



NATIONAL CONFERENCE OF STATE LEGISLATURES

# LSCC SPRING MEETING

MAY 17, 2024

FAIRMONT LE CHÂTEAU FRONTENAC

QUÉBEC CITY, QUÉBEC





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## COMPREHENSIVE SCHEDULE

### THURSDAY, MAY 16

7:30 a.m. to 12:45 p.m.	Task Force on Energy Supply Meeting .....	Fairmont   Montmagny
9:00 a.m.	Military and Veterans Affairs Task Force Tour .....	Offsite Tour
Noon	Task Force on Energy Supply Tour .....	Offsite Tour
5-6:30 p.m.	Legislative Staff Coordinating Committee Reception .....	Fairmont   Salon Rose

### FRIDAY, MAY 17

8 a.m. to 1 p.m.	Registration .....	Fairmont   Lobby
8-9 a.m.	Breakfast .....	Fairmont   Aylmer
7:30 a.m. to 4:30 p.m.	Military and Veterans Affairs Task Force .....	Fairmont   Haldimand
7:30 a.m. to 5 p.m.	Task Force on State and Local Taxation .....	Fairmont   Jacques Cartier
8:30 a.m. to 4:30 p.m.	Health Innovations Task Force .....	Fairmont   Place D'Armes
8:30 a.m. to 5 p.m.	Task Force on Artificial Intelligence, Cybersecurity & Privacy .....	Le Capitle Hotel, Confessional
7:30 a.m. to 1 p.m.	Task Force on Energy Supply .....	Fairmont   Montmagny
9-10:15 a.m.	LSCC Work Groups <ul style="list-style-type: none"> <li>• NCSL 50th Anniversary .....</li> <li>• Professional Staff Association Officers .....</li> <li>• Standing Committees .....</li> <li>• Strategic Planning .....</li> </ul>	Fairmont   Beauharnois Fairmont   Gouverneurs Fairmont   St. Louis Fairmont   The Cellar
10:15-10:30 a.m.	Break	
10:30-11:45 a.m.	LSCC Subcommittees <ul style="list-style-type: none"> <li>• Information Technology, Social Media, E-Learning &amp; Outreach ...</li> <li>• Legislative Institution .....</li> <li>• Programs and Professional Development .....</li> </ul>	Fairmont   Gouverneurs Fairmont   St. Louis Fairmont   Beauharnois
Noon-1:15 p.m.	LSCC Lunch .....	Fairmont   Dufferin
1:15-3 p.m.	Full LSCC Meeting .....	Fairmont   Frontenac

FRIDAY, MAY 17 (CONTINUED)

3-4 p.m.	International Legislative Advisory Council.....	Fairmont
4-5 p.m.	Work Group on NCSL Dues .....	Fairmont   Beauharnois
5-6 p.m.	Reception .....	Fairmont   The Cellar

SATURDAY, MAY 18

8 a.m. to 1 p.m.	Registration.....	Fairmont   Lobby
8-9 a.m.	Breakfast .....	Fairmont   Champlain & Library
8:30-10 a.m.	Foundation for State Legislatures Bylaws Committee Meeting .....	Fairmont   Frontenac
10:15-11:30 a.m.	Committees of the Executive Committee <ul style="list-style-type: none"><li>• Budget, Finance and Rules.....</li><li>• Outreach and Member Services .....</li></ul>	Fairmont   Beauharnois Fairmont   Bellevue
11:30 a.m. to 12:15 p.m.	Lunch.....	Fairmont   Champlain & Library
12:30 p.m.	Depart for Parliament Building of Québec <ul style="list-style-type: none"><li>• Buses depart from St. Louis Street or approximately 15-minute walk</li></ul>	
1-1:30 p.m.	Registration/Security at Parliament Building of Québec	
1:45-3 p.m.	Subcommittees of the Executive Committee <ul style="list-style-type: none"><li>• Legislative Institution.....</li><li>• State-Federal Policy .....</li></ul>	Parliament   Marie-Claire-Kirkland Parliament   Pauline-Marois
3-3:15 p.m.	Break	
3:30-4:45 p.m.	Executive Committee Meeting .....	Parliament   Salle de l'Assemblée Nationale
5-6:30 p.m.	Reception at the Parliament Building of Québec .....	Parliament   Restaurante le Parlementaire

## FULL LSCC MEETING AGENDA

MAY 17, 2024 | 1:15-3 P.M. | FAIRMONT LE CHATEAU FRONTENAC | FRONTENAC

1. Welcome and introductions.
2. Report by NCSL CEO Tim Storey.
3. LSCC Work Group reports:
  - a. Professional Staff Association Officers.
  - b. Standing Committees Work Group.
  - c. NCSL 50th Anniversary Special Work Group.
  - d. Strategic Planning.
4. LSCC Subcommittee reports:
  - a. Programs and Professional Development.
  - b. Information Technology, Social Media, E-Learning and Outreach.
  - c. Legislative Institution.
5. Other business.



## LSCC OFFICERS

### NCSL STAFF CHAIR



**Sabrina Lewellen**  
Deputy Director and Assistant  
Secretary of the Senate  
Arkansas General Assembly  
501-682-5608  
sabrina.lewellen@senate.ar.gov

### NCSL STAFF VICE CHAIR



**John Snyder**  
Transportation Committee Staff  
Administrator  
Legislative Research Commission  
Kentucky General Assembly  
502-564-8100, Ext. 478  
john.snyder@lrc.ky.gov

### NCSL IMMEDIATE PAST STAFF CHAIR



**Anne Sappenfield**  
Director – Legislative Council  
Wisconsin Legislature  
608-266-1304  
anne.sappenfield@legis.wisconsin.gov

## LSCC AT-LARGE MEMBERS



**Natalie Castle**  
Director  
Colorado Legislative Council  
Colorado General Assembly  
303-909-9945  
natalie.castle@coleg.gov



**Lonnie Edgar**  
Deputy Director  
Joint Legislative PEER Committee  
Mississippi Legislature  
601-359-1226  
lonnie.edgar@peer.ms.gov



**Aurora Hauke**  
Chief of Staff  
Sen. Jesse Kiehl  
Alaska Legislature  
907-465-5051  
aurora.hauke@akleg.gov



**Doug Himes**  
Ethics Counsel  
Office of the Chief Clerk  
Tennessee General Assembly  
615-741-1195  
doug.himes@capitol.tn.gov



**Jennifer Jackson**  
 Senior Legislative Counsel  
 Legal Division – Legislative Council  
 Texas Legislature  
 512-463-1155  
 jennifer.jackson@tlc.texas.gov



**Wendy Jackson**  
 Administrative Services Manager  
 Legislative Reference Bureau  
 Wisconsin Legislature  
 608-266-9983  
 wendy.jackson@legis.wisconsin.gov



**Eric Katz**  
 Counsel to the Majority, New York  
 State Senate Office of Majority Counsel  
 and Program  
 New York Legislature  
 518-455-2603  
 katz@nysenate.gov



**Terri Kondoff**  
 Director  
 Legislative Services Office  
 Idaho State Legislature  
 208-334-4828  
 tkondoff@lso.idaho.gov



**Cliff McCollum**  
 Director of Constituent Services  
 Baldwin County Legislative Delegation  
 Alabama  
 518-462-2867  
 cliff.mccollum@baldwincountyal.gov



**Eric Nauman**  
 Principal Fiscal Analyst  
 Minnesota Legislature  
 651-296-5539  
 eric.nauman@senate.mn



**Rich Olsen**  
 Director – Legislative Services Division  
 West Virginia Legislature  
 304-347-4749  
 rich.olsen@wvlegislature.gov



**Jill Reinmuth**  
 Staff Director – Office of Program  
 Research  
 Washington Legislature  
 360-786-7102  
 Jill.reinmuth@leg.wa.gov



**Paul Smith**  
 Clerk of the House  
 House of Representatives  
 New Hampshire General Court  
 603-271-2548  
 paul.smith@leg.state.nh.us



**Betsy Theroux**  
 Director, Media Services  
 House of Representatives  
 Georgia General Assembly  
 404-656-3996  
 betsy.theroux@house.ga.gov



**Will Tracy**  
 Communications  
 Specialist/Videographer  
 Arkansas House of Representatives  
 501-682-7771  
 will.tracy@arkansashouse.org



**Erica Warren**  
 Assistant Reviser of Statutes  
 Legislative Research Commission  
 Kentucky General Assembly  
 502-564-8100, Ext. 512  
 erica.warren@lrc.ky.gov

## LSCC DISCRETIONARY APPOINTMENTS



**Jon Courtney**  
Deputy Director for Budget  
Legislative Finance Committee  
New Mexico Legislature  
505-986-4550, Ext. 4539  
jon.courtney@nmlegis.gov



**Soren Jacobsen**  
Senior IT Specialist  
Idaho Legislative Services Office  
Idaho Legislature  
208-334-4848  
sjacobsen@lso.idaho.gov



**Othni J. Lathram**  
Director, Legislative Services Agency  
Alabama Legislature  
334-261-0690  
olathram@lsa.state.al.us



**Lori Mathis**  
Director  
Office of Operations and Support  
Service  
Maryland General Assembly  
410-946-5120  
lorm@mlis.state.md.us



**KC Norwalk**  
Deputy Director, Office of Bill Drafting  
and Research  
Legislative Services Agency  
Indiana General Assembly  
317-234-2105  
kc.norwalk@iga.in.gov



