



# 2019 INTERNATIONAL DIRECTORY

# **American Society of Legislative Clerks and Secretaries**

## **2019 International Directory**

### **PREFACE**

The International Communications and Development Committee of the American Society of Legislative Clerks and Secretaries (ASLCS) is pleased to present this publication to the members of ASLCS, Association of Chief Clerks of Mexico's State Legislatures and the Federal District of Mexico (ANOMAC), Association of Clerks-at-the-Table in Canada, The Australia and New Zealand Association of Clerks-at-the Table (ANZACATT), and The Secretaries' Association of Legislatures in South Africa (SALSA). This resource provides an English, Spanish, and French version of the objectives and goals of each association, along with the names, phone numbers, fax numbers and e-mail addresses of the respective Executive committee members. The intent of this publication is to provide a better understanding of these associations and also serve as a means of bringing us closer together.

### **2018-2019 SCHEDULE**

Canada: Association of Clerks-at-the-Table in Canada (CATTs)

- 2018 Annual Meeting: September 5-9 in Iqaluit, Nunavut
- 2019 Joint Canadian-American Meeting: September 3-7 in Concord, New Hampshire

Mexico: Association of Chief Clerks of Mexico's State Legislatures and the Federal District of Mexico (ANOMAC)

- 2018 Annual Meeting: August 23-25 in Toluca, Mexico
- 2019 Annual Meeting: TBD

Australia and New Zealand: Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT)

- 2018 Annual Meeting: January 23-25 in Perth, Western Australia
- 2019 Annual Meeting: January 22-24 in Hobart, Tasmania

South Africa: Secretaries' Association of the Legislatures of South Africa (SALSA)

- TBD

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# **American Society of Legislative Clerks and Secretaries**

## **ASLCS**

The American Society of Legislative Clerks and Secretaries (ASLCS) was founded in 1943 for the purpose of improving legislative administration and establishing better communication between clerks and secretaries throughout the United States and the territories.

From small beginnings, the Society has grown to include an active membership of over two hundred principal clerks and secretaries and legislative support staff. The Society's membership is made up of the elected or appointed legislative clerks and secretaries in the 50 states and the possessions and territories of the USA. Associate members are legislative employees designated by the clerks and secretaries from the personnel in their offices. Former clerks and secretaries also may be associate members.

The Society meets three to four times a year. The spring meeting is a working meeting for the Society's standing committees and the Executive Committee. The summer meeting is held in association with the National Conference of State Legislatures (NCSL). Each fall, the Society holds the ASLCS Annual Professional Development Seminar. It consists of five days of intensive training and information exchange designed for clerks and secretaries and their office staff. On occasion the ASLCS has held a winter working meeting similar to, or in place of, the spring meeting.

ASLCS training programs concentrate on improving the administrative and parliamentary effectiveness of state legislatures; improving the skills and professionalism of employees in the offices of clerks and secretaries; increasing understanding of the roles and relationships among different staff activities and responsibilities; and providing a forum in which clerks and secretaries can meet and learn from one another.

Most of the work of the Society is done in committees. The committees that are currently active include the Bylaws/Standing Orders, Inside the Legislative Process, Membership and Communication and Development, Legislative Administrator, Site Selection, Support Staff, Canadian-American Relations, Professional Journal, Program Development, and Roster Committee.

The International Communication and Development Committee reviews ASLCS's relationship with countries other than Canada and its role with NCSL in dealing with those countries. The committee receives reports from the Legislative Staff Coordinating Committee, works with other NCSL staff sections involved in international relations, and leads in developing relations with our counterpart, ANOMAC.

# **American Society of Legislative Clerks and Secretaries**

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Liz Clark (Alaska)	Jennifer Novak (Idaho)
Claire Clift (Nevada)	Jeff Renk (Wisconsin)
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# American Society of Legislative Clerks and Secretaries

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# American Society of Legislative Clerks and Secretaries

## ASLCS

### Executive Committee Members



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Alabama State Capitol  
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# **Australia and New Zealand Association of Clerks-at-the-Table ANZACATT**

The Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT) was formed in 2001 and now comprises 80 members from each House of Parliament in Australia, Norfolk Island, and New Zealand.

