



LSCC FALL MEETING

OCT. 18-19, 2024

NCSL WILLIAM POUND BUILDING

DENVER

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SCHEDULE

FRIDAY, OCT. 18, 2024

- 3-4:30 p.m. Professional Development.....1st Floor | General Assembly Conference Room
- 4:30 p.m. Bus to Moxy Denver Cherry Creek
- 5:30-7 p.m. LSCC Reception..... Moxy Denver Cherry Creek

SATURDAY, OCT. 19, 2024

- 8 a.m. Bus from Moxy Denver Cherry Creek to NCSL William Pound Building
- 8:30-9:30 a.m. Breakfast..... 1st Floor | Cafeteria
- 9:30-10:45 a.m. LSCC Work Groups
 - Professional Staff Association Officers..... 1st Floor | Senate President Conference Room
 - Standing Committees.....1st Floor | Legislative Staff Conference Room
 - Strategic Planning3rd Floor | Senate Conference Room
 - Artificial Intelligence 3rd Floor | Rotunda Conference Room
- 10:45-11 a.m. Break
- 11 a.m.-12:15 p.m. LSCC Subcommittees
 - Legislative Institution.....1st Floor | Legislative Staff Conference Room
 - Programs and Professional Development.....3rd Floor | Senate Conference Room
 - IT, Social Media, E-Learning & Outreach... 1st Floor | Senate President Conference Room
 - NCSL 50th Anniversary..... 3rd Floor | Rotunda Conference Room
- 12:15-1:15 p.m. Lunch 1st Floor | Cafeteria
- 1:15-1:45 p.m. Special Joint Meeting..... 1st Floor | Senate President Conference Room
 - Professional Staff Association Officers Work Group
 - Information Technology, Social Media, E-Learning and Outreach Subcommittee
- 1:45-3:15 p.m. Full LSCC Meeting..... 1st Floor | General Assembly Conference Room
- 3:30 p.m. Self-Transport to Denver International Airport

FULL LSCC MEETING AGENDA

OCT. 19, 2024 | GENERAL ASSEMBLY CONFERENCE ROOM | NCSL WILLIAM POUND BUILDING | 1:15-3:15 P.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. Artificial Intelligence.
4. LSCC subcommittee reports:
 - a. Legislative Institution.
 - b. Programs and Professional Development.
 - c. Information Technology, Social Media, E-Learning and Outreach.
 - d. NCSL 50th Anniversary.
5. Other business.

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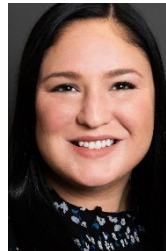
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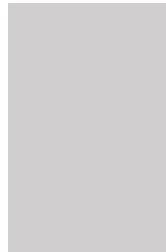


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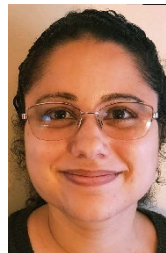


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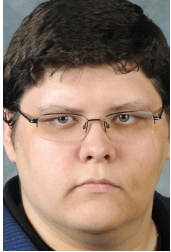


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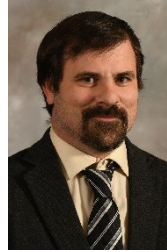


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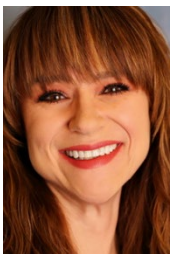


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2024-2025 STAFF CHAIR GOALS FOR LSCC SUBCOMMITTEES AND WORK GROUPS

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, 2024-2025

1. Work with NCSL staff in the production of any NCSL 50th anniversary products to ensure legislative staff are included and highlighted as important and irreplaceable components in state legislatures and in the success story of NCSL.
2. Work with the staff chair and the IT Subcommittee to plan for the 2025 Legislative Staff Week.
3. Work with the IT Subcommittee to identify strategies to help introduce new legislative staff to NCSL.
4. Facilitate the ability of the [RELACS Professional Staff Association](#) to review and update the Legislative Litigation Toolkit accordingly with any new or updated litigation information since 2019.
5. 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.
6. Work in coordination with the NCSL Executive Committee Subcommittee on the Legislative Institution when and where appropriate on 50th anniversary events and endeavors.
7. 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 oversees the Legislative Staff Management Institute, the Legislative Staff Institutional Essentials program, the Young and New Professionals program, and other NCSL programs and services as appropriate. The subcommittee's oversight includes program development and evaluation, program review and renewal, selection criteria and processes, marketing efforts, and related recommendations to the LSCC. The subcommittee may:

1. Work with other LSCC subcommittees to promote the annual NCSL Legislative Summit and other NCSL programs and services.
2. Work with professional staff association officers, at their request, to review and promote professional development seminars.