**Shunti Taylor**  
Deputy Director  
Georgia Department of Audits and  
Accounts  
404-651-8866  
taylorsh@audits.ga.gov

## OVERALL STAFF OFFICERS OF STANDING COMMITTEES



**Miriam Fordham**  
Staff Co-Chair, NCSL Standing  
Committees  
Legislative Fiscal Analyst  
Legislative Research Commission  
Kentucky General Assembly  
502-564-8100, Ext. 347  
miriam.fordham@lrc.ky.gov



**Melissa Renick**  
Staff Co-Chair, NCSL Standing  
Committees  
Assistant Director for Research  
Legislative Research Department  
Kansas Legislative  
785-296-3181  
melissa.renick@klrd.ks.gov



**John Bjornson**  
Staff Vice Chair, NCSL Standing  
Committees  
Director, Legislative Council  
North Dakota Legislative Assembly  
701-328-2916  
jbjornson@ndlegis.gov



**Raysa Martinez Kruger**  
Staff Vice Chair, NCSL Standing  
Committees  
Principal Research Analyst  
New Jersey Office of Legislative Services  
609-847-3890  
rmartinez@njleg.org



**Anthony Sammons**  
Staff Vice Chair, NCSL Standing  
Committees  
Director of Fiscal Staff, Senate  
Oklahoma Legislature  
405-521-5696  
anthony.sammons@oksenate.gov



**Andrea Wilko**  
Staff Vice Chair, NCSL Standing  
Committees  
Chief Economist  
Legislative Fiscal Analyst Office  
Utah Legislature  
801-538-1034  
awilko@le.utah.gov

## PROFESSIONAL STAFF ASSOCIATIONS

### AMERICAN SOCIETY OF LEGISLATIVE CLERKS AND SECRETARIES (ASLCS)



**Yolanda Dixon**  
**President, ASLCS**  
Secretary of the Senate  
Louisiana Legislature  
225-342-6184  
dixon@legis.la.gov



**Rob Hunt**  
**President-Elect, ASLCS**  
Clerk of the House  
Maine Legislature  
207-287-1400  
rob.hunt@legislature.maine.gov

### LEADERSHIP STAFF PROFESSIONAL ASSOCIATION (LSPA)



**Danielle Baker**  
**Chair, LSPA**  
Executive Director, Acadiana Legislative  
Delegation  
Louisiana House of Representatives  
Louisiana Legislature  
225-342-0349  
bakerd@legis.la.gov



**Magali Bearden**  
**Vice Chair, LSPA**  
Senior Policy Advisor and Intern  
Coordinator  
Arizona House of Representatives  
Arizona Legislature  
mbearden@azleg.gov

### LEGISLATIVE INFORMATION AND COMMUNICATIONS STAFF (LINCS)



**Aundrea Peterson**  
**Chair, LINCS**  
Deputy Chief of Staff, Senate  
Utah Legislature  
810-791-3365  
aundreapeterson@le.utah.gov



**Jacque Bland**  
**Vice Chair, LINCS**  
Director of Communications  
West Virginia Legislature  
304-357-7999  
jacque.bland@wvsenate.gov

### LEGISLATIVE RESEARCH LIBRARIANS (LRL)



**Lindsay Pealer**  
**Chair, LRL**  
Supervising Librarian  
Office of the Legislative Counsel  
California Legislature  
916-341-8030  
lindsay.pealer@legislativecounsel.ca.gov



**Anthony Aycock**  
**Vice Chair, LRL**  
Legislative Librarian  
North Carolina General Assembly  
919-301-1291  
anthony.aycock@ncleg.gov

## NATIONAL ASSOCIATION OF LEGISLATIVE FISCAL OFFICES (NALFO)



**Krista Lee Carsner**  
**President, NALFO**  
Executive Director  
Fiscal Review Committee  
Tennessee General Assembly  
615-532-9941  
krista.lee.carsner@capitol.tn.gov

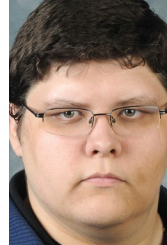


**Kirk Fulford**  
**President-Elect, NALFO**  
Deputy Director, Fiscal Division  
Alabama Legislative Services Agency  
334-261-0650  
kfulford@lsa.state.al.us

## NATIONAL ASSOCIATION OF LEGISLATIVE INFORMATION TECHNOLOGY (NALIT)



**Dave Burhop**  
**Chair, NALIT**  
Director  
Division of Legislative Automated  
Systems  
Virginia General Assembly  
804-371-8961  
dburhop@dlas.virginia.gov



**Johnathan Harris**  
**Vice Chair, NALIT**  
Chief Information Officer  
Legislative Research Commission  
Kentucky General Assembly  
502-564-8100  
johnathan.harris@lrc.ky.gov

## NCS NATIONAL LEGISLATIVE PROGRAM EVALUATION SOCIETY (NLPES)



**Darin Underwood**  
**Chair, NLPES**  
Deputy Auditor General  
Office of the Legislative Auditor General  
Utah Legislature  
801-580-3978  
dunderwood@le.utah.gov



**Jennifer Sebren**  
**Vice Chair, NLPES**  
Deputy Director  
Legislative PEER Committee  
Mississippi Legislature  
601-359-1451  
jennifer.sebren@peer.ms.gov

## NATIONAL LEGISLATIVE SERVICES AND SECURITY ASSOCIATION (NLSSA)



**Michelle O'Brien**  
**President, NLSSA**  
Special Projects Coordinators  
Idaho Legislature  
208-334-4850  
mobrien@lso.idaho.gov



**Cyrus Anderson**  
**Vice President, NLSSA**  
Senate Deputy Sergeant-At-Arms  
Wisconsin Legislature  
608-504-5689  
cyrus.anderson@legis.wisconsin.gov

## RESEARCH, EDITORIAL, LEGAL AND COMMITTEE STAFF (RELACS)



**Rachel Weiss**  
**Chair, RELACS**  
Research Analyst  
Legislative Services Division  
Montana Legislature  
406-444-5367  
rachel.weiss@legmt.gov



**Matt Gehring**  
**Vice Chair, RELACS**  
Staff Coordinator  
House Research Department  
Minnesota Legislature  
651-296-5052  
matt.gehring@house.mn



## 2023-2024 STAFF CHAIR GOALS FOR LSCC SUBCOMMITTEES AND WORK GROUPS

### LEGISLATIVE INSTITUTION SUBCOMMITTEE

#### Goals and Responsibilities, Pursuant to the LSCC Bylaws

The Legislative Institution Subcommittee, in partnership with the other LSCC subcommittees as appropriate may:

1. Develop a strategy to prepare LSCC members to perform their duties, including updating written materials and improving the orientation and mentorship programs.
2. Develop programs and materials to assist legislatures in dealing with institutional issues.
3. Serve as a repository for publications and other written materials produced by the LSCC related to institutional issues.
4. Review and update the publications and written materials described in Clause 3 on a regular basis.
5. Develop strategies and programs to promote legislative service as a career, including monitoring retention and recruitment issues impacting legislative staff service.
6. Develop strategies and programs to promote the value of both nonpartisan and partisan legislative staff in legislatures.
7. Identify, support and create opportunities to positively highlight and promote legislative staff activities and achievements to states' legislative leadership and to the public.

#### Staff Chair Goals, 2023-2024

1. Work with NCSL staff in the production of any NCSL 50th anniversary documentary/product to ensure legislative staff are included and highlighted as important and irreplaceable components in state legislatures and in the success story of NCSL.
2. Facilitate the ability for the RELACS Professional Staff Association to review the “Legislative Litigation Toolkit” to update it accordingly with any new or updated litigation information since 2019.
3. Review the “Model Code of Conduct” publication to consider the inclusion of new topics or updating current topics covered and ensure any changes made are properly included into the training module offered in the staff certificate program Legislative Staff Institutional Essentials (LSIE).
4. Review the “Guide for Writing a State Legislative Personnel Manual” to ensure information is included on remote/hybrid work policy information and other HR issues that have developed since 2020.
5. Work in coordination with the NCSL Executive Committee Subcommittee on the Legislative Institution when and where appropriate on 50th Anniversary events and endeavors.
6. Subcommittee leadership completes a report form following each LSCC meeting and submits it to the staff chair and the appropriate NCSL staffer(s) working with the subcommittee.

### PROGRAMS AND PROFESSIONAL DEVELOPMENT SUBCOMMITTEE

#### Goals and Responsibilities, Pursuant to the LSCC Bylaws

The Programs and Professional Development Subcommittee works with other LSCC subcommittees to promote the Legislative Staff Management Institute, the Legislative Staff Certificate Program, the annual NCSL Legislative Summit, the Young and New Professionals program, and various other NCSL programs and services as appropriate. The subcommittee may:

1. Work with professional staff association officers at their request to review and promote professional development seminars.
2. Recommend speakers, programming and related marketing for LSCC-sponsored sessions at the Legislative Summit, including associated scheduling and program format issues.

3. Oversee the Legislative Staff Management Institute and its marketing efforts.
4. Oversee the Legislative Staff Certificate Program, its selection process and its marketing efforts.
5. Oversee the Young and New Professional Program and its marketing efforts.
6. Participate as appropriate to assist with other LSCC-sponsored learning opportunities.

