



# LSCC SUMMER MEETING

AUG. 4, 2024

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LOUISVILLE MARRIOTT DOWNTOWN

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LOUISVILLE, KY.



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## COMPREHENSIVE SCHEDULE

All NCSL Executive Committee, LSCC and Foundation meetings will be held at the Louisville Marriott Downtown unless otherwise noted. The Kentucky Ballrooms are on the first floor. The Marriott Ballrooms are on the second floor.

### SUNDAY, AUG. 4, 2024

7-8 a.m.	LSCC Breakfast .....	Kentucky Ballroom F
8-9 a.m.	LSCC Work Groups <ul style="list-style-type: none"> <li>Professional Staff Association Officers .....</li> <li>Standing Committees.....</li> <li>Strategic Planning .....</li> <li>NCSL 50th Anniversary.....</li> </ul>	Kentucky Ballroom A Kentucky Ballroom B Kentucky Ballroom D Kentucky Ballroom C
9:15-10:15 a.m.	LSCC Subcommittees <ul style="list-style-type: none"> <li>Legislative Institution .....</li> <li>Programs and Professional Development .....</li> <li>Information Technology, Social Media, E-Learning and Outreach .....</li> </ul>	Kentucky Ballroom D Kentucky Ballroom C Kentucky Ballroom B
10:30-11:30 a.m.	Full LSCC Meeting .....	Kentucky Ballroom F
11:45 a.m.-1 p.m.	Executive Committee and LSCC Lunch.....	Kentucky Ballroom G
11:45 a.m.-1:15 p.m.	Foundation for State Legislatures Board Meeting.....	Marriott Ballroom V
1:30-2:30 p.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>	Marriott Ballroom VIII Marriott Ballroom VII
2:45-3:45 p.m.	Subcommittees of the Executive Committee <ul style="list-style-type: none"> <li>Legislative Institution .....</li> <li>State-Federal Policy .....</li> </ul>	Marriott Ballroom VIII Marriott Ballroom VII
4-5:30 p.m.	Full Executive Committee Meeting.....	Marriott Ballroom VI
4:30-6 p.m.	First-Time Attendee Orientation to the Legislative Summit.....	KICC   Ballroom DE
5-6:30 p.m.	Global Gathering: A Warm Welcome for International Delegates .....	Offsite   Bourbon Barrel Loft
6-7:30 p.m.	NCSL President Elect's Reception .....	Offsite   The Belle of Louisville Riverboat (docked)

### TUESDAY, AUG. 6, 2024

5:30-7 p.m.	NCSL President's Reception .....	Offsite   Louisville Slugger Museum and Factory
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## FULL LSCC MEETING AGENDA

AUG. 4, 2024 | KENTUCKY BALLROOM F | LOUISVILLE MARRIOTT DOWNTOWN | 10:30-11:30 A.M.

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





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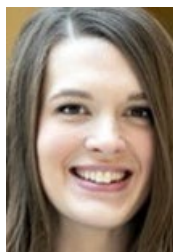


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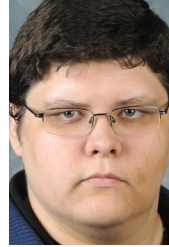


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## 2023-2024 STAFF CHAIR GOALS FOR LSCC SUBCOMMITTEES AND WORK GROUPS

### 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 staff 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 also include 2024 programming 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 using 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 senior staff leadership development programs from 2019-2023.
9. Review NCSL Base Camp 2023 evaluations and provide programming recommendations for NCSL Base Camp 2024.
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 staff 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 staff 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 using 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 staff 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 using 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 staff 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 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 staff 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 LSML 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 using 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 staff working with the subcommittee.

## PROFESSIONAL STAFF ASSOCIATION OFFICERS WORK GROUP

AUG. 4, 2024 | KENTUCKY BALLROOM A | LOUISVILLE MARRIOTT DOWNTOWN | 8-9 A.M.

### AGENDA

1. Welcome and introductions.
2. Discussion of professional staff association histories on association webpages.
3. Discussion of celebration of NCSL's 50th anniversary at professional development seminar fall association meetings.
4. Discussion of professional staff association staff exchange programs.
5. Other business.

### WORK GROUP ROSTER

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#### VICE CHAIR

Darin Underwood  
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Magali Bearden, Arizona  
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## STANDING COMMITTEES WORK GROUP

AUG. 4, 2024 | KENTUCKY BALLROOM B | LOUISVILLE MARRIOTT DOWNTOWN | 8-9 A.M.