3. Recommend speakers, programming, and related marketing for LSCC-sponsored sessions at the Legislative Summit, including associated scheduling and program format issues.
4. Participate as appropriate to assist with other LSCC-sponsored learning opportunities.

Staff Chair Goals, 2024-2025

1. Evaluate the delivery and execution of the 2024 [Legislative Staff Institutional Essentials](#) (LSIE) program.
2. Work with the NCSL staff chair and NCSL staff regarding delivery and execution of the [Legislative Staff Management Institute](#) (LSMI) in 2024 and planning for the 2025 program.
3. Provide faculty recommendations for consideration for the Legislative Staff breakfast and the Legislative Staff University at the 2025 Legislative Summit.
4. Review 2024 NCSL Base Camp evaluations and provide programming recommendations for the 2025 NCSL Base Camp.
5. Review the database of professional development opportunities for legislative staff offered through NCSL to identify gaps and potential opportunities.
6. Review the selection rubrics and selection process for LSIE and LSMI.
7. Work with the Professional Staff Association Work Group to review the current uniform evaluation questions used for professional development seminars.
8. 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. 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, 2024-2025

1. 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.
2. Work with the staff chair and Legislative Institution Subcommittee to plan for the 2025 Legislative Staff Week.
3. Work with NCSL staff and relevant LSCC work groups, especially the Professional Staff Association and Standing Committee Work Groups, to evaluate the implementation of the Breezio platform and recommend improvements.

4. Develop a strategy to improve the NCSL website to allow new staff to more easily identify resources and ways to participate in NCSL.
5. 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.

NCSL 50TH ANNIVERSARY SPECIAL SUBCOMMITTEE

Staff Chair Goals, 2024-2025

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 in coordination with NCSL staff to continue implementation of the Staff Chair Oral History Project, including coordination of professional video interviews at the 2025 Legislative Summit of past staff chairs, and adding new staff chair profiles each year. Develop recommendations for publication/archiving of interviews for benefit of legislative staff.
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. Support implementation of an “In Memoriam” session recognizing NCSL Executive Committee members, LSCC members and NCSL staff who passed away in the first 50 years of NCSL. The session will be held during the 2025 Legislative Summit.
6. Work with NCSL staff to review the Senior Staff Leadership Development Programs to explore 50th anniversary-specific engagement with the program.
7. 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, 2024-2025

1. Create or review the history section on each staff association webpage to update 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 programing in upcoming staff association PDS meetings (specifically 2024 and/or 2025).
4. Work with NCSL staff and the IT Subcommittee to evaluate the implementation of the Breezio platform and recommend improvements.

5. Review implementation of the legislative staff exchange program and make recommendations for the future of the program.
6. Work with the PPD Subcommittee to review the current uniform evaluation questions used for professional development seminars.
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.

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, 2024-2025

1. Work with NCSL staff, and the IT Subcommittee to evaluate the implementation of the Breezio platform and recommend improvements.
2. Identify strategies to ensure committee rosters remain current.
3. Review the effects of the recent expansion in the number of standing committees.
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.

ARTIFICIAL INTELLIGENCE SPECIAL WORK GROUP

Staff Chair Goals, 2024-2025

1. Evaluate the current understanding and technical capabilities of legislative staff regarding AI technologies.
2. Identify current uses of AI applications in legislative functions across various professional staff associations.
3. Identify current uses of AI in government and the private sector that may find application in the legislative environment.
4. Identify and develop specific use cases for AI applications that can improve efficiency, accuracy, and accessibility within legislative processes.
5. Establish guidelines for the use of AI in legislative work to address concerns such as data privacy, bias, confidentiality and accountability.
6. Coordinate with the Professional Staff Association Work Group to gather input on current AI uses and initiatives.
7. Formulate policy recommendations based on findings to guide the integration of AI into legislative operations.
8. Produce a written document of the findings and recommendations of the work group.
9. 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.