The objects of the Association are to advance the professional development of its members and other staff of parliaments in Australia and New Zealand to expand their knowledge of the foundations and principles of parliamentary systems and procedures as well as the administrative practices essential to the smooth operation of Parliament. The sharing of professional experiences and knowledge about the institution of Parliament and the development of links with similar organizations are also amongst the Association's aims.

Any officer of a House of Parliament in Australia and New Zealand who is employed in the capacity of Clerk-at-the-Table and is eligible to be a member of the Society of Clerks-at-the-Table is eligible to be nominated for membership. Former Clerks-at-the-Table may also be honorary members of the Association.

The Association is administered by an Executive Committee which meets four times a year to determine policy and the directions of the Association. A two day professional development seminar is held at the end of January each year which is open to both members of the Association and other parliamentary officers nominated by the Clerk of their House. The Annual General Meeting of the Association is held concurrently with the professional development seminar.

Two committees have also been appointed by the Executive Committee. The Education Committee identifies to the Executive Committee opportunities for the Association to contribute to a better understanding of the institution of Parliament. The Professional Development Committee makes the arrangements for the annual professional development seminar under the broad guidelines determined by the Executive Committee.

The principal publication of the Association is a half yearly bulletin which contains reports from each House on matters of procedural and administrative significance as well as comments on relevant legal cases and short articles on topical matters. The bulletin is prepared as a regular means of exchanging information between the Houses and alerting members to events that may be of interest. In addition, the Executive produces a quarterly newsletter designed to keep members up to date with its activities.

# Australia and New Zealand Association of Clerks-at-the-Table ANZACATT

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House of Representatives  
Canberra, Australia



# Association of Chief Clerks of Mexico's State Legislatures and the Federal District of Mexico

## ANOMAC

In August 1996, the State Legislative Clerks of Mexico and the Federal District of Mexico met in the city of San Luis Potosi and they agreed to organize an association of Legislative Clerks which is called the Association of Chief Clerks of Mexico's State Legislatures and the Federal District of Mexico.

ANOMAC is an organization founded for the purpose of forming a work group of Chief Clerks of State Legislatures having among its objectives the contribution and interchange of experiences in the legislative field of each entity through the coordination of their activities.



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The Association's objectives are designed to strengthen the functional role and legislative responsibility carried out in each of the legislatures that requires the exchange of information, knowledge and experiences, and the rest of the activities tied to the functions of the Office of the Chief Clerk.

Of great importance to the Association was the meeting held in April 1997, in the city of Monterrey, Nuevo Leon, with the United States Representative of the American Society of Legislative Clerks and Secretaries (ASLCS), a counterpart group to ours, which through the interchange of experiences, at the international level, will allow for the enrichment of our knowledge and the opportunity to fulfill one of the objectives of the association. The next meetings, like the ones that were held in Tabasco, Mexico and in Vail, Colorado, will be a challenge in order to overcome obstacles, establish ties, and make our fraternal relationship the focus of support for our legislative work.



# Association of Chief Clerks of Mexico's State Legislatures and the Federal District of Mexico

## ANOMAC

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# Association of Chief Clerks of Mexico's State Legislatures and the Federal District of Mexico

## ANOMAC

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ANOMAC Meeting, 2018  
Toluca, Mexico





# Association of Clerks-at-the-Table in Canada

## CATTs

On September 13, 1969, the Association of Clerks-at-the Table in Canada (CATTs) was formed. The first meeting took place in Quebec City, Quebec and was attended by seven Clerks and six Assistant Clerks. The first item of business was the development and adoption of a constitution. The constitution made any Table Officer of a Canadian Province, House of Commons or Senate eligible to be a member. In 1972 it was unanimously agreed to amend the constitution to include territories.



**Parliament Hill  
Ottawa, Canada**

The Association meets once a year for a Professional Development Seminar and General meeting. Each jurisdiction in Canada hosts the conference on a rotational basis. The Professional Development Seminar is intended to enhance and share procedural knowledge among Clerks and to discuss common administrative matters.

In addition to the annual meeting, the Executive Committee meets regularly to consider the ongoing business of the Association. The Executive Committee

is made up of the President, Vice-President and the Secretary Treasurer. Executive members are elected by the general assembly of the Association at its annual meeting in August.