#### **Staff Chair Goals, 2023-2024**

1. Evaluate the delivery and execution of the 2023 Legislative Staff Institutional Essentials (LSIE) program.
2. Review/discuss the staff programming held at the NCSL Forecast '24 meeting.
3. Create an odd year and even year NCSL staff programming calendar reflecting the major programs, trainings and seminars in 2021, 2022 and 2023. The calendar should include 2024 programming as well if possible.
4. Work with the staff chair and the IT Subcommittee to plan for the 2024 Legislative Staff Week.
5. Work with the NCSL staff chair and NCSL staff regarding the Legislative Staff Management Institute (LSMI) and the rebidding process.
6. Formally sunset the review of the walking app used during the Legislative Summit as a specific subcommittee responsibility; provide guidance to NCSL about utilizing the walking app as needed.
7. Provide faculty recommendations for consideration for the Legislative Staff Breakfast and the Legislative Staff University at the 2024 Legislative Summit.
8. Receive an update on the senior staff leadership development programs that have occurred from 2019-2023.
9. Review NCSL 2023 Base Camp evaluations and provide programming recommendations for 2024 NCSL Base Camp.
10. Continue to monitor updates to the database of professional development opportunities for legislative staff offered through NCSL to help ensure that the database is annually updated, and support making its availability known in the future to appropriate audiences.
11. Subcommittee leadership completes a report form following each LSCC meeting and submits it to the staff chair and the appropriate NCSL staffer(s) working with the subcommittee.

#### **INFORMATION TECHNOLOGY, SOCIAL MEDIA, E-LEARNING AND OUTREACH SUBCOMMITTEE**

##### **Goals and Responsibilities, Pursuant to the LSCC Bylaws**

The Information Technology, Social Media, E-Learning and Outreach Subcommittee may develop, monitor, oversee and promote the use of NCSL resources by state legislative staff. This includes:

1. Providing encouragement and assistance to NCSL professional staff associations to develop e-learning tools for the benefit of the professional staff association members throughout NCSL, and where appropriate the subcommittee shall assist professional staff associations to access resources to improve outreach, e-learning, social media and information technology programming.
2. Reviewing e-learning data reflecting participation levels and evaluations.
3. Guiding and reviewing, in partnership with the Programs and Professional Development Subcommittee, NCSL programs for state legislative staff professional education, such as:
  - a. Introductory education regarding state legislatures to new and junior staff.
  - b. Encouraging the participation of all staff in NCSL.
  - c. Informing all state legislative of the value of NCSL and its programs for staff.
  - d. Promoting legislative service as a career.
4. Developing outreach strategies, in partnership with the Programs and Professional Development Subcommittee, the NCSL marketing team and other NCSL outreach programs, that effectively communicate with state legislative staff and facilitate communications among state legislative staff.
5. Ensuring that electronic learning opportunities, the annual NCSL Legislative Summit, and learning and staff outreach opportunities are effectively promoted and marketed to staff.
6. Ensuring the efficacy and utility of information technology resources deployed by NCSL for state legislative staff use and that the information technology, e-learning, social media and outreach resources deployed by NCSL include a legislative staff focus and provide a benefit for legislative staff.

### **Staff Chair Goals, 2023-2024**

1. Work in coordination with the 50th Anniversary Work Group, the staff chair and NCSL staff to repackage the Staff Chair Oral History Project as Profiles in Leadership and interview all the living past NCSL staff chairs possible utilizing a uniform interview protocol and a professional recording process with the goal of completing past chair profiles by December 2025 and adding new staff chair profiles each year.
2. Work with the staff chair, the Programs and Professional Development Subcommittee and NCSL staff to plan for the 2024 Legislative Staff Week.
3. Provide an update on digital badging for graduates of the 2022 and 2023 Legislative Staff Management Institute (LSMI) program and the deployment of the badge to all LSMI alumni.
4. Provide an update on digital badging for any other NCSL programs.
5. Work in concert with other subcommittees on any NCSL 50th anniversary projects in areas that align with information technology, social media, e-learning or outreach.
6. Subcommittee leadership completes a report form following each LSCC meeting and submits it to the staff chair and the appropriate NCSL staffer(s) working with the subcommittee.

### **PROFESSIONAL STAFF ASSOCIATION OFFICERS WORK GROUP**

#### **Goals and Responsibilities, Pursuant to the LSCC Bylaws**

The Professional Staff Association Officers Work Group may:

1. Promote and assist in producing annual professional development seminars and virtual meetings for professional staff associations, including assistance in program planning and coordination.
2. Exchange ideas and share information with professional staff associations.
3. Develop strategies to support the operation of each professional staff association and communicate those strategies to the LSCC as necessary.
4. Promote professional staff association outreach and encourage involvement in professional staff association activities.

### **Staff Chair Goals, 2023-2024**

1. Create or review the history section on each staff association webpage to update the information and consider including appropriate highlights of association achievements where appropriate, etc. by December 2024.
2. Work in coordination with the 50th Anniversary Work Group, the staff chair and NCSL staff to launch 50th Anniversary: Profiles in Service. The goal is to celebrate current and past staff association leaders and other legislative staff contributors to the association by utilizing communication mediums such as newsletters, e-blasts, the NCSL website, social media platforms and/or other association communications throughout the anniversary year.
3. Work to include anniversary/celebratory related programming in upcoming staff association PDS meetings (specifically in 2024 and/or 2025).
4. Work group leadership completes a report form following each LSCC meeting and submits it to the staff chair and the appropriate NCSL staffer(s) working with the subcommittee.

### **STRATEGIC PLANNING WORK GROUP**

#### **Goals and Responsibilities, Pursuant to the LSCC Bylaws**

1. The work group may develop, annually, a strategic plan that establishes goals and priorities which are consistent with the purposes of the LSCC, and which are to be accomplished in the following year, propose initiatives and programs suitable for accomplishing the goals and priorities, and suggest strategies for implementing the initiatives and programs.

## **STANDING COMMITTEES WORK GROUP**

### **Goals and Responsibilities, Pursuant to the LSCC Bylaws**

The Standing Committees Work Group may:

1. Promote legislative staff participation in the NCSL standing committees.
2. Monitor NCSL standing committee meetings.
3. Evaluate staff officer involvement and inclusion in NCSL standing committee activities.
4. Engage the standing committee staff officers at least quarterly to update the group on the activities of the LSCC.
5. Provide professional development opportunities for standing committee staff officers.
6. Develop outreach proposals, as needed, to encourage staff to serve on NCSL standing committees.
7. Relay the outreach proposals to the Subcommittee on Information Technology, Social Media, E-learning and Outreach for consideration.

### **Staff Chair Goals, 2023-2024**

1. Review and discuss any standing committee programming held at the NCSL Forecast meetings to date.
2. Consider the feasibility of offering standing committee-specific programming at an upcoming NCSL Forecast meeting.
3. Plan two professional development programs specifically for standing committee officers.
4. Work group leadership completes a report form following each LSCC meeting and submits it to the staff chair and the appropriate NCSL staffer(s) working with the subcommittee.

## **NCSL 50TH ANNIVERSARY SPECIAL WORK GROUP**

### **Staff Chair Goals, 2023-2024**

1. Work in concert with the NCSL Staff 50th Anniversary Steering Committee to create and implement 50th anniversary activities, commemorative items and other anniversary-related program endeavors.
2. Collaborate with the Programs and Professional Development Subcommittee to facilitate a 50th Anniversary-themed LSMI alumni-specific event.
3. Work in coordination with the staff chair and the Information Technology, Social Media, E-Learning and Outreach Subcommittee to repackage the Staff Chair Oral History project as Profiles in Leadership and interview all the living past NCSL staff chairs possible utilizing a uniform interview protocol and a professional recording process with the goal of completing past chair profiles by December 2025 and adding new staff chair profiles each year.
4. Work in coordination with the staff chair and the Professional Staff Association Officers Work Group to launch 50th Anniversary: Profiles in Service. The goal is to celebrate current and past staff association leaders and other legislative staff contributors to the associations by utilizing communication mediums such as newsletters, e-blasts, the NCSL website, social media platforms and/or other association communications throughout the anniversary year.
5. Consider the feasibility of an "In Memoriam" or some kind of reflective observance to remember and recognize key legislative staff leaders who participated in and contributed to NCSL and have passed away in the first 50 years of NCSL.
6. Review the senior staff leadership development programs to explore 50th anniversary-specific engagement with the program.
7. Work group leadership completes a report form following each LSCC meeting and submits it to the staff chair and the appropriate NCSL staffer(s) working with the subcommittee.

## NCSL 50TH ANNIVERSARY SPECIAL WORK GROUP

MAY 17, 2024 | 9-10:15 A.M. | FAIRMONT LE CHÂTEAU FRONTENAC | BEAUHARNOIS

### AGENDA

1. Welcome and introductions.
2. Review: NCSL 50th anniversary mission, vision statements, goals and core messages.
3. Review: Staff chair goals for 50th anniversary.
4. Update on state legislatures' resolutions recognizing NCSL's 50th anniversary.
5. Update on implementation of 50th anniversary communications strategy.
6. Discussion: Implementation of staff chair goal: Profiles in Service.
7. Discussion: Implementation of staff chair goal: In Memoriam.
8. Other business.