### AGENDA

1. Welcome and introductions.
2. Report on Legislative Summit virtual orientation for staff.
3. Select topic for fall professional development.
4. Planning for new officer orientation.
5. Farewell to departing officers.
6. Other business.

### WORK GROUP ROSTER

#### CO-CHAIR

Melissa Renick  
Kansas

#### CO-CHAIR

Miriam Fordham  
Kentucky

#### VICE CHAIRS

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

#### NCSL LIAISONS

Molly Ramsdell (lead)  
Kate Blackman



## STRATEGIC PLANNING WORK GROUP

AUG. 4, 2024 | KENTUCKY BALLROOM D | LOUISVILLE MARRIOTT DOWNTOWN | 8-9 A.M.

### AGENDA

1. Welcome and introductions.
2. Final discussion of staff chair goals for 2024-25.
3. Communications between outgoing and incoming work group and subcommittee chairs.
4. Other business.

### WORK GROUP ROSTER

#### CHAIR

John Snyder  
Kentucky

#### MEMBERS

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

#### NCSL LIAISONS

Stacy Householder (lead)  
Alex Alavi







## NCSL 50TH ANNIVERSARY SPECIAL WORK GROUP

AUG. 4, 2024 | KENTUCKY BALLROOM C | LOUISVILLE MARRIOTT DOWNTOWN | 8-9 A.M.

### AGENDA

1. Welcome and introductions.
2. Report on 50th anniversary rollout.
3. Discussion: Implementation of staff chair goal: Profiles in Service.
4. Other business.

### WORK GROUP ROSTER

#### CHAIR

Sabrina N. Lewellen  
Arkansas

#### VICE CHAIR

Betsy Theroux  
Georgia

### MEMBERS

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

### 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: Aug. 4, 2024  
 Subject: NCSL's 50th Anniversary Update

NCSL will launch its official commemoration of its 50th anniversary with the opening general session of the 2024 Legislative Summit tomorrow morning. Through a multi-faceted campaign over the next year, 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.

NCSL continues to work across divisions and programs to plan and deliver 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 launch in coordination with the 2024 Legislative Summit.

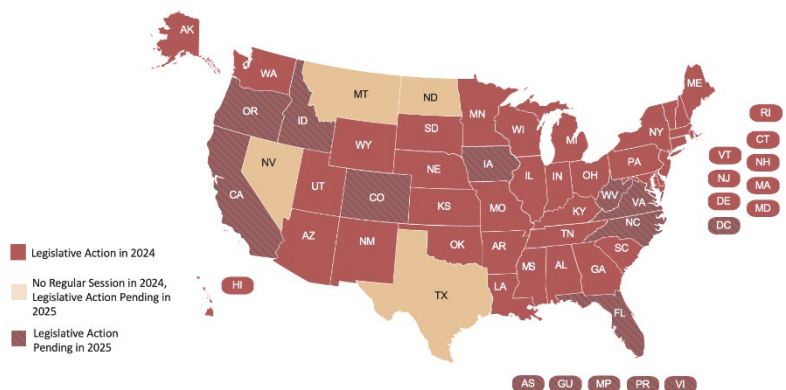
Planned content resources include (but are not limited to):

- Dedicated [ncsl.org](https://ncsl.org) landing page to house all related content.
- Special podcast series.
- Interactive timeline.
- Special commemorative 50th-themed edition of State Legislatures magazine.
- Coffee table-style book featuring state capitols.
- “Profiles in Service” series of staff profiles, in partnership with the LSCC and professional staff associations.

As NCSL launched its anniversary celebration, states were encouraged to participate in this commemorative occasion by passing a resolution about NCSL's anniversary. 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-seven states acted on resolutions between Jan. 1 and June 30, 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.

### NCSL 50th Anniversary Resolutions

As of June 30, 2024



## NCSL 50TH ANNIVERSARY SPECIAL WORK GROUP—PROFILES IN SERVICE

To: Members of the LSCC 50th Anniversary Special Work Group  
From: Bryan Thomas, chief communications officer  
Date: Aug. 4, 2024  
Subject: Profiles in Service

During the LSCC meeting in Québec City, the 50th Anniversary Special Work Group and the Professional Staff Association Officers Work Group each discussed the implementation of the following staff chair goal:

*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.*

Takeaways of that conversation included:

- Aim for two profiles per staff association.
- Provide criteria to staff associations that properly reflect the significance of such a profile while not being overly restrictive to ensure a wide and diverse candidate pool.

