the Commission sent the first draft of the 2010 edition of *Mason's Manual of Legislative Procedure* to the members of the subcommittee and to the NCSL editor on August 5, 2009. The subcommittee members began by reviewing edits made by the NCSL editor, comparing edits with personal notes and final reports from the Legal Citation Review Subcommittee, the Internal Integrity and Layout Subcommittee, and the Substantive Review Subcommittee.

The first subcommittee meeting was held at the Professional Development Seminar in Seattle, WA. Members determined the process for review and decided all comments would be shared with everyone on the subcommittee via an e-mail listserv.

The first 108 pages of suggested edits from the NCSL editor were sent to the subcommittee on September 28, 2009. The remaining pages were sent to the subcommittee on November 6, 2009. All comments and questions from members of the subcommittee were posted to the listserv and compiled in a document by the NCSL liaison.

The Subcommittee met Saturday, April 10 and Sunday, April 11, 2010, at the Spring meeting of ASLCS in New York. Members in attendance were Denise Weeks, Chair; Diane Bell, Claire Clift, Ann Cornwell, Jeff Finch, Russell Humphrey, and Patsy Spaw. Brenda Erickson, NCSL Liaison, was also present.

The subcommittee worked from the document NCSL had compiled from the exchange of comments and questions on the listserv. Each item was reviewed, discussed and the adopted results were by unanimous consent.

The subcommittee submitted their report to the full Commission on April 20, 2010, and requested any objections to the report to be voiced by April 30, 2010. No objections were received.

At the July 24, 2010 meeting in Louisville, KY, the Commission approved the subcommittee's report as submitted, with five amendments. At this meeting members of the subcommittee requested NCSL deliver a "final, corrected version" of the Manual before the Milwaukee Commission meeting, incorporating all of the corrections identified by the Review Subcommittee. NCSL's Liaison agreed that the final corrected version of the Manual would be sent to the full Commission no later than one week prior to the Milwaukee ASLCS meeting. The Edit Review Subcommittee members would review the final corrected version to ensure all identified corrections have been made. The Review Subcommittee made its final report of this review to the Commission at the Milwaukee Commission meeting.