### WORK GROUP ROSTER

#### CHAIR

Sabrina N. Lewellen  
Arkansas

#### VICE CHAIR

Betsy Theroux  
Georgia

### MEMBERS

Othni Lathram, Alabama  
Jill Reinmuth, Washington  
Eric Nauman, Minnesota  
Natalie Castle, Colorado  
Wendy Jackson, Wisconsin  
Jennifer Jackson, Texas  
Aurora Hauke, Alaska  
Doug Himes, Tennessee  
Jon Courtney, New Mexico

### NCSL LIAISONS

Bryan Thomas (lead)  
Victor Vialpando-Nuñez  
Tim Storey

## NCSL 50TH ANNIVERSARY SPECIAL WORK GROUP—50TH ANNIVERSARY UPDATE

To: Members of the LSCC 50th Anniversary Special Work Group  
From: Bryan Thomas, chief communications officer  
Date: May 17, 2024  
Subject: NCSL's 50th Anniversary Update

The National Conference of State Legislatures first convened in 1975 when three organizations merged to form the powerhouse that today is NCSL. The organization's 50th anniversary is an opportunity to not only reflect on the extraordinary historic work of legislatures, but to tell the story of the critical role that the first branch continues to play in fulfilling the great American experiment.

Through its 50th anniversary, NCSL will tell the story of how state legislatures drive representative democracy, civility and innovation, and how NCSL is the indispensable partner in achieving all three.

### MISSION STATEMENT

NCSL celebrates 50 years of bipartisanship and empowering the legislative institution. The conference commits to marking the milestone through a series of special events, sharing the stories of members and commemorating a half-century of strengthening and supporting representative democracy.

### VISION STATEMENT

Celebrating the first half-century of dedicated service to our nation's legislative institution.

### GOALS

- Engage members.
  - Demonstrate to members how and why NCSL is indispensable as a partner in promoting representative democracy, civility and innovation.
  - Increase membership engagement, including through a) greater participation of current members; b) activation of previously inactive members; and c) initiation of newly elected/hired members.
- Engage the public.
  - Educate the public on the indispensable nature of strong, independent and bipartisan state legislatures.
  - Showcase members on a national stage.
- Engage NCSL staff.
  - Enhance NCSL staff engagement with its mission and members.
- Grow support.
  - Attract new supporters to the NCSL Foundation.
  - Ladder up the support of existing Foundation sponsors.

**CORE MESSAGES**

For 50 years, NCSL has served to advance the effectiveness, independence and integrity of legislatures, while advocating at the national level in support of state interests.

As we celebrate 50 years of service, we recommit ourselves to helping state legislatures strengthen representative democracy, model civility and embrace innovation.

<p><b>State legislatures are models for <u>representative democracy</u>.</b></p>	<p><b>State legislatures are models of <u>civility</u>.</b></p>	<p><b>State legislatures are hotbeds of <u>innovation</u>.</b></p>
<ul style="list-style-type: none"> <li>→ At a time when democracies around the world are under threat, American state legislatures are the beacon on the hill showing that the great experiment of representative democracy is prospering.</li> <li>→ State legislatures show that policymaking that comes through robust debate of the representatives of the people is most responsive to the people’s interests.</li> <li>→ Legislative staff provide professional counsel, nonpartisan guidance and institutional knowledge, and are vital to ensuring the persistence of democratic ideals.</li> </ul>	<ul style="list-style-type: none"> <li>→ State legislators know how to disagree without being disagreeable. Legislatures are the proof that partisan politics doesn’t have to be synonymous with gridlock.</li> <li>→ Legislatures are where people from very different backgrounds, representing very different communities, can come together and find common ground.</li> <li>→ Now, more than ever, we need a room where the left and right come together. NCSL is that room.</li> </ul>	<ul style="list-style-type: none"> <li>→ State legislatures are America’s laboratories of democracy. Legislatures have continually shown that they are the bodies to tackle emerging challenges.</li> <li>→ Throughout the last 50 years, legislatures have identified innovative solutions to novel problems.</li> <li>→ State legislatures punch above their weight class.</li> <li>→ Today, legislatures are wrestling with the most complex new issues—from AI to self-driving cars to a changing economy—and testing innovative solutions.</li> </ul>

**VISUAL IDENTIFY**

In observance of the 50th anniversary, NCSL will flip our official logo to the gold version below across most of our platforms. This switch will take effect during the opening general session of the Legislative Summit in Louisville, Ky., and will run at least through the Boston Summit.



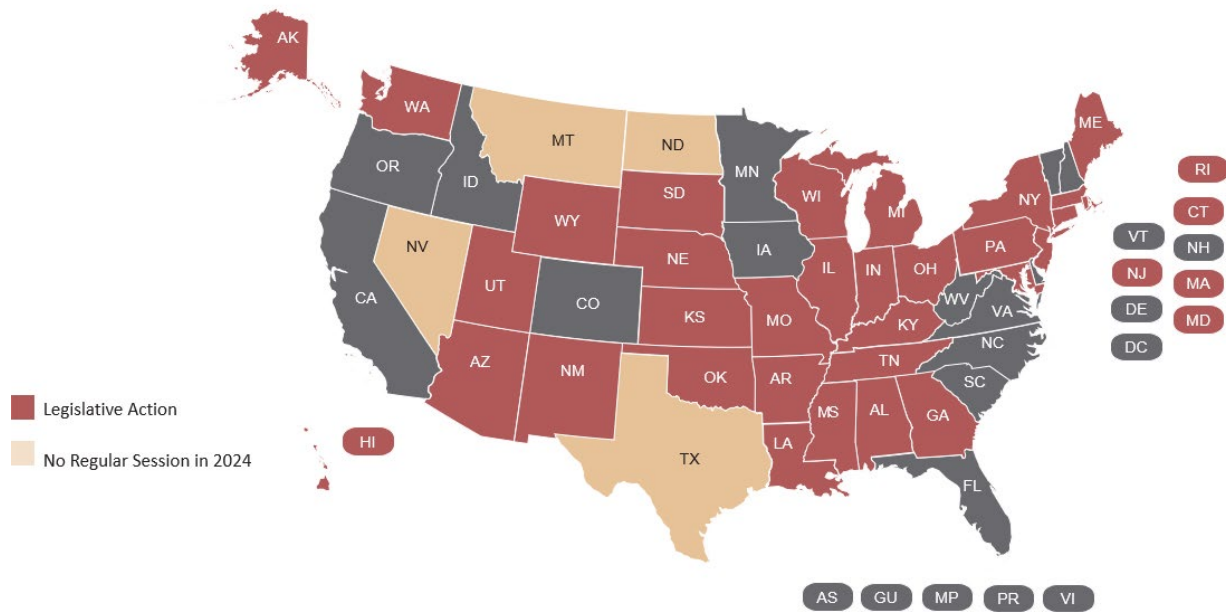
## NCSL'S 50TH ANNIVERSARY RESOLUTIONS

As NCSL launched its celebration of 50 years of service, states are encouraged to participate in this commemorative occasion by passing a resolution about NCSL's anniversary. While NCSL will officially mark its 50th anniversary in 2025, legislatures have been asked to consider taking up this resolution as soon as possible to help build momentum and excitement as we mark this important milestone.

Thirty-two states acted on resolutions between Jan. 1 and April 24, 2024. Many chambers have personalized the resolution text with details about the state's engagement with NCSL, such as legislators and staff who have served in NCSL leadership, or notable meetings held in the state.

### LEGISLATIVE ACTION ON NCSL'S 50TH ANNIVERSARY

JAN. 1 – APRIL 24, 2024



## CONTENT STRATEGY

NCSL is working across divisions and programs to plan a robust content strategy to promote the organization and the core messages of supporting representative democracy, civility and innovation. Content themed to the anniversary will soft-launch in the spring, with full-court press promotion coinciding with the Legislative Summit in August.

Planned content resources include (but are not limited to):

- Dedicated [nctl.org](https://nctl.org) landing page to house all related content.
- Special podcast series.
- Interactive timeline.
- Special commemorative 50th-themed edition of State Legislatures magazine.
- Documentary-style videos showcasing state legislatures.
- Coffee table-style book featuring state capitols.
- "State of Play" videos created with A Starting Point partnership.
- "Profiles in Service" series of staff profiles.

## PROFESSIONAL STAFF ASSOCIATION OFFICERS WORK GROUP

MAY 17, 2024 | 9-10:15 A.M. | FAIRMONT LE CHÂTEAU FRONTENAC | GOUVERNEURS

### AGENDA

1. Welcome and introductions.
2. Update of the staff chair goal of creating or reviewing individual staff association history webpages.
3. Discussion of coordination with 50th Anniversary Work Group, the staff chair and NCSL staff to launch 50th Anniversary: Profiles in Service.
4. Discussion of working to include anniversary/celebratory programming in upcoming staff association meetings.
5. Carrie Maulin/PSA members give update on fall PDS schedule.
6. Update on additional funding for the Staff Exchange Program, and association updates on their exchanges.
7. Discussion of the nominating process for EC and the timeline for submitting applications.
8. Other business.

### WORK GROUP ROSTER

#### CHAIR

Yolanda Dixon  
Louisiana

#### VICE CHAIR

Darin Underwood  
Utah

### MEMBERS

Dave Burhop, Virginia  
Johnathan Harris, Kentucky  
Krista Lee Carsner, Tennessee  
Kirk Fulford, Alabama  
Rob Hunt, Maine  
Rachel Weiss, Montana  
Matt Gehring, Minnesota  
Michelle O'Brien, Idaho

Lindsay Pealer, California  
Cyrus Anderson, Wisconsin  
Anthony Aycock, North Carolina  
Aundrea Peterson, Utah  
Jacque Bland, West Virginia  
Jennifer Sebren, Mississippi  
Danielle Baker, Louisiana  
Magali Bearden, Arizona

### NCSL LIAISONS

Arturo Pérez (lead)  
Natalie Wood  
Carrie Maulin



## STANDING COMMITTEES WORK GROUP

MAY 17, 2024 | 9-10:15 A.M. | FAIRMONT LE CHÂTEAU FRONTENAC | ST. LOUIS

### AGENDA

1. Welcome and introductions.
2. Update on new standing committee structure rollout.
3. Scheduling staff officers' professional development/phone call.
4. Discussion on engaging standing committee staff at Summit.
5. Other business.