Based on that discussion, NCSL staff have drafted the following call for nominations for consideration:

### CALL FOR RECOMMENDATIONS: RECOGNIZING OUTSTANDING LEGISLATIVE STAFFERS

In celebration of NCSL's 50th anniversary, we are excited to announce a special series highlighting the invaluable contributions of legislative staffers across the nation. These individuals play a pivotal role in shaping the legislative process and embody the core principles of innovation, civility and representative democracy.

We invite professional staff associations to submit recommendations of legislative staffers who have demonstrated exceptional dedication, creativity and impact in their roles within state legislatures. While tenure is a factor, we encourage nominations of individuals at all stages of their careers, ensuring a diverse representation of experiences and perspectives.

### CRITERIA FOR RECOMMENDATION

- **Innovation:** Candidates have introduced innovative approaches, solutions or strategies that have enhanced the effectiveness or efficiency of legislative processes or services to constituents.
- **Civility:** We seek candidates who have fostered a culture of respect and collaboration within their legislative environments, promoting constructive dialogue and understanding across diverse viewpoints.
- **Representative Democracy:** Candidates have demonstrated a commitment to upholding the principles of representative democracy, ensuring that constituents are heard and represented in the legislative process.

## RECOMMENDATION PROCESS

To recommend a deserving legislative staffer, please submit the following information to Holly South (Holly.South@ncsl.org):

- Candidate's name and position.
- Brief description of the candidate's contributions (300 words maximum).
- Contact information for the recommender.

## SELECTION PROCESS

The NCSL staff chair, immediate past staff chair and staff vice chair will review recommendations and select a diverse group of honorees for inclusion in the series. Honorees will be notified of their selection and featured in NCSL's 50th-anniversary content.

Thank you for helping us recognize and celebrate the remarkable contributions of legislative staffers to our democratic processes.

## LEGISLATIVE INSTITUTION SUBCOMMITTEE

AUG. 4, 2024 | KENTUCKY BALLROOM D | LOUISVILLE MARRIOTT DOWNTOWN | 9:15-10:15 A.M.

### AGENDA

1. Welcome and introductions.
2. Recap of Québec City meeting.
3. Publication updates.
  - a. Staff Code of Conduct (completed).
  - b. Legislative Litigation Toolkit.
  - c. Guide to Writing a Legislative Personnel Manual.
4. Future publications (snow card exercise).
5. Other business.

### SUBCOMMITTEE ROSTER

#### CHAIR

Matt Gehring  
Minnesota

#### VICE CHAIR

Jennifer Jackson  
Texas

### MEMBERS

Danielle Baker, Louisiana  
John Bjornson, North Dakota  
Jacque Bland, West Virginia  
Krista Lee Carsner, Tennessee  
Yolanda Dixon, Louisiana  
Miriam Fordham, Kentucky  
Johnathan Harris, Kentucky

Rob Hunt, Maine  
Soren Jacobsen, Idaho  
Michelle O'Brien, Idaho  
Lindsay Pealer, California  
Melissa Renick, Kansas  
Jennifer Sebren, Mississippi  
Paul Smith, New Hampshire

### NCSL LIAISONS

Natalie Wood (lead)  
Kate Blackman  
Molly Ramsdell

## 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: Aug. 4, 2024  
Subject: Legislative Institution-Focused Research, Training and Consulting: Spring-Summer 2024 Report

### PROMOTING LEGISLATIVE INSTITUTIONS

It has been a busy spring and summer for the Center for Legislative Strengthening (CLS). The team tackled a variety of research requests, provided testimony, and worked on special projects for members. Artificial intelligence in the legislative environment continues to be a hot topic. Other topics the team handled included questions on legislator employment and potential conflicts of interest, legislator and staff compensation, parliamentary procedure and rules. Between April 1 and July 11, 2024, the team fielded 53 research requests.