PROFESSIONAL STAFF ASSOCIATION OFFICERS WORK GROUP

OCT. 19, 2024 | SENATE PRESIDENT CONFERENCE ROOM | NCSL WILLIAM POUND BUILDING | 9:30-10:45 A.M.

AGENDA

1. Welcome and introductions.
2. Discussion on staff association history pages.
3. 50th anniversary: Profiles in Service—discuss and review process for selection and submissions.
4. Breezio discussion points for joint meeting with IT Subcommittee and NCSL staff.
5. Create subcommittees to review the following items:
 - a. Implementation of the staff exchange program and recommendations.
 - b. Uniform evaluation questions for professional development seminars.
6. Other business.

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Joe Triem, Montana
Shay Wilson, Alaska

NCSL LIAISONS

Carrie Maulin (lead)
Arturo Pérez

NCSL 50TH ANNIVERSARY: PROFILES IN SERVICE

To: Professional staff association chairs, presidents, vice chairs and vice presidents
From: Bryan Thomas, NCSL chief communications officer
Carrie Maulin, NCSL director of legislative staff services
Date: Sept. 16, 2024
Subject: Call for Recommendations: Profiles in Service

NCSL and the LSCC are seeking recommendations of legislative staffers to be the subjects of a new series, Profiles in Service, to be published throughout NCSL's 50th anniversary year (2024-2025). Each professional staff association is requested to recommend two candidates for consideration, as outlined below.

BACKGROUND

During the LSCC meetings in Québec City and Louisville, Ky., 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.

Both groups aligned on a process to identify and recognize legislative staff members with Profiles in Service throughout the 2024-2025 anniversary year. That process is outlined below.

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 two (2) 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. Retired and deceased staff members will be considered.

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 AND SELECTION PROCESS

Leadership of each staff association may recommend two (2) candidates for consideration. Recommendations may be made on a rolling basis through spring 2025, but we encourage submissions as early as possible. 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.

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 interviewed by NCSL staff. Content will be written by NCSL staff and featured in NCSL's 50th-anniversary content, including on www.ncsl.org/50.

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

STANDING COMMITTEES WORK GROUP

OCT. 19, 2024 | LEGISLATIVE STAFF CONFERENCE ROOM | NCSL WILLIAM POUND BUILDING | 9:30-10:45 A.M.

AGENDA

1. Welcome and introductions.
2. Review of 2024-2025 staff chair goals.
3. Review officer survey results.
4. Finalize plans for new staff officer orientation.
5. Reports from NCSL staff.
 - a. Summit: registration numbers for staff on standing committees.
 - b. Breezio engagement.
6. Assign work group members to individual standing committees.
7. Identify action items.
8. Other business.

WORK GROUP ROSTER

CO-CHAIR

Miriam Fordham
Kentucky

CO-CHAIR

Andrea Wilko
Utah

VICE CHAIRS

John Bjornson, North Dakota
Charlotte Carter-Yamauchi, Hawaii
Leslie Porter, Oregon
Anthony Sammons, Oklahoma

NCSL LIAISONS

Molly Ramsdell (lead)
Kate Blackman

STRATEGIC PLANNING WORK GROUP

OCT. 19, 2024 | SENATE CONFERENCE ROOM | NCSL WILLIAM POUND BUILDING | 9:30-10:45 A.M.

AGENDA

1. Welcome and introductions.
2. Review of past staff chair goals.
3. Interactions/experience with staff liaisons.
4. Brainstorm ideas to increase legislative staff involvement with NCSL.
5. Brainstorm ideas on how to create personal touches for legislative staff.
6. Other business.

WORK GROUP ROSTER

CHAIR

Lonnie Edgar
Mississippi

MEMBERS

Natalie Castle, Colorado
Aurora Hauke, Alaska
Doug Himes, Tennessee
Terri Kondeff, Idaho
Cliff McCollum, Alabama
Claudia Méndez Morales, Puerto Rico

KC Norwalk, Indiana
Paul Smith, New Hampshire
Shunti Taylor, Georgia
Erica Warren, Kentucky
Brad Young, Ohio

NCSL LIAISONS

Stacy Householder (lead)
Alex Alavi

ARTIFICIAL INTELLIGENCE SPECIAL WORK GROUP

OCT. 19, 2024 | ROTUNDA CONFERENCE ROOM | NCSL WILLIAM POUND BUILDING | 9:30-10:45 A.M.