### WORK GROUP ROSTER

#### CO-CHAIR

Melissa Renick  
Kansas

#### CO-CHAIR

Miriam Fordham  
Kentucky

### VICE CHAIRS

Raysa Martinez Kruger, New Jersey  
Andrea Wilko, Utah  
John Bjornson, North Dakota  
Anthony Sammons, Oklahoma

### NCSL LIAISONS

Molly Ramsdell (lead)  
Kate Blackman



## STRATEGIC PLANNING WORK GROUP

MAY 17, 2024 | 9-10:15 A.M. | FAIRMONT LE CHÂTEAU FRONTENAC | THE CELLAR

### AGENDA

1. Welcome and introductions.
2. Goals of the special work group on AI technology in the legislature.
3. Review of staff chair goals for 2023-2024.
4. Facilitating transfer of knowledge and assignments for staff chairs in Louisville, Ky.
5. Other business.

### WORK GROUP ROSTER

#### CHAIR

John Snyder  
Kentucky

#### MEMBERS

Terri Kondeff, Idaho  
Rich Olsen, West Virginia  
Lori Mathis, Maryland  
Erica Warren, Kentucky  
Shunti Taylor, Georgia  
KC Norwalk, Indiana  
Will Tracy, Arkansas  
Cliff McCollum, Alabama  
Eric Katz, New York  
Paul Smith, New Hampshire  
Soren Jacobsen, Idaho

#### NCSL LIAISONS

Stacy Householder (lead)  
Alex Alavi



## INFORMATION TECHNOLOGY, SOCIAL MEDIA, E-LEARNING AND OUTREACH SUBCOMMITTEE

MAY 17, 2024 | 10:30-11:45 A.M. | FAIRMONT LE CHÂTEAU FRONTENAC | GOUVERNEURS

### AGENDA

1. Welcome and introductions.
2. Review of staff chair goals.
3. NCSL Groups (Breezio) implementation update.
4. 2024 Legislative Summit update.
5. Staff Week debrief.
6. 50th anniversary.
7. Other business.

### SUBCOMMITTEE ROSTER

#### CHAIR

Lonnie Edgar  
Mississippi

#### VICE CHAIR

Rich Olsen  
West Virginia

### MEMBERS

Jon Courtney, New Mexico  
Terri Kondeff, Idaho  
Lori Mathis, Maryland  
Anthony Sammons, Oklahoma  
Andrea Wilko, Utah  
Raysa Martinez Kruger, New Jersey  
Will Tracy, Arkansas  
Cliff McCollum, Alabama

Darin Underwood, Utah  
Eric Katz, New York  
Dave Burhop, Virginia  
KC Norwalk, Indiana  
Anthony Aycock, North Carolina  
Aundrea Peterson, Utah  
Magali Bearden, Arizona  
Cyrus Anderson, Wisconsin

### NCSL LIAISONS

Victor Vialpando-Nuñez (lead)  
Bryan Thomas  
Alex Alavi

## IT, SOCIAL MEDIA, E-LEARNING AND OUTREACH SUBCOMMITTEE—NCSL GROUPS (BREEZIO)

To: Members of the LSCC IT, Social Media, E-Learning and Outreach Subcommittee  
From: Victor Vialpando-Nuñez, chief operating officer  
Molly Ramsdell, vice president, State-Federal Affairs  
Carrie Maulin, director, Legislative Staff Services  
Date: May 17, 2024  
Subject: NCSL Groups (Powered by Breezio) Update

NCSL Groups (powered by Breezio) has officially replaced Lyrus as the communications platform for NCSL standing committees, task forces and staff professional associations. This platform offers NCSL members a powerful set of tools to enhance communication, collaboration and knowledge sharing among its members and staff, while replacing NCSL’s obsolete listserv functionality.

Being sensitive to the fact that this is a busy time for state legislatures, we are starting by using the platform as a one-way communications tool for committees and task forces, pushing information such as newsletters, registration links and new publications. In the second half of the year, we will explore the use of the platform’s collaborative capabilities.

The nine professional staff associations have all been on-boarded to the Breezio system and are using it for two-way communications with features such as a chat function, event notifications and group messaging. Associations may use the platform to host their bylaws, association histories, rosters and professional development meeting information. LSMI staff will use the platform this summer to communicate with the cohort during the program and, in the fall, there will be groups for the LSCC, work groups and subcommittees.

Each NCSL Groups section may be structured as either collaborative, where members can participate in the discussion, or as a distribution list, where only NCSL staff publishes information.

NCSL Groups communication is established primarily via email.

- When a message is created and posted, group members receive email notifications.
- In collaborative groups, members may reply to messages simply by clicking “Reply to Post.”

Group members can optionally visit the groups portal at <https://groups.ncsl.org> for:

- Document libraries, changing settings and preferences, searching previously posted content, engaging in conversation (in collaborative groups), flagging favorite discussions and networking.
- Logging into the Groups portal requires the same credentials as NCSL’s main website.

Other key points to note:

- Each group has its own settings and membership.
- A member can belong to multiple groups and view each one in the NCSL Groups portal.
- Members can only see and interact with the groups to which they belong.

Groups and their memberships are managed and maintained by NCSL staff.

## LEGISLATIVE INSTITUTION SUBCOMMITTEE

MAY 17, 2024 | 10:30-11:45 A.M. | FAIRMONT LE CHÂTEAU FRONTENAC | ST. LOUIS

### AGENDA

1. Welcome and introductions.
2. Recap of Las Vegas meeting.
3. NCSL/LSCC publication working group reports.
  - a. Legislative Litigation Toolkit.
  - b. Guide to Writing a Legislative Staff Personnel Manual.
    - i. Trends in legislative human resources management.
  - c. Staff Model Code of Conduct.
4. Dissemination strategy for updated publications.
5. New publications—snow card activity.
6. Preview of legislative institution track sessions at Summit.
7. Other business.

### SUBCOMMITTEE ROSTER

#### CHAIR

Matt Gehring  
Minnesota

#### VICE CHAIR

Jennifer Jackson  
Texas

#### MEMBERS

Miriam Fordham, Kentucky  
Paul Smith, New Hampshire  
John Bjornson, North Dakota  
Melissa Renick, Kansas  
Yolanda Dixon, Louisiana  
Johnathan Harris, Kentucky  
Krista Lee Carsner, Tennessee

Rob Hunt, Maine  
Michelle O'Brien, Idaho  
Lindsay Pealer, California  
Jacque Bland, West Virginia  
Jennifer Sebren, Mississippi  
Danielle Baker, Louisiana  
Soren Jacobsen, Idaho

#### NCSL LIAISONS

Natalie Wood (lead)  
Molly Ramsdell  
Kate Blackman

## LEGISLATIVE INSTITUTION SUBCOMMITTEE—REPORT FROM THE NCSL CENTER FOR LEGISLATIVE STRENGTHENING

To: Members of the LSCC Legislative Institution Subcommittee  
From: Natalie Wood, vice president of policy and research  
Julie George, director of the Center for Legislative Strengthening  
Date: May 17, 2024  
Subject: Legislative Institution-Focused Research, Training and Consulting: Winter-Spring 2024 Report

### PROMOTING LEGISLATIVE INSTITUTIONS

The Center for Legislative Strengthening (CLS) had a busy winter and spring answering research requests, providing testimony and working on special projects for NCSL members. It will come as no surprise that artificial intelligence in the legislative environment questions abound. There was also a surge in requests related to legislative audits and investigations. Questions regarding session length, legislator and staff compensation and parliamentary procedure and rules continue to keep the team busy as well. Between Jan. 1 and April 17, 2024, the team fielded 91 research requests.

CLS staff provided testimony three times to Nevada interim committees this winter and spring. In February, staff presented to the Joint Interim Standing Committee on Government Affairs on public records laws. In April, staff provided two presentations to the Interim Committee on Legislative Operation and Elections, one on strategies to increase public participation in the legislative process, the second on the use of AI and technology by legislatures.

In early May, CLS teamed up with NCSL colleagues from Legislative Staff Services and the Center for Results-Driven Governing to provide information to a work group of the Oregon House of Representatives on issues concerning legislative oversight. In late 2023, this same team presented to the Vermont House Committee on Government Operations and Military Affairs regarding legislative oversight tools and remote procedure. Other presentations included one to the U.S. House Subcommittee on Modernization regarding state legislative policies and usage of AI and, as part of a larger NCSL team, CLS provided testimony to the Texas Sunset Advisory Commission on auditing state information offices.

CLS also participated in the spring meeting of the American Society of Legislative Clerks and Secretaries (ASLCS) held in New Orleans in April. CLS staffed the meeting of the Mason's Commission, supporting their work to update the 2030 Mason's Manual.

The center has two survey projects in the works: one to update NCSL's annual legislator compensation (salary, per diem and mileage reimbursement) resource page and another to gather information from staff on the usage of and policies surrounding the use of AI by legislatures.