Much of the work of the Association is done by the Association's Executive Committee and in its three standing committees. The Education Committee initiates and develops programs and communication strategies for teaching institutions which contribute to the understanding of parliament. The Professional Development Committee prepares the order of business and recommends topics for a variety of parliamentary conferences in Canada including: the Presiding Officers Conference and the Commonwealth Parliamentary Association (Canadian Region) Conference. Finally, the Technology Committee fosters discussion among Canadian legislatures on how information technology impacts legislative assemblies both procedurally and in general.

CATTs also maintains ties with jurisdictions outside of Canada by inviting their attendance at its annual Professional Development Seminar and encouraging participation in attachments and exchanges. The Association regularly invites representatives from the following organizations/ jurisdictions to attend its PDS: American Society of Legislative Clerks and Secretaries, Association of Chief Clerks of Mexico's State Legislatures and the Federal District of Mexico, Australia and New Zealand Association of Clerks-at-the-Table, United Kingdom, and other special invitees.



# Association of Clerks-at-the-Table in Canada

## CATTs

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# **The Secretaries' Association of the Legislatures of South Africa**

## **SALSA**

The Secretaries' Association of the Legislatures of South Africa (SALSA), also known as the Association, was formed for the purpose of promoting efficient and effective administrations and cooperating closely with the legislatures and administrators. The constitution was adopted on November 25, 1995. The Association consists of Secretaries of all legislatures within the Republic of South Africa.

The Association meets at least once every quarter. The Chairperson of the meeting will be the Secretary of the legislature where the meeting is held. In the absence of the Chairperson, the meeting will elect one of its members as Chairperson. The functions and duties of the Association are to enhance the capacity of the legislatures to fulfill their duties and responsibilities in an efficient and effective manner. This is done by developing programs to improve the quality of its human resources, coordinating and facilitating training and development programs for officials and members of the legislature, and encouraging coordination and the sharing of information among legislatures. The Association also promotes cooperation and uniformity among legislatures in service conditions, labor policies, parliamentary terminology, minuting and administration generally. Other functions and duties consist of making recommendations to the Speaker's Forum on matters of common interest and undertaking any other functions necessary for the efficient and effective operation of the legislature.

The Secretary of the Association prepares the agenda and minutes of the meeting of the Association which are distributed by the legislature where the meeting is being held. The records of the Association are also kept by the Secretary. Amendments to the constitution are made at any meeting of the Association provided that at least fourteen days notice of such amendment is given to the Secretary of the Association. The constitution is amended by a simple majority of votes of the members present.

The Executive Committee of the Association consists of the President, Secretary, and Treasurer. A new Executive Committee is elected at the last meeting of the Association each year. A vacancy in the Committee is filled as soon as possible according to the terms of the election procedure. The functions of the Executive Committee are proposing an agenda for the Association meeting, determining the venues and times of meetings, ensuring the implementation of decisions of the Association, and managing the finances. Other duties are deciding the venue and time of special meetings, considering and submitting proposals to the constitution, proposing rules for the holding of elections of the President and other members of the Executive Committee, and undertaking any other function that may be assigned by the Association.

# **The Secretaries' Association of the Legislatures of South Africa**

## **SALSA**

### **Executive Committee Members**



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**Houses of Parliament  
Cape Town, South Africa**





# English for Travelers

<b>Español</b>	<b>English</b>	<b>Français</b>
<b>Palabras Basicas</b>	<b>Basic Phrases</b>	<b>Mots Élémentaires</b>
Usted	You (singular, formal)	Vous
Ustedes	You (plural)	Vous
Ellos (m), Ellas (f)	They	Il (m), elles (f)
¿Como se llama usted?	What is your name?	Comment vous appelez-vous?
Encantado de conocerle.	Nice to meet you.	Enchanté (de faire votre connaissance)
¿Como estás? Que pasa?	How are you?	Comment allez-vous? Ça va?
Bien	Good	Bien, bon
Mal	Bad	Mal, mauvais
Mas o menos. Asi, asi	So so	Comme ci comme ça
La esposa	Wife	Une femme, une épouse
El esposo, el marido	Husband	Le mari
La hija	Daughter	La fille
El hijo	Son	Le fils
La madre	Mother	La Méré, maman
El padre	Father	Le Père, papa
El amigo (m), la amiga (f)	Friend	Un ami (m), une amie (f)
¿Dónde está el baño?	Where is the bathroom?	Qu sont les toilettes?
¿De dónde es usted?	Where are you from?	Où êtes-vous?
¿Cuánto cuesta esto?	How much is this?	Combien?