AGENDA

1. Welcome and introductions.
2. Vision and purpose of AI Special Work Group (staff chair goal review).
3. Presentation by Center for Legislative Strengthening on Legislative Use of Artificial Intelligence 2024 Survey.
4. AI group discussion.
 - a. What is each member's experience with AI?
 - b. What are their concerns regarding AI with respect to their own jobs and organizations?
 - c. What are their hopes?
 - d. What do they hope to accomplish by our meeting in Boston?
5. Other business.

WORK GROUP ROSTER

CHAIR

Jon Heining
Texas

VICE CHAIR

Cody Malloy
North Dakota

MEMBERS

Tom Bottern, Minnesota
Leah Goldman, New York
Eric Nauman, Minnesota
Jill Reinmuth, Washington
Anne Sappenfield, Wisconsin

Tim Sekerak, Oregon
Betsy Theroux, Georgia
Will Tracy, Arkansas
Rachel Weiss, Montana

NCSL LIAISONS

Victor Vialpando-Nuñez (lead)
Bryan Thomas
Natalie Wood

LEGISLATIVE INSTITUTION SUBCOMMITTEE

OCT. 19, 2024 | LEGISLATIVE STAFF CONFERENCE ROOM | NCSL WILLIAM POUND BUILDING | 11 A.M.-12:15 P.M.

AGENDA

1. Welcome and introductions.
2. Recap of the subcommittee's 2023-2024 work.
3. Publication updates.
 - a. Guide to Writing a Legislative Personnel Manual.
4. Review of 2024-2025 staff chair goals.
5. Other business.

SUBCOMMITTEE ROSTER

CHAIR

John Bjornson
North Dakota

VICE CHAIR

Paul Smith
New Hampshire

MEMBERS

Danielle Baker, Louisiana

Charlotte Carter-Yamauchi, Hawaii

Dana Combs, New Jersey

Drew Dickinson, Virginia

Miriam Fordham, Kentucky

Matt Gehring, Minnesota

Leah Goldman, New York

Donna Robinson Holiday, Kentucky

Rob Hunt, Maine

Michelle O'Brien, Idaho

Leslie Porter, Oregon

Jennifer Sebren, Mississippi

Brad Young, Ohio

NCSL LIAISONS

Natalie Wood (lead)

Kate Blackman

PROGRAMS AND PROFESSIONAL DEVELOPMENT SUBCOMMITTEE

OCT. 19, 2024 | SENATE CONFERENCE ROOM | NCSL WILLIAM POUND BUILDING | 11 A.M.-12:15 P.M.

AGENDA

1. Welcome and introductions.
2. LSMI update—evaluations of the 2024 program and current plans for 2025.
3. Feedback on legislative staff sessions at the 2024 Summit.
4. Young and New Professionals update.
5. Review of 2024-2025 staff chair goals and plans for the year.
6. Other business.

SUBCOMMITTEE ROSTER

CHAIR

Anne Sappenfield
Wisconsin

VICE CHAIR

Erica Warren
Kentucky

MEMBERS

Tom Bottern, Minnesota
Natalie Castle, Colorado
Kirk Fulford, Alabama
Jon Heining, Texas
Doug Himes, Tennessee

Eric Nauman, Minnesota
Jill Reinmuth, Washington
Shunti Taylor, Georgia
Rachel Weiss, Montana

NCSL LIAISONS

Carrie Maulin (lead)
Arturo Pérez
Stacy Householder

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

OCT. 19, 2024 | SENATE PRESIDENT CONFERENCE ROOM | NCSL WILLIAM POUND BUILDING | 11 A.M.-12:15 P.M.

AGENDA

1. Welcome and introductions.
2. Review of 2024-2025 staff chair goals.
3. Communication methods for staff section liaisons.
4. Other business.