### TRAINING, PROFESSIONAL DEVELOPMENT AND SPECIAL PROJECTS

CLS has been busy with special projects this winter and spring. The team is nearly finished with a consulting project on staffing structures and classification and compensation. In March, the team began a second study project regarding legislative staff collective bargaining efforts. CLS hosted a preconference in Austin, Texas, during which staff leaders from eight states came together to discuss legislative staff retention strategies. The team is working on an article related to that meeting this spring.

With two new team members (see below), the CLS team and Natalie Wood headed to Sacramento, Calif., for a professional development outing to learn from and meet with California legislative staff. The two days in Sacramento were filled with meetings with legislative staff, during which the team learned the complexities of running the California Legislature, which includes more than 2,700 legislative staff. The team was also honored to be introduced on the Assembly floor.

In April, staff traveled to the Utah Capitol to participate in the first annual Legislature Career Connect, an afternoon filled with networking and panel discussions that allowed attendees to gain insight into working for the legislature. CLS addressed attendees, offering insight on working for a legislature and the broader work that NCSL does in service to legislatures across the country.

### **PERSONNEL CHANGES**

The CLS team welcomed two new members in February. Julie George joined the team to replace Wood as the CLS director and Emily Ronco transitioned from the Education Program, where she had served as a policy associate for nearly five years, to join CLS as a policy specialist.



## PROGRAMS AND PROFESSIONAL DEVELOPMENT SUBCOMMITTEE

MAY 17, 2024 | 10:30-11:45 A.M. | FAIRMONT LE CHÂTEAU FRONTENAC | BEAUHARNOIS

### AGENDA

1. Welcome and introductions.
2. 2025-2026 LSMI Proposal, NCSL staff report.
3. Senior Staff Director Program, Natalie Castle and Kirk Fulford report.
4. Other business.

### SUBCOMMITTEE ROSTER

#### CHAIR

Eric Nauman  
Minnesota

#### VICE CHAIR

Jill Reinmuth  
Washington

### MEMBERS

Natalie Castle, Colorado  
Othni Lathram, Alabama  
Doug Himes, Tennessee  
Erica Warren, Kentucky  
Wendy Jackson, Wisconsin  
Aurora Hauke, Alaska  
Rachel Weiss, Montana  
Betsy Theroux, Georgia  
Kirk Fulford, Alabama  
Shunti Taylor, Georgia

### NCSL LIAISONS

Carrie Maulin (lead)  
Arturo Pérez  
Stacy Householder



## MINUTES FROM THE JANUARY 2024 MEETING OF THE LEGISLATIVE STAFF COORDINATING COMMITTEE IN LAS VEGAS

JAN. 12, 2024 | CAESARS PALACE | LAS VEGAS

The following officers and members were present:

### OFFICERS

- Sabrina Lewellen, NCSL staff chair, Arkansas
- John Snyder, NCSL staff vice chair, Kentucky
- Anne Sappenfield, immediate past NCSL staff chair, Wisconsin

### LSCC MEMBERS

- Natalie Castle, Colorado
- Lonnie Edgar, Mississippi
- Aurora Hauke, Alaska
- Doug Himes, Tennessee
- Wendy Jackson, Wisconsin
- Jennifer Jackson, Texas
- Eric Katz, New York
- Terri Kondeff, Idaho
- Cliff McCollum, Georgia
- Eric Naumann, Minnesota
- Rich Olsen, West Virginia
- Paul Smith, New Hampshire
- Will Tracy, Arkansas
- Erica Warren, Kentucky
- Othni Lathrum, Georgia
- KC Norwalk, Indiana
- Shunti Taylor, Georgia
- John Bjornson, North Dakota
- Miriam Fordham, Kentucky
- Melissa Renick, Kansas
- Raysa Martinez Kruger, New Jersey
- Anthony Sammons, Oklahoma
- Krista Lee Carsner, Tennessee
- Kirk Fulford, Alabama
- Darin Underwood, Utah
- Jennifer Sebren, Mississippi
- Cyrus Anderson, Wisconsin
- Rachel Weiss, Montana
- Matt Gehring, Minnesota

Staff Chair Sabrina Lewellen (Arkansas) welcomed everyone to the meeting and invited them to introduce themselves.

NCSL CEO Tim Storey gave remarks and updates on NCSL. He is grateful to everyone on LSCC for being part of NCSL and its mission to strengthen the legislative institution, provide support of legislative staff across the country, be the voice for the states in Washington D.C., and to also strengthen NCSL as an organization. He discussed the soft kickoff of NCSL's 50th anniversary celebration year. Storey reported on legislative staff meetings held in the fall, with over 900 staff members attending. He went on to discuss NCSL Base Camp, a virtual program started during COVID-19, and how it has become a part of NCSL's virtual offerings. He also noted its popularity, with more than 1,200 people signing up for it—80% of whom were legislative staff. It makes NCSL trainings accessible to those who cannot travel to in-person meetings. The NCSL training team consists of four people, is dedicated to training across the country and held 215 training sessions in 2023.

The Legislative Summit in Indianapolis hosted more than 5,000 people. It was the largest Summit since Nashville, Tenn., which was pre-COVID, and 85% of attendees surveyed said they plan to attend again. The net promoter score for the event was 44 on a 50-point scale. The budget for the Summit did overspend on audio visual equipment for the meeting, which was unanticipated. The Forecast meeting in December also did not make its revenue target, but, overall, the NCSL budget is in good shape. NCSL has built up a substantial budget reserve fund, and the next step is to review an investment policy for those funds.

On another front, staff continue to provide service to the states in the form of research requests. Much of that information ends up posted to the NCSL website for other states to use as well.

The NCSL 50th anniversary is upon us, and many states are in the process of adopting commemorative resolutions in their chambers, with four having passed already.

### **STANDING COMMITTEES WORK GROUP**

Co-chairs Melissa Renick (Kansas) and Miriam Fordham (Kentucky) reported that their work group has been busy identifying opportunities for outreach and engagement. They are working to finalize topics for at least two professional development opportunities for the staff officers. They spend time briefing the group on LSCC topics and other activities. Dates for these meetings will be early February, and after the Executive Committee meeting in May. Some of the topics for professional development are presentation skills, dealing with difficult stakeholders, how to be a better facilitator, and how culture is key to legislative staff. The work group reviewed a report on Forecast. Quarterly officer calls are planned, and the group is looking at Breezio as a possible way to stay connected. There is a new structure for standing committees with the number growing from eight to 11.

### **50TH ANNIVERSARY SPECIAL WORK GROUP**

Lewellen reported that the work group met virtually in November to continue discussion of NCSL's 50th anniversary celebration. This is officially the soft launch period of celebrations, with the full launch starting at Summit in Louisville, Ky. Festivities will continue until the Summit in Boston in 2025. The work group discussed goals and the core message for the year and noted that mission and vision statements have already been developed. Lewellen recognized NCSL's outreach and communications teams and state liaisons for carrying this initiative forward.

### **STRATEGIC PLANNING WORK GROUP**

Chair John Snyder (Kentucky) reported that his group discussed the Staff Exchange Program and how it encourages engagement of newer legislative staff. There will be a request to the NCSL Foundation to continue funding the program in the future. The group discussed the new Breezio platform, and it can be used as another tool to promote collaboration and conversation. There was brainstorming on how to reach staff that are unable to travel to in-person meetings. Also, there was discussion about safety and security within the legislative environment, and how can staff be supported and made to feel safe in a polarized environment. AI was discussed and its potential uses within legislatures.

### **PROFESSIONAL STAFF ASSOCIATION OFFICERS WORK GROUP**

Vice Chair Darin Underwood (Utah) presented his report to the LSCC. The staff associations are currently creating or updating their association histories on their NCSL webpages. Many of the associations are celebrating milestones in the next year and hope to use this information at their professional development meetings in the fall. The rollout of Breezio has been a topic of discussion for the past year and continues to be an area of conversation for the associations, including questions such as how they will use it, and what type of engagement will it provide.

### **INFORMATION TECHNOLOGY, SOCIAL MEDIA, E-LEARNING AND OUTREACH SUBCOMMITTEE**

Chair Lonnie Edgar (Mississippi) reported that his subcommittee discussed Breezio and the replacement of the aging Listserv program, with Feray Baytok, NCSL chief information officer, providing a demonstration of Breezio's capabilities. There was brainstorming on Staff Week ideas and an idea to provide a template for shoutouts to people so they have a formula they could use to acknowledge staff members. There was an update on the digital badge program for both LSMI and LSIE. There was an idea to create a short video on how to use the NCSL website as well.

## LEGISLATIVE INSTITUTION SUBCOMMITTEE

Chair Matt Gehring (Minnesota) reported that his subcommittee was on track to update three major publications. They heard a report from John Heining from Texas about the Legislative Litigation Toolkit. The expectation is that the content will be done by the LSCC meeting in Louisville this summer. The Model Code of Conduct is complete, and the Legislative Personnel Manual is near complete as well. The subcommittee will also continue its conversation on how to showcase documents from the past in honor of the 50th anniversary celebration. The Compass videos are completed, with four videos that will be used at NCSL trainings in the states and are available on the website.