CLS staff, along with colleagues from the Center for Results-Driven Governing and Legislative Staff Services, presented to the Oregon House Legislative Oversight, Accountability and Effectiveness Workgroup in early May. The team spoke about legislative audits and performance evaluations, performance measures, administrative oversight tools, administrative rules review, and advice and consent. Later in May, CLS was honored to have one of our team join NCSL's leaders and international teams in Ghana. NCSL provided staff from Parliament's Clerk's Office with a four-day professional development training. CLS presentations covered how to be an effective legislative staffer and "Why Protocol Matters—Unraveling Rules and Procedures."

The center wrapped up two surveys launched in the spring. The first survey updated NCSL's annual legislator compensation (salary, per diem and mileage reimbursement) data and resource page. CLS also created a legislator compensation toolkit for the NCSL website. The toolkit organizes and displays legislator compensation tables from the past five years and provides short articles on how compensation is set and how it differs by state. This issue. The second survey collected information on AI use and policies in legislatures. Data from the AI survey will assist NCSL in answering member requests for information and presenting on the use of AI by legislatures.

### 2024 LEGISLATIVE SUMMIT

Speaking of AI, CLS is presenting at a Summit session titled "Managing and Regulating AI Use by the Legislature." This session is one of several in the Legislative Institution track at Summit. Other sessions organized by CLS include "By the Book: A Parliamentary Procedure Game," "Order Up! Plating Precedence," "Balancing Power: Legislative Oversight and Agency Operations," and "Strengthening an Evolving Institution."

### TRAINING, PROFESSIONAL DEVELOPMENT AND SPECIAL PROJECTS

The special projects CLS started earlier in the year continue to keep the team busy. The team is nearly finished with a consulting project on staffing structures and classification and compensation. A study project regarding legislative staff collective bargaining efforts is well underway and will be complete late in the summer.

Thanks to hiring a highly capable intern this spring, CLS is researching and writing on legislative interims. The research examines the interim work of hybrid and part-time legislatures, including the number of meetings during the interim, the number of days met during the interim, and the number of interim committees. This data will contribute to NCSL's understanding of the changing nature of legislative work.

#### **STATE VISITS**

State visits kept the team out and about this spring with trips to South Carolina and Colorado. During the South Carolina visit, both chambers passed a resolution honoring NCSL's 50th anniversary. In both states, valuable time was spent with legislative and staff leaders, providing important insights that help inform how NCSL can best serve members.





## PROGRAMS AND PROFESSIONAL DEVELOPMENT SUBCOMMITTEE

AUG. 4, 2024 | KENTUCKY BALLROOM C | LOUISVILLE MARRIOTT DOWNTOWN | 9:15-10:15 A.M.

### AGENDA

1. Welcome and introductions.
2. Amendment to LSCC By-laws Article IV, Section 3.
3. LSMI proposal (Goal No. 5).
4. Presentation by staff.
5. Discussion by PPD.
6. Motion: Recommendation that NCSL deliver LSMI in 2025 and 2026.
7. Other business.

### SUBCOMMITTEE ROSTER

#### CHAIR

Eric Nauman  
Minnesota

#### VICE CHAIR

Jill Reinmuth  
Washington

### MEMBERS

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

### NCSL LIAISONS

Carrie Maulin (lead)  
Stacy Householder  
Arturo Pérez



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

AUG. 4, 2024 | KENTUCKY BALLROOM B | LOUISVILLE MARRIOTT DOWNTOWN | 9:15-10:15 A.M.

### AGENDA

1. Welcome and introductions.
2. Review of staff chair goals.
3. 2024 Legislative Summit overview.
4. Other business.

### SUBCOMMITTEE ROSTER

#### CHAIR

Lonnie Edgar  
Mississippi

#### VICE CHAIR

Rich Olsen  
West Virginia

### MEMBERS

Cyrus Anderson, Wisconsin  
Anthony Aycock, North Carolina  
Magali Bearden, Arizona  
Dave Burhop, Virginia  
Jon Courtney, New Mexico  
Eric Katz, New York  
Terri Kondeff, Idaho  
Raysa Martinez Kruger, New Jersey

Lori Mathis, Maryland  
Cliff McCollum, Alabama  
KC Norwalk, Indiana  
Aundrea Peterson, Utah  
Anthony Sammons, Oklahoma  
Will Tracy, Arkansas  
Darin Underwood, Utah  
Andrea Wilko, Utah