SUBCOMMITTEE ROSTER

CHAIR

KC Norwalk
Indiana

VICE CHAIR

Johnathan Harris
Kentucky

MEMBERS

Cyrus Anderson, Wisconsin
Anthony Aycock, North Carolina
Taylor Boyer, Colorado
Brett Ferguson, Texas
Terri Kondeff, Idaho
Cody Malloy, North Dakota
Cliff McCollum, Alabama

Claudia Méndez Morales, Puerto Rico
Anthony Sammons, Oklahoma
Tim Sekerak, Oregon
Will Tracy, Arkansas
Andrea Wilko, Utah
Shay Wilson, Alaska

NCSL LIAISONS

Victor Vialpando-Nuñez (lead)
Alex Alavi
Molly Ramsdell



NCSL 50TH ANNIVERSARY SPECIAL SUBCOMMITTEE

OCT. 19, 2024 | ROTUNDA CONFERENCE ROOM | NCSL WILLIAM POUND BUILDING | 11 A.M.-12:15 P.M.

AGENDA

1. Welcome and introductions.
2. Review of 2024-2025 staff chair goals.
3. Report on 50th anniversary rollout at Louisville Legislative Summit.
4. Discussion: 50th anniversary LSML alumni event.
5. Discussion: Staff chair oral history project.
6. Discussion: Profiles in Service project.
7. Discussion: In Memoriam project.
8. Other business.

SPECIAL SUBCOMMITTEE ROSTER

CHAIR

Sabrina Lewellen
Arkansas

VICE CHAIR

Betsy Theroux
Georgia

MEMBERS

Jacque Bland, West Virginia
Aurora Hauke, Alaska

NCSL LIAISON

Bryan Thomas

NCSL 50TH ANNIVERSARY SPECIAL SUBCOMMITTEE—50TH ANNIVERSARY UPDATE

To: Members of the LSCC 50th Anniversary Special Subcommittee
 From: Bryan Thomas, chief communications officer
 Date: Oct. 19, 2024
 Subject: NCSL’s 50th Anniversary Update

NCSL launched its official commemoration of its 50th anniversary at the opening general session of the 2024 Legislative Summit. Through a multi-faceted campaign over this year, NCSL is telling the story of how state legislatures drive representative democracy, civility and innovation, and how NCSL is the indispensable partner in achieving all three.

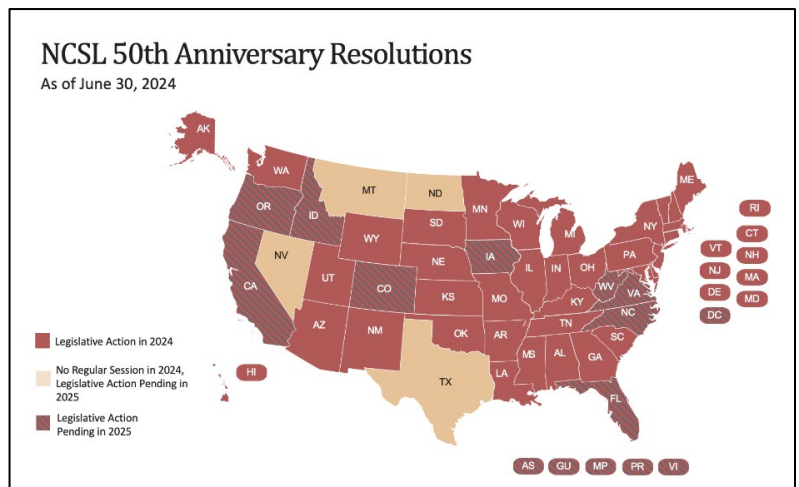
Content resources include (but are not limited to):

- www.ncsl.org/50, a 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.

50th anniversary messages and materials will be a centerpiece of post-2024 election outreach to new members and throughout 2025 state visits.

As we plan the 2025 Legislative Summit, we will embed 50th anniversary themes throughout programming—including on the main stage by aligning our speakers and topics with the top themes. We are also exploring how the 50th anniversary will be formally recognized at the Summit—including through a potential separate event, an in-memoriam recognition, a 50-year timeline and memorabilia for attendees.

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—PROFILES IN SERVICE

To: Professional staff association chairs, presidents, vice chairs and vice presidents
From: Bryan Thomas, NCSL chief communications officer
Carrie Maulin, NCSL director of legislative staff services
Date: Sept. 16, 2024
Subject: Call for Recommendations: Profiles in Service

NCSL and the LSCC seek recommendations of legislative staffers to be the subjects of a new series, Profiles in Service, to be published throughout NCSL's 50th anniversary year (2024-2025). Each professional staff association is requested to recommend two candidates for consideration, as outlined below.