## PROGRAMS AND PROFESSIONAL DEVELOPMENT SUBCOMMITTEE

Chair Eric Nauman (Minnesota) reported the subcommittee received a report from NCSL on LSMI and the plan for NCSL's Legislative Training Institute to deliver the program in Denver for the 2024 cycle. The subcommittee also heard a report on the Legislative Staff Institutional Essentials program, which is an online program targeted toward newer legislative staff. Of the 135 applicants, 111 were selected and 106 participated. There was a motion to recommend that the staff chair designate the following positions as the makeup of the LSIE selection committee: incoming staff chair, PPD subcommittee chair and vice chair, and a fourth member at the incoming staff chair's discretion. Motion adopted. Another motion was offered: Move that the selection committee rank five alternate applicants for participation in the LSIE program for inclusion as vacancies arise. Motion adopted.

Background was given on the termination of the LSMI contract with the University of Southern California and the subsequent planned delivery by NCSL's Legislative Training Institute. The program was developed to reflect similar content to the USC program, with an eye to continuity. The 2024 program will maintain a philosophical focus on self- and social awareness and the development of peer-to-peer relationships. The NCSL Foundation has committed to maintaining its funding level at \$90,00 so that tuition will remain constant for 2024. Lewellen requested that the LSMI program be delivered by NCSL for 2025 and 2026. There was a motion to accept the continuation of the tuition rate of \$3,400 for the 2024 LSMI cycle. Motion adopted.

Miriam Fordham expressed her concerns with the program lacking an overarching academic partner. Othni Lathrum clarified that although there is no formal contract with an academic institution, most of the faculty for the 2024 program are affiliated with academic institutions and are returning faculty from previous years.

A recommended list of faculty for consideration at the 2024 Summit staff sessions was presented to the subcommittee, along with a programming calendar of major staff training programs and seminars held between 2012 and 2023, with additional information on 2024 sessions.

Lewellen thanked everyone for their hard work, asked each chair to complete their reports and encouraged everyone to hold a virtual meeting before the next in-person meeting in Québec City.

Meeting adjourned.



## LEGISLATIVE STAFF COORDINATING COMMITTEE BYLAWS

AS AMENDED SEPT. 16, 2023

### ARTICLE I. NAME

**SECTION 1.** NAME. The organization subject to these bylaws is the Legislative Staff Coordinating Committee (LSCC).

### ARTICLE II. SCOPE OF AUTHORITY AND PURPOSE

**SECTION 1.** SCOPE OF AUTHORITY. The LSCC is sanctioned under the authority of the Executive Committee of the National Conference of State Legislatures (NCSL).

**SECTION 2.** PURPOSES. The purposes of the LSCC include:

- (1) Encouraging the professionalism of legislative staff and the participation by all legislative staff in appropriate professional staff associations;
- (2) Developing and promoting programs that improve the professional competence of state legislative staff;
- (3) Advising NCSL on policies and matters of interest to the legislative staff division;
- (4) Coordinating and supporting the activities and programs of the legislative staff division and professional staff associations of NCSL;
- (5) Encouraging legislative staff to participate in NCSL's Standing Committees in order to bolster their knowledge on important policy issues facing state legislatures and to better serve their legislators and legislatures;
- (6) Advocating the institutional interests of state legislatures and legislative staff; and
- (7) Supporting efforts to strengthen legislative assemblies of other countries.

### ARTICLE III. MEMBERSHIP AND DUTIES OF OFFICERS

**SECTION 1.** MEMBERSHIP. The LSCC consists of:

- (1) The staff chair, staff vice chair, and immediate past staff chair of NCSL;
- (2) The at-large legislative staff members of the NCSL Executive Committee;
- (3) Two representatives from each professional staff association as determined by the governing document of each association;
- (4) Four members appointed at the discretion of the staff chair; provided that the discretionary appointments of the staff chair to the LSCC shall be increased by the number necessary to preserve the size of the LSCC in the event that two or more professional staff associations merge, or a professional staff association dissolves; and
- (5) Staff co-chairs and staff vice chairs of the NCSL overall standing committees.

**SECTION 2.** DUTIES OF OFFICERS.

(a) The staff chair:

- (1) Serves as the chair of the LSCC and presides over LSCC meetings;
- (2) Except as provided by Subsection (b), appoints the chair, co-chairs, vice chairs, and members of the LSCC subcommittees, work groups, and task forces listed in Article IV;
- (3) Serves as staff chair of the Budget, Finance and Rules Committee of the Executive Committee and serves on the Board of Directors of the NCSL Foundation for State Legislatures; and

- (4) Appoints the staff chairs, staff vice chairs, and legislative staff members of the subcommittees of the Executive Committee.
- (b) The staff vice chair:
  - (1) Presides over LSCC meetings in the absence of the staff chair;
  - (2) Serves as the chair and appoints the members of the Strategic Planning Work Group; and
  - (3) Serves as staff chair of the Member Outreach & Communications Subcommittee of the Executive Committee and serves on the Board of Directors of the NCSL Foundation for State Legislatures.
- (c) The immediate past staff chair:
  - (1) Serves as the Secretary/Treasurer of the NCSL Foundation for State Legislatures;
  - (2) Develops and implements orientation programs for incoming staff members to the LSCC and the Executive Committee, including assigning a mentor to each incoming LSCC member and to each incoming legislative staff member of the Executive Committee; and
  - (3) Presides over LSCC meetings in the absence of the staff chair and staff vice chair.

#### **ARTICLE IV. SUBCOMMITTEES AND WORK GROUPS**

##### **SECTION 1. STANDING SUBCOMMITTEES AND WORK GROUPS.**

- (a) The LSCC standing subcommittees are:
  - (1) Legislative Institution;
  - (2) Programs and Professional Development; and
  - (3) Information Technology, Social Media, E-learning, and Outreach.
- (b) The LSCC standing work groups are:
  - (1) Professional Staff Association Officers;
  - (2) Standing Committees; and
  - (3) Strategic Planning.
- (c) The staff chair may create additional subcommittees, work groups, and task forces as needed and assign additional duties to the standing subcommittees and standing work groups.
- (d) Except as provided in Section 7, the staff chair shall appoint the chair, co-chairs, vice chairs, and members of each standing subcommittee, work group, and task force from among the LSCC membership.

##### **SECTION 2. LEGISLATIVE INSTITUTION SUBCOMMITTEE.** The Legislative Institution Subcommittee, in partnership with the other LSCC subcommittees as appropriate may:

- (1) Develop a strategy to prepare LSCC members to perform their duties, including developing and improving the orientation and mentorship programs;
- (2) Develop programs and materials to assist legislatures in dealing with institutional issues;
- (3) Serve as a repository for publications and other written materials produced by the LSCC related to institutional issues;
- (4) Review and update the publications and written materials described in clause 3 on a regular basis;
- (3) Develop strategies and programs to promote legislative service as a career, including monitoring retention and recruitment issues impacting legislative staff service;
- (4) Develop strategies and programs to promote the value of both nonpartisan and partisan legislative staff in legislatures; and
- (5) Identify, support, and create opportunities to positively highlight and promote legislative staff activities and achievements.

##### **SECTION 3. PROGRAMS AND PROFESSIONAL DEVELOPMENT SUBCOMMITTEE.** The Programs and Professional Development Subcommittee works with other LSCC subcommittees to promote the Legislative Staff Management Institute, the Legislative Staff Institutional Essentials, the annual NCSL Legislative Summit, the Young and New Professionals program, and various other NCSL programs and services as appropriate. The Subcommittee may:

- (1) Work with professional staff association officers, at their request, to review and promote professional development seminars;
- (2) Recommend speakers, programming, and related marketing for LSCC-sponsored sessions at the Legislative Summit, including associated scheduling and program format issues;
- (3) Oversee the Legislative Staff Management Institute and its marketing efforts;
- (4) Oversee the Legislative Staff Institutional Essentials, its selection process, and its marketing efforts;
- (5) Oversee the Young and New Professional Program and its marketing efforts;
- (6) Participate as appropriate to assist with other LSCC-sponsored learning opportunities.

**SECTION 4.** INFORMATION TECHNOLOGY, SOCIAL MEDIA, E-LEARNING AND OUTREACH SUBCOMMITTEE. The Information Technology, Social Media, E-learning and Outreach Subcommittee may develop, monitor, oversee, and promote the use of NCSL resources by state legislative staff. This includes:

- (1) Providing encouragement and assistance to NCSL professional staff associations to develop e-learning tools for the benefit of the professional staff association members throughout NCSL, and where appropriate the subcommittee shall assist professional staff associations to access resources to improve outreach, e-learning, social media, and information technology programming;
- (2) Reviewing e-learning data reflecting participation levels and evaluations;
- (3) Guiding and reviewing, in partnership with the Programs and Professional Development Subcommittee, NCSL programs for state legislative staff professional education, such as:
  - a. Introductory education regarding state legislatures to new and junior staff;
  - b. Encouraging the participation of all staff in NCSL;
  - c. Informing all state legislative of the value of NCSL and its programs for staff; and
  - d. Promoting legislative service as a career.
- (4) Developing outreach strategies, in partnership with the Programs and Professional Development Subcommittee, the NCSL marketing team, and other NCSL outreach programs, that effectively communicate with state legislative staff and facilitate communications among state legislative staff;
- (5) Ensuring that electronic learning opportunities, the annual NCSL Legislative Summit, and learning and staff outreach opportunities are effectively promoted and marketed to staff; and
- (6) Ensuring the efficacy and utility of information technology resources deployed by NCSL for state legislative staff use and that the information technology, e-learning, social media, and outreach resources deployed by NCSL include a legislative staff focus and provide a benefit for legislative staff.