### NCSL LIAISONS

Victor Vialpando-Nuñez (lead)  
Alex Alavi  
Bryan Thomas



## MINUTES OF THE SPRING 2024 MEETING OF THE LEGISLATIVE STAFF COORDINATING COMMITTEE IN QUÉBEC CITY

MAY 17, 2024 | FAIRMONT LE CHÂTEAU FRONTENAC | QUÉBEC CITY, QUÉBEC

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

- |                    |                         |
|--------------------|-------------------------|
| • Cyrus Anderson   | • Raysa Martinez Kruger |
| • John Bjornson    | • Lori Mathis           |
| • Jacque Bland     | • KC Norwalk            |
| • Natalie Castle   | • Rich Olsen            |
| • Jon Courtney     | • Jill Reinmuth         |
| • Lonnie Edgar     | • Melissa Renick        |
| • Miriam Fordham   | • Jennifer Sebren       |
| • Jonathan Harris  | • Paul Smith            |
| • Aurora Hauke     | • Shunti Taylor         |
| • Doug Himes       | • Betsy Theroux         |
| • Rob Hunt         | • Will Tracy            |
| • Jennifer Jackson | • Erica Warren          |
| • Othni Lathram    | • Andrea Wilko          |

Staff Chair Sabrina Lewellen (Arkansas) welcomed everyone to the meeting and thanked them for attending. Introductions followed.

Notice of the staff nominating committees formation, membership and number of available positions was read.

The committee members are as follows:

- Chair: Raul Burciaga
- Charlotte Charter-Yamauchi
- Matt Gehring
- Ingrid Hernquist
- Othni Lathrum
- Rich Olsen
- Jill Reinmuth
- Susan Kannarr (alternate)

At this reading, there are five available positions. June 7 is the deadline for candidates to declare their interest in serving as NCSL staff vice chair. June 21 is the deadline for candidates to declare their interest in serving as at-large members of the NCSL Executive Committee.

### **NCSL CEO REPORT**

NCSL's Stacy Householder, vice president of leaders and international, and Bryan Thomas, chief communications officer, gave remarks and updates on the health of NCSL. Householder and Thomas thanked Québec City and the National Assembly for hosting this meeting. They gave an NCSL budget update. Highlights include a \$500,000 transfer to the NCSL reserve fund with the total being approximately \$1 million for the year. Additional funds will be put towards deferred maintenance on the NCSL headquarters building.

Dues collections were strong for the fiscal year and goals were met. There will be an increase in dues of 4% for fiscal year 2025, which was approved two years ago. The 2024 Summit registration numbers are ahead of past years, and it is on track to be a great event. They commended the Kentucky Host Committee for its work on planning for the event. Speakers and sessions continue to be identified and added to the agenda. Louisville will be the official launch of NCSL's 50th anniversary celebration, which will culminate at the 2025 Summit in Boston. Legislative Staff Week was a success, with 2,244 staff shoutouts submitted. Three states lead the number of shoutouts: West Virginia in third place, Michigan in second place and Connecticut in first place.

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

Jacque Bland delivered the report, noting Thomas gave an update on NCSL's 50th anniversary celebration, including discussion of a Profiles in Service project. Anne Sappenfield gave the subcommittee an overview of the staff at-large nominations process. Updates from the association officers were provided on the staff chair goal for professional staff association histories, both on Breezio and on the association webpages, as well as dates and locations of the fall professional development meetings and how associations are choosing to incorporate and celebrate or acknowledge NCSL's 50th anniversary. There was an updated report on the Staff Exchange Program. The participating associations have completed their exchanges for this fiscal year, likely planning visits in the future.

### **STANDING COMMITTEE OFFICERS WORK GROUP**

Melissa Renick and Miriam Fordham gave their report on the new standing committee structure roll out. The number of standing committees went from eight to 11. They discussed this new structure as a way to keep legislative staff engaged and to encourage and recruit other staff to take part in NCSL. They gave an update on Breezio platform use for the standing committees and said they felt it provided ease of access and a consistent way for members to find information. There was an update on staff officer professional development sessions, and they decided to offer a session on dealing with difficult stakeholders. This session will include the model code of conduct. The committee members are looking at ways to engage the officers and create connections, including the decision to hold a virtual orientation on how to navigate the Legislative Summit. NCSL will also hold a new attendee orientation at the start of the Summit. The group brainstormed ways NCSL can reach out to the new members and increase engagement. Some ideas included YNP sessions, and the "Salute to Legislative Staff" luncheon at Summit.