BACKGROUND

During the LSCC meetings in Québec City and Louisville, Ky., 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.

Both groups aligned on a process to identify and recognize legislative staff members with Profiles in Service throughout the 2024-2025 anniversary year. That process is outlined below.

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 two (2) 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. Retired and deceased staff members will be considered.

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 AND SELECTION PROCESS

Leadership of each staff association may recommend two (2) candidates for consideration. Recommendations may be made on a rolling basis through spring 2025, but we encourage submissions as early as possible. 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.

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 interviewed by NCSL staff. Content will be written by NCSL staff and featured in NCSL's 50th-anniversary content, including on www.ncsl.org/50.

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

MINUTES OF THE SUMMER 2024 MEETING OF THE LEGISLATIVE STAFF COORDINATING COMMITTEE IN LOUISVILLE

AUG. 4, 2024 | LOUISVILLE MARRIOTT DOWNTOWN | LOUISVILLE, KY.

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
- John Bjornson
- Jacque Bland
- Dave Burhop
- Krista Lee Carsner
- Natalie Castle
- Jon Courtney
- Lonnie Edgar
- Miriam Fordham
- Kirk Fulford
- Matt Gehring
- Johnathan Harris
- Doug Himes
- Jennifer Jackson
- Wendy Jackson
- Soren Jacobsen
- Terri Kondeff
- Raysa Martinez Kruger
- Othni Lathram
- Cliff McCollum
- Eric Nauman
- KC Norwalk
- Michelle O'Brien
- Rich Olsen
- Aundrea Peterson
- Jill Reinmuth
- Melissa Renick
- Anthony Sammons
- Jennifer Sebren
- Shunti Taylor
- Betsy Theroux
- Will Tracy
- Erica Warren
- Rachel Weiss
- Andrea Wilko

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

NCSL CEO REPORT

Tim Storey reported that all states paid their NCSL dues for the first time in several years. NCSL ended the year with a healthy surplus, and a majority of the excess funds will go to the NCSL reserve fund. The Louisville Summit is the largest Summit in post COVID times, and he thanked all of the Kentucky staff for their hard work in putting together a wonderful event. He also expressed appreciation to all LSCC members for their commitment to the organization and their work during the past year.

PROFESSIONAL STAFF ASSOCIATION WORK GROUP

Jacque Bland (West Virginia) reported for the work group. The work group received information on the new Profiles in Service award process from Lesley Kennedy (NCSL). The staff associations are encouraged to submit nominations based on the criteria provided. The PSA officers gave updates on the staff association history project, noting they continue to work toward updating their histories and having those available on the NCSL website and Breezio. The associations are encouraged to celebrate the NCSL 50th anniversary at their PDS's this fall as well as on their social media sites. The staff exchange program successfully launched this past year with many of the associations participating. ASLCS held four, NLSSA held two, LSPA completed one, NALFO had seven exchanges to four states, RELACS had three and NALIT had four states volunteer to host, but no participants came forward. Overall, the program was deemed a success, and the associations look forward to funding in FY 2025 to continue on.

STANDING COMMITTEE OFFICERS WORK GROUP

Melissa Renick (Kansas) and Miriam Fordham (Kentucky) reported that they had an icebreaker activity to start their meeting. The meeting focused on how to create engagement for standing committee officers. Previously, their interaction occurred during spring and fall NCSL meetings, which are no longer held. Some ideas to increase engagement are state liaisons meeting specifically with standing committee officers during their in-person visits and use standing committee officers as moderators or facilitators at NCSL Base Camp sessions. There was discussion of using a survey to gain information on interest and areas of expertise for the officers as well as discussion on new officer orientation programs, including holding a live meeting that would be recorded so people can revisit the information as well as for archival purposes. Fordham thanked Renick for her work over the past year and acknowledged that Renick's term is ending.

STRATEGIC PLANNING WORK GROUP

John Snyder (Kentucky) reported that the work group also held an icebreaker at the start of their meeting. He and his group held a final review of his staff chair goals. There will be an emphasis on evaluating Breezio, as well as the staff exchange program. LSMI and LSIE will play a role in his goals, with a potential review of the LSIE selection rubric. Artificial intelligence investigations will be part of the goals, including how to use it and what guardrails might be necessary as the technology expands. The NCSL 50th anniversary work will continue through the Summit in Boston. Snyder thanked everyone for their commitment to the LSCC throughout the past year and said he looks forward to the upcoming year.