**SECTION 5.** PROFESSIONAL STAFF ASSOCIATION OFFICERS WORK GROUP. The Professional Staff Association Officers Work Group may:

- (1) Promote and assist in producing annual professional development seminars and virtual meetings for professional staff associations, including assistance in program planning and coordination;
- (2) Exchange ideas and share information with professional staff associations;
- (3) Develop strategies to support the operation of each professional staff association and communicate those strategies to the LSCC as necessary; and
- (4) Promote professional staff association outreach and encourage involvement in professional staff association activities.

**SECTION 6.** STANDING COMMITTEES WORK GROUP. The Standing Committees Work Group may:

- (1) Promote legislative staff participation in the NCSL standing committees;
- (2) Monitor NCSL standing committee activities;
- (3) Evaluate staff officer involvement and inclusion in NCSL standing committee activities;
- (4) Engage the standing committee staff officers at least quarterly to update the group on the activities of the LSCC;
- (5) Provide professional development opportunities for standing committee staff officers;
- (6) Develop outreach proposals, as needed, to encourage staff to serve on NCSL standing committees; and

- (7) Relay the outreach proposals to the Subcommittee on Information Technology, Social Media, e-learning and Outreach for consideration.

**SECTION 7.** STRATEGIC PLANNING WORK GROUP. No changes.

- (a) The staff vice chair shall serve as the chair of the Strategic Planning Work Group and shall appoint the members of the work group.
- (b) The work group may develop, annually, a strategic plan that establishes goals and priorities which are consistent with the purposes of the LSCC and which are to be accomplished in the following year, propose initiatives and programs suitable for accomplishing the goals and priorities, and suggest strategies for implementing the initiatives and programs.

**ARTICLE V. ESTABLISHMENT, MERGER, AND DISSOLUTION OF PROFESSIONAL STAFF ASSOCIATIONS**

**SECTION 1.** ESTABLISHMENT OF PROFESSIONAL STAFF ASSOCIATION.

- (a) The establishment of a new professional staff association may not be considered by the LSCC until the LSCC receives a request from a member of the legislative staff of not less than 20 NCSL member jurisdictions. A legislative staff member who makes such a request must be engaged in the function that would be represented by the new association. A request must be in writing and signed by each legislative staff member making the request.
- (b) Upon receipt of the minimum number of complete requests required under Subsection (a), the staff chair shall refer the question of whether to establish the new professional staff association to a task force of legislative staff comprised of not less than one member from each of the existing professional staff associations and not less than one former staff chair. The task force shall verify that each request received by the staff chair satisfies Subsection (a), consider whether the establishment of the new professional staff association would satisfy Subsection (d), and report the task force's recommendation to the LSCC.
- (c) The LSCC shall review the task force's recommendation and report the LSCC's recommendation to the NCSL Executive Committee.
- (d) In addition to considering any other relevant issue, the LSCC must ensure that the following prerequisites are met before recommending the creation of a new professional staff association:
  - (1) There is sufficient NCSL member jurisdiction support to justify the creation of the professional staff association;
  - (2) The NCSL staff has adequate resources to support the proposed professional staff association;
  - (3) The proposed professional staff association would complement existing professional staff associations; and
  - (4) The legislative function that would be represented by the proposed professional staff association:
    - (A) Is established in not less than 20 state legislatures;
    - (B) Is of a continuous nature; and
    - (C) Has a professional career orientation.
- (e) Upon establishment by the NCSL Executive Committee, a new professional staff association shall organize, adopt bylaws, and submit the bylaws to the LSCC for review and approval.

**SECTION 2.** MERGER OF PROFESSIONAL STAFF ASSOCIATIONS.

- (a) For two or more professional staff associations to merge, a majority of each professional staff association must approve the action.
- (b) For purposes of a referendum on the question of approving a merger, a majority of each professional staff association is determined by the bylaws of the professional staff association, but each member jurisdiction shall have an equal vote in deciding the issue.
- (c) A merger must be approved by the LSCC. A merger approved by the LSCC may not become effective unless approved by the NCSL Executive Committee.

**SECTION 3. DISSOLUTION OF PROFESSIONAL STAFF ASSOCIATION.**

- (a) The LSCC shall consider dissolving a professional staff association if the professional staff association:
  - (1) Holds no meeting in an NCSL conference year, either at the NCSL Legislative Summit or at another site and time;
  - (2) Fails, in a conference year, to elect the officers required under its bylaws;
  - (3) Fails to meet other significant organizational standards established in its bylaws; or
  - (4) Is not represented on the LSCC for a conference year.
- (b) Before the LSCC votes to dissolve a professional staff association, the staff chair shall contact leaders or members of the professional staff association, inform them of the LSCC's concerns, attempt to discover the reasons for the inactivity, and report the findings to the LSCC.

**ARTICLE VI. MEETINGS**

**SECTION 1. REGULAR AND SPECIAL MEETINGS.**

- (a) The LSCC shall hold regular meetings in conjunction with the scheduled meetings of the NCSL Executive Committee. Other meetings of the LSCC shall be deemed special meetings.
- (b) Special meetings shall be for limited and stated purposes and shall be called by the staff chair or by petition of a majority of the LSCC members. A petition for a special meeting shall be delivered to the staff chair, who shall distribute it to the members. Unless an emergency compels otherwise, notice of the meeting shall be provided at least three weeks before the meeting date.

**SECTION 2. ABSENCE OF PRESIDING OFFICERS.** If no NCSL staff officer is present at a meeting of the LSCC, a temporary presiding officer may be chosen by the LSCC from among its membership.

**ARTICLE VII. VOTING AND RULES OF PROCEDURE**

**SECTION 1. VOTING.**

- (a) Each member has one undivided vote.
- (b) Voting rights may not be delegated to another person or exercised by proxy. On the request of three members, a roll call vote shall be taken on any question. Except as otherwise provided, approval of proposed actions requires a majority of the members present and voting.

**SECTION 2. QUORUM.** For the LSCC to conduct business, a quorum consisting of a majority of the membership must be present.

**SECTION 3. ORDER OF BUSINESS.** The order of business shall be:

- (1) Call to order;
- (2) Roll call;
- (3) Reading, correction, and approval of the minutes;
- (4) Reports of professional staff associations, subcommittees, work groups, and task forces;
- (5) Reports of special committees;
- (6) Special orders;
- (7) Unfinished business;
- (8) New business; and
- (9) Announcements.

**SECTION 4. PROCEDURAL AUTHORITY.** *Mason's Manual of Legislative Procedure* shall be consulted in all matters of procedure not otherwise addressed in the bylaws of NCSL or in these bylaws.

**SECTION 5. RECONSIDERATION OF ACTIONS.** Reconsideration motions must be made and disposed of during the same meeting at which the original question was before the LSCC membership.

## **ARTICLE VIII. NOMINATING PROCEDURES FOR LEGISLATIVE STAFF**

**SECTION 1.** NOMINATIONS. The selection of staff officers and staff members of the NCSL Executive Committee shall be conducted in accordance with NCSL bylaws.

## **ARTICLE IX. VACANCIES IN OFFICE**

**SECTION 1.** VACANCY IN THE OFFICE OF STAFF CHAIR. As provided in NCSL bylaws, in the event of a vacancy in the office of staff chair, the staff vice chair shall succeed to the office of staff chair. The staff chair shall then appoint a nominating committee to recommend a new staff vice chair.

**SECTION 2.** VACANCY IN THE OFFICE OF STAFF VICE CHAIR. In the event of a vacancy in the office of staff vice chair, the staff chair shall appoint a nominating committee to recommend a new staff vice chair.

**SECTION 3.** VACANCY IN THE OFFICE OF IMMEDIATE PAST STAFF CHAIR. In the event of a vacancy in the office of immediate past staff chair, the staff chair shall appoint a nominating committee to recommend a new immediate past staff chair. Eligible candidates to fill a vacancy in this office shall be limited to past staff chairs.

**SECTION 4.** EXECUTIVE COMMITTEE VACANCY TERM. A member appointed to fill an unexpired term on the Executive Committee shall serve the remainder of that year and shall be required to stand for renomination. A partial year appointment, as indicated by the date of the Executive Committee's approval of the appointment, of greater than six months shall be deemed one full term.

**SECTION 5.** CONSIDERATION BY EXECUTIVE COMMITTEE. Pursuant to the NCSL bylaws, the Executive Committee may consider the recommendations of a nominating committee to fill an elected office, if vacant, at any regular or special meeting.

## **ARTICLE X. AMENDMENTS**

**SECTION 1.** AMENDMENTS.

- (a) These bylaws may be amended at any meeting of the LSCC by a three-fifths vote of the members present and voting, provided that the proposed amendment was filed with the staff chair at least 30 days before the meeting and the staff chair has transmitted the proposed amendment to the members not later than three weeks before the meeting at which it is to be considered.
- (b) These bylaws may be amended at any meeting without notice by unanimous vote of the members present and voting.

**SECTION 2.** CONTINUITY OF BYLAWS. On adoption by a majority vote of the LSCC, these bylaws shall continue in effect except as amended or repealed as provided by Section 1.

## **ARTICLE XI. EFFECTIVE DATE**

**SECTION 1.** EFFECTIVE DATE. These bylaws take effect upon adoption by a majority of the members of the LSCC and supersede any other policy or document that is not consistent with these bylaws.

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