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

Lewellen gave the following report: The NCSL 50th Anniversary Special Work Group is five months into its planning for the official launch of 50th anniversary celebrations at the Summit in Louisville. Celebrations will conclude at the Summit in Boston in 2025. The work group heard reports on the communications strategy, and reviewed the vision statement, goals and core messaging. Discussion was held on implementing two staff chair goals: the Profiles in Service project and an In Memoriam observance in Boston. Thirty-five states have taken legislative action to recognize NCSL's 50th anniversary by adopting resolutions.

### **STRATEGIC PLANNING WORK GROUP**

Staff Vice Chair John Snyder reported that his work group focused on two ideas: a special work group on artificial intelligence use in legislatures and how legislative staff will use this tool. The plan would be to create toolkits and guides

on proper usage and how AI may fit into legislative workplaces. Still, he noted AI comes with a need for caution, adding that gathering raw data for use in areas such as writing press releases and research makes sense if the information is reviewed for accuracy.

The focus on NCSL's 50th anniversary celebration will continue into next year and there will be a special subcommittee to continue the work that began this year.

The fall LSCC meeting will take place at the NCSL offices in Denver Oct. 18-19.

Snyder plans to attend many of the professional staff association fall meetings and would like to meet with the officers of the associations. He also put a plug in for attending the Summit in Louisville, noting that he and his state have worked hard on the event and want everyone to get excited.

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

Lonnie Edgar reported that the subcommittee held a discussion of Breezio and its usage. NCSL staff continue to work on improvements and are accepting all comments and design updates as they come through. The subcommittee continues to support the NCSL 50th anniversary work group. Members heard Summit updates, including that 364 staff registered so far, which is behind the number of registered legislators. They also heard updates about Legislative Staff Week and NCSL's use of LinkedIn as a tool to market the Summit.

#### **LEGISLATIVE INSTITUTION SUBCOMMITTEE**

Jennifer Jackson reported that the subcommittee discussed favorite traditions in chambers, including a Festivus celebration in North Dakota. The group also discussed staff chair goals for the Legislative Litigation Toolkit, the Legislative Staff Personnel Manual, and the Model Code of Conduct, which are either complete or soon will be. For better marketability, access to these tools will be added the regular NCSL This Week Sunday email along with a link to the website. There was a preview of the Legislative Institution track for Summit with a great selection of topics being discussed.

#### **PROGRAMS AND PROFESSIONAL DEVELOPMENT SUBCOMMITTEE**

Jill Reinmuth reported that PPD has had a busy year. The subcommittee held an online meeting prior to this meeting, on April 9, where it heard reports on NCSL Base Camp and NCSL staff gave updates on LSIE and LSMI. The application for LSIE opens May 21. Through the years, this program has gained strength and become a very good program for newer staff. There was an update on Legislative Staff Week, and it was reported that NCSL Base Camp, in its fifth year, is scheduled for October 29-30. Eighty-three percent of attendees were legislative staff last year and over 1,000 legislative staff have participated in this program. At \$59 per person, it is an affordable option for legislative staff. The PPD plans to monitor the timing and session topic selection at the fall meeting in Denver.

There was an update on the senior staff director program, with information on the history of the program from NCSL staff. Funded by the NCSL Foundation, a request was made to hold two online programs per year at a minimum with an in-person session held at a regular interval. The PPD would like to amend the bylaws to cover remote session requirements.

Reinmuth gave an in-depth update on LSMI and the NCSL delivery of the program for 2024, to be held in Denver at the NCSL headquarters building. The selection process is complete, and faculty have been identified and contracted for this year. The PPD has heard regular updates from NCSL staff on the program since the decision was made to end the contract with USC. PPD has been provided with the program philosophy, a budget, NCSL personnel responsible for the program's areas, and the daily agenda and faculty associated with each subject. There are three off-site learning sessions for the cohort and classroom sessions. The PPD chair and vice chair have offered suggestions for NCSL to consider within the program and discussions will continue on these subjects.

Miriam Fordham again expressed her opinion that there needs to be an academic partner with NCSL for the delivery of LSMI. Jon Courtney said he appreciated NCSL's staff for taking the leadership role and that he agreed with Fordham. Reinmuth stated that there will be a virtual meeting for all members of the LSCC to continue the LSMI discussion prior to the meeting in Louisville.

Lewellen expressed gratitude to the members of LSCC for their attendance and investment in their subcommittees and work groups and presented the members with a gift before adjourning the meeting.

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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