NCSL 50TH ANNIVERSARY SPECIAL WORK GROUP

Lewellen (Arkansas) reported that the official kickoff of the NCSL 50th anniversary would take place during the general session on Monday morning. A special video has been produced and commemorative activities are planned throughout the rest of the year. There will be the launch of a 50th anniversary webpage with relevant content, such as an interactive timeline, video, podcasts and articles. Thirty-seven states have taken legislative action to recognize the anniversary, with more expected over the next year. She thanked the members of the work group for their dedication and hard work over the past year.

LEGISLATIVE INSTITUTION SUBCOMMITTEE

Jennifer Jackson (Texas) reported that the subcommittee opened with an ice breaker and had a recap of the meeting in Québec City for those who weren't able to attend. The Staff Code of Conduct has been updated and is complete. The Legislative Litigation Toolkit has been partially updated, with continued work until its completion by the Boston Summit. The Legislative Personnel Manual is still being worked on with a goal of having it ready to present at the winter meeting in 2025.

PROGRAMS AND PROFESSIONAL DEVELOPMENT SUBCOMMITTEE

Eric Nauman (Minnesota) gave a report and summary of the year's progress by the subcommittee. The members had a long list of completed tasks, including reports on the Young and New Professional program, Forecast '24, NCSL Base Camp 2024, and the database created by NCSL staff on professional development sessions held by NCSL over the past five years. The Legislative Staff Institutional Essentials online professional development program completed the

selection process, with 73 people enrolled in the cohort that starts in October. The selection committee would like to have the scoring rubric reviewed for potential changes in the next year.

PPD meet to discuss a change to the LSCC bylaws, and language was sent to LSCC members by the staff chair according to LSCC bylaws, with changes to Article Four, Section Three to require the subcommittee oversee LSMI, LSIE, YNP and other programs and services as it deems appropriate. The committee believes it reflects existing practices. Nauman offered the following motion: "I move that the Legislative Staff Coordinating Committee approve the bylaw amendments to the LSC bylaws, Article 4, Section 3, dated July 1, 2024." The motion was adopted.

The subcommittee received reports on NCSL's delivery of the successful 2024 LSMI in Denver. NCSL staff also gave a brief updated report on the delivery of LSMI for 2025 and 2026. Nauman made the following motion related to LSMI: "I move that the Legislative Staff Coordinating Committee approve the proposal from NCSL dated Aug. 1, 2024, to provide the Legislative Staff Management Institute for the conference years '25 and 2026, subject to the appropriate oversight under the LSCC bylaws and other reporting as requested by the NCSL staff chair and the programs and professional development subcommittee chair." The motion was adopted. Nauman closed by thanking his vice chair and the committee members for their hard work the past year and also offered thanks to NCSL staff.

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

Lonnie Edgar (Mississippi) reported that the subcommittee completed their goal of reviewing progress on the Breezio platform for the past year. He stated that the platform is a work in progress and will be more successful as people become accustomed to it and use it more often. They also had an update on the Summit and wanted to encourage first-time attendees to check out the new attendee session.

Lewellen thanked everyone for their service and presented LSCC members with a gift.

Meeting adjourned.

LEGISLATIVE STAFF COORDINATING COMMITTEE BYLAWS

AS AMENDED AUG. 4, 2024

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.

- (a) The Programs and Professional Development Subcommittee oversees the Legislative Staff Management Institute, the Legislative Staff Institutional Essentials, the Young and New Professionals program, and other NCSL programs and services as appropriate. The Subcommittee's oversight includes program development and evaluation, program review and renewal, selection criteria and processes, marketing efforts, and related recommendations to the LSCC.

- (b) The Subcommittee may:
 - (1) work with other LSCC subcommittees to promote the annual NCSL Legislative Summit and other NCSL programs and services;
 - (2) work with professional staff association officers, at their request, to review and promote professional development seminars;
 - (3) recommend speakers, programming, and related marketing for LSCC-sponsored sessions at the Legislative Summit, including associated scheduling and program format issues; and
 - (4) 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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